



Hogan Preparatory Academy

Hogan Preparatory Academy

Date and Time

Monday July 25, 2022 at 5:30 PM CDT

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:30 PM
Opening Items			
A. Call the Meeting to Order		Dr. Mary Viveros	1 m
B. Record Attendance and Guests		Dr. Mary Viveros	1 m
Quorum Established			
C. Adoption of Agenda	Vote	Dr. Mary Viveros	1 m
D. Comments from Public		Dr. Mary Viveros	2 m
E. Comments from the Board President		Dr. Mary Viveros	5 m
F. Comments from the Superintendent		Dr. Jayson Strickland	5 m
• August meeting location			
II. Consent Agenda			5:45 PM
A. Approval of June 27, 2022 Minutes	Approve Minutes	Dr. Mary Viveros	1 m
B. HPA July HR Report	Vote	Dr. Tamara Burns	1 m

	Purpose	Presenter	Time
C. HPA 2022-23 Employee Handbook	Vote	Dr. Tamara Burns	5 m
D. Approval of EdOps Contract	Vote	Dr. Tamara Burns	1 m
E. Approval of TICO contract	Vote	Jazmine Salach	1 m
III. Finance Committee			5:54 PM
A. Finance Committee Report	Vote	David Collier & Dr. Tamara Burns	10 m
B. Approve June Expenses	Vote	David Collier & Dr. Tamara Burns	1 m
C. Enrollment Contingency Plan	Vote	Dr. Tamara Burns	10 m
IV. Academic Committee			6:15 PM
A. Academic Committee Report	Vote	Dr. Mary Viveros & Edwin Wright	20 m
B. 2022-23 Priorities	Vote	Edwin Wright	5 m
V. Governance and Board Development Committee			6:40 PM
A. Monitoring Plan	Discuss	Dr. Tamara Burns	5 m
VI. New Business			6:45 PM
A. HPA Board of Directors Policies-First Read	Discuss	Dr. Jayson Strickland	10 m
VII. Old Business			
VIII. Calendar			6:55 PM
A. Upcoming Dates	Discuss	Dr. Jayson Strickland	1 m

- August 5th; 8th-9th
- August 10th

New Teachers PD
All Staff return to Duty

	Purpose	Presenter	Time
• August 10th	Convocation, UMKC		
• August 8th-17th	Staff PD		
• August 11th-12th	Centralized Enrollment		
• August 18th	First Day of School		
• August 22nd	BOD Meeting		

IX. Closing Items

6:56 PM

A. Motion to Go into Closed Session	Discuss	Dr. Mary Viveros	10 m
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RSMo § 610.021. Closed meetings and closed records authorized when, exceptions, sunset dates for certain exceptions (1) Legal actions, causes of action or litigation involving a public governmental body and any confidential or privileged communications between a public governmental body or its representatives and its attorneys.... 3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.....(13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...

B. HPA BOD Meeting Evaluation/Reflection	Discuss	Dr. Tamara Burns	5 m
C. Adjourn Meeting	Vote	Dr. Mary Viveros	1 m

Coversheet

Approval of June 27, 2022 Minutes

Section: II. Consent Agenda
Item: A. Approval of June 27, 2022 Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Hogan Preparatory Academy on June 27, 2022

DRAFT



Hogan Preparatory Academy

Minutes

Hogan Preparatory Academy

Date and Time

Monday June 27, 2022 at 5:30 PM

Location

Notice is hereby given that the Hogan Preparatory Academy Board will conduct a Board Meeting at 5:30 PM on Monday, June 27, 2022 at Hogan Preparatory Academy District Office, at 6409 Agnes Avenue. Join Zoom Meeting <https://us02web.zoom.us/j/85133616049?pwd=zFyT0LH9dlGvEPtbXy-xP9U4lzMGDC.1>

Meeting ID: 851 3361 6049

Passcode: j53PzN

One tap mobile

+19292056099,,85133616049#,,,,*931774# US (New York)

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+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Directors Present

Albert Ray, Danielle Binion (remote), David Collier (remote), Mary Viveros, Matt Samson (remote), Robin Carlson (remote)

Directors Absent

None

Guests Present

Annelise Thurber (remote), Edwin Wright (remote), Jamie Berry (remote), Janice Thomas, Jayson Strickland, Jazmine Salach (remote), Tamara Burns

I. Opening Items

A.

Call the Meeting to Order

Mary Viveros called a meeting of the board of directors of Hogan Preparatory Academy to order on Monday Jun 27, 2022 at 5:30 PM.

B. Record Attendance and Guests

C. Adoption of Agenda

Albert Ray made a motion to Adopt the agenda with the following change: move New Business to after Finance.

David Collier seconded the motion.

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

Roll Call

Robin Carlson Aye

Matt Samson Aye

Albert Ray Aye

Mary Viveros Aye

Danielle Binion Aye

David Collier Aye

D. Comments from Public

Thanks from Dr. Mary Viveros, BOD President, for the hard work of staff.

E. Comments from the Board President

Thanks from Dr. Mary Viveros, BOD President, for the hard work of staff.

F. Comments from the Superintendent

Congratulations to Jan Thomas for receiving the Excellence in Education Award

Summer School Update by Dr. Annelise Thurber

- Ended June 24th
- 96 students
- 1:1 student/teacher ratio

Hogan Ambassadors

- Professional development in the afternoons
- Piloted new SEL curriculum
- Increase capacity to support teachers

Family Summit on June 25th-very successful; thanks to Director Ray for stopping by; community organizations at the event

Safety-Dr. Tamara Burns

Review of current safety and crisis manual; plan is to present it at the July meeting.

New Building tours will be on July 9th for families from 11:30am to 1:30pm

II. HPA Board Dashboard

A.

HPA BOD May Dashboard

- BOD attendance goal met
- Deep dive at July meeting from the Academic Committee

III. Consent Agenda

A. Approval of May 23, 2022 Minutes

Robin Carlson made a motion to approve the minutes from Hogan Preparatory Academy on 05-23-22.

Albert Ray seconded the motion.

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

Roll Call

David Collier Aye
Albert Ray Aye
Mary Viveros Aye
Matt Samson Aye
Robin Carlson Aye
Danielle Binion Aye

B. Community Standards Updates

Robin Carlson made a motion to Approve the Community Standard Updates.

Albert Ray seconded the motion.

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

Roll Call

Danielle Binion Aye
Robin Carlson Aye
Mary Viveros Aye
Matt Samson Aye
David Collier Aye
Albert Ray Aye

C. 2022-23 Hogan Calender revisions

Robin Carlson made a motion to approve the 2022-23 Hogan Calendar revisions.

Albert Ray seconded the motion.

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

Roll Call

Danielle Binion Aye
Mary Viveros Aye
David Collier Aye
Robin Carlson Aye
Albert Ray Aye
Matt Samson Aye

D. Jamie Berry Consultant Proposal

Robin Carlson made a motion to approve the contract for Jamie Berry.

Albert Ray seconded the motion.

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

Roll Call

David Collier Aye

Roll Call

Albert Ray Aye
Mary Viveros Aye
Matt Samson Aye
Danielle Binion Aye
Robin Carlson Aye

IV. Finance Committee

A. Finance Committee Report

Nothing new since May, 2022.

Matt Samson made a motion to Approve the Finance Committee report.

Robin Carlson seconded the motion.

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

Roll Call

Robin Carlson Aye
Danielle Binion Aye
Mary Viveros Aye
Albert Ray Aye
Matt Samson Aye
David Collier Aye

B. Approve May Expenses

Albert Ray made a motion to Approve May Expenses.

Danielle Binion seconded the motion.

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

Roll Call

Mary Viveros Aye
Albert Ray Aye
Robin Carlson Aye
Matt Samson Aye
David Collier Aye
Danielle Binion Aye

C. Hogan Abatement

David Collier made a motion to Approve the contract for New Horizon for Hogan abatement.

Albert Ray seconded the motion.

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

Roll Call

David Collier Aye
Robin Carlson Aye
Matt Samson Aye
Albert Ray Aye
Danielle Binion Aye
Mary Viveros Aye

V. Academic Committee

A. Academic Committee Report

Albert Ray made a motion to Approve the Academic Committee Report.

Matt Samson seconded the motion.

- Data increased
- Deeper dive at July, 2022 meeting

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

Roll Call

Robin Carlson Aye
Danielle Binion Aye
Matt Samson Aye
Mary Viveros Aye
Albert Ray Aye
David Collier Aye

VI. Governance and Board Development Committee

A. Governance & Board Development Committee

David Collier made a motion to Approve the Governance & Board Development Committee.

Matt Samson seconded the motion.

3 areas

- Blaque board draft on June 30th
- Review of BOD agenda
- Superintendent evaluation

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

Roll Call

Albert Ray Aye
Matt Samson Aye
Danielle Binion Aye
David Collier Aye
Robin Carlson Aye
Mary Viveros Aye

VII. Old Business

A. HPA June HR Report

B. HPA Assessment Policy (Second Read)

Albert Ray made a motion to Approve the HPA Assessment Policy.

Robin Carlson seconded the motion.

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

Roll Call

Mary Viveros Aye
Robin Carlson Aye
David Collier Aye
Matt Samson Aye
Danielle Binion Aye
Albert Ray Aye

VIII. Closing Items

A.

Motion to Go into Closed Session

David Collier made a motion to to enter into Closed session pursuant to RSMo § 610.021. Closed meetings and closed records authorized when, exceptions, sunset dates for certain exceptions (3) Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded and (13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment.

Matt Samson seconded the motion.

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

Roll Call

Danielle Binion Aye
Mary Viveros Aye
Matt Samson Aye
David Collier Aye
Albert Ray Aye
Robin Carlson Aye

B. Motion to Return to General Session

Matt Samson made a motion to Return to General Session without any action taken.

Albert Ray seconded the motion.

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

Roll Call

Matt Samson Aye
Robin Carlson Aye
Danielle Binion Aye
Mary Viveros Aye
Albert Ray Aye
David Collier Aye

C. HPA BOD Meeting Evaluation/Reflection

D. Adjourn Meeting

Albert Ray made a motion to Adjourn the meeting.

Mary Viveros seconded the motion.

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

Roll Call

David Collier Aye
Albert Ray Aye
Danielle Binion Aye
Matt Samson Aye
Mary Viveros Aye
Robin Carlson Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:30 PM.

Respectfully Submitted,
Mary Viveros

Coversheet

HPA July HR Report

Section:	II. Consent Agenda
Item:	B. HPA July HR Report
Purpose:	Vote
Submitted by:	
Related Material:	July 2022 Board - HR Report.pdf

Coversheet

HPA 2022-23 Employee Handbook

Section:	II. Consent Agenda
Item:	C. HPA 2022-23 Employee Handbook
Purpose:	Vote
Submitted by:	
Related Material:	HPA Employee Handbook 22-23.pdf

Employee Handbook

Current as of July, 2022



Purpose

The purpose of this employee handbook is to provide guidance to acquaint all employees with the Board Policies of Hogan Preparatory Academy, Inc. (HPA). The Board Policies are available on the district website. Additionally, the handbook provides information about working conditions, employer provided benefits, and some of the policies affecting employment. All employees should read, understand, and comply with all provisions of the handbook. It describes many employee responsibilities and outlines the benefit programs developed by HPA. Your compliance with this handbook is a condition of your employment. One of the objectives is to provide a work environment that is conducive to both personal and professional growth.

This employee handbook is a tool to keep employees informed of the terms and conditions of their employment, including school policies and procedures. HPA reserves the right to revise, add or delete from this handbook. HPA will notify employees when changes have been made to the handbook. No oral statements or representations can change the provisions of this handbook. Board Policies shall supersede this handbook.

Notice of Nondiscrimination

Hogan Preparatory Academy admits students of any race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, disability, or any other legally recognized classification to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The District does not exclude people or treat them differently because of race, color, national origin, age, disability, or sex. The District does not discriminate on the basis of race, color, national origin, ethnic origin, age, religion, creed, sex, sexual orientation, veteran's status, disability, or any other legally recognized classification in administration of its hire and employment policies, educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs, and the District provides equal access to the Boy Scouts and other designated youth programs.

Hogan Preparatory Academy complies with the regulations implementing Title VI and Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments Act of 1972; Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; and other state and federal laws and regulations.

Inquiries concerning the District's nondiscrimination policies:

Dr. Tamara Burns, Deputy Superintendent

1331 E Meyer Blvd

Kansas City, Missouri 64131

(816) 444-3484 ext. 2238

For further inquiry, may also be directed to Office for Civil Rights at: OCR.KansasCity@ed.gov

Waiver of Breach

The waiver by HPA of any violation of any term or condition set forth in this employee handbook shall not operate as a waiver of any subsequent violation. No waiver shall excuse compliance with the provisions of the employee handbook unless placed in writing and signed by the Board President of HPA.

Definitions

The term "HPA administration" is used throughout the employee handbook and in general refers to the superintendent, deputy superintendent, Chief of Leadership Development, Chief Officer of Student Services and Social Emotional Learning Supports, principals and assistant principals. The intent is to provide all employees with a person to contact in the event of any of the situations described in the handbook.

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Employee Acknowledgement Form (for personnel file)

_____ I acknowledge that I have received and will review my personal copy of the HPA Employee Handbook and that I have been made aware there is also an electronic version of this handbook available in Bamboo. I agree that if there is any policy or provision of the Employee Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

_____ I acknowledge that I understand that I am expected to be at work during certain events as identified in the Attendance & Punctuality section of this handbook.

_____ I acknowledge that this handbook is not a contract of employment. In consideration of my employment with HPA, I agree to observe and abide by the conditions of employment, policies, and rules contained in this handbook.

_____ I understand that the policies, procedures and benefits described in this Employee Handbook are regularly reviewed by the HPA Administration and the Board of Directors, and may be amended, modified or deleted unilaterally by the Board at any time. I further acknowledge that the provisions in this Handbook are for informational purposes only and to the extent they differ from Board policy, rules or regulations, the Board policy, rules or regulations are controlling. I understand the board policies are available on the district website.

_____ I acknowledge that I have received and reviewed a copy of the HPA Technology Users Agreement.

_____ I acknowledge that I am required to complete the Safe Schools Training by the deadline as instructed.

One copy of this Acknowledgment Form will remain in this handbook at all times. The other copy will be placed in my personnel file.

EMPLOYEE NAME (printed): _____

EMPLOYEE SIGNATURE: _____

DATE SIGNED: _____

**THIS SIGNED AND DATED COPY IS
RETAINED IN THE EMPLOYEE PERSONNEL FILE**

This page intentionally left blank

Employee Acknowledgement Form (remains in handbook)

_____ I acknowledge that I have received, reviewed, and understand my personal copy of the HPA Employee Handbook and that I have been made aware there is also an electronic version of this handbook available in Bamboo. I agree that if there is any policy or provision of the Employee Handbook that I do not understand, I will seek clarification from my principal or direct supervisor.

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_____ I acknowledge that I am required to complete the Safe Schools Training by the deadline as instructed.

One copy of this Acknowledgment Form will remain in this handbook at all times. The other copy will be placed in my personnel file.

EMPLOYEE NAME (printed): _____

EMPLOYEE SIGNATURE: _____

DATE SIGNED: _____

**THIS SIGNED AND DATED COPY
REMAINS IN THE EMPLOYEE HANDBOOK**

HPA's Welcome

Welcome! You have chosen to become part of a dedicated team. We hope that your association with HPA will be rewarding, challenging, and of mutual benefit. We take pride in our staff as well as the education we provide to the Kansas City community. We consider ourselves leaders in the field of College and Career Preparatory Education.

Please take the time to read this Employee Handbook carefully. It is an important communication and management document. Please initial each page and date and sign the acknowledgment form on the preceding page to show that you have read, understood and agree to the contents of this handbook. This handbook provides most of the terms and conditions of employment. This handbook is not an employment contract.

Understand that no employee handbook can address every situation in the workplace. If you have any difficulty reading or understanding any of the provisions of this handbook, please contact a member of administration. HPA will gladly make assistance available so you can understand the policies and what is expected of you. If you do not request assistance, HPA will work on the premises that you fully understand the handbook. Likewise, if you have any suggestions related to school policies or procedures, please let us know.

We wish you success in your employment with HPA!

Sincerely,

Hogan Preparatory Academy Inc., Board of Directors

Vision Statement

To Inspire Our Students, Families, and Community to Succeed by Unlocking Their Greatest Potential

Mission Statement

Hogan Preparatory Academy is an organization of leaders, educators, and mentors working closely with families and the community to help students unlock their greatest potential. Hogan prepares them for college and career success by providing education, experience, and passion that equips them with a distinct competitive advantage.

Workplace Environment

Ethics Code – Reporting Concerns

Purpose

Hogan Preparatory Academy, Inc., (HPA) requires directors (members of the board of directors), employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities within the School. As representatives of the School we must practice honesty and integrity in fulfilling our responsibilities and must comply with all applicable laws and regulations. The purpose of this expectation is to create an ethical and open work environment, to ensure that the School has a governance and accountability structure that supports its mission, and to encourage and enable directors, employees, and volunteers of the School to raise concerns about the occurrence of illegal or unethical actions within the School before turning to outside parties for resolution.

Reporting Responsibility

All board members, employees and volunteers have a responsibility to report any action or suspected action taken within the School that is illegal, unethical or violates any adopted board policy or School policy, local ordinances, state and federal regulations and statutes. Anyone reporting a violation must act in good faith, without malice to the School or any individual at the School and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a disciplinary offense.

Reporting Concerns

1. Employees and volunteers (Reporting Individuals) are encouraged to submit such reports to his/her immediate supervisor.

2. If the employee or volunteer feels unable to go to the immediate supervisor or if there is any reason why this may not be appropriate, the employee or volunteer is encouraged to report in this sequence as applicable:
 - a. First Building Principal or Department Head
 - b. Second Deputy Superintendent
 - c. Third Superintendent
 - d. Fourth Board of Directors

3. All supervisor and members of building administration are required to notify the Deputy Superintendent within two business days of any reports received.

A non-exhaustive list of unethical, fraudulent or illegal acts might include:

- Theft or misuse of staff, school, student or vendor property for personal benefit
- Violation of any federal, state, or local laws
- Failure in regulatory compliance
- Inappropriate relationships with employees, students, or vendors
- More than “token”, gift(s) from a vendor
- Discrimination, based on race, color, national origin, gender, age, sexual orientation, disability, veteran status against an employee or student
- Falsification of time sheets or School records
- Bribes or kickbacks
- Falsified financial reporting
- Non-conforming accounting/auditing

Handling of Reported Violations

The Deputy Superintendent will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. The School office or person and/or board committee who has responsibility for overseeing compliance with the particular policy or procedure will be notified as necessary. All reports will be promptly investigated, and appropriate corrective action will be taken if warranted by the investigation.

No Retaliation

This Whistleblower Protection Policy is intended to encourage and enable Reporting Individuals to raise concerns within the School for investigation and appropriate action. With this goal in mind, no Reporting Individual, who, in good faith, reports a concern shall be threatened, discriminated against or otherwise subject to retaliation or, in the case of an employee, adverse employment consequences as a result of such report. Moreover, a volunteer or employee who retaliates against someone who has reported a concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Acting in Good Faith

Anyone reporting a concern must act in good faith and have reasonable grounds for believing the matter raised is a violation of law or policy, a non-conforming accounting, or non-conforming auditing matter. The act of making allegations that prove to be unsubstantiated and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false will be viewed as a disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment.

Confidentiality

Reports of concerns, and investigations pertaining to the reports, shall be kept confidential to the extent possible. However, consistent with the need to conduct an adequate investigation, the School cannot guarantee complete confidentiality. Disclosure of investigation information to

individuals not involved in the investigation will be viewed as a disciplinary offense and may result in discipline, up to and including termination of employment.

The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

If you have any doubt about whether an employee's conduct or that of another meets HPA ethical standards or compromises the reputation of HPA, please discuss it with a member of HPA administration.

Equal Employment Opportunity

See Board Policy 4110 for more information

Board Policy 4110 - Equal Employment Opportunity reads:

“The Board of the School is an equal opportunity employer. The Board is committed to equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention, and promotion. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, religion, age, sex, national origin, ethnicity, disability, sex orientation, or perceived sex orientation. All decisions with regard to employment shall be in compliance with applicable state and federal laws.

The Board is required by Immigration Reform and Control Act to employ only American citizens and aliens who are authorized to work in the United States. The purpose of this law is to preserve jobs for those individuals who are legally entitled to them.”

Any practice that appears to be inconsistent with this policy should be reported to the human resources office, the building principal, or the superintendent immediately.

Anyone found to have illegally discriminated against a coworker will be subject to disciplinary action, up to and including termination of employment.

Immigration Law Compliance

See Board Policy 4110 for more information.

HPA is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin. HPA will comply with federal and state immigration law in hiring and recordkeeping.

Disability Accommodations

HPA is committed to complying fully with the Americans with Disabilities Act (ADA) and Amendments Act (ADAAA) and all other federal, state and local laws providing for non-discrimination in employment against qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Requesting Accommodation

Employees or applicants with a qualified disability may make a request for reasonable accommodation to their supervisor or the human resources office. HPA will reasonably accommodate employees and applicants with a disability. Accommodations will be determined on a case-by-case basis and in conjunction with input from the individual and recommendations

of medical and other professionals. Disabilities will be treated in a confidential manner to the extent possible.

HPA is also committed to not discriminating against any employees or applicants because they are related to or associated with a person with a disability. HPA will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

Preventing Unlawful Harassment

See Board Policy 1300 for more information.

HPA is committed to providing a work environment that is free from discrimination and conduct that can be considered harassing, coercive, or disruptive. Harassment based on race, color, religion, sex, citizenship, ancestry, national origin, age, disability, veteran's status, sexual orientation or any other characteristic protected under law will not be sanctioned or tolerated.

Supervisors and administration are responsible for assuring that no employee, parent, student, vendor or supplier is subjected to conduct that constitutes any form of harassment.

This policy applies to employees, parents, students, vendors or suppliers who may have school or work-related interaction with HPA inside and outside the workplace. HPA provides regular anti-harassment training to employees to ensure the opportunity to work in an environment free of unlawful harassment and discrimination.

Unlawful Harassment

Unlawful harassment is defined as visual, verbal, or physical conduct of a discriminatory nature described as:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- (2) Submission or rejection of the conduct is used as a basis for making employment decisions; or,
- (3) The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.
- (4) Visual conduct that includes offensive visual conduct, offensive gestures, or displaying of offensive objects or pictures, cartoons or posters.
- (5) Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes based on the protective categories.
- (6) Verbal sexual advances or propositions.
- (7) Verbal abuse of an offensive nature, graphic verbal commentaries about an individual's body, degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- (8) Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- (9) Actions that set a person apart due to their association with a protected class.

Reporting Procedure

If an employee, experiences or witnesses an unlawful harassment in the workplace, the staff should report it immediately to their supervisor.

If the supervisor is unavailable, the subject of the complaint or the employee believes it would be inappropriate to contact that person, they should immediately contact a member of HPA administration.

An employee can raise concerns and make reports without fear of reprisal or retaliation.

Any supervisor or manager who becomes aware of possible unlawful harassment must immediately advise the Deputy Superintendent so it can be investigated in a timely and confidential manner.

All employees are expected to fully cooperate in the investigation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, an employee's confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure.

Anyone engaging in unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Employment Relationship

Employment Applications & Information

HPA relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. *Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.*

Employment Reference Checks

See Board Policy 4810 Employee Information Sharing Policy

Employment reference checks ensure that individuals who join HPA are qualified and have a strong potential to be productive and successful. It is the hiring practice of HPA to check the employment references of applicants. HPA will follow the Missouri legislative mandate to determine the prior school of employment and contact them to determine the basis for and facts surrounding any termination of employment.

Extensive Security Background Verification

See Board Policy 4120 for more information.

Due to the nature of the work at HPA successful completion of an extensive background check is essential. Board Policy 4120 is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo.

Procedures for Administering School or State Standardized Testing

The regular classroom teacher is vital to the success of HPA students. Faculty absences during testing may cause interruption in the learning/testing process and preparation towards annual state assessments. It is critical that all faculty members uphold the expectations of their students and academic goals by avoiding absences during all testing days.

Failure to follow procedures or administer any school or state standardized test, according to testing protocols, may lead to violation of administrative testing guidelines and may result in disciplinary action against that faculty member, up to and including termination.

All faculty members must have on file a signed Standardized Testing Guideline and Policy agreeing to the procedures of administering all standardized testing.

Employee Arrest or Criminal Activity

The conviction or proven involvement in criminal activity by an employee, whether on or off school property, may result in disciplinary action up to and including termination of employment.

Disciplinary action depends upon a review of all factors involved, including whether or not the employee's action was work-related, the nature of the act, or resultant circumstances which adversely affect attendance or performance. Any disciplinary action may not be dependent upon the disposition of any case in court.

- Employees are expected to be on the job, ready to work, when scheduled.

- Inability to report to work as scheduled as a result of an arrest may lead to disciplinary action, up to and including termination, for violation of any attendance policy or job abandonment.

Any disciplinary action taken will be based on information reasonably available. This information may come from witnesses, police, or any other source as long as administration has reason to view the source as credible.

The following factors are considered to determine if the situation is work-related:

- There is a direct relationship between HPA in the activity and the employee's job;
- The activity compromises HPA responsibility to its students, parents and/or other employees;
- The activity renders the employee unable to perform the job satisfactorily;
- The activity leads other employees to reasonably refuse to work with the individual; and/or
- The misconduct jeopardizes school operations by creating publicity that could do substantial harm to HPA public image.

In addition to the above HPA reserves the right to suspend an employee with or without pay pending the outcome of any criminal law process.

HPA also reserves the right to take appropriate disciplinary action if our own investigation reveals a reasonable probability that misconduct took place, regardless of whether or not the individual is acquitted in court.

The fact that an employee has been spared criminal or civil penalties does not preclude disciplinary action since the prosecution of court cases and the supervision of employees are separate matters.

Employment of Relatives and Friends

HPA may hire friends or relatives of employees, however, steps must be taken to assure there are no actual or potential conflicts which could compromise supervision, safety, confidentiality, security, morale, and the like.

For purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Relatives of current employees may not occupy a position working directly for a relative, supervising a relative, or in the same reporting and supervisory structure as their relative.

If a relationship is established after employment, employees who are in a reporting situation described above must report the relationship to the Superintendent, Principal or Deputy Superintendent. If two employees marry, cohabitate, or otherwise become involved and find they are in a conflict or position for potential conflict, HPA may, at its option, take action to eliminate the conflict or potential conflict. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, administration will decide who is to be transferred or, if necessary, terminated from employment. *In other cases, where a conflict or the potential for conflict arises because of the relationship between HPA employees, even if there is no line of authority or reporting involved, the employee may be separated by reassignment or terminated from employment.*

Job Postings

See Board Policy 4120 for more information.

HPA provides employees an opportunity to indicate their interest in open positions and advance within the school according to their skills and experience. In general, notices of all regular, full-time job openings are posted, although HPA reserves its discretionary right to not post a particular opening.

Job openings will be posted on the school website board. Each job posting notice will include the dates of the posting period, job title, department, location, job summary, essential duties, qualifications (required skills and abilities), and date the posting will close.

To apply for an open position, employees should submit the online job application and attach a résumé and other supporting documents as instructed in the job posting. Other recruiting sources may also be used to fill open positions.

Access to Personnel Files

See Board Policy 4860 for more information.

HPA maintains a personnel file on each employee. The personnel file shall include, but not limited to, information such as the employee's job application, resume, records of training, documentation of performance appraisals, certifications and/or licenses, signed internet use policy, signed employee acknowledgement form for receiving employee handbook, employee reference letter, salary increases, and other employment records. Personnel files are the property of HPA, and access to the information they contain is restricted. Generally, only a member of

HPA administration with a need to know may review information in a file. Employees who wish

to review their own file should contact the Human Resources Office. With reasonable advance notice, employees may review their own personnel files in HPA's District Office, in the presence of a human resources appointed representative.

**Employment Verifications and Post-Employment
References**

Reference requests regarding current or former employees should be referred to the Human Resources Office. The Deputy Superintendent or appointed representative is solely authorized to respond to reference requests.

Workplace Health, Safety and Security

It is the responsibility of every employee to maintain a healthy and safe work environment.

Each employee is expected to obey safety rules and to exercise caution in all work activities.

- Employees must immediately report any unsafe condition to the appropriate supervisor, school principal, human resources office, or superintendent.
- *Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or remedy such situations, where appropriate, may be subject to disciplinary action, up to and including termination of employment.*
- In the case of incidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor, school principal, human resources office, or superintendent of the injury. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Communicable Diseases

Board Policy 4820 – Communicable Diseases reads:

“An employee may be excluded from work if the employee (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is likely to transmit the contagious or infectious disease, unless the Board or its designee has determined, based upon medical evidence, that the employee:

1. No longer has the disease.

2. Is not in the contagious or infectious state of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require an employee suspected of having a contagious or infectious disease to be examined by a physician and may exclude the employee from work, in accordance with the procedures authorized by this policy, so long as there is a risk of transmission of the disease in the school environment.

Employees with acute or chronic contagious or infectious disease have the right to privacy and confidentiality. Only employees who have a medical reason to know the identity and condition of such employee's medical condition by employees will be informed. *Negligent disclosure of confidential information about an employee's medical condition by employees will be cause for disciplinary action.*

The School will implement reporting and disease outbreak control measures in accordance with the provision of the Missouri Department of Health publication, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers, Day Care Operators, and Parents or Guardians", found on the Missouri Department of Health and Senior Services website.

Drug and Alcohol-Free Workplace

Board Policy 4870 - Drug-Free Workplace reads:

The unlawful possession, use or distribution of illicit drugs and alcohol on school premises or as a part of school activities is strictly prohibited.

Employees under the influence of alcohol, drugs, or controlled substances while on duty are a serious risk to themselves, to students and to other employees. Employees who display physical manifestations of drug or alcohol use while on duty, may be subject to drug testing. Any employee who violates this policy will be subject to disciplinary action up to and including termination and referral for prosecution. Employees may also be required to satisfactorily participate in rehabilitation programs.

As a condition of employment, all employees must abide by the terms of this policy. Employees who are convicted of a drug offense which occurred on school premises or while on duty must notify the Superintendent of their conviction. Notification must be made by the employee to the Superintendent within five (5) days of the conviction. Within ten (10) days, the Superintendent will provide notice of such violation to the Impact Aid Program, United States Department of Education, or other appropriate government agency.

On the basis of medical certification, employees with the illness of chemical dependency shall qualify for the employee benefits and group insurance coverages that are provided for under group health and medical insurance policies. The confidential nature of the medical records of employees with chemical dependency shall be preserved in the same manner as for all other medical records.

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

It shall be a violation of this policy for any employee to possess, use, manufacture, distribute, or be under the influence of medical marijuana in any manner inconsistent with Missouri state law and applicable regulations. Additionally, employees may not be under the influence of marijuana while they are (i) acting in the scope of their employment, whether on District property or off, or (ii) present at any school- or District sponsored or sanctioned event such as athletic events or conferences. Employees may seek reasonable accommodations related to medical marijuana under the District's policies and procedures addressing the Americans with Disabilities Act.

Emergency Procedures

For the protection of HPA employees, procedures have been established to ensure the security and safety of employees in the event of an intruder, a fire, tornado or other life threatening man-made or natural disaster. Employees will be trained on evacuation procedures and evacuation maps will be posted.

Fire – Walk quickly to the nearest exit door or stairwell. Do not take time to gather personal items. Check doors prior to opening for warmth that may indicate smoke or flames on the other side. When you reach ground level, leave the building by the nearest exit and go to a designated area. Stand clear of the building until an All Clear signal has been given. All employees are advised to meet at designated areas to help establish that all employees and students have safely evacuated the building.

Tornado Warning – Move to an interior hallway on the lowest possible level of the building, away from windows, exterior walls, fire escapes and large rooms. Cover your head and face with your hands for protection. Wait for an all clear.

Earthquake – Evacuate the building and avoid close proximity to trees and buildings. If you are unable to evacuate, seek protection under heavy furniture, under interior doorframes or brace in an interior corner away from glass and objects that could fall on you. Crouch on the ground and cover your head until it is safe to move.

Follow the emergency operations plan as provided. Anyone with questions about evacuation procedures should contact their supervisor.

Firearms in School

See Board Policies 1432 and 2620 for more information.

HPA recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. HPA will not tolerate the presence of firearms on the premises of our school. This prohibition includes possession of firearms and weapons on school grounds, school parking lots, school buses, and at school activities whether on or off school property.

Internal Investigations, Searches, & Personal/HPA Property

Occasionally, HPA may be required to conduct internal investigations. Employees are expected to cooperate and assist with the investigation if requested to do so.

HPA reserves the right, at its discretion, to conduct searches of HPA premises and equipment, employees work areas and personal belongings and to utilize audio or video surveillance. HPA will conduct searches when it deems that there is a legitimate business reason to do so; searches will be conducted in a selective and nondiscriminatory manner and when there is a reasonable suspicion of a violation of policy. An effort will be made to conduct the search in as unobtrusive manner as possible.

An employee who fails to cooperate with such a search may be subject to disciplinary action, up to and including termination of employment.

Personal Vehicle and Property

Damage or theft to an employee's personal property or vehicle while on school property or while performing school business is not the responsibility of HPA. The school's insurance does

not cover theft or damage (ex. water, smoke, or fire) for an employee's personal property, so consideration should be made to keep valuable property at home. Big items such as furniture should be approved by the building administration before moving into the school.

- Law enforcement authorities should be called as appropriate to report a crime or accident.
- HPA employees are not allowed to transport students in their personal vehicle.

All employees who perform school business while driving their personal vehicle must:

- carry a \$100,000.00 limit for liability coverage, and
- submit to the HPA business office a certificate of insurance from their auto insurance carrier or a copy of their auto insurance policy.

HPA will not be responsible for the auto liability if an employee, parent, volunteer agrees to drive students or staff while off campus and people or property are injured. The first line of coverage that will respond will be the individuals' personal auto coverage.

In the event an employee has been authorized by a senior administrative person to transport a student in their personal vehicle, the employee must:

- have on file with HPA a certificate of vehicle insurance or a copy of their vehicle liability policy indicating coverage, and
- a signed permission slip on file from the student's parents/guardian stating the student may be transported by an HPA employee for this specific purpose.

Security

Every employee is responsible for helping to make this a secure work environment. HPA will

not bear any responsibility for replacement of any lost or stolen property or equipment, whether personal or school–issued.

- Upon leaving work, employees are required to lock all desks, lockers, and doors protecting valuable or sensitive material in their work area.
- Employees are required to report any lost or stolen keys, passes, or other similar devices to the Principal, Human Resources, or Superintendent immediately.
- Employees shall refrain from discussing specifics regarding school security systems, alarms, passwords, etc.
- An employee should immediately advise a member of the administrative team of any suspicious conduct by employees, students, parents or guests of HPA and of any known security risks such as broken locks, burned out light bulbs, persons loitering, or any other potential security risks in the work environment.
- *Internal theft will result in immediate disciplinary action, up to and including possible termination of employment and may also result in criminal charges prosecution* The unauthorized use of property or private information is considered internal theft. For example, an employee may not use copy machines, computers, school products, or office supplies for personal use.

Smoke-Free Environment/Fire Safety

In keeping with HPA’s intent to provide a safe and healthy work environment, smoking is prohibited on school property including the building, parking lots, and all land owned by HPA. This policy applies equally to all employees, students, parents and visitors.

No burning of candles or other flammable materials is allowed. Science experiments/activities is an exception,

but must be closely supervised.

Workplace Violence Prevention

HPA is committed to preventing workplace violence and to maintaining a safe work environment.

HPA has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

- HPA will not tolerate any form of violence, bullying, harassment or other inappropriate behavior by any employee that affects the conditions of employment, unreasonably interferes with another individual's work performance, or creates an intimidating, hostile, or offensive working environment.

All employees, including supervisors and temporary employees, students, parents and other visitors should be treated with courtesy and respect at all times. Personal conduct detrimental to HPA employees, students, parents, visitors, vendors or general public which could cause undue disruption of work or endanger the safety of persons or property of others or exhibiting personal conduct which may be characterized as workplace violence is prohibited. Firearms, and other dangerous or hazardous devices or substances are prohibited from the premises of HPA.

- Conduct that threatens, intimidates, or coerces another employee, a student, a parent, or a member of the public at any time will not be tolerated. All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your supervisor, school principal, human resources or the superintendent. This includes threats by employees, as well as threats by students, parents, vendors, visitors, or other members of the public.

Workplace violence includes, but is not limited to, the following conduct, when such conduct is committed on HPA's premises, or in connection with an HPA activity or event:

- Offensive and/or unlawful touching or application of force by one person against another when done in a rude, insolent or angry manner;
- Threats to do bodily harm to another;
- Use of profanity or abusive language;
- Behavior that harms, intimidates, offends, degrades or humiliates;
- Intentional infliction of emotional distress;
- Stalking of another; and/or
- Inciting, causing or encouraging another to commit any of the above conduct.

Anyone found to have engaged in the above conduct will be subject to disciplinary action, up to and including termination of employment.

Do not place yourself in peril.

If you see or hear a commotion or disturbance near you, do not try to intervene.

If appropriate call 911.

HPA will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to disciplinary action up to and including termination of employment.

HPA encourages employees to bring their disputes or differences with other employees to the attention of your supervisor, school principal, human resources or the superintendent or a member of the administrative team before the situation escalates into potential violence. HPA is eager to assist in the resolution of staff disputes.

Employment Expectations

Reporting Personal Data Changes

It is the responsibility of each employee to promptly notify HPA human resources office of any changes in personal data.

Personal mailing addresses, telephone numbers, marital status and name change, number and names of dependents, emergency contacts, educational accomplishments, and other such status reports should be accurate and current at all times.

Deliberately reporting false information may be grounds for disciplinary action, up to and including termination of employment.

Confidentiality & Privacy

See Board Policy 1450 for more information.

Employees may not disclose or communicate, in any manner, directly or indirectly, information that might violate the privacy of HPA students, families, or any other information that relates to HPA or its operations to ensure compliance with the Family Educational Rights and Privacy Act (FERPA).

To the extent staff believes they need to disclose confidential information, they may do so only after obtaining a written waiver and/or authorization from their supervisor, school principal,

human resources office or superintendent. For student information staff will need to obtain a signed release of information from the parent(s)/guardian.

Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment.

Personal Information

The school philosophy is to safeguard personal employee information in its possession, to ensure the confidentiality of the information. Additionally, the school will only collect personal information that is required to pursue operations purposes and to comply with government reporting and disclosure requirements. Personal information collected by the school includes staff names, addresses, telephone numbers, e-mail addresses, emergency contact information, reporting requirement data, social security numbers, dates of birth, employment eligibility data, benefits plan enrollment information, which may include dependent personal information, and school/college or certification credentials.

Personal employee information will be considered confidential and as such will be shared only as required and with those who have a need to have access to such information. All hard copy records will be maintained in locked, secure areas with access limited to those who have a need to access specific records. Personal employee information used in business system applications will be safeguarded under school proprietary electronic transmission, intranet policies and security systems. Participants in school benefit plans should be aware that personal information will be shared with plan providers as required for their claims handling or record keeping needs.

School-assigned information, which may include organizational charts, department titles and staff charts, job titles, department budgets, school coding and recording systems, telephone directories, e-mail lists, school facility or location information and addresses, is considered by the school to be proprietary school information to be used for internal purposes only. The school maintains the right to communicate and distribute such school information as it deems necessary to conduct business operations.

Conflicts of Interest

See Board Policy 4840 for more information.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that person or for a relative as a result of HPA business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative they disclose, to HPA administration as soon as possible, the existence of any actual or potential conflict of interest so safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which HPA does business, but also when an employee or relative receives any kickback, bribe, substantial gift (over \$100 in value), or special consideration as a result of any transaction or business dealings involving HPA.

If an employee believes he/she has encountered unethical, fraudulent or illegal conduct, it must be

immediately reported to a member of HPA administration. HPA will take any steps necessary to reduce or eliminate such a conflict.

If the conflict cannot be resolved, it may result in termination of employment.

Outside Employment

A full-time employee may engage in outside employment if it does not present a conflict of interest or diminish the person's efficiency in performing his or her primary function at HPA. All employees will be judged by the same performance standards and will be subject to HPA scheduling demands, regardless of any existing outside work requirements. HPA remains the primary employer. If at any time, the secondary employment interferes with the person's ability to conduct their primary job at HPA, HPA may ask the person to resign from one of the employment positions.

Workplace Etiquette

HPA strives to maintain a positive work environment where all employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely speaking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. HPA encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

Work Schedules

See Board Policies 4220 and 4221 for more information.

The general hours of operation for all employees range from 6:30 am until 5:00 pm, Monday through Friday. Please see your supervisor for your specific work schedule. Non-Exempt staff will receive a 30-minute non-paid lunch. Staff will need to clock out and then back in to reflect non-paid time.

Certified staff members are required to work 60 minutes total beyond the regular bell time on full school days and as required for staff meetings, parent conference days, IEP meetings, all events scheduled on the school calendar, and other meetings as determined by the administration. See the building principal for specifics on each building or see your supervisor for your specific work schedule. The work day for professional staff for 2022-2023 will be:

7th, 8th, and 9th:	7:00 am- 3:00 pm	School Day: 7:15 am – 2:15 pm
10th, 11th, 12th:	8:00 am – 4:00pm	School Day: 8:15 am – 3:15 pm
Elementary:	9:00 am – 5:00pm	School Day: 9:15 am – 4:15 pm

Attendance & Punctuality

HPA depends on employees to be consistent in their attendance and punctual in arriving and leaving work. Good attendance demonstrates commitment to one's self and to fellow co-workers and to the students and mission of HPA. We ask that all employees provide as much advance notice as possible regarding absences, tardiness or necessary personal errands to allow for alternative staffing and planning.

- All requests for time off must be submitted through the current absence tracking software.
- If at any time during the day *any* employee must leave, he/she must inform his/her supervisor before doing so.
- Classified employees should make every effort possible to inform his/her supervisor of

any absence or tardiness ***at least one hour*** prior to their normal start time.

- Certified employees must contact the administrative assistant to the principal ***no later than 6:00 a.m.*** if they are unable to report to work on time to allow enough time to secure a substitute teacher for that day. Further, certified employees are required to submit and keep current an emergency substitute folder with the administrative assistant to the principal for emergency purposes.

Unless an emergency situation is involved, the failure to personally call in advance to report an absence or tardiness may result in disciplinary action, up to and including termination of employment.

If an employee fails to show up for work or personally call in to his/her supervisor or the human resources office with a reason for their absence for a period of three consecutive days, he/she will be considered to have abandoned his/her job and voluntarily terminated their employment.

All instructional employees and 10/11-month positions in direct support of instruction must be present during school hours every scheduled work day as shown on the board approved school calendar. Absences are unacceptable, except in the case of illness, personal emergencies, or for those rare special needs and obligations that cannot be addressed before or after the school day; the PTO benefit is intended for these types of absences for 10/11-month employees.

All employees holding a position in the school building are expected to be at work during certain events; some events may also require attendance by support personnel from the central office. Absences during these events may require medical documentation or other proof of personal emergency. Unexcused absences during these events are grounds for disciplinary action, up to and including termination of employment.

Black Out Days

Requests for time off will not be granted for the first and last two weeks of the school year, one workday before and after a holiday/break, parent-teacher conference days and other days that may be critical for staff attendance including days for student assessments, school-wide and building professional development, and other events as announced. Employees may request approval from their supervisor to use PTO on certain Black Out Days when their attendance is not critical.

PTO may not be applied to black out days; if an employee has an unapproved absence on a black out day, the employee will be docked for the time taken. In addition, PTO may not be taken without at least five days advance permission after spring break of each school year. Keep in mind that PTO after spring break will be discouraged and may be denied.

DISTRICT BLACK OUT DAYS 2021-2022

AUGUST 5 – 31
 SEPTEMBER 1-6, 30
 OCTOBER 20, 21
 NOVEMBER 18, 28
 DECEMBER 16
 JANUARY 2, 3, 4
 FEBRUARY 17, 21
 MARCH 9, 10, 17, 27
 APRIL 21
 MAY 11 - 25

Unexcused absences, repeated absenteeism, and tardiness may result in disciplinary action up to and including termination of employment.

Inclement Weather

There are occasions when inclement weather affects road conditions. If school is cancelled, all employees will be notified through the Inclement Weather Phone Tree. The decision to close the

school will be determined by the superintendent.

In general, all 12 month employees are expected to report to work when school is cancelled due to inclement weather. In rare instances when the road conditions are such that the superintendent decides Hogan 12 month staff should not report to work or should delay the start of the work day, staff will be notified soon after the school cancellation communication is sent out to all staff. In the event a 12 month employee is expected to report for work and feels uncomfortable with that decision, staff may use PTO instead. The use of PTO for this purpose should be entered into the current absence tracking software and notification should be made to the employee's immediate supervisor.

Payroll Procedure

Should HPA close the office early due to weather conditions, employees present that day will be paid for a full day (excluding employees on PTO or who did not come to work that day).

Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the professional image HPA presents to students and visitors.

During business hours or when representing HPA, employees are expected to present a clean, neat, and tasteful, professional appearance. All employees should dress and groom oneself according to the requirements of their position and accepted social standards of a professional.

This is particularly true if the position involves dealing with students, parents or visitors in person.

If it is determined by a member of administration that an employee's personal appearance is inappropriate, the individual may be asked to leave the workplace until he or she is properly dressed or groomed. Under such circumstances, the individual will not be compensated for the time away from work. Consult your supervisor or human resources office if you have questions as to what constitutes appropriate professional appearance. Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Dress code is Business Professional.
- No active wear is allowed, except for teachers in the athletic department. No jeans are allowed unless it is an official student and/or staff dress-down day;
- Tank tops, tube or halter-tops, spaghetti straps, or short shorts may not be worn under any circumstances;
- Mustaches and beards must be clean, trimmed, and neat and hairstyles are expected to be in good taste
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Footwear should be neat and clean.

Use of Company Equipment and Electronics (Technologies)

School Property

See Board Policy 4880 for more information.

Because of the requirements of their position/job, some employees may be issued laptops, cell phones and other types of business equipment while working for HPA. These items are considered school property and should be handled with care to avoid theft, damage and misuse. School property shall not be used for personal benefit, borrowed, or given away regardless of its condition. Remember that the data is subject to the Sunshine Law. All electronic devices will be reviewed annually for cleaning and updates between the period

- Knowledge of any suspected or actual loss, theft, damage or destruction of school property shall be reported to your supervisor, school principal, technology director or superintendent.

In the event school property is stolen or damaged while in possession of an employee, he/she may be responsible for replacement of the item at his/her personal expense.

- Notify your supervisor, school principal, or IT staff if any equipment appears to be damaged, defective or in need of repair. Likewise, all school property shall be returned to HPA should the employment relationship end or the duties be changed; failure to do so may result in deductions from an individual's final paycheck for the replacement cost of the item.

When using school-issued property, employees are expected to exercise care, perform required maintenance and all safety and operational guidelines. When operating a school rented vehicle, employees are expected to drive courteously and safely.

Employees are issued building and classroom/office keys when hired. Employees are expected to safeguard all keys in their possession to avoid theft, damage and misuse. Keys are for that employee's use only and should not be loaned or given to anyone else.

- Lost keys shall be reported to administration immediately. The cost to replace locks due to lost keys is the responsibility of the employee whose keys were lost.

Fines resulting from traffic or parking violations when traveling on school business or using a vehicle rented in HPA's name are the responsibility of the employee driving the vehicle.

- Traffic tickets and accidents involving HPA rented vehicles shall be reported to HPA.

Damage of school property and vehicles may result in disciplinary action, up to and including termination of employment, depending upon the severity of the circumstances.

Technologies

There Is No Expectation of Privacy When Using School Equipment

HPA strives to provide employees with equipment to facilitate the fulfillment of their responsibilities and duties. While the school makes this equipment available to employees, all equipment is and will remain the sole property of HPA. In general, the electronic mail system, facsimile, computers internet and telephone are to facilitate the conduct of HPA's business with limited usage for personal reasons with prior approval of the immediate supervisor. This

equipment should not be used in a manner that is unethical, discriminatory, disruptive, threatening or offensive to others, or in ways that could be harmful to workplace morale. All messages conveyed through technology sources must comply with HPA policies.

HPA owns the e-mail, facsimile, computer and telephone system hardware and all messages that are created, sent or received using the system remain the property of HPA. HPA reserves the right to review, access, and disclose all messages created, received or sent over the system for any business purpose. The use of passwords does not guarantee confidentiality.

All employees are required to sign an internet use policy.

Violation of this policy is grounds for disciplinary action, up to and including termination of employment.

Telephone Use

In general, telephone use is to be confined to HPA's business purposes only. All calls should be answered promptly and courteously. With the exception of emergency calls, personal usage (including personal cell phones) should be restricted to breaks, lunch and outside of scheduled hours. As cell phones can be a serious distraction when driving on school business, we ask that you park your vehicle before using your phone. As a reminder, voice mail is not private and may need to be accessed for business purposes.

Mail Use

Employees are required to limit usage of the mail to business purposes only. An employee may not use HPA's postage meter for personal mail.

E-mail System

Staff wishing to initiate an all district email must have it pre-approved by an administrator.

E-mail messages are confidential and should be accessed by only the intended recipient. Due to the chance that messages may get forwarded improperly or opened by an unintended party, an employee should not send highly confidential materials over the system.

Computers

All information stored in the computer system, data files or word processing documents are to be treated as confidential information of a proprietary nature to HPA.

Employees should not:

- Disclose any confidential information to persons outside the school except with the Administration or School Board
- Use this information for their own benefit, or for the profit or benefit of persons outside of HPA;
- Copy (except where necessary in order to perform duties on behalf of HPA while employed at HPA) any of this information;
- Retain any of this information upon leaving HPA's employment; and/or
- Maintain any personal information on school computers; as such information is considered the property of the school.

Disks, hard drives, and file folders for saving word processing documents and other documents have been identified for individual and department use. Access to compact disks, hard drives, and file folders not related to the performance of one's job is inappropriate.

HPA has selected software which best suits its business and educational needs, and which shall be licensed to the school. HPA employees are not to make copies of any school supplied software for use outside of HPA facilities. Employees should not make any duplication of licensed software, as it is a violation of Federal Copyright Law and constitutes the crime of “computer theft.”

All computer software must be approved by the school. Employees are restricted from loading their own software package(s), public domain software, shareware, or non-HPA applications (i.e. games) on the school’s computers.

In some cases, laptop computers and related technology may be issued to employees. Such equipment must be secured carefully off-premise to ensure security of the information.

Employees are expected to protect the equipment from loss, damage or theft and will be required to sign a form outlining their responsibilities in regard to the use and protection of such equipment. Upon resignation or separation of employment or at any time upon request, the employees may be asked to produce the computer for return or inspection. Employees unable to present the computer in good working condition within the time period requested (for example, 24 hours) may be expected to bear the cost of a replacement.

Internet

Electronic information resources, such as the Internet, should only be used for school-related purposes. Transmission or reception of any material in violation of any governmental regulation is prohibited which includes, but is not limited to, copyrighted material, threatening or obscene material. Internet records are subject to disclosure to law enforcement, government officials, or to third parties through subpoena or other processes. If an employee receives a subpoena for any

HPA records, the subpoena shall be immediately hand delivered to the Superintendent.

Furthermore, accessing websites containing inappropriate content such as sexually explicit, racially derogatory or obscene material is strictly prohibited. Messages or information sent on HPA-provided facilities to one or more individuals via an electronic network (for example, Internet mailing lists such as Hot Mail and Yahoo accounts, bulletin boards, and on-line services) are identifiable and may be traced to HPA and should not be accessed from HPA equipment. Therefore, personal use of such media is prohibited, and business information contained in Internet or electronic messages should be accurate, appropriate and lawful.

TECHNOLOGY USER AGREEMENT

TERMS AND CONDITIONS

1. **PERSONAL RESPONSIBILITY.** As an educator, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse may come in many forms, but it is commonly viewed as any transmission(s) sent or received that indicates or suggests pornography, unethical or illegal solicitation, racism, sexism and inappropriate language, or other issues described below.

2. **ACCEPTABLE USE.** The use of my assigned account must be in support of education and research and/or job responsibilities and must be consistent with Hogan Preparatory Academy's educational goals and objectives. I am personally responsible for the use of my account at all times. *I shall not provide others with my access privilege.* I am responsible for all actions on my account.
 - a. Use of other organizations' networks or computing resources must comply with rules appropriate to that network.
 - b. Transmission of any material in violation of United States statutes or other state laws, city ordinances, and state and federal regulations is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.
 - c. Not engaging in commercial activities by for profit institutions.

d. Will not use the network for product advertisement or political lobbying.

3. PRIVILEGES. The use of the electronic information system is a privilege not a right.

Inappropriate use may result in cancellation of the account. The administration or staff of Hogan Preparatory Academy may request that the system administrator deny, revoke or suspend specific user accounts.

4. GUIDELINES. I will abide by the following guidelines, and to all other guidelines concerning the appropriate use of technology, as approved by Hogan Preparatory Academy's governing board.

a. **BE POLITE.** I will not send, or encourage others to send, abusive messages.

b. **USE APPROPRIATE LANGUAGE.** I am not to swear, use vulgarities, or any other inappropriate language. I recognize that illegal activities of any kind are forbidden.

c. **PRIVACY.** I will not reveal any personal information to include my home address or personal phone numbers or those of students or co-workers. I shall report to the system administrator any Personal information that is inadvertently disclosed.

d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. I will report messages relating to or in support of illegal activities to the system administrator.

- e. **DISRUPTIONS.** I will not use the network in any way that would disrupt use of the network by other users. Do not download huge files. Only take the information I need for my work responsibilities.
- f. Personal use of the network is prohibited.

- 5. **SERVICES.** Hogan Preparatory Academy makes no warranties of any kind, whether expressed or implied, for the services it is providing. The school will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or by your errors or omissions.
- 6. **SECURITY.** Security on any computer system is a high priority. If I identify a security problem, I shall notify the system administrator at once.
- 7. **VANDALISM.** Vandalism is defined as any malicious attempt to harm or destroy data of another user, or that of agencies, or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses, disrupting or limiting access to network resources, or using the network to make unauthorized entry to any other machine accessible via the network. Any violation that results in the loss of my network privileges, could be treated as a violation of policy and is grounds for disciplinary action up to and including termination of employment.

- 8. UPDATING YOUR ACCOUNT.** Notify the system administrator of any changes in your account information or employment status.

Hogan Preparatory Academy Technology User Agreement

I understand and will abide by the provisions and conditions of this agreement. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my user account and disciplinary action. I also agree to report any unauthorized use or misuse of the information system to the system administrator. I understand that misuse may come in many forms, to include but not limited to viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, infringement of copyright laws and other issues described above.

Signature

Date

Performance Management

Job Descriptions

HPA makes every effort to create and maintain accurate job descriptions for all positions.

HPA maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The human resources office and supervisory personnel prepare job descriptions when new positions are created. Existing job descriptions are also regularly reviewed and revised in order to ensure they reflect any significant changes in the position's duties and responsibilities. All employees will help ensure their job descriptions are accurate and reflect the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Employees should contact their supervisor and/or the human resources office if they have questions or concerns about their job description.

Performance Evaluations

See Board Policy 4610 and 4620 for more information.

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. HPA will follow a prescribed plan for the evaluation of instructional staff and every year for all other employees. Additional formal performance evaluations may be

conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct areas of improvement, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Corrective Action Through Flexible Discipline

It is HPA's intent to provide fair treatment of all employees by making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four options -- verbal warning, written warning, performance improvement plan, or termination of employment -- depending on the severity of the problem and the number of occurrences.

Flexible discipline includes the following options: a verbal warning; a written warning; the establishment of a performance improvement plan; and termination of employment.

HPA recognizes that there are certain types of employee behavior that warrant immediate suspension or termination of employment. The Ethics Code and other HPA policies include examples of behavior that may result in immediate suspension or termination of employment.

By using flexible discipline, HPA hopes that most employee problems can be corrected at an efficient manner, benefiting both the employee and HPA.

Compensation Administration

Employment Categories

It is the intent of HPA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility.

Each employee is designated as either NON-EXEMPT or EXEMPT under federal and state wage and hour laws.

- NON-EXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws.
- EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws, including overtime eligibility.
- An employee's EXEMPT or NON-EXEMPT classification may be changed only upon written notification by HPA administration.

Additionally, employees may be classified as one of the following, based on job duties:

CERTIFIED employees are generally those that hold instructional or faculty positions and the required certification.

CLASSIFIED employees are generally those that hold various non-faculty positions, such as clerical, business office, administration, and facilities.

In addition to the above categories, each employee will belong to one of the following employment categories:

12 MONTH REGULAR FULL-TIME employees are those who are not categorized as temporary and who are regularly scheduled to work HPA full-time schedule (at least 30 hours per week) during the full calendar year.

10 OR 11 MONTH REGULAR FULL-TIME employees are those who are not categorized as temporary and who are regularly scheduled to work HPA full-time schedule (at least 30 hours per week) during the school year.

REGULAR PART-TIME employees are those who are not categorized as temporary and who are regularly scheduled to work less than 30 hours per week.

While regular part-time employees receive all legally mandated benefits (such as Social Security and Workers' Compensation insurance), they are ineligible for some of HPA benefit programs. See the human resources office if you have questions about your eligibility for HPA benefit programs.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not imply a change in employment status. Temporary employees retain that status unless and until notified of a change.

Annual Employment Agreements See Board Policies

4130 and 4140 for more information.

Employment Agreements will be issued as soon as feasible after the annual budget has been approved by the Board of Directors, preferably by April 15th. New employees hired after April 1 will not receive a raise July 1 of that same year.

Horizontal Advancement on Teacher Salary Schedule

Staff placed on the Teacher's Salary Schedule have opportunity to advance horizontally on the Salary Schedule annually. Official transcripts documenting college hours/degrees needed to advance must be received in the office of Human Resources by Oct. 1 in order to receive the advancement for that fiscal year.

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee and for all other employees for duties that require a record for pay or other purposes (such as tutoring, before or after school care, etc.).

Federal and state laws require HPA to keep accurate records of time worked in order to calculate pay and benefits. Time worked is the time spent on the job performing assigned duties and all time worked must be recorded on your time records.

- Non-exempt employees should accurately record the time they begin and end their work, **including** time taken for meal periods.
- They should also record the beginning and ending time of any split shift or departure from work for personal reasons.
- ***All overtime must be pre-approved by the direct supervisor, no exceptions.*** Overtime pay is based on actual hours worked.

Altering, falsifying, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

Paydays

Employees are paid their annual salary divided into 24 pay periods. Paydays are on the 15th and 30th of each month. In the event that a regularly scheduled payday falls on a Saturday, Sunday, or banking holiday, the payday will be moved to the last business day prior to the regularly scheduled payday.

The only exception is on the first payday of the calendar year; if the first payday of the calendar year falls on a weekend, the payday will be moved to the first business day in January.

Any 10-month employee initially hired March 1 or after in the fiscal year, will have the option to not have their pay spread over June and July the first year of employment.

Payroll Deductions

See Board Policy 4520 for more information.

HPA is required by federal and state law to make certain deductions from employees' paychecks.

This includes Federal Income Tax, State Income Tax, FICA contributions (Social Security and Medicare), and Kansas City Earnings Tax. Deductions are also taken for employees' health, life, disability, dental, vision insurance and pension contributions.

HPA complies with the Fair Labor Standards Act. It is our responsibility to promptly investigate and correct any improper payroll deductions or other payroll practices that do not comply with the Act. If an employee believes an improper payroll practice — such as an incorrect deduction from an exempt salary — has occurred, he or she may make an inquiry to the human resources office.

The human resources office will see that the matter is appropriately reviewed. The employee will be reimbursed for the amount of any inappropriate deduction on the next paycheck.

Direct Deposit

Pay will be directly deposited into employees' bank accounts. A direct deposit form will be completed as a part of the new hire process. Changes to direct deposit information should be submitted to the business office. Employees will receive an itemized statement of wages when HPA makes direct deposits. Contact the Human Resources Manager for more information.

Office Expense Reimbursement

- Employees who use personal funds to purchase authorized office supplies must have a purchase order approved prior to making the purchase.
- Requisitions must be submitted electronically in order for processing into a purchase order. A purchase order will be issued once the requisition is approved.
- HPA will not reimburse for sales tax.
- It is the employee's responsibility to request a tax-exempt letter from the business office prior to purchase.
- Internal processing and approval of requisitions and purchase orders can take up to five days.

Business Travel Expenses

See Board Policy 3440 for more information.

HPA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be preapproved before travel can be taken or reimbursed. Employees should contact the business office for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for

specific expenses, or any other business travel issues.

Procedure:

1. Fill out an “Application for Professional Development and Travel Reimbursement” form and get approval from your immediate Supervisor. Once approved by the Supervisor then submit to the business office.
 - i. Include all documentation: conference brochure, conference registration form
 - ii. preferred hotel and contact info, check in and check out dates, preferred
 - iii. airline, airline dates and times, and ground transportation information
 - iv. enter a PD leave request in the current computer tracking system.
2. Upon approval of professional development, any related travel arrangements must be coordinated through the business office. It is the responsibility of each employee to follow-up with the business office to ensure all travel plans are completed.
3. When travel is completed, employees should submit completed travel expense reports that require any reimbursement within 10 days. Receipts for all individual expenses should accompany reports. (i.e. parking receipts).

Limiting Expenses: When approved, the actual costs of travel, lodging, meal costs and other expenses directly related to official business travel will be reimbursed by HPA. Employees are expected to limit expenses to reasonable amounts. Please obtain an “Application for Professional Development and Travel Reimbursement” form from the business office for current reimbursement rates. See www.irs.gov for more information. Airport parking reimbursement will be limited to the current long-term economy parking rate. All travel expenses are subject to HPA determining the reasonableness of the actual expenditure.

Prepaid Travel: Travel expenses prepaid by HPA for employees who either do not use the travel or who separate from employment with HPA within ninety (90) days of the first day of travel may be required to reimburse HPA for pre-paid travel expenses (i.e. airline tickets).

Compliance Requirements: 1) HPA will retain all documentation that participation of the individual employee occurred and was necessary for any travel paid by Federal program awards. 2) Unallowable conference/meeting travel costs would be entertainment costs (amusement, diversion and social activities). Costs of alcoholic beverages are unallowable with any school funds and will not be reimbursed.

Accident Reporting: Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by HPA may not be used for personal use without prior approval.

Abuse of this business travel reimbursement policy, including falsifying expense reports, may be grounds for disciplinary action, up to and including termination of employment.

Mileage Reimbursement

Employees will be reimbursed for mileage when using their personal vehicle to conduct school-required business. Mileage will be calculated based on the most direct route. An employee leaving from home will only use the home address if it is closer to the destination than from the school. For example, a person living in Shawnee and traveling to Jefferson City would use the

school address to calculate mileage because the school address is closer to the destination than their home address. The same policy applies to return trips. The rate of reimbursement will be in accordance with the current Internal Revenue Service approved rate (www.irs.gov). Mileage reimbursement is not authorized between home and HPA.

Procedure:

- For mileage reimbursement, an “Application for Professional Development and Travel Reimbursement” form or “mileage reimbursement” form must be completed and submitted to the business office, indicating nature of business, location and roundtrip mileage.
- A printout from Google Maps or MapQuest must accompany the PD Form showing mileage of the most direct route.

Compensation for Substituting

Teachers and other professional staff that substitute during their plan time will be compensated at the rate of \$20/hr. Paraprofessionals and other classified staff that substitute for a teacher or other professional staff will be compensated an additional 25% of their current rate of pay for the time they are substituting.

Leaves of Absence

Family and Medical Leave

See Board Policy 4321 and www.dol.gov for more information.

Under Federal law employers with 50 or more employees within a 75-mile radius must provide unpaid Family and/or Medical Leave under certain circumstances. HPA may grant a leave of absence under the Family and Medical Leave Act (FMLA) to employees who have completed at least one full year of service with HPA and have worked at least 1,250 hours in the 12-month period preceding the leave. In general, full-time teachers are considered to meet the 1,250-hour test however you are advised to verify your individual eligibility with the human resources office.

The Board has designated the Deputy Superintendent to act as the FMLA Compliance Officer.

Reasons for taking leave under FMLA

- Due to pregnancy, prenatal medical care or child birth
- To care for the employee's child after birth, or placement for adoption or foster care
- To care for the employee's spouse, child or parent, who has a serious health condition;
- For an employee's own serious health condition that makes the employee unable to perform the essential functions of the employee's job; and/or
- To attend to any qualifying exigency (as defined by regulation) arising out of the fact that the spouse, child or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

An eligible employee may take up to 12 work weeks of unpaid leave during the “12-month period” for any one, or a combination of the above described situations.

HPA uses a rolling 12-month period method. The “12-month period” in which the 12 work weeks of FML (Family Medical Leave) may be taken is a rolling 12-month period measured backward from the date an employee commences any FML.

- An employee who is the spouse, child, parent, or next of kin of a covered military service member may be entitled to 26 weeks in a single 12-month period in order to care for the service member.

During the single 12-month period in which leave is taken to care for a covered military service member, if the employee needs FMLA leave for any other reason, the employee is entitled to a combined total of 26 weeks. The availability of leave for another reason in any other 12-month period shall not be limited.

(A “health condition” is an injury, illness, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.)

Substitution of paid leave

Under the Family and Medical Leave Act, an employee may elect to use available PTO for time for FML. Leave time beyond the available paid time off will be unpaid. The employee cannot work for another employer while utilizing FMLA.

Intermittent Leave

Leave may be taken on an intermittent or reduced schedule basis for a health condition, either the employee’s or a family member’s as defined under FMLA; qualifying exigencies; or to care for an injured service member when such leave is certified as medically necessary. If the intermittent leave

or reduced schedule leave is for a health condition or to care for an injured service member, the school may require that the employee transfer to a temporary, alternative job for which the employee is qualified and that better accommodates the intermittent or reduced schedule leave than the employee's regular job. The temporary position will have pay and benefits equivalent to the employee's regular job. Intermittent leave for childbirth (and to care for such child) or placement may only be taken with HPA approval.

Employee and Spouse Co-workers

If the employee and the employee's spouse are employed by HPA, they are entitled to combined leave of up to 12 weeks in a 12-month period for birth, adoption or placement for foster care of a child; to care for a sick parent; or for a qualifying exigency and are entitled to a combined total of 26 weeks of leave to care for an injured service member as well as leave for other FMLA-qualifying reasons during the applicable 12-month period.

How to Request Family or Medical Leave:

Employees should request FML by completing the Family and Medical Leave Request form and submitting it to the human resources office. Forms are available from the human resources office and at www.dol.gov.

If leave is planned in advance, employees should provide **notice at least 30 days in advance of the requested leave.**

- If leave is unexpected, an employee shall notify HPA as soon as possible of the need to take leave (less than 3 days).

HPA will notify the employee regarding the eligibility of this leave to be designated as FMLA.

Medical Certification

A request for leave due to the employee's own health condition, the health condition of a covered family member, or the need to care for a covered service member must be accompanied by medical certification. Physician's statements must be supplied by the physician directly to HPA through mail or fax delivery. No physician statement will be accepted from the employee directly.

Employees seeking leave for any medical purpose will be required to submit the appropriate medical documentation on the Certification of Health Care Provider form obtained through the human resources office at the following times:

- Initial request (to be returned within 15 days);
- Before returning to work (following a health condition to certify fitness for duty);
- If the employee is not returning to work following a leave during which the employer has paid health care premiums; and/or
- Re-certification on a regular basis during leave.

Interim Benefits

All group health benefits will continue during FML. The employee must submit their normal premium amounts during the leave as if at work. Employees have a 30-day grace period in which to make premium payments in full. If payment is not made within this 30-day period, group

health insurance will be dropped for the employee and any of his/her dependents on the plan. In such instances, HPA will notify the employee by mail, 15 days before coverage is to cease, advising that coverage will be dropped by a specified date. If health coverage is terminated for non-payment, coverage will again be provided by HPA upon the employee's return to work and in accordance with the applicable plans. Employees, who do not return to work, may be asked to repay the school's premium contribution paid while he/she was on leave.

Reinstatement

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide HPA with at least two weeks advance notice of the date the employee intends to return to work. Employees off for a personal health condition must receive a release from their physician to return to work. Eligible employees are entitled on return from leave to reinstatement to their former position or an equivalent position with equivalent employment benefits, pay, and other terms and conditions of employment. Exceptions to this provision may apply if business circumstances have changed (i.e., if the employee's position is no longer available due to a job elimination). Exceptions may also apply for certain highly compensated (as defined in FMLA regulations) employees. *In the absence of any other protection afforded by federal, state or local laws, if an employee fails to return to work on the agreed upon return date and without further notice of the reason for the delay, HPA will assume that the employee has resigned.*

Military Leave

Regular full-time employees who are inducted into the U.S. Armed Forces, the National Guard or the Reserves are eligible for unpaid leave and reinstatement to the same or similar job position

where available, as long as they provide timely notice to HPA of the necessity of such leave, that they are honorably discharged from the service, and that they return to work within 30 days after active duty for training, or within 90 days after military discharge.

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. Uniformed Services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

The leave will be unpaid. Employees may use any available PTO for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the staff is otherwise eligible.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they have been continuously employed for purposes of determining benefits based on length of service.

Procedure:

Contact the human resources office for more information or questions about military leave.

Unpaid Leave of Absence

HPA understands that our employees may, for various reasons, need unpaid leaves of absence that do not qualify for FML. These reasons include, but are not limited to, medical or family needs, pregnancy, bereavement leave, and the like. Unpaid leaves of absence are allowed at the discretion of Superintendent.

Procedure:

Every effort should be made by the employee to give as much advance written notice as possible as to the length of the unpaid leave as well as the expected return-to-work date. Requests for leave for medical reasons or pregnancy must include a doctor's certificate indicating the beginning date and expected length of such leave. Updated certificates may be requested during the leave. HPA cannot guarantee, upon return from leave, that the employee's job position will be available.

During an unpaid leave of absence, an employee does not accrue school benefits including PTO or any other benefit. After 30 days of unpaid leave of absence, the employee will be responsible for paying premiums on his/her insurance coverage and that of his/her dependents. If the employee does not continue the premium payments, he/she risks loss of coverage. *The failure to return from unpaid leave of absence as scheduled may result in termination.* Medical leave shall be for a reasonable time while the employee is unable to work not to exceed four (4) months.

Paid Time Off (PTO), Holidays, Bereavement, Civic Duty

Paid Time Off (PTO)

See Board Policy 4310 for more information

PTO must be earned before used. The PTO benefit for all 10 and 11-month employees is intended for absences due to illness, personal emergencies, or for those rare special needs and obligations that cannot be addressed before or after the school day.

The PTO benefit for 12-month employees is an all-purpose time-off benefit to use for vacation, illness or injury, and personal business. Paid time off for eligible 12-month employees will begin to accumulate from the first day of the pay period coincident or following employment.

Ten and Eleven Month Regular Full-Time Employees

- Ten and eleven-month regular full-time employees will earn 8 hours a month for ten months per school year (August – May) for a total of 80 hours.
- Ten and eleven-month regular full-time employees may carry forward a total of 40 hours to the next fiscal year. HPA fiscal year begins July 1st.
- Excess hours for regular full-time employees will be adjusted on June 30th and hours above the maximum carry forward amount of 40 hours may be eligible for PTO Annual Reimbursement as described under PTO Annual Reimbursement.

Regular Part-Time Employees

- Regular part-time employees will earn a prorated number of hours a month based on the number of hours worked.
- Regular part-time employees may carry forward a total of 40 hours to the next fiscal year. HPA fiscal year begins July 1st.
- Excess hours for regular part-time employees will be adjusted on the last day of the fiscal year (June 30th) and hours above the maximum carry forward amount of 40 hours will be lost.

Twelve-Month Regular Full-Time Employees

Twelve-month regular full-time employees will earn hours based on the length of employment at HPA in accordance with the chart below:

Year of Service	Hours per Month Accrual	Hours per Year Accrual
First year – third year	10.7	128.40
Fourth year – And beyond	14.7	176.40

- Twelve-month regular full-time employees may carry forward a total of 80 hours to the next fiscal year. HPA fiscal year begins July 1st.
- Excess hours for twelve-month regular full-time employees will be adjusted on the last day of the fiscal year (June 30th) and hours above the maximum carry forward amount of 80 may be eligible for PTO Annual Reimbursement as described under PTO Annual Reimbursement.

PTO ANNUAL REIMBURSEMENT

Ten and 11 month employees having more than 40 hours of PTO **who do not request any PTO after spring break** will receive PTO reimbursement with the July 15th payroll according to the following schedule.

Returning 12 month employees having more than 80 hours of PTO on June 30 will receive reimbursement with the July 15th payroll according to the following schedule.

Twelve month employees **leaving the district** may receive reimbursement with the July 15th payroll according to the following schedule.

In the event that an employee breaches their contract or is terminated for cause by HPA, such employee will not receive payment for any accrued PTO.

PTO reimbursement calculations will be made based on the average hourly salaries for the following groups.

- Instructional staff (teaching staff, instructional coaches)
- Non-instructional staff (social workers, behavior interventionists, counselors)
- Subs & Para-professionals (building subs, para-professionals, lab proctors)
- Building administration I (administrative assistants, operations manager, HR & transportation manager)
- Building administration II (building principals & asst. principals, district leadership, coordinators)

The average hourly salary for each group will then be used to calculate reimbursement for each employee, using that employee's available PTO hours. For example, if the average hourly salary for a group is \$20 and

the employee has 10 available PTO hours, their reimbursement calculation would be \$200. HPA will reimburse employees up to a maximum as shown in the attached table.

PTO REIMBURSEMENT FOR ALL STAFF LEAVING THE DISTRICT

HOURS	MAXIMUM REIMBURSEMENT
1-8 HOURS	0
9-20 HOURS	\$250
21-40 HOURS	\$400
41-60 HOURS	\$550
61-80 HOURS	\$700
81-100 HOURS	\$850
101-160 HOURS	\$1,000

NOTE: Ten and 11 month employees must not take any PTO after spring break to qualify for reimbursement

PTO REIMBURSEMENT FOR RETURNING STAFF

	**10/11 MONTH EMPLOYEES	12 MONTH EMPLOYEES
ROLL OVER MAXIMUM	40	80
MAXIMUM REIMBURSEMENT FOR *EXCESS 1-8 HRS	\$100	0
MAXIMUM REIMBURSEMENT FOR *EXCESS 9-20 HRS	\$250	\$250
MAXIMUM REIMBURSEMENT FOR *EXCESS 21-40 HRS	\$500	\$500

MAXIMUM REIMBURSEMENT FOR *EXCESS 41-60 HRS	\$750	\$750
	**10/11 MONTH EMPLOYEES	12 MONTH EMPLOYEES
MAXIMUM REIMBURSEMENT FOR *EXCESS 61AND OVER HRS	\$1,000	\$1,000

*Excess = accumulated PTO beyond maximum roll over

****Ten and 11 month employees must not take any PTO after spring break to qualify for reimbursement**

Holidays

See Board Policies 4330 for more information.

HPA will grant paid time off to all full-time employees on the holidays listed below, provided they fall within the normal work months for the individual. Part-time employees are not eligible for holiday pay. Administration reserves the right to designate a holiday as a work day based on the needs of the school.

- New Year's Day (January 1)
- Dr. Martin Luther King, Jr. Day (third Monday in January)
- President's Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving Day (fourth Thursday in November)
- Friday following Thanksgiving Day

- Christmas Eve (December 24)
- Christmas Day (December 25)

Generally, a recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as PTO), holiday pay will be provided instead of the (PTO) benefit that would otherwise have applied. Holidays will not be counted as hours worked for the purposes of determining overtime pay.

Bereavement Leave

Up to 3 days of paid bereavement leave may be provided to regular full-time employees. (If approved, this time is not counted against paid time off (PTO) balances.)

HPA defines "immediate family" as spouse, partner, parent, grandparent, child, son-in-law, daughter-in-law, sibling, the employees' spouse's parent, partner, grandparent, child, or sibling. Employees may, with their supervisor's approval, use available PTO for additional time off as needed.

Procedure:

Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. All requests for time off must be submitted through the current absence tracking software. Employee must provide documentation in the form of a funeral program or obituary to the office of Human Resources upon return to work.

Time Off to Vote

HPA encourages employees to fulfill their civic responsibilities by participating in elections.

Generally, employees are able to find time to vote either before or after their regular work schedule. In the unlikely event an employees' work schedule prevents him/her from voting during polling times, HPA will make arrangements for the employee to take time off to vote.

Procedure:

All requests for time off must be submitted through the current absence tracking software.

Employees should request time off to vote at least two working days prior to the Election Day.

Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift; whichever provides the least disruption to the normal work schedule. Time off for voting should be reported and coded appropriately on timekeeping records.

Time Off for Civic Duty

HPA encourages all employees to do their civic duty. HPA will cooperate fully with local, state, and federal courts in allowing employees to serve on juries.

Procedure:

To qualify for paid jury or witness duty leave, employees must submit to his/her supervisor a copy of the summons as soon as it is received. All requests for time off must be submitted through the current absence tracking software.

In addition, proof of service must be submitted to the employees' supervisor when the period of jury or witness duty is completed. Of course, employees are expected to report for work whenever the court schedule permits.

Employees who are crime victims will be allowed to take leave to consult with the district attorney or attend the criminal proceeding as provided under Missouri law. Documentation may be requested to support such requests for leave. HPA will comply with Missouri law regarding the granting of time off and the use of PTO for such time off.

Accommodations for Nursing Mothers

Upon request HPA will make arrangements to provide a suitable private location for breastfeeding mothers to express milk during work hours. As provided for under the health reform act, mothers will be provided break time for this purpose during the first year of the child's life. To make arrangements for a location or with further questions please contact your immediate supervisor or the human resources office.

Health and Welfare Benefits

See Board Policies 4510, 4520 and 4540 for more information.

Benefits comprise an important component of your overall compensation package. Please note that HPA reserves the right to modify and/or discontinue the benefits it provides, premium amounts it pays, eligibility rules, and other provisions of these benefit plans. When possible, we will try to notify you in advance of such changes.

The benefit information included in this Handbook is merely an overview; a more detailed description of the specific provisions of the various plans can be obtained by reviewing the Summary Plan Description booklets supplied by the benefits broker. **The exact provisions of the Plans may only be determined by reading the actual Plan Documents.**

Benefits Continuation (COBRA)

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under HPA health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at HPA group rates plus an administration fee. HPA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under HPA

health insurance plan. The notice contains important information about the employee's rights and obligations.

Other rules defining COBRA, periods of coverage, etc., are defined in the health plan Certificate of Coverage.

Health Insurance Portability and Accountability Act (HIPAA)

It is the intent of HPA to assure compliance with the HIPAA privacy regulations issued by the Department of Health and Human Services.

Health Insurance

Eligible employees may elect either single or dependent coverage beginning on the first day of the month following 30 days of employment.

HPA contributes a portion of the premium for “employee only” coverage. The additional cost for spouse and dependent coverage is the responsibility of the employee. Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible employees.

- If an employee chooses not to enroll themselves and/or dependents when first eligible, they must wait until open enrollment to enroll in coverage unless a qualifying event occurs as defined by the Health Insurance Portability and Accountability Act (HIPAA).

A qualifying event occurs when an individual experiences a loss of other coverage or becomes a new dependent through marriage, birth or adoption. However, the individual must notify the plan administrator of their request to enroll within 30 days of the qualifying event. If an individual

experiences a qualifying event and has evidence of creditable coverage, they may not be treated as a late enrollee for purposes of any preexisting condition exclusion period.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between HPA and the insurance carrier. A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information. Contact the human resources office for more information.

Section 125 Flexible Spending Account Plan Benefit

HPA provides a Flexible Spending Account Plan that allows eligible employees to have pre-tax dollars deducted from their salaries to pay for eligible 1) dependent care, 2) un-reimbursed health care expenses and 3) adoption assistance.

Participation in the Flexible Spending Account Plan is optional. Election changes are made annually at open enrollment. An employee must re-enroll in the Plan each plan year. Money contributed to this program must be used within the year or will be forfeited, as defined under regulations. Contact the human resources office for additional information.

Life Insurance Benefits

Basic Life Insurance – Employer Provided

Life insurance offers the employee and their family important financial protection. HPA provides a basic life insurance plan for eligible full-time employees beginning on the first of the month

following 30 days of employment. Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description (SPD) provided to eligible employees. This basic coverage of \$15,000 is paid by HPA.

Supplemental Life Insurance

Eligible employees may participate in the supplemental life insurance plan subject to all terms and conditions of the agreement between HPA and the insurance carrier. No portion of the supplemental life insurance is paid by HPA. Contact the human resources office for additional information.

Voluntary Benefits Available

Eligible employees may participate in the voluntary benefits subject to all terms and conditions of the agreement between HPA and the insurance carriers. No portion of voluntary benefit costs is paid by HPA. Voluntary benefits are available to eligible full-time employees the first of the month following 30 days of employment.

Voluntary Short-Term and Long-Term Disability

Short Term Disability (STD) is designed to ensure a continuing income for employees who are disabled or unable to work for a short duration. Details of the STD plan including benefit amounts, limitations and restrictions are described in the Summary Plan Description.

Long Term Disability (LTD) is designed to ensure a continuing income for employees who are disabled or unable to work. Details of the LTD plan including benefit amounts, and limitations and restrictions are described in the Summary Plan Description.

Voluntary Accident, Cancer, Critical Care, and Hospital Indemnity Benefits

Accident insurance supplements your medical insurance policy. It can help cover unforeseen expenses resulting from an accidental injury. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members. Benefits include: emergency room treatment, follow-up physician visits, physical therapy and hospital confinement.

Cancer insurance supplements your medical insurance and can cover family lodging and transportation, hospice, bone marrow donor, radiation treatment, and chemotherapy. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members.

Critical Illness insurance supplements your medical insurance. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members. It pays a lump sum to you upon the diagnosis of a covered illness which may include: cancer, heart attack, stroke, and end-stage renal disease and more. Coverage is available to eligible family members.

Hospital indemnity insurance supplements your medical insurance. Depending on the carrier, you can choose from a variety of plans and coverage for yourself and eligible family members. It pays a lump sum benefit in the event of a hospital stay.

Retirement Benefits

ERISA Rights

As a participant of the plans described in the following pages, you may be entitled to certain rights and protection under the Employee Retirement Income Security Act of 1974, also called ERISA. These plans will contain an ERISA statement of rights in the Summary Plan Descriptions provided by administration. If you have any questions about your Plan, you should contact the Plan Administrator. If you have any questions about your rights under ERISA, you should contact the nearest Area Office of the U.S. Labor–Management Services Administration, Department of Labor.

Kansas City Public School Retirement System (KCPSRS)

<http://www.kcpsrs.org>

Participation in the KCPSRS plan is mandatory and a condition of employment. This plan is a 401(a) Defined Benefit Plan. Employees in a position requiring service of at least 25 hours per week during 9 months of the year are eligible to participate in this retirement plan.

As an employee, you are required to contribute a percentage of your annual base salary to your retirement account. HPA will process the deduction from all employees' base salary amount (does not include any extra duty pay) submit the contributions to KCPSRS. The contributions are deposited into your individual retirement account set up with KCPSRS.

HPA is also required to make contributions to the plan. Employer contributions are not made to the individual accounts. Instead, they go into the general reserve account to help fund the benefits for those who do retire.

Questions regarding the KCPSRS plan should be directed to the school district of Kansas City Public School Retirement System. The telephone number is 816-472-5800. KCPSRS is located at 3100 Broadway #1211, Kansas City, MO 64111.

403(b) Retirement Plan

HPA has established a 403(b)-retirement plan to provide employees the potential for future financial security for retirement. The 403(b)-retirement plan allows the employee to elect how much salary he or she wants to contribute, within legal limits, so the retirement package can be tailored to meet individual needs. HPA does not make an additional contribution to the 403(b) account.

Because a 403(b)-plan contribution is automatically deducted from the employee's pay before federal and state tax withholdings are calculated, tax dollars are saved by having the current taxable amount reduced. While the amounts deducted generally will be taxed when they are finally distributed, taxation of the dollars will be deferred until distribution. Eligible employees may participate in the 403(b)-plan subject to all terms and conditions of the plan. Contact the human resources office for more information about the 403(b) plan.

Legally Required/Mandated Benefits

Workers' Compensation Insurance

See Board Policy 4530 for more information.

HPA provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform both their supervisor and the human resources office immediately.

He/she will assist in the determination of the proper provider. Medical care should be obtained through the facility recommended by our workman's compensation insurance carrier. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. Neither HPA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by HPA.

Social Security Insurance

HPA makes a matching contribution to the Social Security fund on the employee's behalf. HPA contributes one dollar to the Social Security Fund for every dollar deducted from the staff's

paycheck for payment to the fund up to legal limits. Employees may contact the Social Security office to determine current social security account status.

Unemployment Insurance

Unemployment compensation insurance is paid for by HPA and provides temporary income for employees who have lost their job. Employees can apply for benefits directly with the state who will determine eligibility.

Separation from Employment

See Board Policies 4710 and 4711 for more information.

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee. Two weeks' notice is requested of classified employees and as much notice as possible is appreciated for certified employees that plan to resign or retire;
- Discharge - involuntary employment termination initiated by the school;
- Reorganization – involuntary termination due to realignment by the school and /or of duties; and/or
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the school.

Exit Interview

HPA will generally schedule exit interviews at the time of employment termination. The purpose of the exit interview is to provide administration with greater insight into employee relations and the school. Additionally, the exit interview will afford an opportunity to discuss such issues as staff benefits, conversion privileges, repayment of outstanding debts to HPA, or return of HPA-owned property. Cooperation in the exit interview process will be greatly appreciated. Any

information provided in the course of an exit interview will not affect any reference provided by HPA.

Compensation and Benefits When Exiting

All compensation and accrued, vested benefits that are due and payable at termination will be paid. COBRA qualified benefits may be continued at the participant's expense if the individual so chooses. The employee will be notified in writing of the terms, conditions, and limitations of applicable benefits continuance.

Return of HPA Property When Exiting

All school property should be returned to HPA should the employment relationship end or the duties be changed; failure to do so may result in deductions from an individual's final paycheck for the replacement cost of the item.

Coversheet

Approval of EdOps Contract

Section:	II. Consent Agenda
Item:	D. Approval of EdOps Contract
Purpose:	Vote
Submitted by:	
Related Material:	EdOps.pdf

**STATEMENT OF WORK
FINANCIAL MANAGEMENT SUPPORT SERVICES
2023 FISCAL YEAR**

THIS STATEMENT OF WORK (the “Agreement”) is made and entered into as of July 1, 2022(the “Effective Date”) by and between Hogan Preparatory Academy (the "School") and EdOps (hereinafter, separately a “Party” and jointly “the Parties”).

The following provisions are designated in accordance with the Services Agreement dated October 1, 2018, which is incorporated herein by reference.

Nature of Services

Our service offering comprises complementary financial and business consulting and business process outsourcing services that are critical to implementing a financially sound and fiscally sustainable business model. The Services, detailed below, include creating a detailed budget, performing bookkeeping and accounting services, preparing financial statements and reports, providing analysis and insight on the School’s fiscal performance, supporting the School with financial aspects of federal grants administration, and acting as the interface for the School’s annual audit. Helping the School develop the organizational capacity to execute critical financial operating procedures and internal controls also cuts across our Services.

I. FINANCIAL POLICIES AND PRACTICES REVIEW

EdOps reviews the financial policies manual and core financial processes near the beginning of an engagement to both understand current policies, processes and controls and to offer suggestions for improvement, as appropriate.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ Meet with School staff currently managing and implementing finance/accounting functions to discuss existing processes. ▪ Review forms and templates currently used in finance/accounting processes; suggest improvements/provide alternative templates where needed. ▪ Review School’s existing financial policies manual to identify gaps relative to what is typically found in policy manuals; suggest changes as needed. ▪ Where gaps exist, write or outline process descriptions for major finance/accounting processes based on information provided. ▪ Review current core vendors and pricing; make suggestions for alternatives for any outliers or functions for which management has quality concerns. ▪ Provide training to School’s Board of Directors giving overview of School finances and tips for reviewing financial statements.
School Responsibilities	<ul style="list-style-type: none"> ▪ Provide EdOps access to all existing policy and process documentation including forms and templates. ▪ Provide access to knowledgeable staff performing financial back office roles to verbally fill in policy, process, and control information not currently documented, as well as to discuss current practice variances to documented policies, processes, and controls.

II. BUDGETING

EdOps provides technical support to School staff in preparing annual and multi-year budgets. Beyond performing the technical modeling work, we strive to ensure that the budget is a strategic document that captures the vision and direction of the School.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ Using its proprietary budget tool, EdOps will work with the School to create a detailed accrual-basis budget for the upcoming year and, as requested by the School for internal use, the following four years. ▪ In addition to an aggregate School-level budget, EdOps can support the School in preparing departmental and/or location-specific budgets if desired. ▪ EdOps works with School staff to revise budgets, within reason, during the year to reflect changing circumstances at the School or in funding levels.
School Responsibilities	<ul style="list-style-type: none"> ▪ EdOps’ primary role is to facilitate the discussion and give financial form to the School’s ideas. EdOps can provide guidance on industry average pricing levels, conventions, and the like, but managerial and budgeting decisions ultimately rest with School.

	<ul style="list-style-type: none"> ▪ For departmental budgeting, School management will define departments/cost centers and provide EdOps with expense items for these departments and/or allocations of items to be distributed among these departments. EdOps will help management review each departmental budget and prioritize competing requests within the context of the School’s mission. ▪ The School’s Board of Trustees must approve the budget before June 30. At that point it must be submitted to the Sponsor.
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III. ACCOUNTING AND MONTHLY CLOSE

The foundation of the budgeting and analytical work we perform is strong basic accounting and bookkeeping executed in accordance with DESE’s Missouri Finance Accounting Manual. We strive to carry out our accounting engagements with staff who are not only technically skilled and personable, but who are also passionate and knowledgeable about schools.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps prepares and records journal entries and maintains the general ledger according to accepted accounting standards. ▪ EdOps reconciles primary bank and investment accounts to the general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required. ▪ EdOps reconciles credit card accounts to the general ledger monthly or upon receipt of statements. ▪ EdOps records capitalized assets as provided by the School and records related depreciation and amortization in the general ledger. ▪ EdOps maintains necessary supporting schedules such as restricted net assets, grant/pledge discounts, loan amortization, etc. ▪ EdOps maintains the School’s chart of accounts and can use customized account codes (within reason) for unique features of the School program. ▪ EdOps can track revenue and expenditures by fund - e.g., Title I funds and expenditures. ▪ EdOps verifies that the School is receiving the correct amount of funds from the DESE. ▪ If the funds from DESE are not correct, EdOps tracks down the appropriate officials and alerts them of the problem. EdOps will use reasonable efforts to negotiate on behalf of the School in disputes with funding agencies over improperly calculated payments. ▪ EdOps trains appropriate personnel on accounting procedures and practices designed to support accurate record keeping
School Responsibilities	<ul style="list-style-type: none"> ▪ The School will provide online read-only access to all bank accounts, credit card accounts, investment accounts and other accounts that EdOps will be reconciling. The School will provide any statements for which online access cannot be established within three business days of receipt. ▪ A member of the School’s staff will be designated as the operational interface between the School and EdOps. That individual will respond promptly to all requests for information from EdOps staff regarding financial activity for the month including grants, pledges, contracts, obligations, contingent revenues or expenses, and generally any transactions or conditions which may impact the financial statements or forecast for the School under GAAP. ▪ The School will manage depositing incoming checks, cash, or other instruments into the School’s bank account(s) including making and maintaining copies of all checks to be deposited. ▪ The School will obtain/retain receipts for all credit card transactions, and file such receipts with each month’s credit card statement/reconciliation bundle. ▪ The School will provide information on grants, pledges, or other similar items that are pending, expected, or awarded. ▪ The School is responsible for obtaining a subscription to Software Unlimited (or another mutually agreeable accounting system that EdOps can remotely access) and paying all associated fees. ▪ Note: Because EdOps needs bank statements to complete a financial close and adequate time to resolve questions with staff, full financial packages based on prior month financials generally cannot be delivered prior to the 15th of the month.

IV. FINANCIAL STATEMENTS, ANALYSIS, AND BOARD SUPPORT

EdOps produces financial statements as part of its monthly close process. One of the cornerstones of the EdOps approach is that we go beyond simply producing generic backward-looking financial reports. We work to make financial data relevant and actionable for School leaders and Board members by supplementing the historical data with forward-looking analytics and explanatory narrative.

<p>EdOps Responsibilities</p>	<p><i>Financial Statements</i></p> <ul style="list-style-type: none"> ▪ EdOps prepares a monthly YTD income statement compared to budget and balance sheet in time for board meetings and sponsor submission. ▪ EdOps can generate reports for departmental spending to support budget management by department or function. ▪ EdOps can generate the following supplemental reports upon request: detailed account activity; bank register activity; summary of budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdOps); revenues; general ledger account balances. <p><i>Analysis and Board Support</i></p> <ul style="list-style-type: none"> ▪ EdOps critically reviews budget to actuals and updates the budget forecast on a monthly basis. ▪ EdOps produces a cash flow forecast showing anticipated cash balances by month through the end of the fiscal year to assist the School with cash flow management. ▪ EdOps performs reasonable financial analysis that the staff or board requests. EdOps will also provide customized reports (within reason) for grant proposals. ▪ EdOps helps School leaders work through options to manage cash position, both excess liquidity and potential shortfalls. ▪ In addition to financial statements, EdOps provides a PowerPoint summary and analysis of the financial statements so the Board and staff can quickly focus on the salient financial issues facing the School. ▪ EdOps will attend monthly board meetings or finance committee meetings in person or by teleconference as requested (up to one per month) to present its financial statements, analysis, and forecast. ▪ EdOps can attend additional leadership meetings at the request of the School (e.g. both a Board meeting and Finance Committee meeting), but will bill hourly for meetings in excess of one per month, including travel and preparation time. ▪ As requested, EdOps can help the School leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding.
<p>School Responsibilities</p>	<ul style="list-style-type: none"> ▪ The School is responsible for providing EdOps with dates for any Board or Finance Committee meetings at which its support is needed at least two weeks in advance. ▪ In performing financial forecasting, EdOps is dependent on the School for providing timely updates on operational items that impact financial performance such as new vendor contracts, changes in enrollment outlook, or new grant awards ▪ Financial forecasting is inherently uncertain. School is responsible for critically reviewing and forming its own judgment regarding the validity of any forecasts provided by EdOps.

V. AUDIT AND 990 SUPPORT

EdOps supports the auditor during audit field work and in preparing the School’s annual 990 tax filing to reduce the impact on School staff.

<p>EdOps Responsibilities</p>	<ul style="list-style-type: none"> ▪ Before the beginning of audit field work, EdOps completes an internal close of the School’s financial books for the fiscal year. ▪ EdOps prepares all financial schedules on the auditor’s “Prepared by Client” or “School Assistance” list. ▪ EdOps provides face-to-face assistance as requested by the auditor during fieldwork and conducts follow up work responding to auditor’s financial requests. ▪ EdOps supports the School and auditor in preparing Form 990 tax-exempt organization annual filing. The audit firm is responsible for compiling and filing the form with the School’s
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	approval. EdOps supports the process by providing financial information requested by the auditor.
School Responsibilities	<ul style="list-style-type: none"> ▪ The School will prepare the non-financial items required by the auditors and assist EdOps in resolving and reconciling all outstanding items and issues that arise as EdOps closes books for the year and prepares deliverables for the auditor. ▪ The School will assist the audit team during the on-site portion of the audit. This support will include providing access to files and hard-copies of requested documentation. ▪ Throughout the audit process, the School will provide EdOps and auditor with occasional clerical assistance. Clerical duties will include, but are not limited to, gathering and/or copying relevant documentation, including contracts, leases, invoices, bank statements, etc. ▪ For clarification, fees for audit and 990 are paid by the School, and it is the School’s and auditor’s sole responsibility to ensure these forms are filed. The School is solely responsible for the accuracy of all disclosures in the 990.

VI. PAYROLL ADMINISTRATION

EdOps processes payroll and serves as the school liaison for retirement.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps will prepare an Excel payroll data file as the main data source for payroll processing. ▪ EdOps processes payroll, and enters new hire information, time for hourly employees, payroll changes, and leave usage (if tracked through payroll) based on information provided by the School. ▪ EdOps prepares remittances for federal, state, and local taxes and the Kansas City Public School System Retirement Plan contributions using information in official payroll reports. ▪ EdOps reconciles monthly insurance invoices to payroll deduction report. ▪ EdOps prepares and submits monthly retirement reconciliation to Kansas City Public Retirement System. ▪ EdOps will file all payroll related reports(unemployment, worker’s comp, etc) required/requested by the state/vendors ▪ EdOps processes W-2s.
School Responsibilities	<ul style="list-style-type: none"> ▪ The School is responsible for reviewing all payroll data processing as well as the final reports documenting payroll submission. ▪ The School is responsible for the accurate and timely transmittal of all employee-related payroll data to EdOps for entry into the payroll system including personal, tax, benefits, and other required information.

VII. ACCOUNTS PAYABLE

EdOps encourages schools to use an online accounts payable system to manage payables in a modern and efficient manner. We support our clients with the implementation and ongoing management of that solution.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps reviews School staff coding of invoices (or performs initial coding if missing) in the School’s online accounts payable system. ▪ EdOps serves as the primary interface between the School and its online accounts payable platform provider, managing issues such chart of accounts maintenance and system implementation. ▪ EdOps records in detail all transactions (bills, checks, deposits, etc.) into accounting software package. ▪ EdOps oversees the migration of check and invoice data from the online accounts payable system to the School’s accounting software. For Schools that do not wish to use an online accounts payable system, EdOps will prepare and cut paper checks on the School’s behalf, though an additional fee will apply. ▪ EdOps prepares Forms 1099 and Form 1096 for non-incorporated vendors and contract employees paid through AP (or via payroll).
School Responsibilities	<ul style="list-style-type: none"> ▪ School will use an online accounts payable service (AnyBill or other mutually agreeable provider) and pay all fees associated with that service.

	<ul style="list-style-type: none"> ▪ School will identify at least one payment authorizer who is responsible for approving all checks and invoice coding prior to release. Note that final coding and approval decisions are solely the responsibility of the School. ▪ School will communicate to EdOps or tag directly in the online payable system all invoices that should be applied to federal or other grant awards. ▪ The School is responsible for obtaining W-9s for all vendors and for providing accurate tax ID and corporate form data on its vendors to EdOps to support filing of 1099s.
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VIII. FEDERAL GRANTS & MEDICAID ADMINISTRATION

EdOps will assist the School with the financial portion of federal grants applications as well as completing reimbursement requests associated with spending under those grant programs.

EdOps Responsibilities	<ul style="list-style-type: none"> ▪ EdOps assists with the financial portion of the initial applications for many of the programs run through DESE (e.g., Title I-II, Sped Part B). ▪ EdOps prepares draw requests for grant funds reimbursement and submits those draw applications on the School’s behalf. The School authorizes EdOps to submit these reimbursement requests on its behalf directly into DESE’s grants management system without prior review by the School. ▪ EdOps prepares grant budget revisions and reallocations as requested by the School. ▪ EdOps sets up fund accounting to track direct and allocated costs to grants. ▪ EdOps prepares and submits all Final Expenditure Reports and ASBR. ▪ EdOps files quarterly Medicaid SDAQ forms required for administrative services program. ▪ EdOps serves as school liaison to Medicaid administrative agencies. ▪ EdOps supports school leadership in setting up outsourced student service providers in Medicaid Direct Services Program
School Responsibilities	<ul style="list-style-type: none"> ▪ The School is responsible for completing and submitting all Federal Grant applications. EdOps can complete drafts of financial and other portions of those applications, but the School is responsible for reviewing those drafts, modifying them as needed, and ultimately approving a finalized application for submission. The School is solely responsible for the accuracy and suitability for funding of all Federal grant applications and budget amendments, including decisions regarding which expenses to apply against a specific federal grant. ▪ The School is responsible for spending funds as it has indicated in its approved Federal Grant applications, as well as retaining all required documentation to support that spending, including federal time and effort documentation for federally funded employees. ▪ The School is solely responsible for the accuracy and timely submission of all federal grants reimbursement requests. ▪ The School will involve EdOps in the grant budgeting process so EdOps can proactively contribute to the process and can remain current on all sub-budget tracking and reporting requirements. It is ultimately School’s responsibility to ensure information on grant spending is communicated to EdOps, including specifically flagging which expense items belong to which grant.

Note on Expectations of School

EdOps’ completion of the deliverables, in the format and per the timing noted above, is contingent on School providing the assistance and performing the functions noted in “School Responsibilities.” Failure of School to offer such assistance and to perform such functions in a timely manner may adversely impact EdOps’ ability to complete the Scope of Work as outlined above.

Fees for Services

Our fees for the aforementioned services for the period **JULY 1, 2022** through **JUNE 30, 2023** will be at the monthly rate of \$8,333.33. The time period covered by this statement of work is July 1, 2022 to June 30, 2023. Work of any type that is to be performed by EdOps after June 30, 2023, including specifically audit and 990 support, would require a separate statement of work and different fee structure.

Note that the fee above does not include facilities financing support, the preparation of responses to custom reporting requirements from lenders associated with existing debt, or the technical work required to establish proper accounting treatment for a new financing transaction including reviewing loan and other transaction-related documents. Because of the variable nature of the time required to provide financing support, EdOps bills it hourly, typically under a separate Statement of Work. Additional business consulting services not listed in the Nature of Services section and those explicitly identified as hourly be billed at our standard hourly rates, which are listed below.

- Facilities Financing Support: \$350/hour
- Partner (non-facilities finance support): \$300/hour
- Finance Manager: \$200/hour
- Finance Specialist: \$150/hour
- Finance Analyst: \$105/hour

Services may be extended to additional years through mutual written agreement of the parties with respect to price, scope, and period of service. This Statement of Work is an extension of the Statement of Work for Finance and Accounting for the period ending 6/30/22.

EdOps

By: *Paul Greenwood*
Paul Greenwood (Jun 7, 2022 10:21:12 AM)

Authorized Signature
Paul Greenwood

Printed Name
Director, Business Development

Title
Jun 7, 2022

Date

Hogan Prep

By: _____
Authorized Signature

Printed Name

Title

Date

Coversheet

Approval of TICO contract

Section:	II. Consent Agenda
Item:	E. Approval of TICO contract
Purpose:	Vote
Submitted by:	
Related Material:	Tico.pdf



**1722 HOLLY STREET,
KANSAS CITY, MO 64108**
Phone: 816 260 4800
E-mail: kim@tico-sports.com
Web: www.ticoproductions.com



VIDEO PRODUCTION & SOCIAL MEDIA

*Hogan Preparatory Academy
Recruitment Campaign*

Prepared by:
Kim Verhoeven
Chief Growth Officer

Date:
Revised 7/07/2022

FIRSTLY, _____
¡MIL GRACIAS!
_____ FOR CONSIDERING US!

The entire team at Tico Productions, LLC (Tico) is excited at the opportunity to work closely again with Hogan Preparatory Academy through strategically relevant and culturally-inspired communications.

We realize that reaching different market segments can be challenging in such a cluttered world. Content that can reach beyond barriers can only be as successful as the culturally competent message that is communicated.

Tico is prepared to make data-driven decisions that communicate authentically with underserved communities to drive engagement and build trust. We understand that clear and concise messaging is necessary to speak across different demographics.

Thank you for the opportunity to submit our qualifications. We are eager to work with you!

COMPANY CERTIFICATIONS

**City of Kansas City, Missouri – MBE and SLBE
Missouri Department of Transportation – DBE
State of Missouri Certification – MBE and DBE
SBA 8(a) Certification**

STATEMENT OF WORK

MAKING YOU STAND OUT

IT'S WHAT WE'RE HERE FOR

As a minority owned and led company, we are committed to providing high-quality services that lead to greater access across all communities in Kansas City, Missouri. Hogan Preparatory Academy cares about the growth and unlocked potential of young individuals throughout the city and presents itself as a vehicle for access to support, opportunity, and success. We are thrilled to be working with Hogan Prep to advance this mission of inclusivity. Messaging will center around:



RECRUITING STUDENTS



Tico focuses on making well-informed decisions backed by market research, community insights, and lived experiences in order to connect with potential students from diverse communities.



RETAINING STUDENTS AND TEACHERS



Highlighting the unique benefits of Hogan Prep, Tico will combine strategy and creativity to elevate messages directed toward those that make up its community.



SOCIAL MEDIA VIDEO



Our media strategy includes a full suite of concise, in-brand marketing materials driven and directed by data to create engaging content that will help gain and maintain audience relationships on social media.

INSPIRING IDEAS CENTERED IN COMMUNITY

DIVERSITY IS KEY

We are driven to create and communicate with lasting impact.

We are excited at the chance to further this mission with Hogan Prep.



WHAT WE PROVIDE

Tico is a full-service, multilingual marketing agency in Kansas City, Missouri. We specialize in cause-marketing, graphic design, video production, creative strategy, and social media. Tico helps companies & agencies arrive at innovative and culturally-inspired ideas that drive people to action.

DEI IS IN OUR DNA

Founded in 2012, Tico Productions, LLC is a team of 14 full-time creative minds, drawing from former experiences as CEO's to photojournalists, mural makers, language interpreters, and more. As a minority owned and led company, we are community invested. We support key organizations that represent diverse communities with pro bono board and committee leadership and contributions.

SCOPE OF SERVICES

Creative Brief: Provide a full scope of monthly marketing services for Hogan Preparatory Academy School District for a minimum of 12 months. Goals include increasing overall brand awareness and enrollment into Hogan Prep's K-12 school system (specifically for students in grades 6-8), reaching a 90% student retention rate, and recruiting and retaining teachers. Services would consistently amplify the unique school environment and personalized learning experiences offered at Hogan Prep, as well as inform the general community and citizens of Kansas City about the expansion and evolution of Hogan Preparatory Academy School District. Marketing messages will express a sense of urgency in student enrollment, highlight various student success stories, amplify new and diverse faculty and student voices, and will portray Hogan as a place for access to opportunity. To keep track of posts for social media, a calendar will be created for the fiscal year.

All marketing materials will be produced with the organization's mission, branding, and voice in mind. Audio/visual services could also assist in special programming for the district, including but not limited to virtual event production, monthly video segments or pre-recorded video products, graphic design materials such as flyers and social media, management of social media pages, and recurring communication pieces like online event pages, emailed newsletters, etc.

Deliverables include:

1. Digital Media Management - 8-12 social media multimedia posts cross platform a month + audience interaction
2. Website Management
3. In-studio or on-site video production
4. In-studio or on-site photography
5. Graphic design for promotional materials, flyers, banners, etc.
6. 12-month media purchasing strategy and implementation
7. Optional quarterly virtual event production

PROPOSED BUDGET

PROPOSED ESTIMATED BUDGET		
SERVICE	DESCRIPTION	HOURLY ESTIMATES @ COST
Account Management	Includes client meetings, scheduling, and acquisition of necessary assets.	40 hours at \$65/hour
Reporting	Final reporting and evaluation design of campaign Key Performance Indicators.	20 hours at \$150/hour
Digital Media Management	12-month cross-platform coordination and engagement of 2-3 posts per week in alignment with creative brief.	140 hours at \$150/hour
Website Management	Includes planning, uploading and developing content, updating site organization, monitoring functionality, and improving user experience.	96 hours at \$100/hour
Pre-production	Includes initial creative meetings or conference calls, location scouting, acquisition of necessary assets to be used (logos, brand standards, call to action, etc.), storyboarding, design of lower thirds, develop interview questions, etc.	25 hours at \$175/hour
Production	Includes storyboarding, on-site filming, full lighting kit, non-linear editing of pre-existing videos, two rounds of revisions, high resolution exports of final deliverables in preferred format and file proportion (.mp4, .mov, 1920x1080, 1080x1080, etc.)	48 hours at \$200/hour
Photography	Includes full lighting kit, on-site or in-studio photography, 1 monthly event photographer, and professional editing.	24 hours at \$150/hour
Graphic Design	Creating of intro and outros for webinars and videos, with editing for micro-vignettes for placement in social channels and websites. Includes 3 micro vignettes, with 2 rounds of edits for each.	72 hours at \$125/hour
Quarterly Virtual Event Production	On-site travel to one location for 2-person production team (2 hour maximum).	\$500 per quarterly event
		GROSS TOTAL: \$64,775
		5% DISCOUNT: -\$3,238.75
		12 MONTHLY PAYMENTS OF: \$5,128.03

PROPOSED BUDGET

MEDIA BUY RECOMMENDATION		
Media Outlets	<p>A robust combination of traditional media outlets and digital deployment to reach intended demographic during peak times. Outlets could include (but are not limited to):</p> <ul style="list-style-type: none"> • Facebook/Instagram/Twitter • Local Radio (KPRS Hot 103.3 Jamz, Magic 107.3, Reyes Media KYYS 1250 AM, La Mega KC Spanish Radio, 90.1 KKFI Kansas City Community Radio, etc.) • Streaming Services (YouTube, Spotify Radio, Pandora, TikTok, etc.) • Out of Home Advertisements (Billboard & Print) 	\$28,400
TOTAL YEARLY INVESTMENT: \$89,936.36		

WE'VE DONE THIS BEFORE

...IN MULTIPLE LANGUAGES

TELLING STORIES IS OUR PASSION

Drawing from 30+ years experience, we leverage our community and the talented work of our clients to design, strategize, & tell stories. Tico Productions, LLC is a multilingual company, fully competent in Spanish and more.

Tico is adept at meeting time constraints for any size project. In the event there is a short turn-around time, we will rise to deadlines. Tico is familiar with the responsibility of communication management and we're prepared to shift our schedules and priorities to make your needs happen.

Additionally, Tico Sports, an extension of Tico Productions, LLC, produces professional NFL Spanish language broadcasts for multiple teams, and is experienced with pivoting and overseeing messaging across platforms daily. We coordinate and curate content across a variety of outlets in real-time. Because of this, we are familiar with what it takes to work weekends, evenings, and holidays.

OUR CREATIVE SCOPE AND WE CAN DO MORE!

We are driven by creating experiences that deliver results for our clients and their audiences.



INTAKE & IDEATION

Research, collaborative conversations, focus groups, goal ideation



INQUIRE & DETERMINE

Multilingual message development, audience identification, testing, community engagement



EVALUATE & EVOLVE

Determine measurable KPI's, integrate technology, data tracking



INTERPRET & IMPLEMENT

Full message suite, copywriting, translation, creative production



PRODUCE & PACKAGE

Branded marketing services, video production, graphic design, audio



POWERFUL PLACEMENT

Media buying, media management, public relations, brand positioning



GO AHEAD, TAKE A LOOK!

Scan or visit below to preview our video work:

www.vimeo.com/ticoproductionsllc



CICI ROJAS
President



OSCAR MONTERROSO
El Jefe



KIM VERHOEVEN
Chief Growth Officer



DELIA MARIN
Chief Operating Officer



YOLANDA VILLEGAS
Chief Marketing Director



BRYSON SWAYVEY
Associate Producer



KIKE MORALES
Audio Director



TERE MENESES
Office Manager



HALEY FREEMAN
Partnership Services Coordinator



HENRY RAMIREZ
*Creative Communications
Coordinator*



DEREK WILLIAMS
Videographer



ITALA MARTINEZ
Social Media Manager



SCHYLAR ROBERTS
Graphic Designer

LET'S TALK

TRUST

Tico Productions, LLC has conducted market research and analysis in minority communities to cross reference topics such as education, domestic violence, and health care. We have extensive experience in media buying to reach maximum audiences with a cost effective approach. Tico is fully equipped to research and place messages with meaning, on powerful platforms, for the intended audiences. Tico Team is available to start on this project immediately.

WHO WE ARE

...A ONE-STOP SHOP



We think
CREATIVELY

Founded in 2012, Tico Productions, LLC is a team of 14 creative minds, drawing from former experiences as CEO's to photojournalists, body-builders, mural makers, language interpreters, and more.



We stand for
SIMPLICITY

At our core, we start with the needs of our clients and their own unique voice. We then create their vision. And simply put, we create authentic products that drive audiences to action.



We do amazing
PROJECTS

Over our 10 years in business, we've had the opportunity to build brands, expand them, and tell their stories. Stories from cancer survivors, front-line workers, children, entrepreneurs, and so many more that inspire our work daily.



And we do it
ON TIME

The Tico Team is highly mobile, always flexible, and eager to collaborate. We work to ensure final products meet & exceed client satisfaction, on-time, and within budget.

CUSTOMER REFERENCES



SKILLED KC TECHNICAL INSTITUTE

Project: Media Buying & Enrollment Campaign, Spring 2020

A multimedia and multilingual enrollment campaign focused on individuals in Kansas City's urban core. Strategy combined video production and commercial ad placements across traditional and digital platforms. Campaign results lead to over 357,718 impressions, with 39,000 click conversions.

Contact: Miles Sandler, Director of Engagement-Education, Skilled KC
msandler@kauffman.org, (301) 300-2452



KC TICO SPORTS

Project: KC Tico Sports Kansas City Chiefs Spanish Broadcast, 2015 - Present

Tico Sports is the official Spanish broadcaster and engagement arm for the Kansas City Chiefs. Scope of work includes live streaming & terrestrial Spanish radio broadcast, Talent Recruitment, Social Media Management and audio engineering. Tico Sports has grown fan base, with 27,918 total online followers and 267,474 organic monthly impressions.

Contact: Zach Nizolek, Account Manager, Corporate Partnerships, Kansas City Chiefs,
znizolek@chiefs.nfl.com, (816) 920-4548



LATINX EDUCATION COLLABORATIVE

Project: Marketing Retainer Services

A comprehensive suite of marketing services, including brand management, social media strategy, video production, and web development. Notable projects include production of Evolución Latinx Educators Virtual Conference, that has doubled attendees every year. Consistent cross-platform social media page launch and management has grown followers by 600% in 3 months.

Contact: Edgar Palacios, Founder & CEO, Latinx Education Collaborative
edgar@latinxedco.org, (305) 906-0644

BODY OF WORK

Some of our other

EPIC CLIENTS



ADDITIONAL REFERENCES AVAILABLE UPON REQUEST

WE ARE FULLY CHARGED



This proposal is designed for you to get to know us, and we are poised and ready to dive in! We understand the uniqueness of Hogan Preparatory Academy, and the future goals for this campaign. We believe that any good strategy is rooted in community, and the entire team at Tico Productions, LLC would be honored to meet and discuss the current needs of Hogan Prep to ensure the growth, potential, & expansion for its future.

TERMS & CONDITIONS

1. CLIENT'S Virtual Event & Media Production will be active for at least one (1) month. Any added requests from Client may result in added time for project completion, which shall not be considered the fault of PRODUCER.
2. PRODUCER and CLIENT will mutually agree on a production schedule that allow adequate time (atleast a week) prior to event for final editing.
3. PRODUCER insures to provide a finished digital version of the Virtual Event & Media Production to the CLIENT at an agreed upon location such as Dropbox or Tico Productions, LLC server.
4. PRODUCER agrees that CLIENT owns all material created for the CLIENT'S Virtual Event & Media Production, including any copyrights, distribution rights, etc. However, CLIENT agrees that PRODUCER may use the creative content as evidence of its work for promotional and/or advertising purposes.
5. In case that PRODUCER is unable to deliver final project to CLIENT, due to events that are completely out of PRODUCER's control, PRODUCER will issue a complete refund which will not exceed the initial amount plus any agreed-upon additions already paid by CLIENT. CLIENT agrees to accept refund or reschedule new production dates.
6. Scheduled video productions require 2 weeks notification of cancellation or reschedule. A minimum of \$450.00 cancellation fee will apply. Cancellations may incur hourly charges for time spent on project consulting and planning at our discretion. No penalty for rescheduling with 2-week notification. If reschedules are not made within 2 weeks of production date, a \$450 penalty fee will be assessed. Some exceptions may apply. Last minute dates can be arranged, but ample planning insures date availability. Unexpected cancellations that involve inclement weather will be handled on a case-by-case basis.
7. There are no other agreements or codicils relative to this Virtual Event & Media Production between either of the parties hereto verbally or in writing, and this document constitutes the entirety of the contract. Payment Terms: 50% payment is expected prior to production start. Upon project completion, final 50% is due.

Client Name / Date

Client Signature

Producer Name / Date

Producer Signature

OUR AGENCY IN FACTS AND NUMBERS

WE ARE TICO TEAM

14



WONDERFUL PEOPLE
WORKING AS A TEAM

10



BEAUTIFUL YEARS
OF BUSINESS

10



NATIONAL CLIENT
ACCOUNTS

4



AWARDED PROJECTS
OVER TIME

THANK YOU!

¡MIL GRACIAS!



RFP CONTACT INFORMATION

Kim Verhoeven

E-mail: kim@tico-sports.com

1722 HOLLY STREET

KANSAS CITY, MO 64108

Phone: 816 721 7571

Web: www.ticoproductions.com

Coversheet

Finance Committee Report

Section:	III. Finance Committee
Item:	A. Finance Committee Report
Purpose:	Vote
Submitted by:	
Related Material:	PowerPoint Presentation.pdf



June 2022 Financials

PREPARED **JULY 2022** BY



- **Executive Summary**
- **Cash Forecast**
- **Key Performance Indicators**
- **Forecast Overview**
- **Key Forecast Changes This Month**
- **Financials**
- **Monthly Projections**
- **Balance Sheet**

Executive Summary

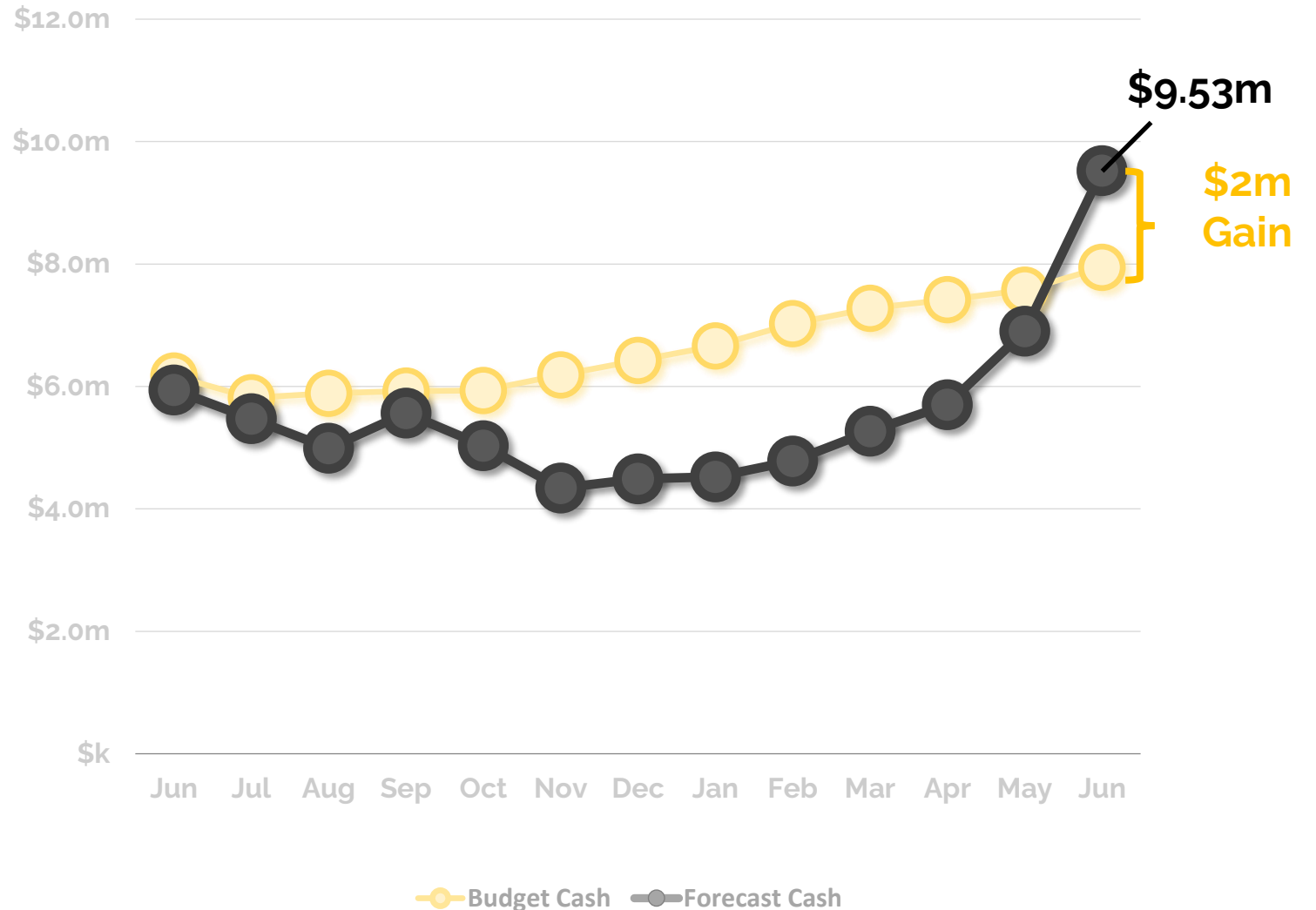
- Hogan closes June with a Net Income of \$3.574M which is \$1.797M improvement from the board approved budget.
- The primary drivers of the change in June close are:
 - **Revenue: Net decrease of \$556K**
 - Federal Revenue decrease of \$509K mostly due to not pulling all of the ESSER II & III funds. This will be added to FY23 revenue.
 - Earned Fees decreased by \$50K in misc. revenue of the KCPS MOU. This will be added to FY23 revenue as well.
 - **Expenses: Net improvement of \$763K:**
 - Professional Development improvement of \$96K.
 - Occupancy Service improvement of \$64K.
 - Student Expense Direct improvement of \$62K.
 - Food Service improvement of \$384K. (4th quarter invoices will be paid in FY23.)
 - Office & Business improvement of \$138K
 - Transportation Improvement of \$16K

244 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$9.53m**, **\$2m** above budget.

The revenue projected for the year is up \$1.4M than budgeted, largely due to the Emergency Rule allowing Hogan to use FY20 WADA.

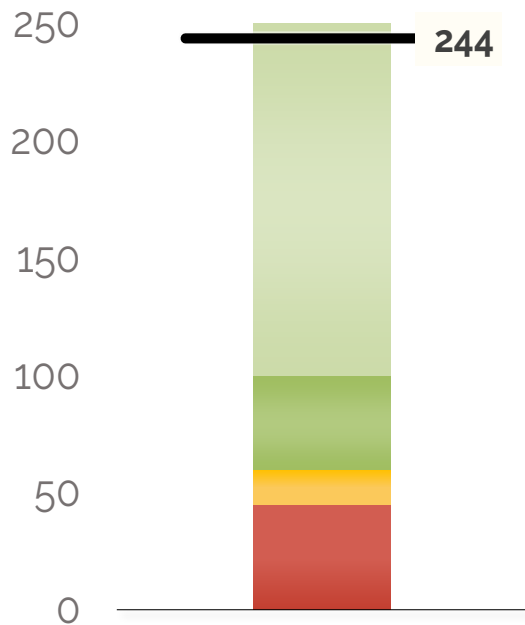
Expenses projected for the year are \$361k higher than budgeted primarily in part to the facility improvements
The Net Income is projected to be \$1.7M improved from budget.



Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses

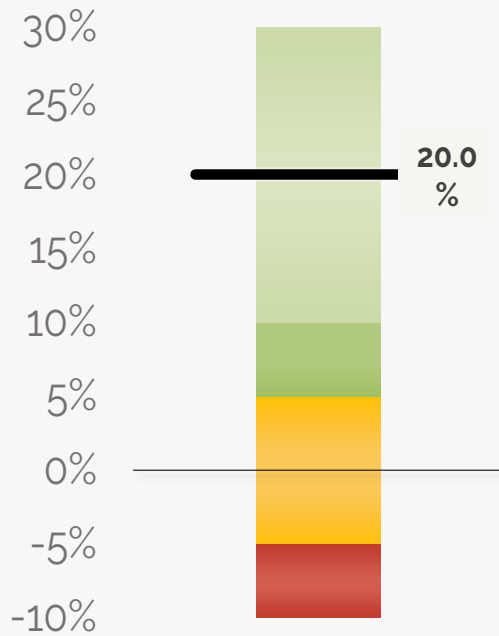


244 DAYS OF CASH AT YEAR'S END

The school will end the year with 244 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

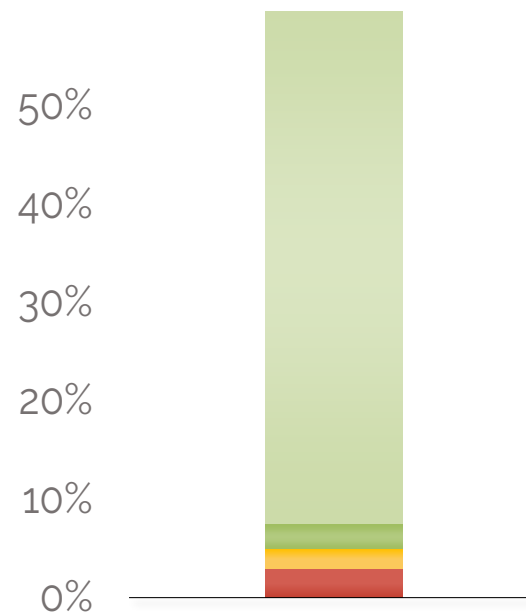


20.0% GROSS MARGIN

The forecasted net income is \$3.6m, which is \$1.8m above the budget. It yields a 20.0% gross margin.

Fund Balance %




Forecasted Ending Fund Balance / Total Expenses



67.30% AT YEAR'S END

The school is projected to end the year with a fund balance of \$9,598,955. Last year's fund balance was \$6,024,239.

Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$17.8m	\$16.4m	\$1.4m		The Emergency Rule allowing Hogan to use FY20 WADA makes Hogan almost whole on lower-than-budgeted WADA. Improvement against budget is driven by aggressive ESSER spending and 600k in unbudgeted KCPS MOU. Added Donations not in budget.
Expenses	\$14.3m	\$14.6m	\$361k		1.125M increase in facilities expenses are partially offset by 1.0M in savings in wages/taxes/benefits. Other increases include Office & Business, transportation, student direct expenses.
Net Income	\$3.6m	\$1.8m	\$1.8m		

Key Forecast Changes This Month

The June forecast **increased** the year-end cash expectation by **\$216k**. *Key changes:*

<i>Annual Change</i>	<i>Category</i>	<i>Impact On Cash</i>
509,195 less cash	Federal Revenue ESSER funds were not drawn completely. Will be part of FY23 Revenue.	\$509k
384,280 more cash	Student Expense, Food 4 th quarter invoices were not paid in FY22. Part of FY23 expenses.	\$384k
138,334 more cash	Office & Business Expense Less expenses than budgeted for Office & Business.	\$138k
96,131 more cash	Staff-Related Costs Less expenses than budgeted for professional development.	\$96k
63,972 more cash	Occupancy Service Less expenses than budgeted for repairs.	\$64k

	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	1,443,094	1,264,091	179,002	1,443,094	1,264,091	179,002	-
State Revenue	9,535,169	10,081,271	(546,102)	9,535,169	10,081,271	(546,102)	-
Federal Revenue	4,790,796	4,025,639	765,157	4,790,796	4,025,639	765,157	-
Private Grants and Donations	986,966	1,030,000	(43,034)	986,966	1,030,000	(43,034)	-
Earned Fees	1,081,502	-	1,081,502	1,081,502	-	1,081,502	-
Total Revenue	17,837,526	16,401,001	1,436,525	17,837,526	16,401,001	1,436,525	1
Expenses							
Salaries	6,471,215	7,330,177	858,961	6,471,215	7,330,177	858,961	-
Benefits and Taxes	1,754,783	2,075,259	320,477	1,754,783	2,075,259	320,477	-
Staff-Related Costs	128,320	277,900	149,580	128,320	277,900	149,580	-
Rent	211,828	200,000	(11,828)	211,828	200,000	(11,828)	-
Occupancy Service	1,036,167	1,051,937	15,770	1,036,167	1,051,937	15,770	-
Student Expense, Direct	1,281,253	1,128,229	(153,025)	1,281,253	1,128,229	(153,025)	-
Student Expense, Food	388,670	772,950	384,280	388,670	772,950	384,280	-
Office & Business Expense	988,485	909,305	(79,180)	988,485	909,305	(79,180)	-
Transportation	792,855	791,363	(1,492)	792,855	791,363	(1,492)	-
Total Ordinary Expenses	13,053,577	14,537,119	1,483,542	13,053,577	14,537,119	1,483,542	-
Net Operating Income	4,783,949	1,863,882	2,920,068	4,783,949	1,863,882	2,920,068	-
Extraordinary Expenses							
Interest	84,233	86,342	2,109	84,233	86,342	2,109	-
Facility Improvements	1,125,000	-	(1,125,000)	1,125,000	-	(1,125,000)	-
Total Extraordinary Expenses	1,209,233	86,342	(1,122,891)	1,209,233	86,342	(1,122,891)	-
Total Expenses	14,262,810	14,623,462	360,651	14,262,810	14,623,462	360,651	2
Net Income	3,574,716	1,777,539	1,797,177	3,574,716	1,777,539	1,797,177	3
Cash Flow Adjustments	7,287	-	7,287	7,287	-	7,287	-
Change in Cash	3,582,003	1,777,539	1,804,464	3,582,003	1,777,539	1,804,464	-

1 REVENUE: \$1.4M AHEAD

The Emergency Rule allowing Hogan to use FY20 WADA makes Hogan almost whole on lower-than-budgeted WADA. Improvement against budget is driven by aggressive ESSER spending and 600k in unbudgeted KCPS MOU.

2 EXPENSES: \$361K AHEAD

Addition of 1.125M in Facility Improvement payments; mitigated by release of salaries/benefits/tax savings for open positions not yet filled. Other increases include Office & Business, transportation, and student direct expense.

3 NET INCOME: \$1.8M ahead

	Actual												Forecast
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	137,437	43,709	80,661	77,730	275,658	112,078	134,898	131,551	114,613	116,594	22,897	195,268	1,443,094
State Revenue	569,812	578,995	1,240,353	776,734	119,943	654,846	618,353	629,231	692,056	641,565	2,204,450	808,831	9,535,169
Federal Revenue	60,724	27,949	32,543	184,481	82,895	258,930	198,717	547,417	916,327	272,573	0	2,208,240	4,790,796
Private Grants and Donations	0	152,938	264,800	12,500	2,500	263,143	13,650	120	0	270,115	1,700	5,500	986,966
Earned Fees	14,977	53,295	11,929	21,851	21,031	1,147	330,584	49,465	66,209	53,935	66,165	390,914	1,081,502
Total Revenue	782,950	856,885	1,630,286	1,073,296	502,027	1,290,143	1,296,201	1,357,785	1,789,205	1,354,782	2,295,212	3,608,754	17,837,526
Expenses													
Salaries	592,180	564,413	551,885	536,623	557,543	558,330	514,085	516,289	527,211	498,629	539,534	514,493	6,471,215
Benefits and Taxes	141,912	202,024	136,291	144,227	140,898	145,836	142,751	139,552	141,159	145,334	138,919	135,881	1,754,783
Staff-Related Costs	1,451	1,589	33,930	10,356	21,153	7,924	8,639	3,108	874	21,121	5,894	12,282	128,320
Rent	28,495	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	16,667	211,828
Occupancy Service	75,548	67,726	81,363	87,275	123,392	117,249	97,915	77,848	59,400	80,923	101,068	66,457	1,036,167
Student Expense, Direct	162,185	79,517	134,114	174,388	157,101	55,828	72,435	118,532	84,934	76,231	77,688	88,301	1,281,253
Student Expense, Food	12,695	0	0	114,969	74,895	97,339	45,944	0	42,829	0	0	0	388,670
Office & Business Expense	242,569	109,492	83,446	67,813	64,753	48,157	77,902	47,814	52,247	64,110	63,492	66,691	988,485
Transportation	44,396	7,402	17,638	115,784	95,329	96,686	60,928	51,813	69,244	13,644	143,715	76,277	792,855
Total Ordinary Expenses	1,301,430	1,048,831	1,055,333	1,268,102	1,251,731	1,144,015	1,037,264	971,622	994,566	916,658	1,086,976	977,049	13,053,577
Operating Income	-518,481	-191,946	574,953	-194,805	-749,704	146,129	258,937	386,163	794,638	438,124	1,208,237	2,631,704	4,783,949
Extraordinary Expenses													
Interest	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	7,019	84,233
Facility Improvements	0	281,250	0	281,250	0	0	281,250	0	281,250	0	0	0	1,125,000
Total Extraordinary Expenses	7,019	288,269	7,019	288,269	7,019	7,019	288,269	7,019	288,269	7,019	7,019	7,019	1,209,233
Total Expenses	1,308,450	1,337,100	1,062,353	1,556,371	1,258,750	1,151,034	1,325,534	978,642	1,282,836	923,678	1,093,995	984,069	14,262,810
Net Income	-525,500	-480,215	567,934	-483,075	-756,724	139,109	-29,332	379,143	506,369	431,105	1,201,217	2,624,685	3,574,716
Cash Flow Adjustments	56,573	-3,156	5,796	-48,991	62,965	9,979	61,307	-118,125	-18,382	756	510	-1,946	7,287
Change in Cash	-468,927	-483,371	573,730	-532,066	-693,758	149,088	31,975	261,019	487,987	431,861	1,201,727	2,622,739	3,582,002

	<i>Previous Year End</i>	<i>Current</i>
	<i>6/30/2021</i>	<i>6/30/2022</i>
Assets		
Current Assets		
Cash	5,945,002	9,527,005
Total Current Assets	5,945,002	9,527,005
Total Assets	5,945,002	9,527,005
Liabilities and Equity		
Liabilities		
Current Liabilities		
Other Current Liabilities	-79,237	-71,950
Total Current Liabilities	-79,237	-71,950
Total Long-Term Liabilities	0	0
Total Liabilities	-79,237	-71,950
Equity		
Unrestricted Net Assets	6,024,239	6,024,239
Net Income	0	3,574,716
Total Equity	6,024,239	9,598,955

Coversheet

Approve June Expenses

Section:	III. Finance Committee
Item:	B. Approve June Expenses
Purpose:	Vote
Submitted by:	
Related Material:	June Expenses.pdf Accounts Payable.pdf

Hogan Preparatory Academy
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Check Register by Type

Posted; Journal Code CD; Processing Month 06/2022

Page: 1
User ID: NULLT

Payee Type: Vendor		Check Type: Automatic Payment			Checking Account ID: 1			
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>	
12520442	06/20/2022	X			KCWATERSER	KANSAS CITY WATER SERVICES	1,270.61	
12520443	06/20/2022	X			GOOGLE	GOOGLE	580.00	
12520444	06/28/2022	X			BAMBOOHRL	BAMBOO HR LLC	688.81	
12520445	06/28/2022	X			BCBS	BLUE CROSS BLUE SHIELD OF KANSAS CITY	57,396.92	
12520446	06/11/2022	X			HOMEDEPOTC	HOME DEPOT CREDIT SERVICES	542.74	
12520466	06/30/2022	X			VISACARDSE	VISA CARDSERVICES	14,786.12	
Checking Account ID: 1					Void Total:	0.00	Total without Voids:	75,265.20
Check Type Total:		Automatic Payment			Void Total:	0.00	Total without Voids:	75,265.20

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
29189	06/16/2022	X			ATHCOLLC	ATHCO LLC	6,750.00
78339988	06/08/2022	X			BSNSPORTS	BSN SPORTS, LLC	2,093.17
78339989	06/08/2022	X			BSNSPORTS	BSN SPORTS, LLC	3,068.80
78339990	06/08/2022	X			UNIFIRSTCO	UNIFIRST CORPORATION	55.25
78339991	06/08/2022	X			UNIFIRSTCO	UNIFIRST CORPORATION	55.25
78342670	06/09/2022	X			BESTBUY	BEST BUY	19,694.79
78342671	06/09/2022	X			ZSNSYSTEMS	ZSN SYSTEMS & SOLUTIONS LLC	2,800.00
78342672	06/09/2022	X			RANGEL	RANGEL DISTRIBUTING COMPANY	462.59
78342673	06/09/2022	X			AMAZON	AMAZON/SYNCHRONY BANK	116.55
78342674	06/09/2022	X			OPERATION	OPERATION BREAKTHROUGH	13,500.00
78342675	06/09/2022	X			MIDWESTSHR	MIDWEST SHREDDING SERVICE LLC	40.00
78342676	06/09/2022	X			FIRSTBAPTI	FIRST BAPTIST CHURCH OF RAYTOWN	500.00
78342677	06/09/2022	X			SOSPEST	SOS PEST CONTROL	100.00
78342678	06/09/2022	X			SOSPEST	SOS PEST CONTROL	100.00
78342976	06/09/2022	X			BOARDOPOL	BOARD OF POLICE COMMISSIONERS	120.00
78342977	06/09/2022	X			DELTADENTA	DELTA DENTAL OF MO LOCKBOX	3,081.52
78342978	06/09/2022	X			MUTUALOFOM	MUTUAL OF OMAHA	2,827.13
78342979	06/09/2022	X			OFFICEESE	OFFICE ESSENTIALS INC	683.82
78342980	06/09/2022	X			SOLAROCEAN	SOLAR OCEAN 2, LLC	450.46
78342981	06/09/2022	X			LASCPHI	PHILLIP LASCUOLA	4,046.71
78342982	06/09/2022	X			LIDDLE	LIDDLES SPORT SHOP	1,058.25
78342983	06/09/2022	X			GRAHAM	ROCHELLE GRAHAM	3,504.00
78343294	06/09/2022	X			WINPROSOLU	WIN PRO SOLUTIONS	158.34
78343295	06/09/2022	X			PAYPOOL	PAYPOOL LLC	569.34
78343296	06/09/2022	X			SCHOOLWORK	SCHOOLWORKS, LLC	787.50
78343297	06/09/2022	X			KELLYSERV	KELLY SERVICES, INC	1,883.75
78343298	06/09/2022	X			TICOPROD	TICO PRODUCTIONS LLC	3,554.00
78343299	06/09/2022	X			EDOPS	ED OPS	15,250.00
78343300	06/09/2022	X			MIDWESTELE	MIDWEST ELEVATOR COMPANY, INC	1,540.25
78343301	06/09/2022	X			ELITEPROTE	BRANDON FARROW	4,630.00
78343302	06/09/2022	X			FIRSTSTUDE	FIRST STUDENT INC.	71,575.85
78379635	06/15/2022	X			DEFFEN	WASTE MANAGEMENT	703.98
78379636	06/15/2022	X			DEFFEN	WASTE MANAGEMENT	717.07
78379637	06/15/2022	X			DEFFEN	WASTE MANAGEMENT	625.14
78402995	06/16/2022	X			AMAZON	AMAZON/SYNCHRONY BANK	64.94
78402996	06/16/2022	X			OPERATION	OPERATION BREAKTHROUGH	7,360.59
78402997	06/16/2022	X			ICEMASTERS	ICE MASTERS	107.91
78402998	06/16/2022	X			KORTCAS	CASEY KORTE	1,976.70
78402999	06/16/2022	X			AMAZON	AMAZON/SYNCHRONY BANK	12.99
78403000	06/16/2022	X			FINALSITE	FINALSITE	5,500.00
78403306	06/16/2022	X			MUTUALOFOM	MUTUAL OF OMAHA	63.57
78403307	06/16/2022	X			TEKKIN	TEKK INTERNATIONAL	5,378.00
78403629	06/16/2022	X			KELLYSERV	KELLY SERVICES, INC	685.00
78403630	06/16/2022	X			BERRYJAM	JAMIE BERRY	2,000.00
78403631	06/16/2022	X			ENCORE	ENCORE INSTITUTE FOR SOCIAL IMPACT	2,497.75
78467008	06/24/2022	X			MCREALTY	MC REALTY GROUP, LLC	3,187.08
78467009	06/24/2022	X			KCPL	KANSAS CITY POWER & LIGHT	2,805.61
78467010	06/24/2022	X			KCPL	KANSAS CITY POWER & LIGHT	3,500.11

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Check Register by Type

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User ID: NULL

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
78467011	06/24/2022	X			KCWATERSER	KANSAS CITY WATER SERVICES	910.71
78467012	06/24/2022	X			KCWATERSER	KANSAS CITY WATER SERVICES	44.16
78467013	06/24/2022	X			BESTBUY	BEST BUY	39.39
78467014	06/24/2022	X			EXPLORERS	EXPLORERS PERCUSSION	67.98
78467015	06/24/2022	X			SOSPEST	SOS PEST CONTROL	100.00
78467016	06/24/2022	X			SOSPEST	SOS PEST CONTROL	100.00
78467017	06/24/2022	X			JOSEFIESTA	JOSE CABRERA	520.00
78467018	06/24/2022	X			HIGENES	Hi-Gene's Janitorial Services	24,691.47
78467019	06/24/2022	X			GRANDMAS	GRANDMA'S OFFICE CATERING, LLC	2,408.00
78467020	06/24/2022	X			ADTSECURIT	The ADT Security Corporation	528.01
78467021	06/24/2022	X			KCWATERSER	KANSAS CITY WATER SERVICES	93.77
78467022	06/24/2022	X			KCPL	KANSAS CITY POWER & LIGHT	67.45
78467023	06/24/2022	X			KCPL	KANSAS CITY POWER & LIGHT	2,264.14
78467024	06/24/2022	X			WHCKCT	WHC KCT LLC	514.00
78467025	06/24/2022	X			ZSNSYSTEMS	ZSN SYSTEMS & SOLUTIONS LLC	840.00
78467026	06/24/2022	X			PLAZAACADE	PLAZA Academy	1,425.00
78467027	06/24/2022	X			WRIGHT1	EDWIN WRIGHT	313.75
78467028	06/24/2022	X			LONDONA	ANNELISE LONDON	154.00
78467029	06/24/2022	X			WRIGHT1	EDWIN WRIGHT	154.00
78467030	06/24/2022	X			JINKKEL	KELSEY JINKENS	196.00
78467031	06/24/2022	X			AMAZON	AMAZON/SYNCHRONY BANK	747.00
78467297	06/24/2022	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	181.59
78467298	06/24/2022	X			VERIZON	VERIZON WIRELESS	285.64
78467299	06/24/2022	X			PITNEYBOWE	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	179.64
78467300	06/24/2022	X			MCDOWELLAV	AVANTI MCDOWELL	154.00
78467413	06/24/2022	X			ERATEPROGR	ERATE PROGRAM .COM	8,765.29
78467414	06/24/2022	X			K12ITC	K12ITC, INC.	14,587.13
78467415	06/24/2022	X			KCMEDICAL	KC MEDICAL, INC	200.00
78467416	06/24/2022	X			KCPRIINTSHO	PEDRO CHUCOY	237.00
78467417	06/24/2022	X			NUESYNERGY	NUESYNERGY, INC	125.00
78467418	06/24/2022	X			SEABART	ARTHUR SEABURY	167.56
78467755	06/24/2022	X			SUMNERONE	SUMNERONE, INC.	1,962.91
78467756	06/24/2022	X			BERRYJAM	JAMIE BERRY	2,000.00
78467757	06/24/2022	X			EVOLVEEDUC	CYNTHIA LANE	3,650.00
78467758	06/24/2022	X			TIMSTERS	KIM BOYKIN	4,187.00
78467759	06/24/2022	X			SCHOOLSMAR	SSKC EDUCATIONAL SUPPORT INC	16,666.67
78467760	06/24/2022	X			JAMESWTIPP	JAMES W. TIPPIN & ASSOCIATES	4,400.00
78467761	06/24/2022	X			ELITEPROTE	BRANDON FARROW	2,240.00
78481903	06/30/2022	X			SYMMETRY	SYMMETRY ENERGY SOLUTIONS, LLC (EIN 72-1309319)	1,602.06
78481904	06/30/2022	X			RANGEL	RANGEL DISTRIBUTING COMPANY	191.97
78481905	06/30/2022	X			AMAZON	AMAZON/SYNCHRONY BANK	471.25
78481906	06/30/2022	X			NILESHOME	NILES HOME FOR CHILDREN	3,230.00
78481907	06/30/2022	X			MCREALTY	MC REALTY GROUP, LLC	6,405.08
78482308	06/30/2022	X			LIDDLE	LIDDLES SPORT SHOP	492.80
78482678	06/30/2022	X			BERRYJAM	JAMIE BERRY	1,000.00
78482679	06/30/2022	X			ELITEPROTE	BRANDON FARROW	1,800.00
78482680	06/30/2022	X			WINPROSOLU	WIN PRO SOLUTIONS	635.95
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Grand Total:					Void Total:	0.00	Total without Voids: 389,506.33



Accounts Payable

As of 6/30/2022

Hogan Preparatory Academy

PAYEE: ALL		STATUS: -- All --		REPORT DATE: 7/22/2022 9:12:07 AM ET						
GL CODE: ALL										
Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
226 0690337	6/1/2022	1/28/2022	Paid	7/6/2022	7848901 1	UNIFIRST CORPORATION 1512134	10 2542 6331 0100 3 00000 000	\$75.50	Mats - HS	\$75.50
24270	6/1/2022	1/31/2022	Paid	7/8/2022	7849199 6	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24271	6/1/2022	1/31/2022	Paid	7/8/2022	7849199 7	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24299	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 0	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24302	6/1/2022	2/1/2022	Paid	7/8/2022	7849198 9	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24303	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 4	Techcycle Hogan Preparatory Academy	10 1111 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
24304	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 2	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
24305	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 1	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24306	6/1/2022	2/1/2022	Paid	7/8/2022	7849200 5	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
24307	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 3	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24308	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 5	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
24309	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 9	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
24310	6/1/2022	2/1/2022	Paid	7/8/2022	7849199 8	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
24311	6/1/2022	2/1/2022	Paid	7/8/2022	7849200	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
24313	6/1/2022	2/1/2022	Paid	7/8/2022	7849198	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$109.00	bo114549	\$109.00
226 0691135	6/1/2022	2/4/2022	Paid	7/6/2022	7848900	UNIFIRST CORPORATION 1379139	10 2542 6331 0100 3 00000 000	\$127.25	Mats - ES	\$127.25
24710	6/1/2022	2/15/2022	Paid	7/8/2022	7849200	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$49.99	bo114549	\$49.99
226 0692795	6/1/2022	2/18/2022	Paid	7/6/2022	7848901	UNIFIRST CORPORATION 1512144	10 2542 6331 0100 3 00000 000	\$79.56	Mats - MS	\$79.56
226 0693616	6/1/2022	2/25/2022	Paid	7/6/2022	7848900	UNIFIRST CORPORATION 1512134	10 2542 6331 0100 3 00000 000	\$81.77	Mats - HS	\$81.77
25103	6/1/2022	2/28/2022	Paid	7/8/2022	7849200	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$69.00	bo114549	\$69.00
2022-035	6/1/2022	3/2/2022	Paid	7/8/2022	7849267	Kansas City Public SCHOOL FOOD & NUTRITION SERVICE Hogan Preparatory Academy	11 2562 6391 1935 3 00000 000 12 2562 6391 3945 3 00000 000 13 2562 6391 6910 3 00000 000	\$13,647.50 \$9,805.00 \$24,033.75	Food Services Food Services Food Services	\$47,486.25
226 0694452	6/1/2022	3/4/2022	Paid	7/6/2022	7848900	UNIFIRST CORPORATION 1379139	10 2542 6331 0100 3 00000 000	\$68.18	Mats - ES	\$68.18
226 0696184	6/1/2022	3/18/2022	Paid	7/6/2022	7848901	UNIFIRST CORPORATION 1512144	10 2542 6331 0100 3 00000 000	\$79.56	Mats - MS	\$79.56
25663	6/1/2022	3/22/2022	Paid	7/8/2022	7849200	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$49.00	bo114549	\$49.00
25685	6/1/2022	3/22/2022	Paid	7/8/2022	7849200	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
226 0696989	6/1/2022	3/25/2022	Paid	7/6/2022	7848901	UNIFIRST CORPORATION 1512134	10 2542 6331 0100 3 00000 000	\$81.77	Mats - HS	\$81.77
26008	6/1/2022	3/30/2022	Paid	7/8/2022	7849198	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$59.00	bo114549	\$59.00

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
26045	6/1/2022	3/31/2022	Paid	7/8/2022	78491988	Techcycle Hogan Preparatory Academy	10 2329 6412 0100 3 00000 000	\$29.00	bo114549	\$29.00
226 0697486	6/1/2022	4/1/2022	Paid	7/6/2022	78489005	UNIFIRST CORPORATION 1379139	10 2542 6331 0100 3 00000 000	\$70.09	Mats - ES	\$70.09
2022-041	6/1/2022	4/6/2022	Paid	7/8/2022	78492674	Kansas City Public SCHOOL FOOD & NUTRITION SERVICE Hogan Preparatory Academy	11 2562 6391 1935 3 00000 000	\$12,880.00	Food Services	\$45,278.75
							12 2562 6391 3945 3 00000 000	\$8,972.50	Food Services	
							13 2562 6391 6910 3 00000 000	\$23,426.25	Food Services	
226 0698940	6/1/2022	4/22/2022	Paid	7/6/2022	78489018	UNIFIRST CORPORATION 1512134	10 2542 6331 0100 3 00000 000	\$32.90	Mats - HS	\$32.90
229 0023857	6/1/2022	4/29/2022	Paid	7/6/2022	78489007	UNIFIRST CORPORATION 1379139	10 2542 6331 0100 3 00000 000	\$71.11	Mats - ES	\$71.11
2022-047	6/1/2022	5/1/2022	Paid	7/8/2022	78492674	Kansas City Public SCHOOL FOOD & NUTRITION SERVICE Hogan Preparatory Academy	11 2562 6391 1935 3 00000 000	\$20,067.50	Food Services	\$68,426.25
							12 2562 6391 3945 3 00000 000	\$12,287.50	Food Services	
							13 2562 6391 6910 3 00000 000	\$36,071.25	Food Services	
229 0029435	6/1/2022	5/13/2022	Paid	7/6/2022	78489015	UNIFIRST CORPORATION 1512144	10 2542 6331 0100 3 00000 000	\$80.75	Mats - MS	\$80.75
229 0034933	6/1/2022	5/27/2022	Paid	7/6/2022	78489006	UNIFIRST CORPORATION 1379139	10 2542 6331 0100 3 00000 000	\$68.18	Mats - ES	\$68.18
1005	6/2/2022	6/2/2022	Funds Transferring			KLS Leasing II Hogan Preparatory Academy	40 4051 6521 0000 3 00000 000	\$281,250.00	Quarterly Installment	\$281,250.00
2022-055	6/2/2022	6/2/2022	Paid	7/8/2022	78492674	Kansas City Public SCHOOL FOOD & NUTRITION SERVICE Hogan Preparatory Academy	11 2562 6391 1935 3 00000 000	\$18,155.00	Food Services	\$60,673.75
							12 2562 6391 3945 3 00000 000	\$10,377.50	Food Services	
							13 2562 6391 6910 3 00000 000	\$32,141.25	Food Services	

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
229 0040458	6/10/2022	6/10/2022	Paid	7/6/2022	7848901 4	UNIFIRST CORPORATION 1512144	10 2542 6331 0100 3 00000 000	\$81.94	Mats - MS	\$81.94
770751 - June 2022	6/12/2022	6/12/2022	Paid	7/8/2022	7849200 6	Aflac T9934	10 2164 0000 0000 0 00000 000	\$171.63	June 2022	\$171.63
28974775	6/13/2022	6/13/2022	Paid	7/8/2022	7849233 5	JOSTENS INC 1321572	11 1411 6411 1935 3 00000 210	\$15.02	bo114938	\$15.02
20220614- 167.83	6/14/2022	6/14/2022	Paid	7/8/2022	7849198 5	Spire 0763868655	13 2542 6482 6910 3 00000 000	\$167.83	Gas	\$167.83
823746	6/15/2022	6/15/2022	Paid	7/8/2022	7849233 1	DATA RECOGNITION CORPORATION 3495048904	12 1131 6411 3945 4 40001 208	\$376.20	bo114798	\$707.40
							13 1111 6411 6910 4 40001 208	\$331.20	bo114798	
July 2022	6/16/2022	6/16/2022	Paid	7/8/2022	7849233 8	Guardian Group ID: 00 559210	10 2157 0000 0000 0 00000 000	\$702.40	July 2022	\$702.40
20220617- 57.77	6/17/2022	6/17/2022	Paid	7/8/2022	7849233 9	Spire 8939222862	12 2542 6482 3945 3 00000 000	\$57.77	gas	\$57.77
229 0043199	6/17/2022	6/17/2022	Paid	7/6/2022	7848901 6	UNIFIRST CORPORATION 1512134	10 2542 6331 0100 3 00000 000	\$85.36	Mats - HS	\$85.36
2015	6/19/2022	6/19/2022	Paid	7/8/2022	7849267 2	Tico Sports LLC Hogan Preparatory Academy	10 2322 6319 0100 3 00000 000	\$3,554.00	Marketing Services	\$3,554.00
INV00115	6/19/2022	6/19/2022	Paid	7/8/2022	7849267 3	Elite Protection Services LLC Hogan Prep	13 2546 6319 6910 3 00000 000	\$736.80	Security	\$736.80
							12 2546 6319 3945 3 00000 000	\$0.00	Security	
20220621- 1038.59	6/21/2022	6/21/2022	Paid	7/8/2022	7849233 4	HOME DEPOT CREDIT SERVICES 6035 3225 4197 9534	12 2542 6332 3945 3 00000 000	\$992.70	MS - Repairs and Maintenance	\$1,038.59
							10 2542 6332 0100 3 00000 000	\$45.89	DO - Repairs and Maintenance	
July 2022	6/22/2022	6/22/2022	Paid	7/8/2022	7849233 3	DELTA VISION 1801- 3501	10 2163 0000 0000 0 00000 000	\$655.86	July 2022	\$655.86
July 2022	6/22/2022	6/22/2022	Paid	7/8/2022	7849233 2	DELTA DENTAL OF MO LOCKBOX Group: 0118-3701	10 2162 0000 0000 0 00000 000	\$3,015.16	Dental - July 2022	\$3,015.16

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
20220623-115.00	6/23/2022	6/23/2022	Paid	7/8/2022	78492336	ALL BEVERAGE CONTROL, INC. Hogan Preparatory Academy	11 2542 6411 1935 3 00000 000	\$115.00	Ice Machine Rental	\$115.00
104895	6/24/2022	6/24/2022	Paid	7/8/2022	78492007	SOS Pest Control Hogan Preparatory Academy	10 2542 6339 0100 3 00000 000	\$100.00	Pest Control	\$100.00
104898	6/24/2022	6/24/2022	Paid	7/8/2022	78492008	SOS Pest Control Hogan Preparatory Academy	10 2542 6339 0100 3 00000 000	\$100.00	Pest Control	\$100.00
229 0045925	6/24/2022	6/24/2022	Paid	7/6/2022	78489012	UNIFIRST CORPORATION 1379139	10 2542 6331 0100 3 00000 000	\$72.16	Mats - ES	\$72.16
INV041519	6/24/2022	6/24/2022	Paid	7/8/2022	78492009	Active Internet Technologies Hogan Preparatory Academy	10 2321 6319 0100 3 00000 000	\$3,000.00		\$3,000.00
11813813	6/25/2022	6/25/2022	Paid	7/8/2022	78492671	First Student 1791674	10 2551 6342 0100 3 00000 000	\$2,193.98	Transportation	\$2,193.98
0019	6/27/2022	6/27/2022	Paid	7/8/2022	78492670	Timsters World Inc. Hogan Preparatory Academy	10 2551 6341 0100 3 00000 000	\$291.50	home to school transportation	\$291.50
							10 2553 6341 0100 3 00000 000	\$0.00	disabled transportation	
INV00116R	6/27/2022	6/27/2022	Paid	7/8/2022	78492673	Elite Protection Services LLC Hogan Prep	13 2546 6319 6910 3 00000 000	\$0.00	Security	\$540.00
							12 2546 6319 3945 3 00000 000	\$540.00	Security	
July 2022	6/30/2022	6/30/2022	Paid	7/8/2022	78492337	MUTUAL OF OMAHA Hogan Preparatory Academy	10 2159 0000 0000 0 00000 000	\$2,450.34	July 2022	\$2,450.34
PPS-4866	6/30/2022	6/30/2022	Paid	7/15/2022	78525224	OFFICE ESSENTIALS INC 444346	10 2511 6411 0100 3 00000 000	\$0.00	District Office	\$125.97
							10 2511 6411 6910 3 00000 901	\$125.97	Elementary School	
							10 2511 6411 3945 3 00000 901	\$0.00	Middle School	
									Total:	\$525,421.32

Invoice #	Incur Date	Invoice Date	Status	Check Date	Check or Trans. #	Payee/Account	GL code	Amount	Memo	Amount
GL Code Summary										
							10 1111 6412 0100 3 0000 000			\$29.00
							10 2157 0000 0000 0 0000 000			\$702.40
							10 2159 0000 0000 0 0000 000			\$2,450.34
							10 2162 0000 0000 0 0000 000			\$3,015.16
							10 2163 0000 0000 0 0000 000			\$655.86
							10 2164 0000 0000 0 0000 000			\$171.63
							10 2321 6319 0100 3 0000 000			\$3,000.00
							10 2322 6319 0100 3 0000 000			\$3,554.00
							10 2329 6412 0100 3 0000 000			\$1,381.99
							10 2511 6411 0100 3 0000 000			\$0.00
							10 2511 6411 3945 3 0000 901			\$0.00
							10 2511 6411 6910 3 0000 901			\$125.97
							10 2542 6331 0100 3 0000 000			\$1,156.08
							10 2542 6332 0100 3 0000 000			\$45.89
							10 2542 6339 0100 3 0000 000			\$200.00
							10 2551 6341 0100 3 0000 000			\$291.50
							10 2551 6342 0100 3 0000 000			\$2,193.98
							10 2553 6341 0100 3 0000 000			\$0.00
							11 1411 6411 1935 3 0000 210			\$15.02
							11 2542 6411 1935 3 0000 000			\$115.00
							11 2562 6391 1935 3 0000 000			\$64,750.00
							12 1131 6411 3945 4 40001 208			\$376.20
							12 2542 6332 3945 3 0000 000			\$992.70
							12 2542 6482 3945 3 0000 000			\$57.77
							12 2546 6319 3945 3 0000 000			\$540.00
							12 2562 6391 3945 3 0000 000			\$41,442.50
							13 1111 6411 6910 4 40001 208			\$331.20
							13 2542 6482 6910 3 0000 000			\$167.83
							13 2546 6319 6910 3 0000 000			\$736.80
							13 2562 6391 6910 3 0000 000			\$115,672.50
							40 4051 6521 0000 3 0000 000			\$281,250.00
										\$525,421.32

Coversheet

Enrollment Contingency Plan

Section: III. Finance Committee
Item: C. Enrollment Contingency Plan
Purpose: Vote
Submitted by:
Related Material:
25. One Pager for Enrollment Contingency Plan- Board Version.pdf



2022 -2023 Enrollment Contingency Plan

Meet enrollment and ADA benchmarks set in 22-23 Budget

- Enrollment- **1310 - September 30th**
- ADA- **85%- Ongoing (each month)**
- Attrition- **Attrition rate will not exceed 7%- December 16th/ May 30th .**
- End of Year Students: **1,224- May 30th**
 - [Board Approved Budget Based on these Numbers](#)

Total Revenue	\$19,632,451
Operating Expenses	\$15,621,942
Building Expenses <i>Additional Phase 3?</i>	\$1,934,268
Total Expenses	\$17,556,210
Net Income	\$2,076,241

With these numbers we have a budget that will add to our cash reserves. If we do not hit our enrollment numbers, this net number will be impacted. Moreover, we could run a deficit budget if corrective actions are not taken.

	July Enrollment- Completed	July In Progress Enrollment	Comments
2022 - 2023	879 703- Returning 176- New	130 87- Returning 43- New	If we can get all students to complete their registration, it would be a total of 1,009.
2021- 2022	SchoolMint does not timestamp enrollment. Here are two points in time that we have from last year's enrollment tracker. 6.18.21- 618 9.27.21- 1,046	We do not have this number. <i>My recommendation is to have an enrollment tracker that timestamps, so we can compare data in the future.</i>	Between June 18th and September 27th 428 students enrolled. If we see a similar trend, we should get much closer to our enrollment goal than where we are currently.

(\$305,957.50 base for budget managers' calculation)



Current Enrollment Trackers and Information

- [Enrollment and Recruitment Targets](#)
- [Grade Level Analysis](#)

If we do not reach our enrollment goal of 1310 students, here are some suggested actions to make up the shortfall:

- Every 1 student = \$8,475.76

Tiers	Shortfall	Actions to Make Up Dollars
Tier One 100 Students Short	This is an enrollment of 1,210. Shortfall \$847,576.00.	<ul style="list-style-type: none"> • Freeze the Extra FTEs in budget. Freeze the positions we are not planning to fill and will save \$197,973.00 • There are two unfilled MS positions. If we freeze these positions, this would be \$93,698.70 (MS-ELA and <i>Explo</i>) • Total Savings= \$291,671.70 • Implement a 10 % reduction from every budget manager = \$611,915 • \$Total Savings= \$903,586.70 (We could cut less positions or reduce to 8.5%)
Tier Two 200 Students Short	This is an enrollment of 1,110. Shortfall \$1,695,152.00.	<ul style="list-style-type: none"> • Make the cuts from Tier 1 for total of \$903,586.70 • An additional 5% reduction of budget managers= \$305,957.50 (<i>Total 15% reduction</i>) • Identify positions at DO and building level far from classroom = \$300,000.00 • \$Total Savings= \$1,509,544.20 • Will we need reserves with this new amount?

(\$305,957.50 base for budget managers' calculation)



HOGAN

PREP ACADEMY

<p>Tier Three 300 Students Short</p>	<p>This is an enrollment of 1,010.</p> <p>Shortfall \$2,542,728.00</p>	<ul style="list-style-type: none"> ● Make the cuts from both Tier1 and Tier 2 for a total of \$1,509,544.20 ● Cut 10 additional teachers (average \$60K)= \$600,000 ● Total= \$2,109,544.20 ● Need: \$433,183.8 ● At this point, we will need to bring the board back together in order to re-examine budget options for additional cuts or other options. <ul style="list-style-type: none"> ■ Can we make additional cuts to teacher staff and still have a quality educational program? ● Other options to consider: <ul style="list-style-type: none"> ○ Use surplus from this year's budget. If we have one. ○ Cash Reserves ○ Furlough Estimation = \$30,000 for 1 day pay of all employees. 2 days?? <p><i>Staffing cuts will be determined based on enrollment numbers. Budget managers will all have to make similar cuts across the board.</i></p>
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Please note this plan only addresses the threat of not meeting enrollment targets. It will not address the shortfall that will come if we do not meet ADA (85%) or the attrition (no more than 7%) benchmarks.

(\$305,957.50 base for budget managers' calculation)

Coversheet

Academic Committee Report

Section: IV. Academic Committee
Item: A. Academic Committee Report
Purpose: Vote
Submitted by:
Related Material: 25. Academic Committee Report_ July 2022.pdf



Academic Committee Report: July

The HPA Academic Committee will track the progress of the monthly Evaluate interim assessment data tied to HPA’s academic goals. These metrics will be tracked and reported at each monthly Board meeting. These metrics will track students at each grade level as well as sub-groups of students in SPED and ELL. Outcomes from other schools in the HPA area will be included on an annual basis.

Academic Excellence

A. Data Analysis

- [STAR EOY Report](#)
 - Implications of literacy achievement on this year’s goals.

Summary of Evaluate (ELA & Math)

ELA

ES	2021 MAP	2022 Goals	Distance to Goal	Year to Year	SEP	OCT	NOV	DEC	JAN	FEB	MAR
Below Basic	60.12%	28.3%	7.75%	-10.20%	60.7%	54.76%	52.07%	43.79%	44.08%	41.10%	36.05%
Basic	37.50%				36.8%	42.26%	44.38%	47.34%	46.71%	45.21%	47.62%
Proficient	1.79%				2.5%	2.98%	2.96%	7.69%	9.21%	12.33%	13.61%
Advanced	0.60%				0.0%	0.00%	0.59%	1.18%	0.00%	1.37%	2.72%
MPI	187.7	274.1	-27.16	18.28	180.98	193.45	200.00	222.49	221.05	232.88	246.94
MS											
Below Basic	42.41%	31.8%	29.25%	2.17%	57.3%	57.59%	56.68%	49.01%	55.68%	64.37%	61.05%
Basic	52.23%				39.8%	37.17%	35.29%	38.61%	36.76%	27.59%	31.40%
Proficient	4.91%				2.4%	5.24%	7.49%	8.91%	5.41%	6.90%	6.40%
Advanced	0.45%				0.5%	0.00%	0.53%	3.47%	2.16%	1.15%	1.16%
MPI	220.0	255.3	-44.25	3.00	188.6	190.05	195.19	186.14	181.62	195.40	211.05
HS											
Below Basic	55.21%	12.4%	57.17%		51.3%	53.73%	25.30%	58.21%	56.60%	42.25%	69.57%
Basic	32.30%				46.3%	40.30%	51.81%	35.82%	35.85%	47.89%	23.91%
Proficient	12.50%				2.5%	5.97%	12.05%	2.99%	5.66%	7.04%	6.52%
Advanced	0.00%				0.0%	0.00%	10.84%	2.99%	1.89%	2.82%	0.00%
MPI	202.1	301.0	-133.61		200.0	198.51	283.13	192.54	196.23	228.17	167.39
District											
Below Basic	50.00%	28.3%	23.75%	-4.34%	57.5%	55.87%	48.97%	48.40%	51.28%	51.66%	52.05%
Basic	45.90%				39.9%	39.67%	41.91%	41.55%	40.51%	37.85%	36.99%
Proficient	3.60%				2.4%	4.46%	6.61%	7.53%	6.92%	8.95%	9.32%
Advanced	0.50%				0.2%	0.00%	2.51%	2.51%	1.28%	1.53%	1.64%
MPI	204.6	267.1	-66.61	3.6	187.9	192.7	213.7	215.8	200.0	208.7	200.5

MPI: 200.5 MPI Goal: 267.1 Below Basic (BB): 52.05% BB Goal: 28.3%



Full Year Report of STAR (Reading)

Reading DATA

Elementary SGP Data

STAR: SGP Goal								
Reading		K	1	2	3	4	5	School
Moderate: 50 SGP	100.0%		#DIV/0!	19.44%	39.58%	33.33%	31.25%	26.11%
Moderately Ambitious: 65 SGP	30.0%		#DIV/0!	13.89%	35.42%	25.00%	25.00%	21.02%
Ambitious: 75 SGP	5.0%		#DIV/0!	8.33%	0.00%	14.58%	18.75%	15.29%
Median SGP			#N/A	11.5	35	34.5	56	33

STAR: SGP Goal	January 2022							
Reading		K	1	2	3	4	5	School
Moderate: 50 SGP	100.0%	22.64%	29.41%	25.58%	50%	40%	48.57%	29.555
Moderately Ambitious: 65 SGP	30.0%	16.98%	25.49%	16.28%	43.18%	30%	34.29%	20.26%
Ambitious: 75 SGP	5.0%	7.55%	19.61%	11.63%	36.36%	18.33%	14.29%	13.20%
Median SGP		28	22	15	51	38	49	34

STAR: SGP Goal	May 2022							
Reading		K	1	2	3	4	5	School
Moderate: 50 SGP	100.0%	38.46%	40.68%	20.78%	32.14%	46.55%	56.67%	36.39%
Moderately Ambitious: 65 SGP	30.0%	28.85%	23.73%	12.99%	26.19%	34.48%	33.33%	25.28%
Ambitious: 75 SGP	5.0%	25%	16.95%	5.19%	16.67%	24.14%	26.67%	17.50%
Median SGP		33	45	24	34	37	51	35



Middle School SGP Data

STAR: SGP Goal		Fall			
Reading		6	7	8	School
Moderate: 50 SGP	100.0%	67.65%	29.63%	46.30%	48.70%
Moderately Ambitious: 65 SGP	20.0%	38.24%	22.22%	33.33%	32.17%
Ambitious: 75 SGP	0.0%	29.41%	18.52%	27.78%	26.09%
Median SGP		60.5	32.0	43.5	49.0

STAR: SGP Goal		January 2022			
Reading		6	7	8	School
Moderate: 50 SGP	100.0%	33.33%	41.82%	25%	33.55%
Moderately Ambitious: 65 SGP	20.0%	17.78%	25.45%	17.31%	20.39%
Ambitious: 75 SGP	0.0%	13.33%	16.36%	11.54%	13.82%
Median SGP		31	41	23	31

STAR: SGP Goal		May 2022			
Reading		6	7	8	School
Moderate: 50 SGP	100.0%	32.56%	29.79%	20.93%	27.82%
Moderately Ambitious: 65 SGP	20.0%	25.58%	21.28%	16.28%	21.05%
Ambitious: 75 SGP	0.0%	18.6%	17.02%	9.3%	15.04%
Median SGP		34	35	18	29



High School SGP Data

STAR: SGP Goal		Fall				
Reading		9	10	11	12	HS
Moderate: 50 SGP	100.0%	38.30%	47.06%	25.64%	23.33%	29.94%
Moderately Ambitious: 65 SGP	15.0%	31.91%	0.00%	0.00%	0.00%	22.75%
Ambitious: 75 SGP	0.0%	21.28%	0.00%	0.00%	0.00%	14.97%
Mean SGP		38.0	48.0	23.0	33.0	36.0

STAR: SGP Goal		January 2022				
Reading		9	10	11	12	HS
Moderate: 50 SGP	100.0%	40.63%	37.21%	44.19%	41.18%	40.74%
Moderately Ambitious: 65 SGP	31.25%	31.25%	25.58%	32.56%	29.41%	29.63%
Ambitious: 75 SGP	0.0%	25%	18.60%	18.60%	23.53%	20.74%
Mean SGP		40	34	41	49	38

STAR: SGP Goal		May 2022				
Reading		9	10	11	12	HS
Moderate: 50 SGP	100.0%	57.14%	31.03%	20.59%	33.33%	34.95%
Moderately Ambitious: 65 SGP	31.25%	46.43%	24.14%	11.76%	16.67%	25.24%
Ambitious: 75 SGP	0.0%	32.14%	13.79%	8.82%	8.33%	16.50%
Mean SGP		59	32	24	31	34



STAR Reading: % of Students Reading on Grade Level/ Mean of Grade Equivalent

Reading Level (e.g., 30%(.4) = 30% of students reading on grade level and .4 is the average Grade Equivalent Reading Level)

	Fall	Winter	Spring
Elementary School			
Kindergarten	STAR Early Lit	STAR EARLY LIT 40% (.1) 30 Tested/ 26 Not Tested	STAR EARLY LIT 53% (.9) 52 Tested/ 2 Not Tested
First Grade	STAR Early Lit	STAR EARLY LIT 4% (.4) 27 Tested/ 31 Not Tested	STAR EARLY LIT 7% (1) 56 Tested/ 1 Not Tested
Second Grade	6% (.6) 49 Tested/ 1 Not Tested	12% (.8) 42 Tested/ 7 Not Tested	7% (.8) 49 Tested/ 3 Not Tested
Third Grade	16% (1.5) 63 Tested/ 3 Not Tested	21% (2.6) 42 Tested/ 16 Not Tested	7% (2.4) 56 Tested/ 3 Not Tested
Fourth Grade	8% (2.4) 68 Tested/ 8 Not Tested	6% (2.6) 62 Tested/ 7 Not Tested	10% (2.9) 53 Tested/ 5 Not Tested
Fifth Grade	12% (3.3) 43 Tested/ 11 Not Tested	11% (2.9) 37 Tested/ 11 Not Tested	5% (3.5) 39 Tested/ 7 Not Tested
Middle School			
Sixth Grade	7% (3.6) 55 Tested/ 5 Not Tested	4% (3.6) 49 Tested/ 12 Not Tested	2% (3.8) 52 Tested/ 5 Not Tested
Seventh Grade	4% (3.8) 72 Tested/ 6 Not Tested	2% (3.9) 61 Tested/ 18 Not Tested	3% (3.8) 64 Tested/ 9 Not Tested
Eighth Grade	6% (4.7) 85 Tested/ 12 Not Tested	6% (4.4) 58 Tested/ 39 Not Tested	1% (3.9) 70 Tested/ 24 Not Tested
High School			
Ninth Grade	6% (4.3) 98 Tested/ 18 Not Tested	5% (4.6) 39 Tested/ 73 Not Tested	3% (4.8) 74 Tested/ 32 Not Tested
Tenth Grade	6% (5.0) 93 Tested/ 24 Not Tested	16% (4.8) 51 Tested/ 62 Not Tested	5% (4.7) 67 Tested/ 39 Not Tested
Eleventh Grade	12% (3.3) 43 Tested/ 11 Not Tested	0% (5.2) 51 Tested/ 47 Not Tested	3% (4.7) 64 Tested/ 27 Not Tested
Twelfth Grade	12% (3.3) 43 Tested/ 11 Not Tested	0% (6.9) 20 Tested/ 46 Not Tested	0% (5.1) 33 Tested/ 28 Not Tested



Social Emotional Data

2021 - 2022		2019 - 2020	
# of Suspensions	260	# of Suspensions	330
% of population	30%	% of population	50%
# of 5 or more referrals	41	# of 5 or more referrals	17

B. Administrator Retreat/Advance Update- July 12th,13th, and 14th

- Tactical Plan Update
 - Social Emotional
 - By the end of the 2022-23 SY, 90% of staff will be trained and effectively utilize restorative practices inside and outside of the classroom.
 - Literacy
 - Elementary:
 - a. All Student will have access to the following at least 80% of the time in 90% of core content classrooms:
 - i. Being read to
 - ii. Reading on their own
 - iii. Have writing being modeled to students
 - iv. Writing on their own
 - b. All students will have access to Literacy Focused Instruction Strategies 80% of the time in 90% of all classes.
 - Secondary:
 - a. All students will have access to reading more than 2 paragraphs and writing a response to questions at least 80% of the time in 90% of core classes.
 - b. All students will have access to Literacy Focused Instructional Strategies 80% of the time in 90% of all classes.



Coversheet

Monitoring Plan

Section: V. Governance and Board Development Committee
Item: A. Monitoring Plan
Purpose: Discuss
Submitted by:
Related Material: Monitoring Plan Draft.pdf



Monitoring Plan Draft

Governance

- **Membership**
 - Full Board by Sept (Selected and onboarded) - **September 30, 2022**
 - Succession Plan - **January 31, 2023**
- **Engagement**
 - Attendance Target - **80% attendance rate**
 - Functioning Committees (Academics, Finance, & Governance) - **July 31, 2022**
- **Board Development**
 - Training Calendar - **September 31, 2022**
- **Policy Revision/Adoption** - **October 31, 2022**
- **22-23 Budget Approved** - **June 30, 2022**
- **Oversight**
 - Revised Dashboard - **September 30, 2022**
 - Supt Eval: Midyear- **January 31, 2023** End of Year- **June 30, 2023**

Operations

- **Finance**
 - Meet enrollment and ADA benchmarks set in 22-23 Budget
 - Enrollment- 1310 - **September 30th**
 - ADA- 85%- **Ongoing (each month)**
 - Attrition- Attrition rate will not exceed 7%- **December 16th/ May 30th .**
 - End of Year Students: 1,224- **May 30th**
 - Hogan must address the need for better facilities. Over the course of the next charter term, the Board of Directors will establish a reserve fund for the purpose of renovations and maintenance to the high school building and preparation for capital investment to the middle school building. Projected savings goals during the charter term are:
 - FY21-22 - \$3,000,000
 - FY22-23 - \$3,650,000*
 - FY23-24 - \$2,500,000
 - FY24-25 - \$2,570,000
 - FY25-26 - \$2,640,000
 - *Hogan will spend up to \$1,000,000 of cash reserves in FY22-23 on the new high school project.
 - Establish targets from Pro-Forma with Phase III Adjustments for Capital Campaign including grant dashboard to track resource and fund development- **October 30th**



- **Human Resources**
 - **Recruit and Retain High Quality Teachers**
 - One of the most critical levers to drive transformation and achieve Hogan's mission and academic goals is the quality of teaching and retaining Hogan's strongest teachers. Therefore, Hogan will retain **60%** of high performing core content teachers by **SY23-24** and **75%** by **SY25-26**. High performing core teachers are those who average a 3 (Proficient) or better on the Hogan Five observations.
- **Articulated standard operating procedures**
 - **Goal #1:** To develop time schedules and structures to provide services to students with the least amount of interruption to education. **December 1, 2022**
 - Plans, schedules, and assigns employees to various cleaning, maintenance, repair, ice and snow removal, renovation and building safety tasks
 - Plans, coordinates and conducts periodic inspections of all facilities required by local, state or federal law to ensure compliance with applicable codes and standards.
 - **Goal #2:** To provide management systems to determine program needs and resources available at the school. **December 1, 2022**
 - Assists the school district administration in the preparation of bid specifications, review of bids and by making recommendations on systems needed from food services, transportation, safety and security, technology, and other operational needs.

Teaching and Learning

- **Personalized and Real World Learning (Instruction)**
 - Advocacy
 - ILPs - 90% of students by October (2022)
 - **Literacy**
 - Elementary:
 - All Student will have access to the following at least 80% of the time in 90% of core content classrooms:
 - Being read to
 - Reading on their own
 - Have writing being modeled to students
 - Writing on their own
 - All students will have access to Literacy Focused Instruction Strategies 80% of the time in 90% of all classes.
 - Secondary:



- All students will have access to reading more than 2 paragraphs and writing a response to questions at least 80% of the time in 90% of core classes.
- All students will have access to Literacy Focused Instructional Strategies 80% of the time in 90% of all classes.
- Measured Outputs for Literacy
 - Writing Samples
 - Reading and Writing Exposure Monitoring
 - Literacy Focused Instructional Strategies Exposure Monitoring
 - Evaluate ELA scores
 - IXL ELA scores
- **RWL Experiences**
 - Early Elementary
 - Station Based Personalized Learning
 - Literacy
 - Later Elementary
 - Station Based Personalized Learning
 - Literacy
 - **7-8**
 - 2 Post Secondary (Industry/College) Trips
 - Career Jumping
 - Commitment to Graduate Ceremony
 - **9-10**
 - Career Fair
 - 2 Post Secondary (Industry/College) Visit
 - **11-12**
 - FAFSA Completion
 - 1 Post Secondary (Industry/College) Visit
 - MVA
- **Tiered Systems of Support**
 - Interim Assessments (In Place - Fall 2022) (Evaluate/IXL as examples)
 - Students On Track for courses passed (Monitoring In Place by September 2022)
- **Exit Data**
 - Graduation Rate - 85.4%
 - MVA attainment - 20.0%
- **Ontrack Data**
 - Freshman On Track - 95%
- **Academic Performance Data**



- Monthly/Quarterly Benchmarks/Targets Established (MPI Projections as an example)
 - Assessments
 - Evaluate (MPI projection)

Leadership

- **Instructional Observations**
 - Instructional Walkthroughs - 10/month by each Administrator and IC
 - Hogan 5/NEE Scores - Monitored Monthly beginning September 2022
 - Literacy Implementation - Monitoring beginning September 2022
 - SEL Implementation - Monitoring begins September 2022
- **Contingency Plans - Established by August 2022**
 - Sub plan to ensure PLCs
 - Academic intervention plans (Responsive to monthly/quarterly benchmarks)
- **Building Procedures (Behavior management, dismissal, lunch etc) (have a set date)**
 - Established By July 29th 2022
- **Consistent Family Communication**
 - Ongoing Monthly

Climate and Culture

- **Enrollment - Goal: 1,325**
 - Marketing for re-enrollment - **October 1st, 2022**
 - Re-enrollment opens - **November 15th, 2022**
 - Enrollment (new) opens - **March 2023**
 - Enrollment closes - **July 2023**
- **Attendance - Goal: 90%**
- **Attrition - Goal: 7%**
- **Referrals**
 - 5 or more referrals decreases by 10%
- **Suspensions**
 - # of days suspended total decreases by 5%
- **Interventions increase by 10%**
 - Mediations
 - Re-entry plans
 - Family Conferences
- **Community Standards adopted - **June 30, 2022****
- **Staff trained in restorative practices - 90% of staff trained**



- December 15th, 2022
- **Focus groups**
 - October 31st, 2022
 - December 15th, 2022
 - February 28th, 2023
 - April 30th, 2023

Important Resources

- [Monitoring Plan Calendar](#)
- [Academics Tactical Plan](#)
- [Student Services Tactical Plan](#)
- [Operational Tactical Plan](#)
- [Resource Development and Private Grants Dashboard](#)

Coversheet

HPA Board of Directors Policies-First Read

Section: VI. New Business
Item: A. HPA Board of Directors Policies-First Read
Purpose: Discuss
Submitted by:
Related Material: HPA Board Policy Updates - 7.25.2022.pdf
Attendance.pdf



HPA Board Policy Updates - July 25, 2022

Each year the Missouri Public Charter School Commission requires HPA to review and submit the most current version of our board approved policies. As a part of this process, we review our policies against those recommended and/or required by State law. The Missouri Public Charter School Association (MPCSA) annually provides sample policies which meet State law recommendations and requirements.

During the 2022 summer review, the following required policies were identified. They are not currently included in the HPA board policies. We are requesting that the Board review, discuss, and approve the following policies. The full policy language is included.

1. #2210 - Age Criteria for Kindergarten Admission Policy
2. #2800 - Parents and Student Complaints and Grievances Policy
3. #2930 - Student Fees Policy



HPA Board Policy Updates - July 25, 2022

POLICY 2210 - ADMISSION AND WITHDRAWAL: AGE CRITERIA FOR KINDERGARTEN ADMISSION POLICY

(Last approved: 07/25/22)

Section 1. Kindergarten Eligibility Criteria

To be eligible to receive state funds for kindergarteners, a child is eligible for admission to kindergarten and to a summer school session immediately preceding kindergarten, if offered, if the child reaches the age of five before the first day of August of the school year beginning in that calendar year.

Accordingly, no state funds will be received for a child admitted to kindergarten who reaches the age of five on or after August 1 of the school year beginning in that calendar year, unless one of the following exceptions applies:

- (1) The child is a military dependent who has successfully completed an accredited prekindergarten program or has attended a kindergarten program in another state.
- (2) If a charter school is located within a metropolitan school district (St. Louis Public Schools district), and the school district has elected, under section 160.054, RSMo, to admit kindergarten students who reach the age of five on or before any date between August first and October first of that year, then the charter school may apply the same policy.
- (3) If a charter school is located within an urban school district (Kansas City Public Schools district), and the school district has elected, under section 160.055, RSMo, to admit to kindergarten children who reach the age of five on or before any date between August first and October first of that year, then the charter school may adopt the same policy.

Section 2. Kindergarten Admittance Policy

Based on the foregoing, the Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

No child shall be admitted to kindergarten or to the summer school session immediately preceding kindergarten, if offered, unless the child reaches the age of five:

Between August 1st and October 1st of that year.



HPA Board Policy Updates - July 25, 2022

POLICY 2800 - STUDENT WELFARE: PARENTS & STUDENT COMPLAINTS & GRIEVANCES **POLICY**

(Last approved: 07/25/22)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

Section 1. Purpose and General Policy Provisions Related to Resolution of Concerns

1.1 Students and parents have the right and responsibility to express school related concerns and grievances to the faculty and administration. Students and parents shall be assured the opportunity for an orderly presentation and timely review of concerns.

Section 2. Process. The faculty and administration shall make an honest and forthright effort to resolve grievances and quickly as possible at the most immediate level of authority.

2.1 The levels of authority shall be as follows:

1. Classroom related concerns - teachers
2. School related concerns (including policies, procedures, administration, unresolved classroom related concerns, etc.) - building principal
3. Building Appeals - Superintendent
4. Superintendent Appeals - Board Governance Committee

Decisions rendered by the Board Governance Committee shall be considered final.

2.2 Any teacher, staff member, or administrator shall have the authority to table any meeting considered unproductive, threatening, hostile, inappropriate, or lacking appropriate representation.

Section 3. All Appeals to the Board Governance Committee must be submitted in writing and submitted in person or via email to the Superintendent.



HPA Board Policy Updates - July 25, 2022

POLICY 2930 - ACTIVITIES AND ATHLETICS: STUDENT FEES POLICY

(Last approved: 07/25/22)

The Governing Board of Hogan Preparatory Academy adopts the following policy effective on the date that the policy is adopted by the Board.

No fees shall be charged for enrollment, supplies, equipment or costs attributable to courses of study which are offered for credit. Students are required to pay for materials, which are used in constructing projects or other items, which are to be removed from the school, and are thereby the property of the student.

Students may be charged fees or admission for participation in activities, which are voluntary, such as attendance at school athletic, or other co-curricular events. The fee schedule for such events shall be submitted to the Board for approval annually.

COMPULSORY ATTENDANCE REQUIREMENTS

In accordance with Missouri law and Hogan policy, regular and punctual patterns of attendance are expected of each student enrolled. Hogan's goal is for all students to graduate from high school with a distinct competitive advantage. By law, students may not drop out of school until they are 17 years of age or they have successfully completed 16 hours of high school credit.

ATTENDANCE POLICY

1. Daily Absence Reporting:
 - a. Home advocates should notify the school by telephone each day a student is absent by 8:30 AM for grades 7-12 and 10:30 AM for grades K-6. If the home advocate fails to notify the school, contact will be attempted.
 - b. Students absent without a home advocate's excuse may be considered truant.
 - c. All absences, including those approved in advance by home advocates or school officials, except school-sponsored activities, may count against a student's attendance.
 - d. Hogan encourages home advocates to schedule appointments after school hours.
 - e. Excessive absences may affect a student's academic achievement.
 - f. Home advocates may be required to submit supporting documentation in order to excuse the absence of their student if absenteeism is excessive.
2. A student arriving late to school must report to the Front Office for a pass to their first class. Students must remain on school grounds and in the building until dismissal.
3. Home advocates must notify the Front Office if their child needs to leave. Home advocates must check out through the Front Office for their absence to be considered excused. Students who leave school without prior consent and without checking through the office will be considered truant.
4. Students represent Hogan in a variety of athletic and academic activities. When a student serves as a representative of their school, the student is not considered absent. Students who choose to participate in extracurricular activities are to make-up all assignments missed when classes are missed. Students must attend school for at least 50% of the school day for an activity in order to be eligible for participation.
5. A student is late if they are not present at the start of class. A student arriving to class after ten minutes without proper authorization is considered truant. Students who are frequently late, either at the beginning of the day or to classes, may be subject to interventions.
6. School administration will determine whether the student's absence is excused or unexcused. Truancy is a violation of state statutes as well as school regulations and may result in interventions, home visits, or a referral to truancy court.

7. Multiple strategies will be implemented before a student may be withdrawn for non-attendance. No student will be withdrawn from Hogan until there is documentation of the attempted calls, home visits, copies of letters and documentation of other interventions, when applicable, in the student's file. Additionally, Hogan employees will report incidences of abuse/neglect to the Division of Youth Services as required by law.

CONSEQUENCES

Students who have an excessive number of unexcused absences as defined in the attendance policy will not earn credit for courses and may be retained in the same grade unless absences are waived in accordance with this policy. Students and home advocates will have an opportunity to appeal any loss of credits and/or retainment recommended by administration.

In addition to the policies and procedures set forth herein, Hogan will report suspected incidents of educational neglect to the Children's Division Department of Youth Services and will report truancy in accordance with the local truancy ordinance. Once a citation is issued by a Hogan representative, the home advocate and student are mandated to appear in truancy court. Truancy court is held every Tuesday at 10:00 AM. The warning or citation will be mailed or delivered.

Policies and procedures governing English Language Learners and students with disabilities within the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1973 shall take precedence over this attendance policy where an application of this policy conflicts with the legal rights provided to such students.

Any student, both in-person and online, will be removed from Hogan's roster after 10 consecutive days of absences and/or inactivity. Multiple attempts will be made prior to this step to ensure due process for students and families.

CONDITIONS FOR WITHDRAWAL

Home advocates of children who are leaving Hogan or are moving to another school attendance area within the Hogan boundaries should notify the school a few days prior to the last day of attendance. Materials, technology, and other school property must be returned before the transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. Payment for books or other equipment that is lost or damaged will be required.

Should all of the above efforts not result in a student returning and attending school, a student may be withdrawn under the following conditions:

- *Age 17 and under:* Only home advocates on record may withdraw children aged 17 or under unless the student and home advocate do not respond to the efforts made and documented above. In this case, the principal may withdraw the student.
- *Ages 18 and over:* Adults (age 18 and over) or legally emancipated students may transact their own withdrawals with the local school.