EWING MARION KAUFFMAN SCHOOL, INC.
BOARD OF DIRECTORS MEETING PACKET
October 9, 2024

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EWING MARION KAUFFMAN SCHOOL, INC.
BOARD OF DIRECTORS - MEETING AGENDA

MEETING INFORMATION
Ewing Marion Kauffman School October 9, 2024 Board of Directors Meeting (8:30am CT) Meeting will be held at the Kauffman School 6401 Paseo Blvd Kansas City, MO 64131

AGENDA

- **CALL TO ORDER**
  - Welcome guests
  - Review and discuss meeting agenda
  - Approve meeting minutes
    - Action: Approve the July 31, 2024 minutes
    - Action: Approve the September 11, 2024 minutes
  - Board Chair Comments
- **LEADERSHIP REPORT**
- **TECHNOLOGY UPDATE**
- **FINANCE**
  - October 2024 Treasurer's Report (Financials as of August 31, 2024)
  - July 2024 Check Registers
  - August 2024 Check Registers
    - Action: Approve the October 2024 Treasurer's Report, including the July 2024 and August 2024 Check Registers
  - Capital Asset Threshold
    - Action: Approve the Capital Asset Threshold from $1,000 to $5,000 in alignment with updated DESE recommendations.
- **GOVERNANCE**
  - Title IX Coordinator
    - Action: Recommend the Board approve Antiqueka Tubbs, Director of Human Resources, as the School's Title IX Coordinator, effective immediately.
  - Board Policy 4120 – Employment Procedures
    - Action: Recommend the Board approve the edits to Board Policy 4120 – Employment Procedures to include the Kansas Department of Social Services' Child Abuse/Neglect Registry in the school's background check procedures.
  - Board Policy 6420 – Evaluation Services – Test Security
    - Action: Recommend the Board approve to replace existing Board Policy 6420 – Evaluation Services – Test Security with DESE's model test security policy.
  - Staff Travel Policy
    - Action: Recommend the Board approve the updates to the existing Staff Travel Policy to reflect changing recommendations for booking travel.
  - Authorized Use Policy
    - Action: Recommend the Board adopt the updated Authorized Use Policy.
  - Compliance Checklist
- **COMMUNITY FORUM**
  - The Board will hear comments from community members regarding items on the agenda or other issues that should be brought to the Board's attention. Individual comments are limited to three minutes. It is anticipated the time allotted for the community forum will be no longer than fifteen minutes, unless time is extended by the Board Chair.

Individuals who do not have an opportunity to speak during the allotted time will be given first opportunity at the next regularly scheduled Board of Directors meeting.
- **CLOSED SESSION / EXECUTIVE SESSION**
  - Close meeting pursuant to R.S.Mo 610.021(6) - discussion of a student matter
- **ADJOURN**

FUTURE MEETINGS

- Committee Meetings: Monday, November 11th (5:00 pm CST)
- Board Meeting: Wednesday, November 13th (8:30 am CST)

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF EWING MARION KAUFFMAN SCHOOL, INC

July 31, 2024

A regular meeting of the Board of Directors of Ewing Marion Kauffman School, Inc., a Missouri nonprofit corporation exempt from federal taxation under Internal Revenue Code § 501(c)(3), was held at its headquarters in Kansas City, Missouri on April 10, 2024, and by Zoom such that all could hear and be heard and see and be seen, pursuant to public notice provided at least 24 hours in advance, including confirmation that the accurate Zoom link was part of the public notice.

The following directors participated in person: Jerry Williams, chair, Kelly, Barnes, and Brett Hembree. Juan Rangel participated by Zoom. Vickie Harris was not able to attend.

Also participating in person from the School were Hannah Lofthus, President/CEO; Kristin Bechard, Treasurer; and John Tyler, Secretary and General Counsel.

No community members were present.

Mr. Williams chaired the meeting. Mr. Tyler served as secretary. Mr. Williams called the meeting to order at 8:38 am, welcomed those in attendance, and previewed the agenda.

Mr. Williams summarized the status of updates regarding hiring for the Director of Technology and the upcoming board retreat. He and those present also welcomed Ms. Lofthus on her return from parental leave.

Leadership Report

Ms. Lofthus introduced and described the theme for the year and its origination in that we are all learners, including that teachers and other adults learn from the children in our care.

She described the approach to and activities around July/August professional development, including that returning teachers do not need to participate in the first week because the focus is on people new to the School, which has contributed to the retention rate of 88%. She explained that the primary focus areas are adult and student culture and academics, with descriptions of each. Today's professional development emphasizes strategic priority number 2 – world-class community – with staff reflecting more than 50% BIPOC. She summarized what the board will experience as it joins the development experience after the meeting, including roots in Jim Collins' work.

The meeting recessed at 8:51 am so that those present could join the staff professional development session.

The meeting reconvened at 9:32 am with discussion about the professional development experience.

Ms. Lofthus presented the board meeting calendar for the rest of the calendar year, including a full-day retreat on September 11 at the Kauffman Foundation.

Katie Pasniewski, COO, joined the meeting. Ms. Bechard left the meeting.

Finance Committee and Treasurer's Report

Mr. Williams presented the Committee's recommendations to approve the Treasurer's Report, including the check register, and establish a closure reserve certification fund. He explained that the charter authorizer is requiring that its authorized schools designate $75,000 to cover costs associated with closing the school should that happen. The committee recommended that the board move that amount from the board-designated fund in the current budget to a restricted closure fund.

After discussion and upon the recommendation from the finance committee, the board unanimously approved the July 2024 Treasurer's Report as of May 31, 2024, including the May 2024 check register, and moving $75,000 from the board-designated fund in the current year's budget to a restricted closure fund.

Governance Committee

Ms. Pasniewski described the substantive items on which the Committee is recommending approval: changes to the attire policy, establishing new policies for pets at work and children of employees at work, and adopting the Student-Family Handbook.

After discussion and upon the recommendation from the governance committee, the board unanimously approved the following as attached to the minutes of the meeting of the governance committee of July 29, 2024 as Exhibits Gov A, Gov B, Gov C, and Gov D, respectively:

·   the Attire Policy,
·   the Pets at Work Policy,
·   the Children of Employees at Work Policy, and
·   the Student-Family Handbook.

After discussion and upon motion duly made (Hembree) and seconded (Rangel), the board unanimously approved the minutes from the open portion of its meeting on May 15, 2024.

Closed Session

Pursuant to the published agenda, a motion was made (Rangel) and seconded (Hembree) to go into executive session as allowed by RSMO 620.021(1), (3), and (6) regarding legal, personnel, and students to discuss matters thereunder. Pursuant to a roll call vote, the following directors voted to approve the motion (Harris, Hembree, Rangel, and Williams) with no directors opposing or abstaining. The meeting entered a closed session at 9:55 am.

After discussion and upon motion duly made (Hembree) and seconded (Rangel), the board voted unanimously by a roll call vote to approve the minutes from the closed portion of its meeting of May 15, 2024.

Discussion followed about updates and the status of the cyber activity.

A motion was made (Barnes) and seconded (Hembree) to leave the executive session and re-open the meeting. Pursuant to a roll call vote, the following directors voted to approve the motion (Harris, Hembree, Rangel, and Williams) with no directors opposing or abstaining. The meeting adjourned from closed session at 10:01 am.

No community people were present so there was no community forum.

Ms. Pasniewski reported that enrollment is at about 1000 students with an "August surge" anticipated as has happened in prior years. There are about 130 5th grade students enrolled with the School preparing to add potentially dozens more during the first semester. Discussion continued about staff and student retention.

Mr. Rangel reminded those present about the Governance Committee's efforts regarding board recruitment. Discussion continued about the term limits provided in the bylaws.

The meeting adjourned at 10:11 am.

John Tyler, Secretary

MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF EWING MARION KAUFFMAN SCHOOL, INC

September 11, 2024

A regular meeting of the Board of Directors of Ewing Marion Kauffman School, Inc., a Missouri nonprofit corporation exempt from federal taxation under Internal Revenue Code § 501(c)(3), was held at 4801 Rockhill Rd in Kansas City, Missouri on September 11th, pursuant to public notice provided at least 24 hours in advance.

Participating directors were Kelly Barnes, Vickie Harris, Brett Hembree, Juan Rangel, and Jerry Williams.

Also participating from the School were Hannah Lofthus, President/CEO; Kristin Bechard, Treasurer; and John Tyler, Secretary and General Counsel. DeAngela Burns-Wallace, Ed.D., President/CEO of the Ewing Marion Kauffman Foundation, also participated.

No community members were present.

Mr. Williams chaired the meeting. Ms. Lofthus served as secretary. Mr. Williams called the meeting to order at 8:40 am, welcomed those in attendance, and previewed the agenda.

The meeting continued with introductions, after which Dr. Burns-Wallace provided context for the time together to begin discussing strategic planning for a more formal and predictable intermediate and long-term future for the relationship between the School and the Foundation, including as it relates to the lease coming due in 2027 and the relationships with the company that holds the lease.

Discussion occurred throughout. Ms. Bechard left the meeting during the discussion.

Dr. Burns-Wallace and Messrs. Rangel and Tyler left at the end of the prior discussion.

Discussion continued with those present reflecting on the morning's discussions, focusing on key takeaways from the session with Dr. Burns-Wallace, and considerations for strategic alignment for the School's future. Discussion continued, including about board cultivation and brainstorming potential approaches to strategies for the School moving forward.

Mr. Williams and Ms. Lofthus closed out the meeting by reflecting on the lessons from the day and affirming the board's commitment to the School's mission and values.

No community members were present, so no community forum was held.

There being no further business, the meeting adjourned at 1:32 PM.

Date: October 9, 2024
To: Kauffman School Board of Directors
From: Kevin Bowman, TechConnect KC
Subject: Technology Status Update

Technology and Security Assessment

TechConnect KC was engaged by the Kauffman School in late May as part of the response to recent cyber security incidents, with the mandate to provide IT direction and oversight with a specific emphasis on improving cyber security. Because cyber security cannot be viewed in a vacuum, we initially performed an assessment of the overall IT environment using our Assessment process. This process categorizes organizations into one of three categories: Reactive, Effective, and Innovative, and forms the foundation of a strategic plan to develop the maturity of the IT function.

Our Assessment revealed that the Kauffman School has a very Reactive IT environment, characterized by a focus on high-touch device support, very little proactive management, few established IT practices, and an overall lack of emphasis on the role of Technology in improving the effectiveness and efficiency of an organization. To the IT Team's credit, they are highly focused on providing technology support to teachers and staff, and their responsiveness and collaboration with their peers is admirable. However, as is typical in Reactive organizations, cyber security has been neglected.

To move from a Reactive to Effective posture requires IT to effectively manage technology. We have developed a roadmap to modernize the Technology environment, provide the tools and processes to implement proactive management practices, improve our communications and partnership with our peers, and enable the active identification and response to security threats.

However, the preponderance of our work has been focused on addressing cyber security. We have aggressively implemented essential security controls that every organization must have to function in today's digital world.

Cyber Security Improvements

While an inexhaustive list of concerns, the three past cyber security incidents highlight the type of risks we are addressing. As a review of these incidents:

Email System Deletion
- Attack Vector: Compromise of Administrative access to email
- Insufficient Controls: Administration practices; incident detection and response

ACH Payment theft

- Attack Vector: Compromise of Individual's System access via targeted phishing
- Insufficient Controls: Email security; incident detection and response

File Server Ransomware / File Encryption

- Attack Vector: Penetration via unsecured logins
- Insufficient Controls: Account management and authentication security (MFA)

Thus far, we have introduced over 85 specific security controls and best practices to the environment to address cybersecurity needs. Among these, we have:

Implemented essential Cyber Security controls including requiring Multi-Factor Authentication, essential administrative account controls, and improving our account management. With the added email security capabilities implemented earlier by Yellow Dog Networks, we have in place controls that mitigate each of the attack vectors used in the three cyber security incidents.

Engaged a Managed Security Service Provider (MSSP) to provide real-time detection and response to security events, access to information security expertise, and a proactive

device patching and anti-virus strategy. Thus far, this partnership has detected and mitigated 14 potential security threats.

Conducted the first-ever Kauffman School Anti-Phishing training event for the entire faculty and staff and updated the Acceptable Use Policy to reflect our shift to a proactive approach to the Technology environment.

Initiated comprehensive Center for Internet Security (CIS) based audits of our technology systems. Beginning with Microsoft 365 and faculty laptops, we have remediated over 70 security controls specific to these key components of our systems.

Roadmap

While we have focused primarily on improving the school's security posture, we are laying the groundwork for our maturation from Reactive to Effective, and eventually positioning technology to enable more Innovative solutions.

This summer, with the part-time assistance of a former EMKS student pursuing a career in IT, the team delivered the tremendous work needed to prepare for the 2024-2025 school year on time. We also implemented new technology operations tooling to improve our service, begun eliminating legacy on-premise infrastructure, and worked as a team to improve our communications with our peers.

As we continue through the fall and into winter, we are expanding security audits to our less-critical systems, continuing improvements in our service and communications, as well as modernizing our technology systems. As these efforts progress, we will be positioned to address the larger strategic needs including comprehensive Security Program, Business Continuity and Disaster Recovery, and increasing our partnership with our peers on the Network and Data teams. We expect these initiatives will be led by the new IT Director.

Critical to the long-term sustainability of the necessary improvements in IT is hiring a Director. We have not yet found the right combination of hands-on technical skills and aptitude, security knowledge, leadership skills and cultural fit. The search continues.

August 2024 Financials

Ewing Marion Kauffman School
Finance Monitoring Activities

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

[1]Condensed financial packet consists of financial highlights, income statement and balance sheet.

[2]Comprehensive financial packet consists of financial highlights, revenue and expense analysis, updated annual forecast as applicable, income statement and balance sheet.

[3]Final extended filing date is May.

Reporting & Compliance Due Dates (Documents available upon request)

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

[4]Annual Secretary of the Board Report consists of State reporting on all spending.

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

[6]DESE requires the SWP and Sped.B portions of the EMKS Budget to be submitted by July 1 and any revisions by April 30.

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- **24-25 Budget Overview**

- **Executive Summary**

- **Forecast Overview**

- **Key Performance Indicators**

- **Cash Forecast**

- **Appendix**

- **Check Register**

2024-2025 Annual Budget reflects a net loss of $266k

	SY23-24 Forecast	SY24-25 Budget	B/(W) LY
Revenue			
Local Revenue	1,873,266	2,026,031	152,765
State Revenue	12,662,245	13,700,129	1,037,884
Federal Revenue	3,254,832	1,882,955	(1,371,877)
Private Grants and Donations	5,793,000	4,793,000	(1,000,000)
Earned Fees	76,890	30,000	(46,890)
Revenue Total	**23,660,232**	**22,432,114**	**(1,228,118)**
Expenses			
Salaries	8,718,234	10,450,857	(1,732,623)
Salaries Vacancy Rate @3%		(313,526)	313,526
Benefits and Taxes	3,418,563	4,119,358	(700,796)
Benefits & Taxes Vacancy Rate @3%		(123,581)	123,581
Staff-Related Costs	231,806	176,000	55,806
Rent	293,396	293,396	(0)
Occupancy Service	2,807,406	2,797,424	9,982
Student Expense, Direct	2,106,626	1,600,862	505,764
Student Expense, Indirect	646,619	730,679	(84,060)
Office & Business Expense	2,351,070	1,706,055	645,015
Transportation	1,122,864	1,260,896	(138,032)
Expenses Total	**21,696,583**	**22,698,421**	**(1,001,838)**
NET ORDINARY INCOME	**1,963,649**	**(266,306)**	**(2,229,955)**
TOTAL EXPENSES	**21,696,583**	**22,698,421**	**(1,001,838)**
NET INCOME	**1,963,649**	**(266,306)**	**(2,229,955)**
Starting Cash Balance	13,801,775	15,605,715	1,803,940
Change In Cash	1,963,649	(266,306)	(2,229,955)
ENDING CASH BALANCE	**15,765,424**	**15,339,409**	**(426,015)**

Revenue:
The decrease is driven by a $1.4M drop in Federal Covid funding and $1M less in private funding YoY. The decrease is partially offset by higher WADA (weighted average daily attendance) and interest income.

Expenses:
The increase in expenses is driven by $2M of higher Salary and Benefits costs from incremental positions to support higher enrollment and wage inflation to remain competitive. The increase is partially offset by intentional reductions in student and business expenses.
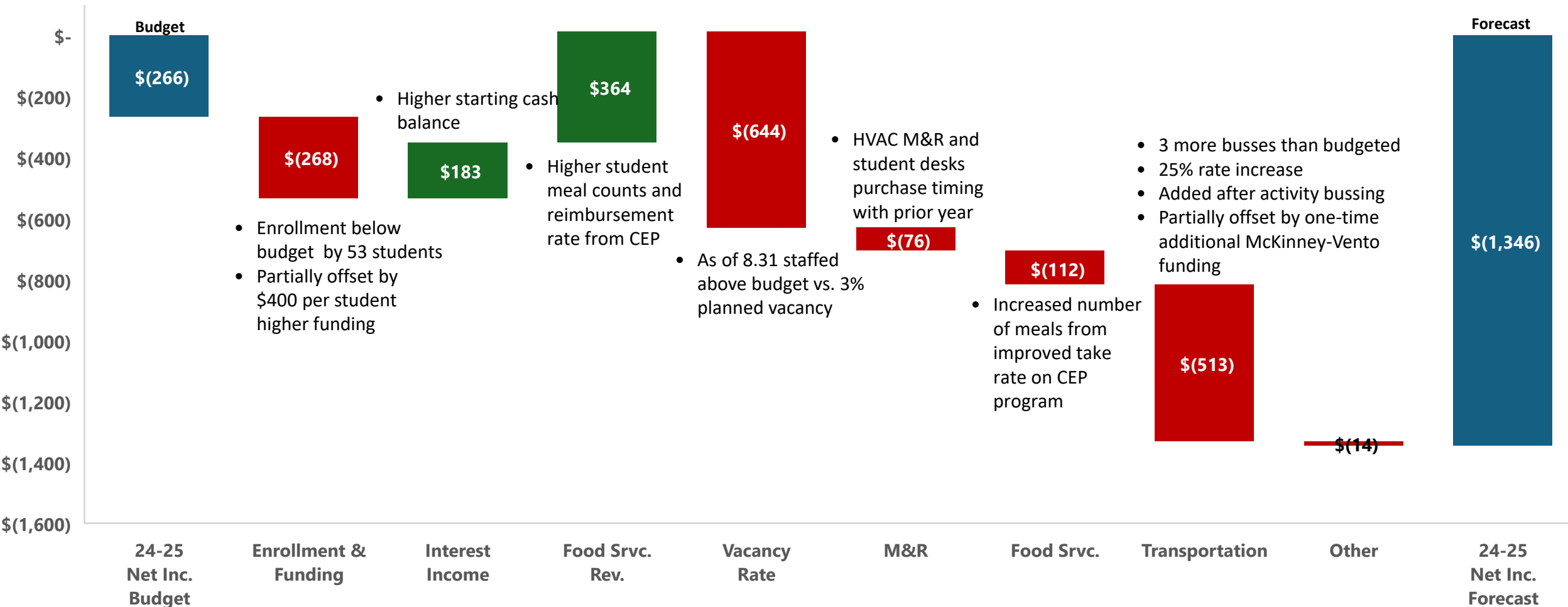
Note:
The current deficit is driven by increased cybersecurity cost projections. Our goal is to identify and make additional cuts to expenses to close the budget gap by EOY.

Executive Summary

- 24-25 EMKS Budgeted Net Income is -$266k driven by incremental costs for IT security investments

- Forecasted Net Income is -$1.3M or $1.0M worse than budget driven by:

  - Enrollment below budget by 54 students

  - EMKS being fully staffed vs. a 3% planned vacancy rate that reflected post covid run rate

  - Increased transportation costs from 25% higher bus service rates and increased bus routes and after activity routes

- Despite higher losses than planned Cash is forecasted to end the year slightly higher than budget driven by a higher beginning cash balance from EOY 23-24 favorability

	Year-To-Date			Annual Forecast				
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining	Rem %
Revenue								
Local Revenue	453,312	363,354	89,958	2,230,399	2,026,031	204,368	1,777,087	80%
State Revenue	2,296,548	1,944,999	351,550	13,406,263	13,700,129	(293,866)	11,109,715	83%
Federal Revenue	514,642	152,425	362,217	2,264,370	1,882,955	381,415	1,749,728	77%
Private Grants and Donations	2,323,349	-	2,323,349	4,803,396	4,793,000	10,396	2,480,047	52%
Earned Fees	20,758	2,500	18,258	45,709	30,000	15,709	24,951	55%
Total Revenue	**5,608,609**	**2,463,277**	**3,145,331**	**22,750,137**	**22,432,115**	**318,022**	**17,141,528**	
Expenses								
Salaries	1,647,984	1,741,810	93,825	10,549,438	10,450,857	(98,581)	8,901,454	84%
Vacancy Rate	0	(52,254)	(52,254)	0	(313,526)	(313,526)	(313,526)	3%
Benefits and Taxes	598,315	686,560	88,245	4,227,274	4,119,358	(107,916)	3,628,959	86%
Vacancy Rate	0	(20,597)	(20,597)	0	(123,581)	(123,581)	(124,581)	3%
Staff-Related Costs	8,883	22,667	13,784	136,000	136,000	0	127,118	93%
Rent	73,349	48,899	(24,450)	293,396	293,396	0	220,047	75%
Occupancy Service	557,918	466,237	(91,681)	2,873,424	2,797,424	(76,000)	2,315,506	81%
Student Expense, Direct	240,735	273,477	32,742	1,908,981	1,640,862	(268,119)	1,668,245	87%
Student Expense, Food	53,469	121,780	68,311	842,369	730,679	(111,690)	788,900	94%
Office & Business Expense	236,646	284,343	47,696	1,451,442	1,706,055	254,613	1,214,795	84%
Transportation	132,835	210,149	77,315	1,813,857	1,260,896	(552,961)	1,681,022	93%
Total Expenses	**3,550,134**	**3,855,921**	**305,788**	**24,096,180**	**22,698,421**	**(1,397,759)**	**20,546,046**	
Net Income	**2,058,475**	**(1,392,644)**	**3,451,119**	**(1,346,043)**	**(266,306)**	**(1,079,737)**		
Cash Flow Adjustments	**(836,611)**	**-**	**(836,611)**	**0**	**-**	**0**		
Change in Cash	**1,221,864**	**(1,392,644)**	**2,614,508**	**(1,346,043)**	**(266,306)**	**(1,079,737)**		

Moved budgeted spend for scholarships from executive function to College Access for better tracking. $268k of geography between Student Expense and Business Expense

Key Performance Indicators

Days of Cash

Cash balance at year-end divided by average daily expenses
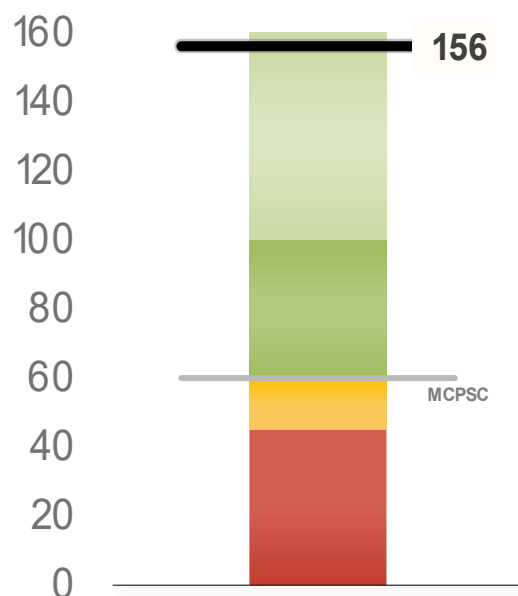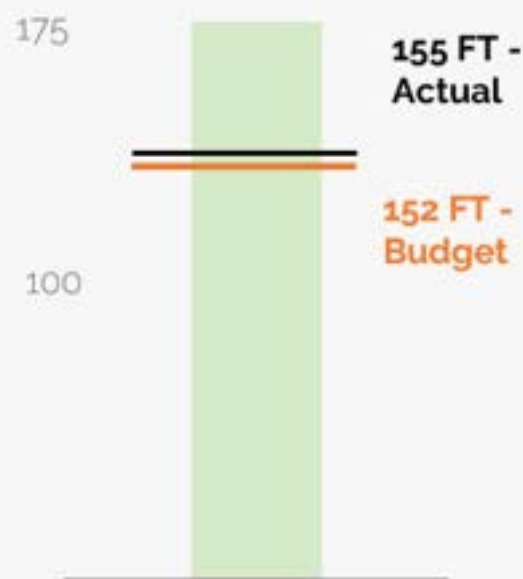
156 DAYS OF CASH AT YEAR'S END

The school will end the year with 156 days of unrestricted cash and 232 days with both unrestricted and restricted cash.

Staffing

Current vs. Budgeted Staffing

155 FT - Actual

152 FT - Budget

102% of Budget

The school is currently carrying 3 more FT staff than budgeted (2%)

Enrollment

Current vs. Budgeted Enrollment

1017-Budget

964 -Actual
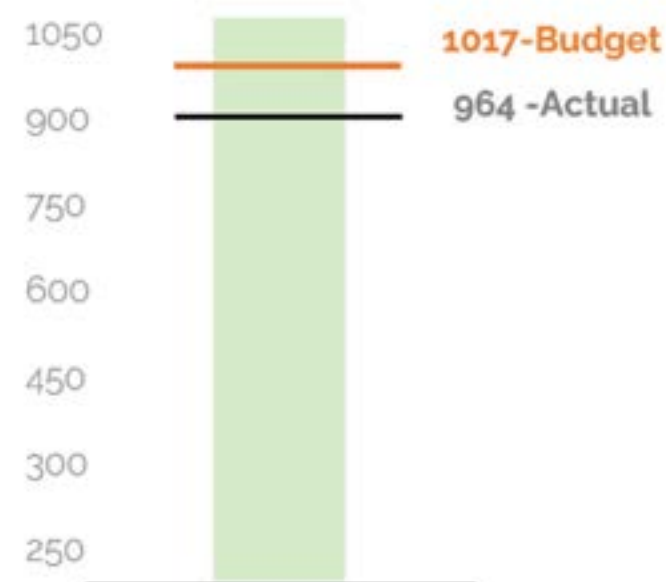
94.8% of Budget

The school is currently short of enrollment by 53 students (5.2%)

Cash Forecast

232 Days of Cash at year's end

We forecast the school's year ending cash balance as **$15m**, **$0.4M** above budget. However, excluding the school's restricted cash ($5,047,669), the cash balance is **$10.3m** or 156 days of cash

Balance Sheet

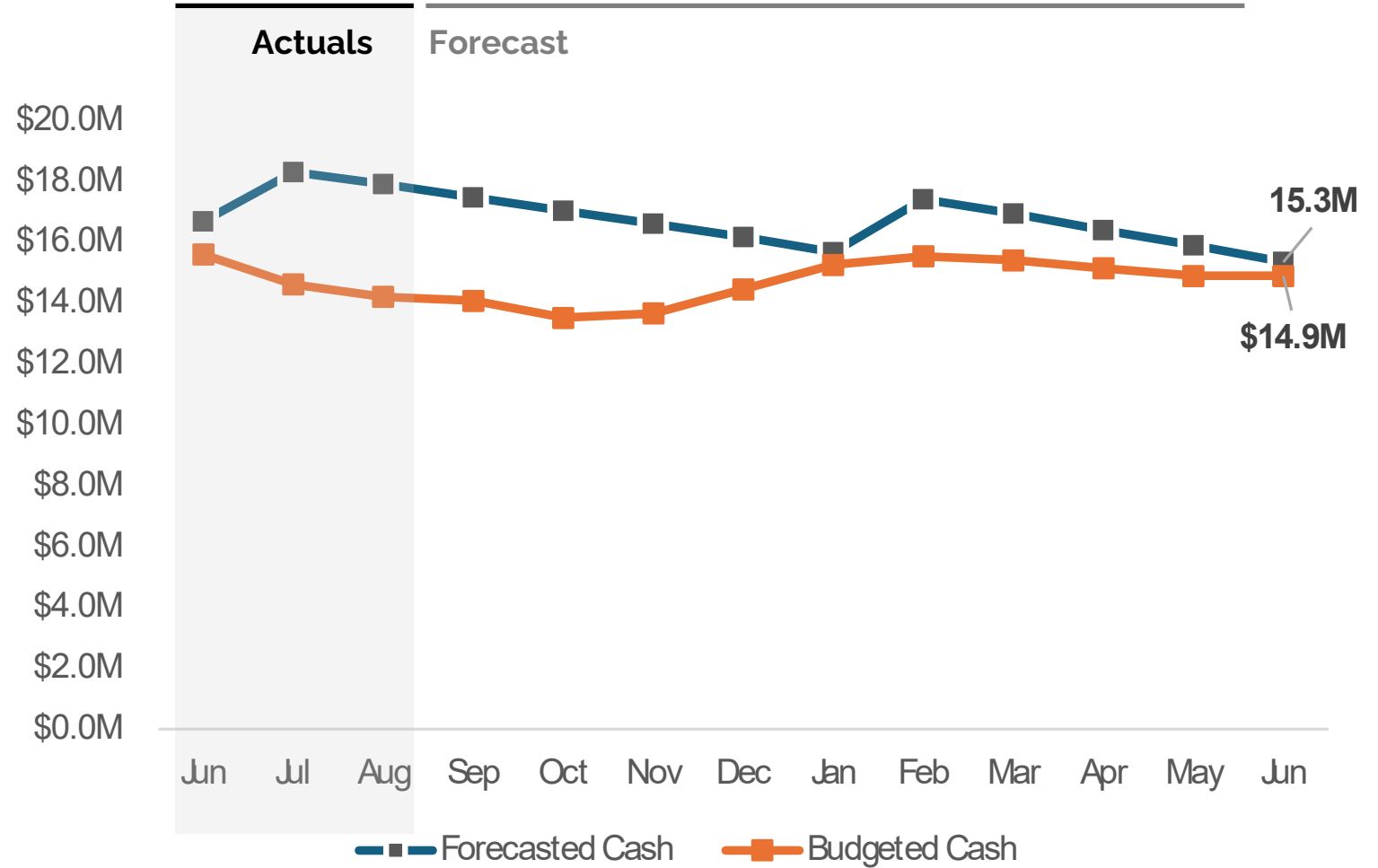|	Previous Year End	Current	Year End
Assets			
Current Assets			
Cash	11,651,793	13,113,464	10,305,751
Accounts Receivable	168,321	557,422	168,321
Other Current Assets	303,478	510,252	303,478
Restricted Cash*	5,047,669	5,047,669	5,047,669
Total Current Assets	17,171,262	19,228,806	15,825,219
Total Assets	**17,171,262**	**19,228,806**	**15,825,219**
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	-147,346	12,168	-147,346
Accounts Payable	444,175	281,588	444,175
Accrued Salaries and Benefits	237,665	0	237,665
Total Current Liabilities	534,493	293,756	534,493
Total Long-Term Liabilities	0	0	
Total Liabilities	**534,493**	**293,756**	**534,493**
Equity			
Unrestricted Net Assets	11,589,100	11,903,907	11,589,100
Net Income	0	2,058,475	-1,346,043
Temporarily Restricted Net Assets	5,047,669	4,972,669	5,047,669
Total Equity	**16,636,769**	**18,935,050**	**15,290,726**
Total Liabilities and Equity	**17,171,262**	**19,228,806**	**15,825,219**

*Restricted Cash
- $ 25,000 restricted for Board PD
- $ 75,000 for DESE/sponsor required 'closing' fund
- $2,947,669 restricted for facilities
- $2,000,000 restricted for strategic planning

Appendix

Monthly Financials

| | Actual | | Forecast | | | | | | | | | | |
| | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | TOTAL |
Income Statement													
Revenue													
Local Revenue	237,012	216,300	180,709	180,709	180,709	180,709	175,709	175,709	175,709	175,709	175,709	175,709	2,230,399
State Revenue	1,140,992	1,155,556	1,110,971	1,110,971	1,110,971	1,110,971	1,110,971	1,110,971	1,110,971	1,110,971	1,110,971	1,110,971	13,406,263
Federal Revenue	189,142	325,500	290,749	258,164	191,339	187,174	149,545	153,710	137,050	162,040	145,380	74,575	2,264,370
Private Grants and Donations	2,250,000	73,349	10,000	0	73,349	0	0	2,323,349	0	0	73,349	0	4,803,396
Earned Fees	9,897	11,061	5,103	2,205	2,205	2,205	2,205	2,205	2,205	2,205	2,205	2,205	45,709
Total Revenue	**3,826,843**	**1,781,766**	**1,597,533**	**1,552,050**	**1,558,574**	**1,481,060**	**1,438,431**	**3,765,945**	**1,425,936**	**1,450,926**	**1,507,615**	**1,363,461**	**22,750,137**
Expenses													
Salaries	779,765	868,219	869,129	869,129	869,129	869,129	869,129	869,129	869,129	869,129	869,129	1,079,293	10,549,438
Vacancy Rate	0	0	0	0	0	0	0	0	0	0	0	0	0
Benefits and Taxes	256,613	341,702	358,766	358,766	358,766	358,766	358,766	358,766	358,766	358,766	358,766	400,063	4,227,274
Vacancy Rate	0	0	0	0	0	0	0	0	0	0	0	0	0
Staff-Related Costs	4,837	4,046	12,712	12,712	12,712	12,712	12,712	12,712	12,712	12,712	12,712	12,712	136,000
Rent	0	73,349	0	0	73,349	0	0	73,349	0	0	73,349	0	293,396
Occupancy Service	312,626	245,292	231,551	231,551	231,551	231,551	231,551	231,551	231,551	231,551	231,551	231,551	2,873,424
Student Expense, Direct	83,127	157,609	166,825	166,825	166,825	166,825	166,825	166,825	166,825	166,825	166,825	166,825	1,908,981
Student Expense, Food	0	53,469	93,100	102,900	78,400	73,500	88,200	93,100	73,500	102,900	83,300	0	842,369
Office & Business Expense	106,760	129,886	151,594	121,078	117,078	130,078	114,078	114,078	114,078	118,078	118,078	118,578	1,451,442
Transportation	5,348	127,487	235,746	213,738	162,848	152,670	183,204	193,382	152,670	213,738	173,026	0	1,813,857
Total Ordinary Expenses	1,549,076	2,001,057	2,119,422	2,076,698	2,070,657	1,995,230	2,024,464	2,112,891	1,979,230	2,073,698	2,086,735	2,007,021	24,096,180
Total Expenses	**1,549,076**	**2,001,057**	**2,119,422**	**2,076,698**	**2,070,657**	**1,995,230**	**2,024,464**	**2,112,891**	**1,979,230**	**2,073,698**	**2,086,735**	**2,007,021**	**24,096,180**
Net Income	**2,277,767**	**-219,292**	**-521,889**	**-524,648**	**-512,083**	**-514,170**	**-586,033**	**1,653,054**	**-553,294**	**-622,772**	**-579,120**	**-643,560**	**-1,346,043**
Cash Flow Adjustments	-671,691	-164,920	83,661	83,661	83,661	83,661	83,661	83,661	83,661	83,661	83,661	83,661	0
Change in Cash	**1,606,076**	**-384,212**	**-438,228**	**-440,987**	**-428,422**	**-430,509**	**-502,372**	**1,736,715**	**-469,633**	**-539,111**	**-495,459**	**-559,899**	**-1,346,043**
Ending Cash	13,257,869	12,873,657	12,435,429	11,994,442	11,566,020	11,135,510	10,633,138	12,369,853	11,900,220	11,361,109	10,865,649	10,305,751	

Check Register

<u>August 2024</u>

- **Various colleges and universities**

  - **Scholarships between $500-$4,400 for fall semester**

- **Missouri Charter Public School Association**

  - **$10,908 for annual membership**

- **Ramp (AP and Credit Card Provider)**

  - **$100,888 for credit card**

  - **$800,276 Invoices paid through Ramp**

  - **$1,344 for employee reimbursement through Ramp**

- **Commerce Bank**

  - **$8,145 Final payment to close Commerce credit cards**

QUESTIONS?

Please contact your EdOps Finance Team:

Jamie Berry

jamie@ed-ops.com

816.444.1530

Payee Type: **Vendor**   **Check Type: Automatic Payment**   **Checking Account ID: 1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name			Check Amount
71220241	07/12/2024	X			COMMERCE	COMMERCE BANK			1,234.77
71920241	07/19/2024	X			COMMERCE	COMMERCE BANK			2,028.83
73020241	07/30/2024	X			COMMERCE	COMMERCE BANK			112.40
113020575	07/26/2024	X			RAMPCC	RAMP - CC			134,856.66
113020576	07/31/2024	X			RAMPINV	RAMP - INV			843,921.73
	Checking Account ID:	1				Void Total:	0.00	Total without Voids:	3,376.00
	Grand Total:					Void Total:	0.00	Total without Voids:	982,154.39

Payee Type: **Vendor**   **Check Type: Automatic Payment**   **Checking Account ID:**   **1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name		Check Amount
71220241	07/12/2024	X			COMMERCE	COMMERCE BANK		1,234.77
71920241	07/19/2024	X			COMMERCE	COMMERCE BANK		2,028.83
113020575	07/26/2024	X			RAMPCC	RAMP - CC		134,856.66
73020241	07/30/2024	X			COMMERCE	COMMERCE BANK		112.40
113020576	07/31/2024	X			RAMPINV	RAMP - INV		843,921.73
	Checking Account ID:	1				Void Total:	0.00	Total without Voids: 3,376.00
	Grand Total:					Void Total:	0.00	Total without Voids: 982,154.39

Payee Type: Deduction   **Check Type:** Automatic Payment   **Checking Account ID:**   1

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
370	08/30/2024				MARTALE	Alexandra Martin	0.00
6403	08/22/2024	X			BELOITCOL	Board of Trustees of Beloit College	4,400.00
113020572	08/15/2024				LITKC	CITY TREASURER	3,905.90
113020577	08/30/2024				LITKC	CITY TREASURER	3,663.97
113020586	08/31/2024	X			COMMERCE	COMMERCE BANK	8,145.84
6404	08/22/2024	X			CORNIOWA	Cornell College (Iowa)	3,000.00
6405	08/22/2024	X			MOSCITECHU	Curators of the University of Missouri	3,500.00
6406	08/22/2024	X			UNIVMO	Curators of the University of Missouri (UM)	1,339.00
6420	08/29/2024				UNIVMO	Curators of the University of Missouri (UM)	75.00
113020589	08/31/2024	X			EMBROIDERY	Eddings Enterprises, LLC	4,850.00
113020573	08/15/2024	X			EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	100,777.91
113020578	08/30/2024	X			EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	95,706.43
6398	08/15/2024	X			CARPENTERJ	Jamie Carpenter	1,500.00
6407	08/22/2024	X			KCARTINST	Kansas City Art Institute	3,500.00
6408	08/22/2024	X			KCARTINST	Kansas City Art Institute	2,191.00
113020587	08/31/2024	X			KCURBANACA	KC Urban Academy Inc	200.00
6401	08/15/2024	X			THOMASKEYA	Keyah Thomas	750.00
6399	08/15/2024	X	X	08/09/2024	LATRINAGU	Latrina Brantley	1,500.00
6402	08/15/2024	X			LATRINAGU	Latrina Brantley	1,500.00
6409	08/22/2024	X			MACALESTER	Macalester College	2,500.00
113020588	08/31/2024	X			MCPSA	Missouri Charter Public School Association	10,908.00
113020574	08/15/2024	X			SITMO	MISSOURI DEPARTMENT OF REVENUE	12,059.00
113020579	08/30/2024	X			SITMO	MISSOURI DEPARTMENT OF REVENUE	11,615.00
6410	08/22/2024	X			MOSECSTAT	Missouri Secretary of State	10.00
6411	08/22/2024	X			MOWESTST	Missouri Western State University	1,250.00
99407	08/15/2024	X			NPR	NON TEACHER PUBLIC SCHOOL RET	87,972.32
99571	08/30/2024	X			NPR	NON TEACHER PUBLIC SCHOOL RET	86,386.59
6412	08/22/2024	X			NWMOSTUNIV	Northwest Missouri State University	3,000.00
6413	08/22/2024	X	X	08/29/2024	PRAIRIEUNI	Prairie View A & M University	4,400.00
6421	08/29/2024	X			PRAIRIEUNI	Prairie View A & M University	4,000.00
113020584	08/31/2024	X			RAMPCC	RAMP - CC	100,888.69
113020590	08/31/2024	X			RAMPINV	RAMP - INV	808,276.66
113020583	08/31/2024	X			RAMPOOP	RAMP - OOP	1,344.53
369	08/30/2024				ABRARIC	RICHARD ABRAM	0.00
6414	08/22/2024	X			ROCKHURSTU	Rockhurst University	4,000.00
6415	08/22/2024	X			ROCKHURSTU	Rockhurst University	3,522.00
6400	08/15/2024	X			JONESCARPS	Shavanna Jones-Carpenter	500.00
6416	08/22/2024	X			STOLAFCOLL	St Olaf College	1,058.26
6417	08/22/2024	X			SYRACUSEU	Syracuse University	4,500.00
6418	08/22/2024	X			UNICENTMO	University of Central Missouri	1,300.00
113020585	08/31/2024	X			UNUMGROUP	UNUM Group (Provident Life & Accident Insur)	618.69
6419	08/22/2024	X			WHITTIER	Whittier College	3,500.00

Grand Total: Void Total: 5,900.00   Total without Voids: 1,964,380.31

Payee Type: Deduction   **Check Type:** Automatic Payment   **Checking Account ID:**   **1**

Check Number	Check Date	Cleared	Void	Void Date	Entity ID	Entity Name	Check Amount
113020572	08/15/2024				LITKC	CITY TREASURER	3,905.90
113020573	08/15/2024	X			EFTPS	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	100,777.91
113020574	08/15/2024	X			SITMO	MISSOURI DEPARTMENT OF REVENUE	12,059.00
99407	08/15/2024	X			NPR	NON TEACHER PUBLIC SCHOOL RET	87,972.32
6398	08/15/2024	X			CARPENTERJ	Jamie Carpenter	1,500.00
6399	08/15/2024	X	X	08/09/2024	LATRINAGU	Latrina Brantley	1,500.00
6400	08/15/2024	X			JONESCARPS	Shavanna Jones-Carpenter	500.00
6401	08/15/2024	X			THOMASKEYA	Keyah Thomas	750.00
6402	08/15/2024	X			LATRINAGU	Latrina Brantley	1,500.00
6403	08/22/2024	X			BELOITCOL	Board of Trustees of Beloit College	4,400.00
6404	08/22/2024	X			CORNIOWA	Cornell College (Iowa)	3,000.00
6405	08/22/2024	X			MOSCITECHU	Curators of the University of Missouri	3,500.00
6406	08/22/2024	X			UNIVMO	Curators of the University of Missouri (UM)	1,339.00
6407	08/22/2024	X			KCARTINST	Kansas City Art Institute	3,500.00
6408	08/22/2024	X			KCARTINST	Kansas City Art Institute	2,191.00
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6410	08/22/2024	X			MOSECSTAT	Missouri Secretary of State	10.00
6411	08/22/2024	X			MOWESTST	Missouri Western State University	1,250.00
6412	08/22/2024	X			NWMOSTUNIV	Northwest Missouri State University	3,000.00
6413	08/22/2024	X	X	08/29/2024	PRAIRIEUNI	Prairie View A & M University	4,400.00
6414	08/22/2024	X			ROCKHURSTU	Rockhurst University	4,000.00
6415	08/22/2024	X			ROCKHURSTU	Rockhurst University	3,522.00
6416	08/22/2024	X			STOLAFCOLL	St Olaf College	1,058.26
6417	08/22/2024	X			SYRACUSEU	Syracuse University	4,500.00
6418	08/22/2024	X			UNICENTMO	University of Central Missouri	1,300.00
6419	08/22/2024	X			WHITTIER	Whittier College	3,500.00
6420	08/29/2024				UNIVMO	Curators of the University of Missouri (UM)	75.00
6421	08/29/2024	X			PRAIRIEUNI	Prairie View A & M University	4,000.00
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113020590	08/31/2024	X			RAMPINV	RAMP - INV	808,276.66

Grand Total: Void Total: 5,900.00   Total without Voids: 1,964,380.31

Summary of Items for October 2024 Meeting

Headline	Summary
Capital Asset Threshold Change	DESE recently changed their recommendation for the capital asset threshold from $1,000 to $5,000. As such, we would like to update the Kauffman School's Property, Plant & Equipment (PP&E) Process Narrative to reflect this change. With the approval of this change, any item under $5,000 will be expensed for accounting purposes in the year it was purchased. Any item of $5,000 or more will be placed on the balance sheet and depreciated over time. **Committee Action:** Recommend the Board approve the Capital Asset Threshold from $1,000 to $5,000 in alignment with updated DESE recommendations. **Board Action:** Approve the Capital Asset Threshold from $1,000 to $5,000 in alignment with updated DESE recommendations.

Ewing Marion Kauffman School (EMKS)
Property, Plant & Equipment (PP&E) Process Narrative

PURPOSE: To document the processes and controls related to PP&E

BACKGROUND: EMKS' PP&E consists of various items over an individual threshold of $5,000.

DOCUMENTED PROCESSES:

When a fixed asset is purchased it is identified in the cash disbursement process. The Finance Director is responsible for reviewing the coding of invoices approved for payment. When something is purchased that should be an asset the Finance Director will code the invoice with the designated Fund code to flag the item for "fixed asset posting" as part of the regular AP batch. The Finance Director will further include a copy of the invoice and provide the recommended coding for the asset in the AP batch email.

The asset is then transferred into the fixed asset module of Software Unlimited and coded to the proper class. The useful life and all other necessary information is set up at this time. The Finance Director is able to review the updates to the fixed asset listing during each month's financial statement review.

Assets are continually monitored and will be disposed of as needed or when EMKS notifies the accounting vendor of a disposal. In the event that a fixed asset needs to be disposed of before it is fully depreciated, the accounting vendor will retire the asset in the fixed asset module and the gain/loss on the disposal is automatically calculated. An inventory of fixed assets is maintained for both IT related assets and equipment.

Since the useful life is set up in the fixed asset module, there are no manual journal entries to record the monthly depreciation. This is automatically calculated and the accounting vendor posts the journal entry as part of the monthly close calendar duties.

Any activity during the month is captured on the fixed asset rollforward the accounting vendor prepares during the preparation of the monthly financial statement packet. The Finance Director reviews the rollforward and ties to the GL and the fixed asset detail report (printed from the module) and signs off on the packet.

Summary of Items for October 2024 Meeting

Headline	Summary
Title IX Coordinator	After attending a recent Title IX training, School leadership feels it is more appropriate for Antiqueka Tubbs, Director of Human Resources, to serve as the School's Title IX Coordinator. The current Title IX Coordinator is Katie Pasniewski, Chief Operating Officer. **Committee Action:** Recommend the Board approve Antiqueka Tubbs, Director of Human Resources, as the School's Title IX Coordinator, effective immediately. **Board Action:** Approve Antiqueka Tubbs, Director of Human Resources, as the School's Title IX Coordinator, effective immediately.
Board Policy 4120 - Employment Procedures	School leadership wish to edit Board Policy 4120 – Employment Procedures to include the Kansas Department of Social Services' Child Abuse/Neglect Registry in the School's background check procedures. This has been practice for some time, and this update will ensure the policy matches our Human Resource team's procedure. **Committee Action:** Recommend the Board approve the edits to Board Policy 4120 – Employment Procedures to include the Kansas Department of Social Services' Child Abuse/Neglect Registry in the school's background check procedures. **Board Action:** Approve the edits to Board Policy 4120 – Employment Procedures to include the Kansas Department of Social Services' Child Abuse/Neglect Registry in the school's background check procedures.
Board Policy 6420 - Evaluation Services - Test Security	School leadership wish to replace existing Board Policy 6420 – Evaluation Services – Test Security with DESE's model test security policy. **Committee Action:** Recommend the Board approve to replace existing Board Policy 6420 – Evaluation Services – Test Security with DESE's model test security policy. **Board Action:** Approve to replace existing Board Policy 6420 – Evaluation Services – Test Security with DESE's model test security policy.

Staff Travel Policy	School leadership wish to update the existing Staff Travel Policy in the Personnel Policies Handbook to reflect that we are no longer recommending travel be booked through Travel and Transport but rather through the travel platform in Ramp or other web-based travel booking platform. **Committee Action:** Recommend the Board approve the updates to the existing Staff Travel Policy to reflect changing recommendations for booking travel. **Board Action:** Approve the updates to the existing Staff Travel Policy to reflect changing recommendations for booking travel.
Authorized Use Policy	We have updated our Technology Authorized Use Policy to reflect recent improvements in cybersecurity procedures. **Committee Action:** Recommend the Board adopt the updated Authorized Use Policy. **Board Action:** Adopt the updated Authorized Use Policy.
Compliance Checklist	The School uses a checklist to confirm compliance with local, state, and federal laws and regulations as well as Board policies across all areas. A copy of the checklist is provided. During the October Governance Committee meeting, we will report our progress against this checklist. No Committee or Board action will be required.

Policies of The School Board for the Ewing Marion Kauffman School

Policy 4120: Employment Procedures

The Chief Executive Officer is responsible for the employment of all staff members, with the Board receiving timely reports on personnel changes and approving the budget by which personnel are compensated. In approving applicants, the Chief Executive Officer will be guided by the desire to obtain individuals committed to providing the highest quality education for the School's students. For Title I staff qualifications and hiring, refer to Policy and Regulation 1621 – Title I.

No person will be employed by the Chief Executive Officer until the School obtains a clear criminal record check as required the Missouri Department of Elementary and Secondary Education and a clear check of the Child Abuse/Neglect Registries maintained by the Missouri Department of Social Services and the Kansas Department of Social Services. The administration may also conduct random background checks after employment.

As part of the criminal records check, any person employed after January 1, 2005, shall submit two sets of fingerprints to be used by the Missouri Highway Patrol and the Federal Bureau of Investigation. The fingerprints shall be collected pursuant to standards determined by the Missouri Highway Patrol. However, any teacher who retires from any Missouri school and returns to the classroom as a part time teacher or a substitute within one year of retirement may be excused from a background check.

In order to hire a Board member's spouse, the position must have been advertised. (Refer to Policy 0342 – Nepotism, Conflict of Interest and Financial Disclosure.)

Former Employees

The Chief Executive Officer shall be authorized to provide information to potential employers about former employees, both certificated and non-certificated, to other public schools. This information includes disclosure that an employee has been dismissed for sexual misconduct or suspended where Children's Division has substantiated a claim of sexual misconduct with a student. Notice of this policy shall be provided to all current School staff and to all potential employers that contact the School regarding the possible employment of an employee.

Revised and adopted (6/11/2014)

Policies of The School Board for the Ewing Marion Kauffman School

Policy 6420: Evaluation Services- Test Security

Test Security

1. All Missouri Assessment Program materials including standardized test tickets are to be stored, immediately upon receipt, in a secured area. Student test tickets shall remain in the secured area except during those time periods necessary for processing, scoring, or delivery to and from locations as part of the testing process.

2. Only the Director of Data, Manager of Data, and Data Analyst shall have access to stored test tickets and secure materials.

3. The Data Team shall ensure that test materials are counted and inventory sheets are completed.

4. Teachers shall not have access to student secure materials prior to the testing period designated in the School Testing Calendar, unless it is necessary to comply with a student's IEP.

5. At least one week prior to testing, members of the Data Team shall provide training for:

   a. Completing all forms, including inventory sheets, validity forms, and completed testing envelopes;

   b. Test administration and completed material collection procedures;

   c. Test security; and

   d. Special procedures for IEP students, make-ups for absentees, required time schedules, and other processes.

6. All items that have instructional context clues shall be removed from the walls of the room in which tests are to be administered. Examples include: maps, multiplication tables, and periodic tables.

Test Administration

1. Test materials shall be distributed to teachers immediately prior to testing except that:

   a. Administrative manuals may be provided to teachers for the purpose of preparing to administer the test(s).

2. Tests will be administered in classrooms by staff members who have been trained

in test security and administration procedures.

   a. Any administrator or network team member who could be present in a testing room is also required to complete annual training.

3. Students will not receive test tickets until the time for testing has begun.

4. Test administrators will actively monitor students at all times during the test administration.

5. Once a test section is started, it should be completed same day, in the time allotted according to the examiner's manual, unless there is an unforeseen emergency or accident. As a result, an un-timed MAP or EOC testing period should be scheduled at the beginning of the school day.

6. Make-up tests will be given as set forth in the School Testing Calendar. Staff members who are trained in test security and administration will administer the make-up test according to all administration and security procedures. Make-up tests are given to students who were absent or unable to complete an entire subject area of the test during general testing block.

7. Except for cases of specified acceptable accommodations according to a student's IEP/504/EL plan, all individuals administering the test will follow exactly the procedures outlined in the test administration manual.

Test Collection and Storage Following Testing

1. Test administrators will be responsible for counting secure test materials, organizing them according to instructions, and storing them in a secure area of the classroom until picked up immediately after testing by a member of the Data Team.

   a. Test administrators shall prepare all secure test tickets, scratch paper, and any non-secure materials (examiner's manuals, testing bings, etc.) in preparation for pick up. Pick-ups and deliveries will follow the time schedule set forth in the School Testing Schedule.

Sanctions Against Unfair Practices

The following list provides unfair practices the School considers inappropriate and subject to sanction for staff members:

1. Copying, in any way, any part of a standardized test for any reason.

2. Removing secure test material from a secured area without the permission of the Director of Data.

3. Failing to return all secure test materials (used and unused) following test

administration.

4. Directly teaching any test item included on a test (teaching practice test items and approved materials from published teachers guide books for assistance and guidance in teaching testing taking strategies are excluded).

5. Using any test preparation materials that have not been approved by the Director of Data.

6. Indicating to students during testing they have answered one or more items correctly or incorrectly.

7. Giving students clues or answers to questions, allowing students to give each other answers to questions or to copy each other's work.

8. Altering student's answers.

9. Altering test administration procedures in any way that violates any agreements with the test publisher.

10. Unduly pressuring or encouraging other staff to engage in any of the aforementioned inappropriate or unfair practices.

11. If a School staff person is suspected of engaging in any of the aforementioned unfair practices, an immediate investigation will occur under the direction of the Chief Operating Officer, Principal or Director of Data and a representative of the Human Resources Department. If allegations are proven, the appropriate authorities will be notified, and the individuals involved may be fined or have their teaching certificates revoked by the State Board of Education, depending on the final determination of the gravity of the breach of ethics.

Cellphone/Smart Watch Policy

The test administrator shall collect all cell phones and other wearable technology before the students start testing. Any adult in the testing room shall leave their cell phone or other wearable technology in a secure location with student technology.

However, if a student uses their cell phone or other wearable technology to monitor or track a medical issue, the student may have their cell phone or other wearable technology in the testing room. The test administrator shall hold the cell phone or other wearable technology. The cell phone or other wearable technology shall be set to "do not disturb" for all phone calls, test messages, and other non-medical alerts.

In order to have their cell phone or other wearable technology in the testing room, the

student shall be required to provide a doctor's note to the school at least one week before the beginning of test administration.

Adopted and or ratified (10/9/2024)

Travel Policy – Employees

The following is a summary of key requirements to be reimbursed for expenses incurred while performing pre-approved business activities on behalf of the Ewing Marion Kauffman School.

All reimbursement requests are audited for compliance with these requirements. The Kauffman School has the right to deny reimbursement for any expense that is identified as non-compliant.

Travel may be booked through the travel platform on Ramp or through web-based travel platforms.

Reimbursement requests must be submitted within 30 days of incurring expenses.

	Reimbursable	Receipt Requirements	Not Reimbursable
Air Travel	Lowest price, nonstop coach to meet business needs Book 14 days in advance	Name of carrier, name of traveler, dates of travel, class of airfare booked, and confirmation of payment	Upgrade fees (e.g. reserved seats, upgraded seats, boarding upgrades)
Car Transportation	Airport parking – most economical Car service – trips more than 3 days Personal car – reimbursable mileage per IRS Rental – use at least once per day on business trip	Name of rental company, name of traveler, dates of rental, class of rental booked, and confirmation of payment	Personal expenses (e.g. satellite radio, car repairs, tickets, fines, traffic violations) Insurance add-ons
Lodging	Reasonably priced room in reasonably close proximity to business activities	Name of hotel, name of traveler, dates of stay, class of accommodations, and confirmation of payment (zero dollar folio)	Personal expenses (e.g. laundry, movies, mini-bar charges) and luxury accommodations No show charges Confirmations/quotes
Meals	Use best judgment in incurring reasonable cost Tips up to 20%	Itemized receipt; confirmation of payment	Alcohol

EQUIPMENT, TECHNOLOGY AND INTERNET USE

Care of Materials, Equipment and School Property

When materials and equipment are issued for use in the classroom, the staff member is responsible to assure the items are not misused or mistreated. If an item is damaged, the staff member shall be responsible for reporting the condition to the Director of Operations or his/her designee. If an item is stolen the staff member shall notify the Director of Operations or his/her designee that the item is missing and the Director of Operations or his/her designee shall, with information supplied by the staff member, make a formal police report. When the report has been made it shall be turned over to the Director of Operations or his/her designee for appropriate action regarding inventory adjustments as well as determining if an insurance claim should be filed.

Use of Electronic Equipment

To ensure that the Kauffman School's electronic equipment is used only for lawful and appropriate purposes and to further its business interests, the Kauffman School has adopted the following Policy which applies to all team members. Each team member and student having access to the electronic equipment of the Kauffman School is required to abide by this Policy. The Kauffman School will strictly enforce this Policy.

Acceptable Uses of the Kauffman School's Equipment

Software and business equipment, including telephones, facsimile machines, computers, iPads or similar tablets, cell phones and laptops and the Kauffman School's electronic mail system, the Kauffman School's Internet access, and copy machines (collectively, the "Equipment") are intended to be used for business purposes only. The Equipment is the exclusive property of the Kauffman School, and its sole purpose is to facilitate the business of the Kauffman School. Each student and team member has the responsibility to use the Equipment in a productive and appropriate manner.

Unacceptable Uses of the Kauffman School's Equipment

The Kauffman School's Equipment may not be used for transmitting, receiving, or storage of any communications of a defamatory, discriminatory, or harassing nature, or materials that are sexually explicit, pornographic, or obscene. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin, or physical attributes shall be transmitted through the Kauffman School's Equipment. The Kauffman School will not tolerate actions that may create a hostile environment. Equipment may not be used for any purpose which is illegal or against the Kauffman School's policies or contrary to the Kauffman School's best interest.

Sensitive or confidential information respecting the Kauffman School, its students, or its vendors should not be transmitted via the Internet or over facsimile machines without the consent of the Kauffman School. Solicitation of non-Kauffman School business, or any use of the Kauffman School's Equipment for personal gain, is prohibited.

Downloading or installing non-business-related software on any Kauffman School equipment is prohibited, as this poses significant risks, including potentially introducing security vulnerabilities to Kauffman School's environment. All team members must ensure that only authorized and regulated software, managed by the technology team, is installed on Kauffman School equipment. Before installing any new software, staff must submit a helpdesk ticket that includes the software name and business reason the software is needed. Approval from the technology team is required prior to installation to ensure that the software meets security and compliance standards.

Technology and Internet Acceptable Use

Unacceptable Uses of Technology/Internet

All individuals must adhere to this policy to protect Kauffman School's and student's data in compliance with applicable regulations and laws, and to ensure we are providing our staff and students with safe, secure, and effective technology systems. Unacceptable uses of Technology/Internet include but are not limited to:

- Violating the conditions of federal and Missouri law dealing with students and team members' rights to privacy. Trespassing in others' folders, work, or files; copying other people's work or attempting to intrude onto other people's files; using other users' e-mail addresses and passwords.

- Using profanity, obscenity or other language which may be offensive to another user; sending messages with derogatory or inflammatory remarks about an individual's race, sex, age, disability, religion, national origin or physical attributes via the Internet or Technology; bullying, insulting, intimidating, or attacking others; transmitting any material in violation of federal or state law.

- Accessing profanity, obscenity, abusive, pornographic, and/or impolite language or materials, accessing materials in violation of Board Policies or policies found in the Student and Family Handbook. A good rule to follow is to never view, send or access materials that you would not want your colleagues to see.

- Violating copyright laws by illegally downloading or installing music, any commercial software, shareware, or freeware. You are required to strictly comply with all licensing agreements relating to any software. All copyright laws must be respected.
- Plagiarizing works through the Internet or other Technology. Plagiarism is taking ideas of others and presenting them as if they were original to the user.

- Damaging Technology devices, computers, iPads, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).

- All computing devices will be managed by IT and must have up-to-date security software, including anti-virus, anti-malware, firewalls, updates and other security configurations. Modifying or attempting to work around or defeat these security controls is prohibited.

- Using the Technology or the Internet for commercial purposes or activities, which is defined as offering or providing goods or services or purchasing goods of services for personal use, and includes, but is not limited to, the following:

- any activity that requires an exchange of money and/or credit card numbers;
- any activity that requires entry into an area of service for which the Kauffman School will be charged a fee;
- any purchase or sale of any kind; and
- any use for product advertisement or political lobbying.

- Neither the Internet nor any other Technology may be used for any purpose which is illegal or against the Kauffman School's policies or contrary to the Kauffman School's mission or best interests.

All individuals are expected to be responsible, courteous and thoughtful when using Technology and the Internet. Common sense should prevail. The use of the Kauffman School computer network system should be in support of education and research, consistent with the educational mission or objectives of the Kauffman School and in accordance with federal law, Missouri law and all school policies.

Staff members have no expectation of privacy with respect to the use of Technology, the Internet, intranet or e-mail. Maintenance and monitoring of the Kauffman School network system may lead to the discovery that an individual has or is violating Kauffman School policy or the law. Violations of Kauffman School policy or the law may result in severe penalties, up to and including expulsion.

The Kauffman School makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Kauffman School technology system will be error-free or without defect. The Kauffman School will not be responsible for any damage people may suffer, including but not limited to, loss of data, interruptions of service, or computer viruses. The Kauffman School is not responsible for the accuracy or quality of the information obtained through or stored on the Kauffman School system. The Kauffman School will not be responsible for financial obligations arising through the authorized use of the system.

Employees are responsible for ensuring critical data is backed up and does not exist solely on their personal device. The Kauffman School only provides backups for all Kauffman-provided server and cloud systems. Individual laptops, phones, tablets, and other devices are not backed up. It is therefore critical that Associates preserve all organization files and other data in the Kauffman-provided technology systems.

In accordance with the Children's Internet Protection Act ("CIPA"), the Kauffman School has placed a filter on its Internet access as one step to help protect its users from intentionally or unintentionally viewing inappropriate material. The Kauffman School blocks the categories that are determined to be potentially inappropriate. However, families must be aware that some material accessible via the Internet contains illegal, defamatory, inaccurate, or potentially offensive language and/or images. While the goal of the Kauffman School is to use Internet resources to achieve educational goals, there is always a risk of students accessing other materials. Staff should be aware of these risks.

Electronic Communications

All computers, electronic and telephonic communications systems, including internet access and all communication and information transmitted by, received from, or stored in these systems is the property of the Kauffman School. As such, they are intended to be used for job-related and business purposes only.

The Kauffman School is a public institution. Both internal and external communication is public domain. As such, we should all remind ourselves that anything written or documented here can be requested by any member of the public.

The Kauffman School reserves the right to monitor or review any information stored or transmitted on its equipment.

Internet Communications

Students and team members are responsible for the content of all information that they transmit over the Kauffman School's equipment. All electronic communications must correctly identify the student or team member responsible for the communication. Any information sent to an individual outside of the Kauffman School via the Kauffman School's Equipment is considered a statement that reflects on the Kauffman School. All communications sent by students and team members via the Kauffman School's Equipment must comply with this and other Kauffman School policies.

Intellectual Property (Kauffman School)

The Kauffman School is excited to share its work and documentation with others interested in creating college graduates. It is important, however, that any public documents that may be

readily accessible to a wide audience are properly marked to ensure there is no illegal profit or unethical use of the school's work.

The document containing appropriate copyright and intellectual property identification information is available electronically on the S: drive under Communications / Proprietary Information. *Any staff member intending to distribute information created at or for the Kauffman School must receive approval for the distribution from the Chief Executive Officer (or his/her designee).*

In addition, the following practices should be observed regarding information created at the school:

- Post and distribute items as PDFs unless Adobe conversion presents insurmountable technical difficulties.

- Include the copyright line and watermark on all documents proprietary to the Kauffman School.

- Check with the Principal or Chief Executive Officer if there is any question of whether a document should have the copyright footer and/or the watermark.

- This document with proprietary language is located on the S: drive under Communications/Proprietary Information

- Any work product resulting from employment including any curriculum lesson plans, handouts, study presentations or similar material is the property of Kauffman School.

Copyright and Software Issues

All software used at the Kauffman School is to be procured by and owned by the Kauffman School. License agreements relating to any software will be strictly complied with.

In addition to the downloading and installation of software as described above, any student or team member desiring to reproduce or store information of any sort downloaded from the Internet should contact the Director of Operations or his/her designee to determine whether the intended use is permissible. Copyright laws are very complex and can apply even to information that appears to be freely available for any use. No copyrighted material will be copied illegally on the Kauffman School's Equipment or transmitted through the Kauffman School's Equipment.

The Board encourages teachers and staff assigned to the Kauffman School to make judicious use of appropriate printed materials, sound recordings, and electronic programs in the curriculum but recognizes that Federal law, applicable to public schools, protects authors and composers from the unauthorized use of their copyrighted work.

The copyright law of the United States (Title 17, USC) governs the making of photocopies or other reproductions of copyrighted materials. According to the copyright law, it is illegal to copy or reproduce on disk or paper, by use of school equipment or any other means, materials for which the person reproducing or the Kauffman School does not own the copyright, unless the written permission of the copyright owner has been obtained, or unless the activity is within some of the limited exceptions to the copyright laws. Copyright infringement carries with it serious civil and criminal penalties under law.

Title 17, Section 107, regarding the Fair Use of copyrighted work, reads in pertinent part:

. . . [T]he fair use of a copyrighted work, including such use by reproduction in copies or photo-records or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;

2. the nature of the copyrighted work;

3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and

4. the effect of the use upon the potential market for or value of the copyrighted work.

Social Media Policy

The Kauffman School recognizes the proliferation and usefulness of online resources to inform its school community of activities and to recruit talented teachers and staff to the school. Due to the nature of social networking sites, there exists a risk that the lines between one's professional life and personal life will be blurred.

Kauffman School staff is prohibited from communicating with students and families via social media, email, text messaging, or other forms of communication not specifically approved by the Kauffman School's Chief Executive Officer or Principal. Kauffman School team members should communicate with students and families via face-to-face meetings and phone calls, or other school and approved tools as may be implemented.

EMKS Compliance Checklist

For Calendar Year 2024

Board Policies

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
0321	The Board will meet annually in the first three months of the school's fiscal year following the School's first year of operation to elect a Chair, Secretary, and Treasurer. **Chair/President:** **Executive Director:** **Secretary**: **Treasurer:**	Board Chair	9/15	
0342	No Board member is employed by the School. No Board member is employed by or has an ownership interest in an organization that is providing substantial fee for service services to the School.	Board Chair	9/15	
0342	Board Members have filed annual statements with the DESE and filed conflicts of interest disclosures.	Board Chair	5/1	
Bylaws	Board Members Identified By Class. Term end dates identified as board members can serve no more than 2 consecutive full 3 year terms.	Board Chair	9/15	
0360	The Board Has Identified a Discipline Committee (minimum two directors, recommend at least 3)	Board Chair	9/15	
0360	The Board Has Named a Governance Committee (minimum two directors, recommend at least 3)	Board Chair	9/15	
0360	The Board Has Named a Finance Committee (minimum two directors, recommend at least 3) and an Audit Committee as follows:	Board Chair	9/15	

0510	By June of each year the Board will submit proposed operational changes for the following school year to the School's university sponsor for approval. Mid-year changes may be submitted to the School's university sponsor for approval when the School determines a need.	DOO	6/30	
1210	The Board will annually adopt a school calendar that will provide for a minimum of 174 days and 1,044 hours of pupil attendance by May 15th each year. The beginning of the school year will not generally be set more than ten (10) days prior to Labor Day.	Board Chair	5/15	

1310	Assignation of compliance coordinators:
	   1. Section 504 Coordinator
	      a. Section 504 Grievance Procedure in place
	
	Annual notice of the Section 504 Coordinator's name, address, and telephone to be placed in school catalogs, handbooks, etc.
		DOO	8/1	

1310	Title IX Coordinator has been named and a Title IX Grievance Procedure is in place. An annual notice of the Title IX Coordinator's name, address, and telephone is placed in school catalogs, handbooks, etc.	DOO	8/1	
1405	Formation of a Parent Involvement Committee	DOO	8/31	
1450	The Board has designated that the Director of Operations should serve as custodian of records. The Custodian of records name and phone number should be publicly listed (e.g.- in the student & family handbook).	Board Chair	8/1	
1450	Custodian of Records maintains the records listed in Exhibit A and has identified the repository in which the records identified in Exhibit A are retained and has a procedure to ensure that the records are retained for the periods outlined in Exhibit A.	DOO/ Custodian of Records	8/31	
1516	Annually set an administrative fee estimated to cover the costs of preparing, copying and mailing the student information required to be provided pursuant FERPA. The notification requirement is satisfied if the School annually states a general intention to honor requests by other schools for school records regarding that student in relation to a request for transfer in an annual FERPA notice to the parents.	DOO	8/1	

1720	Board to review/evaluate the CEO by May 31. Any process used for evaluation must conform to the Essential Principles of Effective Evaluation adopted by the MO Board of Ed.	Board Chair	5/31	
1725	CEO evaluates principal by May 31 and evaluations conform to the Essential Principles of Effective Evaluation adopted by the MO Board of Ed.	CEO	5/31	
2600	Student Family Handbook is reviewed and updated by August 1st each year.	DOO	8/1	
2600	Student and Family Handbook is approved by the Board by August 15th each year.	Board Chair	8/15	
2600	Student and Family Handbook presented to each parent and posted on the school web site.	DOO	8/17	
2780	The Chief Executive Officer has designated in writing the specific person or persons to serve as the School's official liaison for reporting & investigating abuse.	CEO	8/1	
2790 (& Student Handbook)	Social Work Team and Dean Team have been provided with a list of community resources & professionals to assist with suicide prevention situations.	Dean of Students		
2790 (& Student Handbook)	The School's suicide prevention policy and related procedures and documents have been posted on the School's Web Site.	Dean of Students		
2860	Implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators." A copy of the guide is on file in the office of the School Nurse.	DOO	8/31	
3106 (See also 4140)	Board approves Chief Compliance Officer by August 15th each year).	Board Chair	8/15	
	The names and contact information for the Chief Compliance Officer and the Title IX officer have been published in the student and family handbook.	DOO	8/15	
3110	Each year the Chief Executive Officer is required to submit to the Board for their consideration a detailed annual budget showing estimates of income and expenditures for the ensuing fiscal year.	CEO	6/1	
3110	The Board adopts the budget by June 30.	Treasurer	6/30	
3170	The School has designated a Purchasing Officer to oversee compliance with the board's procurement policy. This person is by default the Director of Operations but the DOO may designate a different purchasing officer	CEO	8/1	
3170	The school uses the following method to record a rationale/justification for the method of procurement, selection of contract type, selection of the contractor	Purchasing Officer	8/1	

	and the contract price (a justification for why a bid other than the lowest bid has been selected if a different bidder's bid is selected). Describe Process: Agreements entered into Fluxx in excess of $3,500 will validate the info above using the "$50,000 and over" section. Cat has developed a form that will be submitted into Concur or along with a check request to validate the above info for matter that do not go through Fluxx.			
3170	For purchases between $3500 and $100,000, the purchasing officer is notified and 2 price quotes are received (or a sole source justification is provided).	Purchasing Officer	8/1	
3170	For all contracts over $100,000, competitive negotiation or competitive bidding has been undertaken unless (1) there is a sole source justification (2) an approved provider has been used for routine purchases (e.g.- office supplies), or (3) a cooperative purchasing program has been utilized.	Purchasing Officer	8/1	
3340	Bond compliance officer is designated by August 15th.	Treasurer	8/15	
3510	Annual Audit has been conducted by an independent certified public accountant in the past 365 days and the audit report delivered to the Board for examination.	Treasurer	9/1	
3510	The school competitively bid auditing services.	Treasurer	9/1	
3510	The Board has approved the selection of the auditor.	Board Chair	9/1	
4120	Notice of former employee disclosure policy shall be provided to all current School staff. (policy states the school is authorized to inform potential employers if a staff member is dismissed for sexual misconduct or suspended where Children's Division has substantiated a claim of sexual misconduct with a student)	DOO	8/15	
4130	Personnel policies reviewed and updated so that they may be presented to the Board for approval	DOO	8/1	
4130	Personnel policies approved by board by August 15th each year.	Board Chair	8/15	
4840	Employees have received conflict of interest training and completed a conflict of interest disclosure form distributed and collected by the Secretary of the Board	DOO	8/15	

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

Student & Family Handbook

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

Personnel Policies Handbook

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
	The Kauffman School has a performance review program in place in which each team member receives a performance review each year.	CEO	8/1	
	Each team member also shall annually submit information about all affiliations with current and potential organizations and persons with which the Kauffman School does or is likely to do business. (See BP 4840)	HR	8/15	
	Annual training for staff regarding sexual abuse, abusive relationships, and obligations to report, including up-to-date and reliable information on identifying signs of sexual abuse in children and danger signals of potentially abusive relationships between children and adults	CCO	8/15	
	Create a Crisis Management Plan that among other things identifies the official spokesperson for the school and what employees and board members should do if contacted by the media regarding the crisis.	DOO	8/15	
	The Kauffman School provides each team member with a separate binder outlining procedures and protocols associated with fires, climate, and other situations requiring extraordinary responses and reviews this material with school staff by September 15th.	DOO	8/15	
	Active shooter procedures are included in the Crisis Management Plan.	DOO	8/15	
	Annual simulated active shooter & intruder response drill conducted and led by law enforcement professionals has been conducted. (required by RsMO 170.315	DOO	9/15	
	Registered Nurse has been hired or contracted with to supervise all health services at the School.	DOO	8/15	
	School Nurse: • Maintains copies of: • Student health forms;	School Nurse	10/1	

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
	• Physician documentation of significant diagnoses (including asthma, food allergy, seizure, diabetes and others). • Has a list of all Missouri Department of Health mandated health screenings for students by grade level; • Has reviewed the EMKS student and family handbook; and • Dispenses medication only as permitted by the student and family handbook:			
	EMKS has the following items on hand • Epi-Pen • Albuterol solution and nebulizer	School Nurse	9/15	
	EMKS has trained staff members on the causes and symptoms of and response to allergic reactions including the use and/or location of epi-pen.	School Nurse	9/15	
	EMKS has initiated a 504 process for all students enrolled with Diabetes.	504 coordinator	9/15	
	School Nurse maintains diabetes related medication and supplies for all students with Diabetes and has a process for communicating with parents when inventory of supplies for a student are running low. School Nurse has received an Emergency Supply Kit for all students with diabetes.	School Nurse	9/15	
	Kauffman School has trained staff members and bus drivers transporting students with Diabetes about how to recognize and respond to hypoglycemia and hyperglycemia (including who to contact) as required by student and family handbook.	School Nurse	9/15	

Other Recommendations and Updates

Policy	Task	Person Responsible	Date Due	Task Completed (Person Responsible Signs and Dates)
Required by Highway	Local Agency Security Officer (LASO) Appointed (this is the person who accesses or controls access to the Missouri State	DOO	8/1	

Patrol for Security Checks	Highway Patrol database (or the CJIS) for criminal background check purposes)			
	LASO has documented: • Who has access to the CJIS at EMKS; • The network architecture for how EMKS is connected to the CJIS; • EMKS is following MSHP screening requirements for the people who have access to the CJIS at EMKS; • The approved network architecture and security measures are actually working (i.e.- has been validate/tested) • He/she is aware that any breaches of the CJIS must be reported to the MSHP.	LASO	9/15	
ELL Plan	ESOL certified teacher is appointed as ELL Coordinator. Name: _____	Director of Special Education	8/15	
ELL Plan	EMKS has 1 full time ESOL certified teacher for every: • 30 ELL students in 5th-6th grade; • 33 ELL students in 7th-12th grade	ELL Coordinator	8/15	
ELL Plan	ELL Coordinator has reviewed the ELL Plan approved by the EMKS Board and understands its requirements.	ELL Coordinator	9/1	
	Board approved wellness Policy has been published on the EMKS web site.	School Nurse	10/1	
Wellness Policy	Wellness Policy: • Wellness Committee has been established; • Implementation Plan for the Wellness Policy has been established. • A Wellness Policy File has been established to document compliance with the requirements of the Wellness Policy. • Public notification for the wellness policy has been completed. • Assessment detailing compliance with the wellness Policy has been published in the past 3 years	School Nurse	10/1	
AED Policy	AED Policy has been reviewed in the past 12 months to ensure EMKS compliance.	School Nurse	10/1	

AED Policy	AEDs are stored in a wall cabinet with clear signage as to their location in strategically placed and readily accessible locations for rapid utilization.	School Nurse	10/1	
AED Policy	AED checked on a monthly basis and checks documented on an AED monthly check log.	School Nurse	10/1	
AED Policy	School Nurse has a valid ARC or AHA certification for CPR/AED for healthcare providers.	School Nurse	8/1	
AED Policy	Administrative staff, operations team, fitness instructors and athletic coaches are CPR/AED have been first aid certified in the past two years.	School Nurse	10/1	
	State statute includes a requirement that schools adopt teaching standards as mandated by R.S. Mo 160.045.	CEO	8/1	
Identify sports to be played for the upcoming school year by April 15th. Paperwork to register athletic teams is filed with MSHSAA and any leagues in which the school teams plan to participate by May 1st.		Athletic Director	4/15	
Coaches for next school year's sports identified by August 1st.		Athletic Director	8/1	
Are there any Athletic Cooperative Agreements? If so, the arrangement must be approved by the Board. Cooperative Agreement W/: _____(Name School) What sports are included? Date Board Approved Cooperative Agreement: _____		Athletic Director	6/1	
All athletic coaches have obtained mandated MSHSAA certifications and have attended mandated MSHSAA training programs		Athletic Director	8/1	
All athletic coaches have reviewed the MSHSAA concussion protocol.		Athletic Director	8/15	
All athletic coaches have been properly trained and prepared for the upcoming school year, including all of the following: • All sports participants must pass physicals; • All sports participants must sign and return waiver; • Coaches know what to do in the event of a medical emergency; • Coaches know how injured participants will receive medical treatment and care in the event of an injury; • Who is handling game day game administration tasks (security, scorekeeping, scoreboard announcing, officials, etc.)		Athletic Director	8/15	

Supplemental Insurance procured for all sports participants by August 1st .	DOO	8/1	
Athletics Handbook Reviewed, Updated and submitted to the Board for approval by August 15th	DOO	8/1	
Athletics Handbook approved by Board for by August 15th	Board Chair	8/15	
Schedule annual fire drill and get in compliance with the City of Kansas City fire marshal requirements.	DOO	9/30	
Annual non-discrimination notice has been published in local newspaper and included in the student and family handbook	DOO	3/31	
Review White-Listed web sites for educational content and verify that the list is acceptable by September 15 each year.	Dir of Data and Tech	9/15	
Review white list process for enabling web sites to not be filtered out by the school's Child Internet Privacy Act compliant filter	Dir of Data and Tech	9/15	
All computer systems (including all systems that use the Cloud to store data) storing business critical data or data that is protected by FERPA or other privacy law have been evaluated and it has been certified that these systems: (1) Have reasonable security protections in place; (2) Have appropriate and documented data backup protections that would enable the school to continue accessing and using the data in the event of a disaster or vendor failure; (3) Comply with FERPA (and any other privacy laws that may apply); (4) Comply with DESE mandated regulations (if any); and (5) Comply with other school policies and directives of the board (if any).	Dir of Data and Tech	8/1	
Bus contract has been bid or a statement of renewal in compliance with federal reimbursement guidelines has been recorded.	DOO	5/1	
Food contract has been bid or a statement of renewal in compliance with federal reimbursement guidelines has been recorded. * 7 CFR Ch. II (Section 210.16)(d) *Duration of contract.* The contract between a school food authority and food service management company shall be of a duration of no longer than 1 year; and options for the yearly renewal of a contract signed after February 16, 1988, may not exceed 4 additional years. All contracts shall include a termination clause whereby either party may cancel for cause with 60-day notification.	DOO	5/1	
Director of Special Education is appointed and DESE is notified as to the identity of such director. .	DOO	8/1	

School has provided annual in-service training on the following topics by September 15th: 1. Methods of dealing with school violence 2. Identifying student abuse/neglect, reporting requirements and updates to the law (see Board policy 2780) 3. School's student discipline policy 4. IEP's for students with disabilities and discipline of students with disabilities. 5. FERPA and requirements of student confidentiality 6. Social Media Policy and Communication with Students 7. Acceptable use of electronic networks and cloud storage policies. 8. Anti-harassment 9. Anti-hazing and bullying policy 10. Conflict of Interest Policy and Annual Disclosures 11. Past Employee Abuse Reporting Policy 12. Crisis Management Plan 13. Whistleblower and Reporting 14. Diabetes Training (see Diabetes Policy in Student & Family Handbook) 15. Allergic Reaction Response Training (see Student Allergy Prevention and Response Section of Student & Family Handbook) 16. Suicide Prevention (including (a) the obligation of staff to notify the Social Work, Dean or Admin Team if the staff member believes a student is at risk for suicide and (b) the School's protocol for suicide prevention & response). 17. Active Shooter drill led by law enforcement professionals.	DOO	9/15	
School has reviewed the above topics with the school's legal counsel and has ensured the in-service training covers topics the school's legal counsel identifies for inclusion.	General Counsel	6/30	
All school staff have received instruction on referring media inquiries to the EMKS communication team.	DOO	8/15	
CEO and Dean of Students have reviewed student discipline policy with EMKS General Counsel by August 1st.	CEO	8/1	
Policy regarding uniforms and charges therefore is reviewed and approved by EMKS legal counsel.	CEO	8/1	
Board has reviewed and approved the school's anti-hazing and bullying policy by August 15th each year.	Board Chair	8/15	

Insurance Applications Submitted For : • Property & Facility • General Liability • Umbrella • D&O • Cyber • Abuse & Molestation • Student Activity • Other	DOO	7/1	