



**HOME OF THE
TIGERS**

Dr. Allen Moss
Superintendent
417-967-3024, Ext. 2102
417-967-4887, Fax

Board of Education
Jo Holland
President

Jennifer Scheets
Vice-President

Leon Slape
Secretary/Treasurer

Curtis Hubbs
Member

Stacie Ely
Member

Christie Koch
Member

Darren Ice
Member

Jody Jarrett
Elementary Principal
417-967-3024, Ext. 2202

Amber Stephens
Middle School Principal
417-967-3024, Ext. 2301

Amy Smith
High School Principal
417-967-3024, Ext. 2402

Jeremy Smith
*Director, Exceptional
Child Cooperative*
417-967-3196, Ext. 2501

Houston R-I School District

423 West Pine Street – Houston, Missouri 65483

A+ Designated School

AGENDA

July 11, 2017– 6:00 p.m.
Closed Session – 6:00 p.m.
Open Session – 6:30 p.m.

Regular Board of Education Meeting
High School Library Media Center
423 W Pine, Houston, MO

- I. Call to Order – Jo Holland**
- II. Closed Session**
 - A. Personnel – 610.021 (3) and (13)
- III. Open Session – Call to Order**
 - A. Special Recognitions – 5 minutes
 - B. Pledge of Allegiance
 - C. Approve Meeting Agenda
- IV. Patron Participation**
 - A. Correspondence – 5 minutes
 - B. MSTA/MNEA Representatives – 5 minutes
 - C. PTO
 - D. Staff/Patron Comments on Agenda Items – 5 minutes per individual
- V. Old Business**
- VI. New Business**
 - A. Approval of Consent Agenda Items
 1. Approve minutes of previous board meetings
 2. Approve claims for payment
 3. Approve fund transfers
 - B. Set Tax Rate Hearing – Dr. Moss
 - C. Set School Start Date Hearing – Dr. Moss
 - D. Roof – Dr. Moss
 - E. HS Drama Extra Duty – Dr. Moss
 - F. PT/OT Therapy – Dr. Moss
- VII. Program Evaluations**
 - A. Fiscal Management – Dr. Moss
 - B. Board Policy – Dr. Moss
- VIII. Reports to the Board**
 - A. Student Liaison to the Board Report – Melody Buse
 - B. Elementary Principal Report – Mrs. Jarrett
 - C. Middle School Report – Mrs. Stephens
 - D. High School Report – Mrs. Smith
 - E. Exceptional Child Cooperative – Mr. Smith
 - F. Athletic Director – Brent Hall
 - G. Wellness Update – Loran Richardson
 - H. Superintendent's Report – Dr. Moss
 - I. MSBA Delegate Report
- IV. Patron Comments/Next Board Meeting**
 - A. Patron Comments – 5 minutes per individual
 - B. Next Board Meeting
 1. August 8, 2017
- X. Adjournment**

Houston Public Schools
Houston, MO 65483

Minutes of the Board of Education in regular session June 13, 2017

Quorum	A regular meeting of the Board of Education Houston R-I School District of Texas County, Missouri was convened at 6:00 p.m. with the following members present: Leon Slape, Stacie Ely, Jennifer Scheets, Christie Koch, Darren Ice, and Jo Holland.
Closed Session	A motion was made by Jennifer Scheets and seconded by Leon Slape to go into closed session pursuant to RsMO 610.021, subsections 3 and 13. Motion carried 6-0. Christie Koch yea, Stacie Ely yea, Jennifer Scheets yea, Leon Slape yea, Darren Ice yea, and Jo Holland yea. Open Session began at 6:35 p.m.
Special Recognition	None
Pledge of Allegiance	Coach Hall lead the Board in the Pledge of Allegiance.
Approve Agenda	A motion was made by Jennifer Scheets and seconded by Leon Slape to approve the agenda as amended. Motion carried 6-0.
Correspondence	Dr. Moss updated the Board regarding bus inspections.
MSTA/MNEA	None
PTO	April Arnold updated the Board on the PTO.
Patron Comments	None
Amy Christeson	Mrs. Christeson spoke to the Board regarding her business providing snacks at school.
Old Business	
Preliminary FY18 Budget	A motion was made by Leon Slape and seconded by Stacie Ely to approve the preliminary budget for 2017-18 as presented by Dr. Moss. Motion carried 6-0.
New Business	
Consent Agenda	A motion was made by Leon Slape and seconded by Jennifer Scheets to approve the consent agenda as presented. Motion carried 6-0.
Minutes	Approve minutes from the May 9, 2017 Regular Board Meeting.
Claims for Payment	Claims approved for payment were checks 16503-16726.
Transfers	None

MSBA Policy 2017B

A motion was made by Jennifer Scheets and seconded by Leon Slape to approve MSBA Policy 2017B as presented in MSBA reference copy. Motion carried 6-0.

MSBA Policy 2016C/JG-R1

A motion was made by Leon Slape and seconded by Christie Koch to approve MSBA Policy 2016C/JG-R1 as presented in the MSBA reference copy, the Board held this for future action at the November 8, 2016 meeting. Motion carried 6-0.

2017-18 Bids

A motion was made by Jennifer Scheets and seconded by Darren Ice to approve the propane bid as submitted from Pinnacle for .99 per gallon for the 2017-18 school year. Motion carried 6-0.

A motion was made by Leon Slape and seconded by Christie Koch to approve the copy paper bid as submitted from Sam's Club for \$22.04 per case for the 2017-18 school year. Motion carried 6-0.

A motion was made by Darren Ice and seconded by Jennifer Scheets to approve the exterminating bid as submitted from Stallcup Exterminating for the 2017-18 school year. Motion carried 6-1.

A motion was made by Leon Slape and seconded by Darren Ice approve the dairy bid as submitted from Top Gun Trucking for the 2017-18 school year. Motion carried 6-0.

A motion was made by Leon Slape and seconded by Stacie Ely to approve the bread bid as submitted by Earthgrains/Bimbo for the 2017-18 school year. Motion carried 6-0.

A motion was made by Darren Ice and seconded by Stacie Ely to approve the photography services bid as submitted by Ward Photography for the 2017-18 school year. Motion carried 6-0.

Building Handbooks

A motion was made by Christie Koch and seconded by Stacie Ely to approve building student handbooks as presented with amendments made as discussed. Motion carried 6-0.

Meal Prices

A motion was made Christie Koch and seconded by Leon Slape to approve meal prices for the 2017-18 school year as follows: Students: Breakfast- \$1.45 and Lunch- \$2.00; Adult: Breakfast- \$1.50 and Lunch- \$2.10. Motion carried 6-0.

Citizens for Education Committee

Dr. Moss talked with the board regarding the members of the committee.

A motion was made by Jennifer Scheets and seconded by Christie Koch to accept the resignations of Sherry Gatlin, Ila Jean Farris, Jan Postlewait, and Teresa Neal of the Citizens for Education Committee. Motion carried 6-0.

Program Evaluations

A motion was made by Leon Slape and seconded by Christie Koch to approve the Discipline Program Evaluation as presented by building principals. Motion carried 6-0.

A motion was made by Leon Slape and seconded by Christie Koch to approve the Assessment Program Evaluation as presented by Pat Oakley. Motion carried 6-0.

Board Reports

Administrators, Athletic Director, and Jo Holland, MSBA representative, updated the Board regarding ongoing activities on the school campus.

Patron Comments

Patrons commented on agenda items.

Next Board Meeting

A motion was made by Jennifer Scheets and seconded by Christie Koch to have the next regular board meeting on July 11, 2017 at 6:00 p.m. in the High School Library Media Center. Motion carried 6-0.

Adjournment

A motion was made by Leon Slape and seconded by Stacie Ely to adjourn. Motion carried 6-0.

Meeting adjourned at 9:14 p.m.

Secretary

President

**Houston Public Schools
Houston, MO 65483**

Minutes of the Board of Education in special open session June 27, 2017

- Quorum** A regular meeting of the Board of Education Houston R-I School District of Texas County, Missouri was convened at 6:00 p.m. with the following members present: Jennifer Scheets, Christie Koch, Darren Ice, and Jo Holland.
- Approve Agenda** A motion was made by Jennifer Scheets and seconded by Christie Koch to approve the agenda as amended. Motion carried 4-0.
- Closed Session** A motion was made by Jennifer Scheets and seconded by Darren Ice to go into closed session pursuant to RsMO 610.021, subsections 3 and 13. Motion carried 4-0. Christie Koch yea, Jennifer Scheets yea, Darren Ice yea, and Jo Holland yea.
- Open Session began at 6:23 p.m.
- Old Business** None
- New Business**
- Final Expenditures** A motion was made by Jennifer Scheets and seconded by Christie Koch to approve the final expenditure report for the 2016-2017 school year, as presented. Motion carried 4-0.
- Fund Transfers** A motion was made by Christie Koch and seconded by Darren Ice to approve a transfer in the amount of \$550,198.58 from the Operating Fund to the Teachers Fund to zero this fund and transfer \$34,374.00 as the allowable transportation transfer and \$280,000.00 as the allowable DESE transfer from Operating fund to Capital Projects fund in compliance with RsMO 165.011. Motion carried 4-0.
- Amend FY17 Budget** A motion was made by Jennifer Scheets and seconded by Christie Koch to amend the 2016-2017 budget to match actual revenue and actual expenditures to comply with state statute RsMO 165.021 and standard auditing procedures. Motion carried 4-0.
- Adjournment** A motion was made by Darren Ice and seconded by Jennifer Scheets to adjourn. Motion carried 4-0.

Secretary

President

Claims for Payment

HOUSTON R-I - HOUSTON MO
DATE: 07/03/17

CASH JOURNAL LISTING - CHECK NUMBER ORDER FOR 06/2017
ALL ENTRIES

PAGE: 1
TIME 11:00 AM

CHECK NUMBER	FUND	TRACE NUMBER	SUPPLIER NAME	SUPPLIER NUMBER	POSTING DESCRIPTION	ENTRY AMOUNT	PERSON	STATUS	DATE PRINTED	POSTING DATE
0 1		3126		11	TAX OVERPAYMENT	-1,200.00	TGB	Ca		6/26/2017
0 1		3127		11	JUNE TRANSMITTAL	31,664.92	TGB	De		6/26/2017
0 M		3128		11	DEPOSIT	9,753.60	TGB	De		6/26/2017
0 1		3130	*ZERO TEACHER FUND	4366	*FUND BALANCE TRANSFER	-550,198.58	TGB	Co		6/26/2017
0 2		3131	*ZERO TEACHER FUND	4366	*FUND BALANCE TRANSFER	550,198.58	TGB	Co		6/26/2017
0 1		3132	*TRANSPORTATION TRANSFE	141	*FUND BALANCE TRANSFER	-34,374.00	TGB	Co		6/26/2017
0 4		3133	*TRANSPORTATION TRANSFE	141	*FUND BALANCE TRANSFER	34,374.00	TGB	Co		6/26/2017
0 1		3134	*FUND 1/FUND 4 TRANSFER	3939	*FUND BALANCE TRANSFER	-280,000.00	TGB	Co		6/26/2017
0 4		3135	*FUND 1/FUND 4 TRANSFER	3939	*FUND BALANCE TRANSFER	280,000.00	TGB	Co		6/26/2017
0 1		3136		11	DEPOSIT	4,806.25	TGB	De		6/27/2017
0 1		3138		11	DEPOSIT	5,308.42	TGB	De		6/28/2017
0 3		3139	UMB BANK NA	2865	PAYING AGENT FEE	-318.00	TGB	Ca		6/28/2017
0 1		3140		11	JUNE TRANSMITTAL	88,656.81	TGB	De		6/28/2017
0 1		3141		11	JUNE INTEREST	4,790.45	TGB	De		7/3/2017
0 3		3142		11	JUNE INTEREST	127.05	TGB	De		7/3/2017

HOUSTON R-I - HOUSTON MO
DATE: 07/07/17

CASH JOURNAL LISTING - CHECK NUMBER ORDER FOR 07/2017
BOTH ACCT/PAY CHECKS

PAGE: 1
TIME 10:26 AM

CHECK NUMBER	FUND	TRACE NUMBER	SUPPLIER NAME	SUPPLIER NUMBER	POSTING DESCRIPTION	ENTRY	AMOUNT	PERSON	STATUS	DATE PRINTED	POSTING DATE
16813	1	1	A-1 DOCUMENT STORAGE	4158	SHREDDING SERVICES	-33.00	TGB		0u	7/6/2017	7/6/2017
16814	1	2	ALERTLINE COMMUNICATION	4166	ELEVATOR TELEPHONE SRV	-150.00	TGB		0u	7/6/2017	7/6/2017
16815	1	3	ALLEN MOSS	4338	MILEAGE	-140.80	TGB		0u	7/6/2017	7/6/2017
16816	1	4	BIG RIVER COMMUNICATION	4316	TELEPHONE SERVICES	-313.44	TGB		0u	7/6/2017	7/6/2017
16817	1	5	CENTRAL STATES BUS SALE	370	SUPPLIES	-245.99	TGB		0u	7/6/2017	7/6/2017
16818	1	6	CENTURYLINK	17	PHONE SERVICES	-380.25	TGB		0u	7/6/2017	7/6/2017
16819	1	7	CITY OF HOUSTON	12	UTILITIES/POOL/COURT	-15,140.03	TGB		0u	7/6/2017	7/6/2017
16820	1	9	DIVISION OF EMPLOYMENT	483	UNEMPLOYMENT	-1,653.16	TGB		0u	7/6/2017	7/6/2017
16821	1	10	DON MCCALLISTER	4238	SUPPLY REIMBURSE	-28.00	TGB		0u	7/6/2017	7/6/2017
16822	1	11	DOSS & HARPER	475	ROCK	-827.45	TGB		0u	7/6/2017	7/6/2017
16823	1	12	EARTHGRAINS BAKING CO	2051	BREAD	-110.50	TGB		0u	7/6/2017	7/6/2017
16824	1	8	EWELL EDUCATIONAL SER.	3818	JUDGING CARD BALANCE	-221.00	TGB		0u	7/6/2017	7/6/2017
16824	1	13	EWELL EDUCATIONAL SER.	3818	SUBSCRIPTION	-295.00	TGB		0u	7/6/2017	7/6/2017
16825	1	14	FLOWER AUTO PARTS	31	SUPPLIES	-201.02	TGB		0u	7/6/2017	7/6/2017
16826	1	15	FRIEND TRUE VALUE LUMBE	4522	PAINT SUPPLIES	-692.37	TGB		0u	7/6/2017	7/6/2017
16827	1	16	GREATER OZARKS COOP	4406	MEMBERSHIP FEES	-1,515.00	TGB		0u	7/6/2017	7/6/2017
16828	1	17	HARRY COOPER SUPPLY CO.	360	SUPPLIES	-212.68	TGB		0u	7/6/2017	7/6/2017
16829	1	18	HILLYARD/SPRINGFIELD	33	CUSTODIAL SUPPLIES	-13,942.21	TGB		0u	7/6/2017	7/6/2017
16830	1	49	HOUSTON AREA CHAMBER	1919	CARDINAL GAME TICKETS	-660.00	TGB		0u	7/6/2017	7/6/2017
16831	1	19	HOUSTON DO-IT CENTER	434	SUPPLIES	-2,695.84	TGB		0u	7/6/2017	7/6/2017
16832	1	20	HOUSTON PRINTING	1151	BUS/CAR RIDER NOTES	-467.00	TGB		0u	7/6/2017	7/6/2017
16833	1	21	JASON BARNES - DBA	1754	GYM FLOOR FINISH	-2,617.20	TGB		0u	7/6/2017	7/6/2017
16834	1	22	JULIANNA RODGERS	4555	FINGERPRINTING	-40.30	TGB		0u	7/6/2017	7/6/2017
16834	1	23	JULIANNA RODGERS	4555	EXCURSION GAS	-30.00	TGB		0u	7/6/2017	7/6/2017
16835	1	24	KEY SPORT SHOP INC	730	ADMINSTRATIVE JACKETS	-602.80	TGB		0u	7/6/2017	7/6/2017
16836	4	25	KS STATEBANK	3944	2015 BLUE BIRD	-21,066.39	TGB		0u	7/6/2017	7/6/2017
16837	1	26	MAGGIE JADWIN	2224	VBALL CAMP REFUND	-66.00	TGB		0u	7/6/2017	7/6/2017
16838	1	27	MANDY ADEY	2062	PLTW TRAINING	-208.37	TGB		0u	7/6/2017	7/6/2017
16839	1	28	MARLIN BUSINESS BANK	4538	DOCUMENTATION FEE	-207.90	TGB		0u	7/6/2017	7/6/2017
16840	1	29	METALWELD	44	RENTAL	-8.50	TGB		0u	7/6/2017	7/6/2017
16841	1	30	MISSOURI ACAC	3159	16-17 MOACAC MEMBERSHI	-50.00	TGB		0u	7/6/2017	7/6/2017
16842	1	31	MISSOURI S&T AR	2582	PLTW TRAINING	-1,250.00	TGB		0u	7/6/2017	7/6/2017
16843	1	32	MOASSP	4543	MOASSP MEMBERSHIP	-279.00	TGB		0u	7/6/2017	7/6/2017
16844	1	33	MOORE ELECTRIC	4553	LED BULBS	-1,603.75	TGB		0u	7/6/2017	7/6/2017
16845	1	34	MSBA	50	SDAC Q1 17	-212.15	TGB		0u	7/6/2017	7/6/2017
16846	1	35	MSCA	724	MSCA MEMBERSHIP	-50.00	TGB		0u	7/6/2017	7/6/2017
16847	1	36	OFFICE DEPOT	441	OFFICE SUPPLIES	-152.99	TGB		0u	7/6/2017	7/6/2017
16848	1	37	OPPORTUNITY SHELTERED I	1344	VOLLEYBALL CAMP SHIRTS	-384.00	TGB		0u	7/6/2017	7/6/2017
16849	1	38	POPS TREASURE TROPHY	3961	BAND PLATE ENGRAVE	-9.00	TGB		0u	7/6/2017	7/6/2017
16850	1	39	SAMS CLUB	2602	PAPER	-10,579.20	TGB		0u	7/6/2017	7/6/2017
16851	1	40	SCHWEGMAN OFFICE SUPPLY	407	COPIER LEASE	-689.42	TGB		0u	7/6/2017	7/6/2017
16852	1	41	SHELL CARD CENTER	2844	FUEL	-1,666.86	TGB		0u	7/6/2017	7/6/2017
16853	1	42	SOLARWINDS	4432	ANNUAL MAINTENANCE REN	-512.00	TGB		0u	7/6/2017	7/6/2017
16854	1	43	SPRINGFIELD GROCER CO.	431	SUPPLIES	-2,200.73	TGB		0u	7/6/2017	7/6/2017
16855	1	44	STALLCUP EXTERMINATING	406	EXTERMINATING SERVICES	-60.00	TGB		0u	7/6/2017	7/6/2017
16856	1	45	TOP GUN TRUCKING LLC	10	MILK	-1,259.85	TGB		0u	7/6/2017	7/6/2017
16857	1	46	TRINITY3 TECHNOLOGY	4264	CHROMEBOOK/LICENSES/WA	-8,505.00	TGB		0u	7/6/2017	7/6/2017
16858	1	47	UNIVERSITY OF MISSOURI	1681	NEE ANNUAL FEE	-5,500.00	TGB		0u	7/6/2017	7/6/2017
16859	1	48	WAL MART	74	SUPPLIES	-2,260.73	TGB		0u	7/6/2017	7/6/2017

TOTAL PLUS ENTRIES: \$0.00

TOTAL MINUS ENTRIES: -\$101,996.88

NO - NOT PRINTED OU - OUTSTANDING CO - CORRECTING ENTRY DE - DEPOSIT VO - VOID CA - CANCELED

Houston R-I School District
Central Office Administration
Agenda Submittal Form

- III. Old Business ☐ IV. New Business ☒
V. Program Evaluation ☐ VI. Reports to Board ☐
VIV. Closed Session ☐

Agenda Topic: Set tax rate hearing

Submitted by: Dr. Moss

Background Information (*provide enough narrative in this area to allow the Board suitable information to make an informed decision on the topic*)

In accordance with RsMO 67.110 we need to schedule a tax rate hearing to establish the tax rate for the 2017-2018 school year

I recommend we have the tax rate meeting at 5:50 p.m. on August 8, 2017, prior to our regularly scheduled meeting.

This is the approximate amount of time allowed for the meeting last year.

Fiscal Note: NA

SUBMIT

Recommendation: Set tax rate in accordance with submittal

Board Meeting Date: 7-11-2017

Houston R-I School District
Central Office Administration
Agenda Submittal Form

III. Old Business ☐

IV. New Business ☒

V. Program Evaluation ☐

VI. Reports to Board ☐

VIV. Closed Session ☐

Agenda Topic: Set school start date hearing

Submitted by: Dr. Moss

Background Information (*provide enough narrative in this area to allow the Board suitable information to make an informed decision on the topic*)

In accordance with RsMO 171.031.1 we need to have a hearing to allow public feedback on our established start date for 2016-2017. This is required due to the fact that we begin school prior to Labor Day.

I would like to have this hearing on August 8, 2017 at 5:55 p.m.

Fiscal Note: NA

SUBMIT

Recommendation: Set school start date hearing

Board Meeting Date: 7-11-2017

Houston R-I School District
Central Office Administration
Agenda Submittal Form

III. Old Business ☐

IV. New Business ☒

V. Program Evaluation ☐

VI. Reports to Board ☐

VIV. Closed Session ☐

Agenda Topic: Roofing

Submitted by: Dr. Moss

Background Information (*provide enough narrative in this area to allow the Board suitable information to make an informed decision on the topic*)

We have a couple roofs in need of repair. The one over the maintenance building is in poor shape, but we would like to wait if possible on the boiler before replacing that one. The other one in most urgent need is central office. Don and the guys have worked on it a few times, Stiles Roofing looked it over, and it is to the point where it needs to be replaced. We are having different points leaking over areas that do not need it. I have submitted inspections of central office and the next worst roof (over Mrs. Sanders/Cooperman's rooms). The second one needs work as well, but is not as urgent.

I would like you to approve sending out for bid on roof for central office building.

Fiscal Note: As bidded

Recommendation: Approve bid request

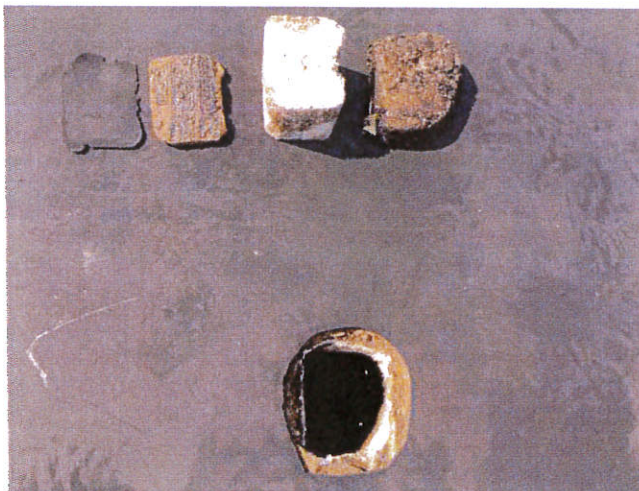
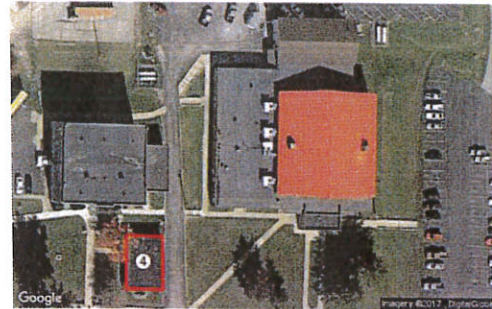
Board Meeting Date: 7-11-17

SUBMIT

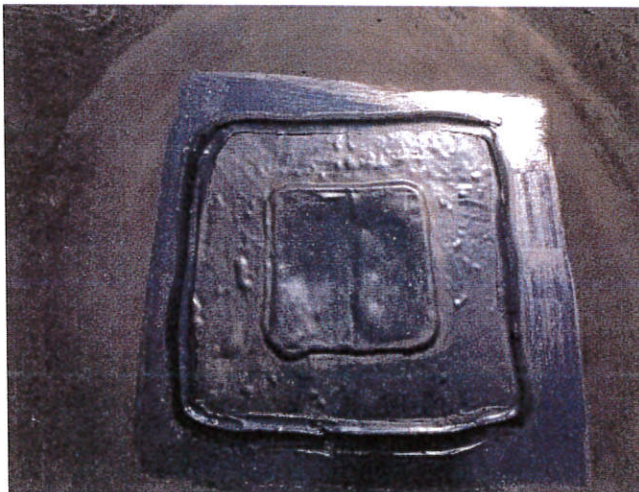
**Composition**

Section: Section 4
Size: 1,814
Overall Grade: F
Inspector: Russell West

Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO



Core 4
Wood
4Ply Asphalt
2.5" EPS
1/2" Wood Fiber
Fully Adhered EPDM



Core 4 repair



Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO

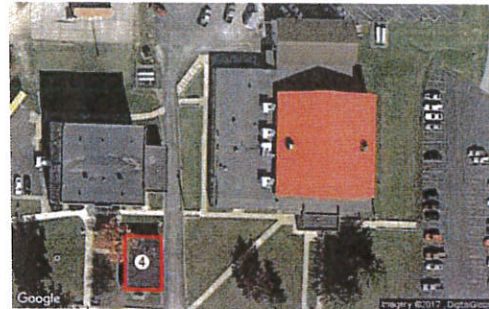
Observations

Section: Section 4

Size: 1,814

Overall Grade: F

Inspector: Russell West





Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO

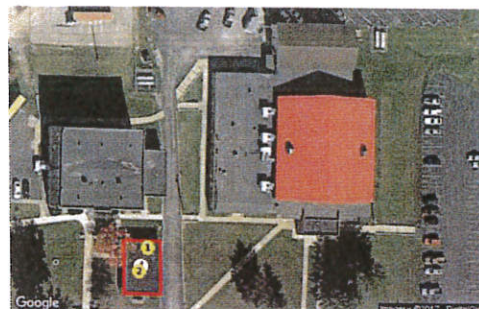
Deficiencies

Section: Section 4

Size: 1,814

Overall Grade: F

Inspector: Russell West



EPDM - Patch (Emergency)

Quantity: 3 SF

Deficiency:

The patch is detaching or otherwise failing possibly allowing water into the system.

Corrective Action:

We recommend replacing/recovering this roof area.



EPDM - Patch (Emergency)

Quantity: 10 SF

Deficiency:

The patch is detaching or otherwise failing possibly allowing water into the system.

Corrective Action:

We recommend replacing/recovering this roof area.



Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO

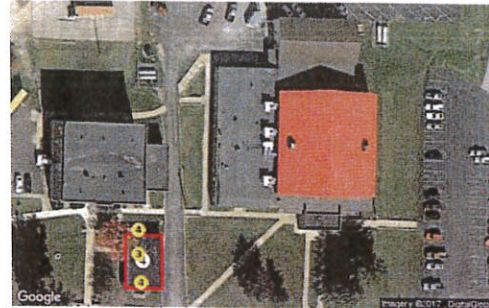
Deficiencies (continued)

Section: Section 4

Size: 1,814

Overall Grade: F

Inspector: Russell West



EPDM - Patch (Emergency)

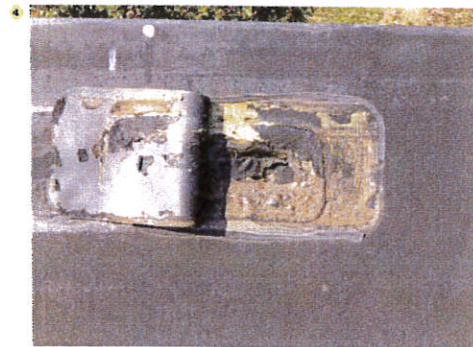
Quantity: 1 SF

Deficiency:

The patch is detaching or otherwise failing possibly allowing water into the system.

Corrective Action:

We recommend replacing/recovering this roof area.



EPDM - Patch (Emergency)

Quantity: 70 LF

Deficiency:

The patch is detaching or otherwise failing possibly allowing water into the system. The omission of RTS is causes the field membrane to pull away resulting in openings.

Corrective Action:

We recommend replacing/recovering this roof area.



Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO

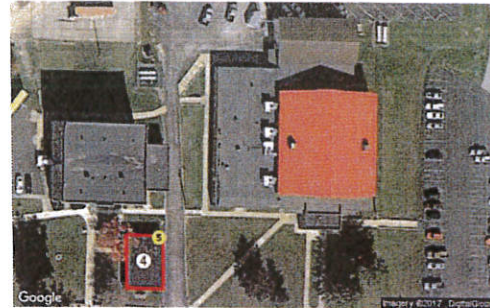
Deficiencies (continued)

Section: Section 4

Size: 1,814

Overall Grade: F

Inspector: Russell West



General - T-Bar Compromised (Emergency)

Quantity: 15 LF

Deficiency:

The membrane sheet is pulling away from the termination bar resulting in tears.

Corrective Action:

We recommend replacing/recovering this roof area.

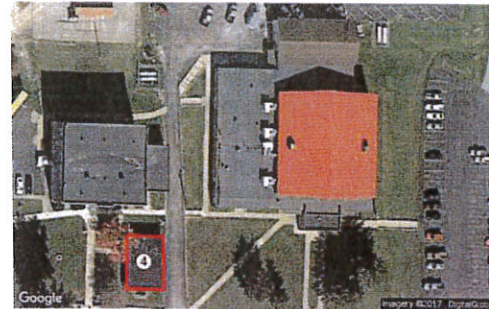


Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO

Summary

Section: Section 4
Size: 1,814
Overall Grade: F

Inspector: Russell West



Condition Summary

Membrane: F
Flashings: F
Sheet Metal: F

Overall: F

Overall Grade

A = 10 Years or more of service life remaining
B = 8-10 Years of service life remaining
C = 5-7 Years of service life remaining
D = 2-4 Years of service life remaining
F = Less than 1 Year of service life remaining

Recommendations

We recommend replacing this roof area or a more permanent solution.

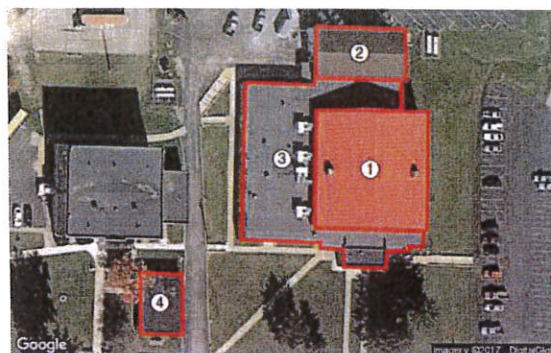
Stiles Roofing Inc
PO Box 361-1911 S Jefferson Lebanon, MO 65536



Houston R-1 School District
423 West Pine Street
Houston, MO 65483

PROPERTY:

Houston School New Gym & Sup. Office
423 West Pine Street
Houston, MO



1 - Section 1 (9,178 SF) Grade A

Deficiency	Qty	Emergency	Remedial
Snow Retention - Missing	200 LF	\$0.0	\$3,000.00
Total		\$0.00	\$3,000.00

2 - Section 2 (3,192 SF) Grade F

Deficiency	Qty	Emergency	Remedial
Shingles Missing	37 EA	\$962.00	\$0.0
Pipe Boot-Failed	2 EA	\$230.00	\$0.0
Caulking	2 EA	\$0.0	\$6.00
Total		\$1,192.00	\$6.00

3 - Section 3 (12,097 SF) Grade B

Deficiency	Qty	Emergency	Remedial
Installation Sub-standard	20 LF	\$623.00	\$0.0
Membrane-Opening	8 SF	\$0.0	\$120.00
Patch	10 LF	\$0.0	\$150.00
Condensation drain pipe	200 LF	\$0.0	\$300.00
Total		\$623.00	\$570.00

4 - Section 4 (1,814 SF) Grade F

Deficiency	Qty	Emergency	Remedial
Patch	3 SF	\$0.00	\$0.0
Patch	10 SF	\$0.00	\$0.0
Patch	1 SF	\$0.00	\$0.0
Patch	70 LF	\$0.00	\$0.0
T-Bar Compromised	15 LF	\$0.00	\$0.0
Total		\$0.00	\$0.00

DESCRIPTION	AMOUNT
☐ Emergency	\$1,815.00
☐ Remedial	\$3,576.00

PAYMENT TERMS

I hereby authorize the work indicated above Payment terms: 30 days from completion of work

AUTHORIZATION TO PROCEED

Signature: _____ Date: _____ \$ _____

Printed Name: _____ PO # _____

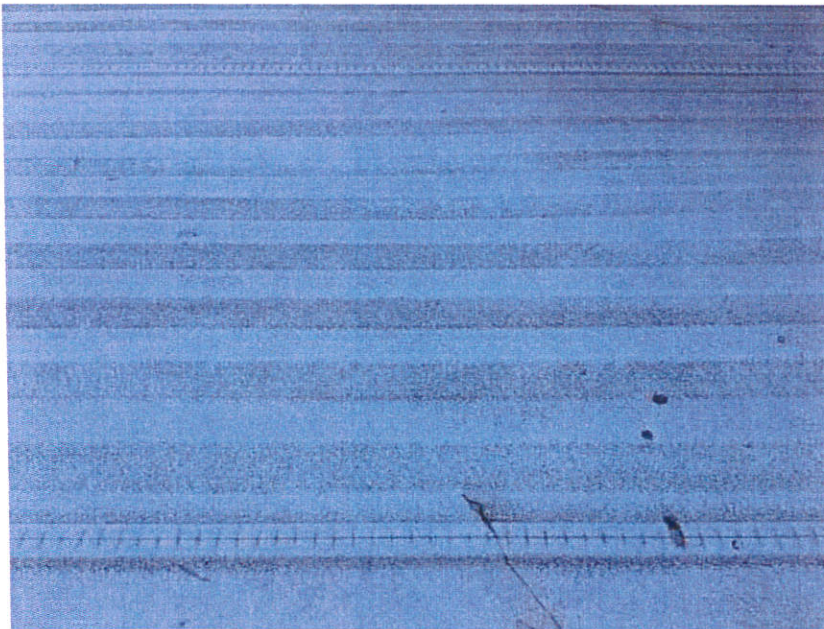
I hereby authorize the work indicated above
Payment terms: 30 days from completion of work

Houston Schools Survey Summary 2017

Building	Sq Ft	Emergency Repairs	Remedial Repairs	Total	\$/sq ft
Houston Elementary School	43,738	\$165.00	\$1,275.00	\$1,440.00	\$0.03
Houston School MS JH & Main. Shed	9,506	\$285.00	\$871.50	\$1,156.50	\$0.12
Houston School New Gym & Sup. Office	26,282	\$1,815.00	\$3,576.00	\$5,391.00	\$0.21
	79,526	\$2,265.00	\$5,722.50	\$7,987.50	\$0.10

**Composition****Section:** Section 2**Size:** 4,112**Overall Grade:** D**Inspector:** Russell West

Houston School MS JH & Main. Shed
423 West Pine Street
Houston, MO



Core 2
Armorlite



Houston School MS JH & Main. Shed
423 West Pine Street
Houston, MO

Observations

Section: Section 2

Size: 4,112

Overall Grade: D

Inspector: Russell West





Deficiencies

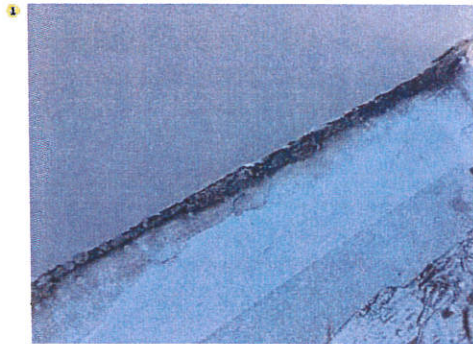
Section: Section 2

Size: 4,112

Overall Grade: D

Inspector: Russell West

Houston School MS JH & Main. Shed
423 West Pine Street
Houston, MO



General - Caulking (Emergency)

Quantity: 90 LF

Deficiency:

The caulking has deteriorated/been compromised to the point of possible water intrusion.

Corrective Action:

We will remove as much of the old caulk as possible that is loose and easily removed and will apply new polyurethane sealant. If the area adjoins masonry we will prime the points of contact between the metal and masonry to receive the caulking

Estimated Repair Cost:

\$270.00



General - Installation Sub-standard (Remedial)

Quantity: 8 EA

Deficiency:

The original installation of this detail was done not per industry standards. The refrigerant line insulation should have been removed to allow proper seal.

Corrective Action:

We will remove insulation from refrigerant line and reseal.

Estimated Repair Cost:

\$644.00

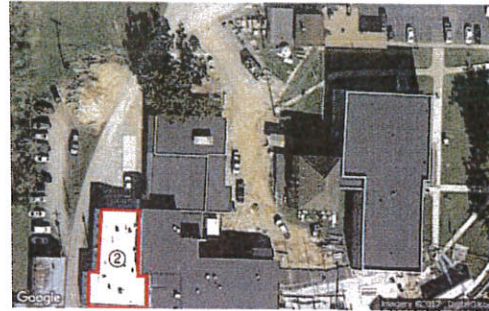


Houston School MS JH & Main. Shed
423 West Pine Street
Houston, MO

Summary

Section: Section 2
Size: 4,112
Overall Grade: D

Inspector: Russell West



Condition Summary

Membrane: D
Flashings: D
Sheet Metal: D

Overall: D

Overall Grade

A = 10 Years or more of service life remaining
B = 8-10 Years of service life remaining
C = 5-7 Years of service life remaining
D = 2-4 Years of service life remaining
F = Less than 1 Year of service life remaining

Recommendations

We recommend replacing this roof area or a more permanent solution.

Estimated Repair Costs: \$914.00

Houston R-I School District
Central Office Administration
Agenda Submittal Form

III. Old Business ☐

IV. New Business ☒

V. Program Evaluation ☐

VI. Reports to Board ☐

VIV. Closed Session ☐

Agenda Topic: HHS Drama extra-curricular position

Submitted by: Amy Smith

Background Information (*provide enough narrative in this area to allow the Board suitable information to make an informed decision on the topic*)

The hiring of Andrea Williams is proposed for the high school drama/theater advisor. This stipend would pay for time spent outside of the school day in preparation for a drama production. The drama sponsor would be expected to complete one production this school year.

It is proposed the stipend steps be as follows:

1 year.....	\$2830
2 years.....	\$3113
3 years.....	\$3396
4 years.....	\$3396
5 years.....	\$3679
6 years.....	\$3679
7 years.....	\$3962
8 years.....	\$3962
9 years.....	\$4245
10+years.....	\$4528

Fiscal Note: \$2830 for the '17-'18 school year

SUBMIT

Recommendation: Approve

Board Meeting Date: 7/11/17

Houston R-I School District
Central Office Administration
Agenda Submittal Form

- III. Old Business ☐ IV. New Business ☒
V. Program Evaluation ☐ VI. Reports to Board ☐
VIV. Closed Session ☐

Agenda Topic: Physical Therapy Bid

Submitted by: Jeremy Smith

Background Information (*provide enough narrative in this area to allow the Board suitable information to make an informed decision on the topic*)

I am proposing that we accept Advanced Care Services; Physical Therapy (PT) Bid. This contract was put out for bid through the Houston R-1 Website and posted in the Houston Herald. Advanced Care is managed by Carrie Peiffer out of Houston, MO. This company has handled our PT services for several years. Her company will serve as Houston's K-12 PT Service Provider; as well as serving the Exceptional Child Education Cooperative for Early Childhood Education. She does an excellent job and receives my full endorsement. Full details are included in the bid sheet.

There were no other bids received.

Fiscal Note: See bid sheet(s) K12 and ECSE

Recommendation: Approve

Board Meeting Date: 07/11/17

SUBMIT



300 S. 1st Street
Houston, MO. 65483

Phone: (417) 967-0900
Fax: (417) 967-0905

This is a bid for Physical Therapy services provided by Advanced Care Physical Therapy for Houston Schools for the 2017-2018 school year. The rate is 80.00 per hour and .50 per mile. The school will be responsible for drive time and mileage. The specifics are in the attached contract.

Lisa Duncan
Office Manager
Advanced Care Physical Therapy

Carrie Peifer PT

Masters of Physical Therapy

Excellent Pediatric and Adult Care Close to Home



300 S. 1st Street
Houston, MO. 65483

Phone: (417) 967-0900
Fax: (417) 967-0905

Advanced Care Physical Therapy has provided physical therapy services to Houston and many surrounding schools since 2006.

We have also provided early childhood services to the Co-op since that time and have a full time PT and PTA that share in the responsibility of providing school coverage.

Advanced Care Physical Therapy has been open since July 2006 and I (Carrie Peifer PT) have practiced physical therapy since 2003. Prior to opening ACPT I provided services to Houston for a year through Physical Therapy Specialists Clinic and after opening my own clinic I resumed the school contracts.

If you have any questions about work experience or expectations please feel free to contact me at Advanced Care Physical Therapy 417-967-0900.

Carrie Peifer PT

Masters of Physical Therapy

Excellent Pediatric and Adult Care Close to Home

Houston R-1 Schools
423 Pine Street
Houston, MO 65483
417-967-3024

June 5, 2017

MEMO TO: Licensed Physical Therapists

FROM: Dr. Allen Moss, Superintendent

The Houston R-1 Schools are now accepting Therapy bids for the 2017-2018 school year. Bids are due in my office by noon on July 6, 2017. This bid will be for working with **students with disabilities from kindergarten through twelfth grade.**

We would require a therapist for 20-40 hours a month. Time needed is subject to change based on student need.

Preferences

*Preferences will be given to service providers who can also provide access to certified physical therapist assistants.

*Preference will be given to service providers who have experience in writing reports for evaluation purposes and participating in Evaluation Staffing meetings.

*Preference will be given to service providers who have a proven track record of working in schools.

*Preference will be given to service providers who have a proven track record of writing IEP goals and objectives and monitoring progress of those goals and objectives.

*Preference will be given to service providers who are familiar with Sped Track.

*Preference will be given to service providers who have experience with communicating and providing necessary documentation for Direct Medicaid Claiming.

What should be included in your bid?

_____ Cover Letter (please include experiences that apply to our preferences in your letter)

\$ 80.00/hr _____ Price of Therapy for PT services

\$ 80.00/hr _____ Price of Therapy for Physical Therapy Assistant services

NONE _____ Mileage fee/time to and from our school → due to our close proximity

6/8/17 _____ Date

To Houston schools we do not charge drive time or mileage. This also applies to co-op kids who are seen at Houston Schools.

REHABILITATION AGREEMENT

THIS HEALTH CARE SERVICE AGREEMENT (hereinafter Agreement) is made and entered into effect this 1st day of July 2017 by and between ADVANCED CARE PHYSICAL THERAPY LLC and the Houston School District (hereinafter referred to as Provider).

WITNESSETH:

WHEREAS, ADVANCED CARE PHYSICAL THERAPY has employed a number of rehabilitation professionals in various fields; and WHEREAS, the services of one or more of said professionals are required by Provider in the rendering of rehabilitation services; and

WHEREAS, the parties desire to reduce their Agreement to writing;

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and promises contained herein, the parties to hereby agree as follows:

1. **SERVICE PROVIDED:** The service provided pursuant to this contract is the service which is **CIRCLED** below, and are listed with each professional.
 - a. **PHYSICAL THERAPY:** The physical therapist and/or physical therapy assistant and/or physical therapy aide shall provide physical therapy services to provider which may include the following:
 - i. All physical therapy for student treatment as prescribed by a physician to include evaluation, direct treatment and consultation.
 - ii. The registered physical therapist will provide supervision of staff training of physical therapy care and treatment.
 - iii. Review all of Provider's personnel and patient policies and the implementation of such changes or amendments to those policies as are to conform to the Provider's policies to all applicable state and federal regulations.
 - iv. Attend IEP and other meetings as directed, to comply with federal, state, reimbursing and regulatory requirements and to assure quality services.

2. **ADVANCED CARE PHYSICAL THERAPY OBLIGATIONS:** It is understood and agreed that all personnel supplied to Provider by Advanced Care Physical Therapy shall;

- a. Be knowledgeable of all Medicaid/Medicare rules and regulations applicable to the Provider, including any and all state licensure laws or regulations.
- b. To provide only those services as requested by Provider, Provider patient physicians or IEP team and to document the provision of those services in the appropriate medical record or student file.
- c. To furnish adequate professional liability coverage at Advanced Care Physical Therapy's expense for the full term of this agreement.
- d. To consult with and advise the Medical Advisory Committee or Special Education Director of the Provider and to fully cooperate with the medical or educational staff of the Provider to see that the activities of all professionals furnished pursuant to this Agreement are coordinated to provide the best student services possible and to uphold the highest professional standards.
- e. To maintain on file with the Provider such necessary records and reports in accordance with Provider's policy, licensure requirements, State, Medicare and/or Medicaid rules and regulations.
- f. To keep a complete time and expense report showing all time, fees, and travel expenses incurred in the provision of services pursuant to this agreement.
- g. To not discriminate in the performance of this contract. No person shall, on the grounds of race, sex, age, color, religion, national origin or handicap, be excluded from participation in or be denied benefits under this contract. It is the policy of Advanced Care Physical Therapy to admit and treat all patients without regard to race, color, or national origin in accordance with Title VI of the Civil Right Act of 1964.
- h. Advanced Care Physical Therapy is an equal opportunity employer. We will not nor will we permit unlawful discrimination because of race, color, religion, origin, sex, age, handicap, or other lawfully protected status.

3. **PROVIDER OBLIGATIONS:** Provider agrees:

- a. To furnish all equipment and space which is necessary and appropriate in order to provide the services as are required pursuant to this Agreement. Provider shall repair and replace all damage and breakage to the equipment.
- b. To furnish accident and personal liability insurance for injuries and claims against the Provider or Advanced Care Physical Therapy for any occurrence on Provider's premises, other than professional malpractice.
- c. To make available all records and information relevant to each patient served pursuant to this Agreement.
- d. To promptly remit all payments to Advanced Care Physical Therapy for services rendered pursuant to this Agreement.
- e. To not, at any time during the term of this Agreement, in any way, directly or indirectly, contract, solicit, divert, take away, or interfere with, for the purpose of obtaining persons or entities, any present or former employee or subcontractor of Advanced Care Physical Therapy for the term of this Agreement and one year following termination of this Agreement.
- f. To maintain established quality controls for the student's treatments including the necessary documentation.
- g. To provide direct supervision by the school administrator or designee to Advanced Care Physical Therapy personnel while on the school's premises.

4. **MUTUAL OBLIGATIONS:** Both parties hereto agree:

- a. To cooperate with each other fully, having in mind the provision of the best possible professional services for Provider's students.
- b. That the relationship created by this Agreement is one of independent contractor and not a relationship as employer and employee or principal and agent, provided, however, that is fully understood and agreed by both parties that Provider shall retain all professional and administrative responsibility for services rendered to its students by Advanced Care Physical Therapy.
- c. Agree that all documents created by Advanced Care Physical Therapy's personnel are considered to be a part of the educational records, which belong to the Provider school district.

5. **SERVICE AVAILABILITY AND COMPENSATION:** Advanced Care Physical Therapy agrees to provide the services contracted for herein on the time schedule as specified below, and Provider agrees to pay the hourly rate as provided below upon receipt of billing. If payment is not received upon due date, Advanced Care Physical Therapy reserves the right to suspend services effective immediately. It is expressly agreed that, any services provided directly to students by Advanced Care Physical Therapy shall be billed to the appropriate programs by the Provider.

Physical Therapy services at \$80.00 per hour for time on premises and travel time to and from therapist's closest location including documentation completed off premises such as Evaluations, IEP Goal updates and Quarterly Reports as required by each individual facility.

Mileage at \$0.50 per mile from the therapist's closest location.

There may be occasions when Advanced Care Physical Therapy will be unable to provide services due to vacation, sick leave, staff shortage, and professional meetings. Every effort will be made to provide services, but coverage cannot be guaranteed.

STUDENT AFFILIATIONS: Please initial if this meets with your approval:

_____ I agree to allow Advanced Care Physical Therapy to provide therapy coverage by a certified/registered/licensed therapist or by a qualified student enrolled in a university practicum under the direct supervision of a certified/registered/licensed therapist.

6. **RECORDS:** Advanced Care Physical Therapy specifically agrees to allow the Secretary of the United States Department of Health and Human Services and the Comptroller General of the United States or their duly authorized representatives to, upon their written request, be allowed access to all books, documents and records necessary to verify the cost of the services provided by Advanced Care Physical Therapy herein to Provider, but only upon the terms and conditions as specified in CFR 420.300 et seq. In the event the contract between the parties hereto and the communications involved therein are privileged, pursuant to statutory, constitutional or common law, then in that event, please be advised that Provider, by agreeing to the inclusion of the above language, is not waiving any privileges afforded to said Provider by said constitutional, statutory or common law provisions.

7. **TERM:** The term of this agreement shall be for one year from the date hereof, provided, however, that either party hereto may terminate this agreement for good cause upon giving the other party 30 days written notice. At the Anniversary date of this agreement, it shall automatically be renewed for a term of another year under the same terms and conditions, unless written notification of either party's desire not to renew is received within 30 days of the anniversary date of this agreement. This automatic renewal shall occur at every anniversary date.

8. **ATTORNEY FEES:** Should Provider default in that payment of any amount owed hereunder or default in the performance of this agreement, Advanced Care Physical Therapy, if it prevails, shall recover from Provider, in addition to any relief (monetary or injunctive), its cost, expenses and reasonable attorney's fees incurred in collection of any amount owed hereunder, including without limitation, all expenses and legal fees incurred in connection with the post-judgment efforts to collect that amount owed hereunder, including its legal fees. Should Provider institute an action against Advanced Care Physical Therapy or any Advanced Care Physical Therapy's agents or employees for any claim arising out of or related to this agreement, Advanced Care Physical Therapy, if it prevails, shall recover from Provider its costs, expenses, and all attorney's fees incurred in defending any such action.

9. **WAIVER:** No waiver, delay, omission, or forbearance on the part of Advanced Care Physical Therapy to exercise any right, option, duty, or power arising from any default or breach by Provider shall affect or impair the rights of Advanced Care Physical Therapy with respect of any subsequent default of the same or a different kind, nor shall any delay or omission of Advanced Care Physical Therapy to exercise any right arising from any such default affect or impair Advanced Care Physical Therapy's rights as to such default or any future default.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and date first above written.

Advanced Care Physical Therapy

Houston School District

BY: Lisa Duncan

BY: _____

TITLE: Office Manager

TITLE: _____

DATE: 6-5-2017

DATE: _____



300 S. 1st Street
Houston, MO. 65483

Phone: (417) 967-0900
Fax: (417) 967-0905

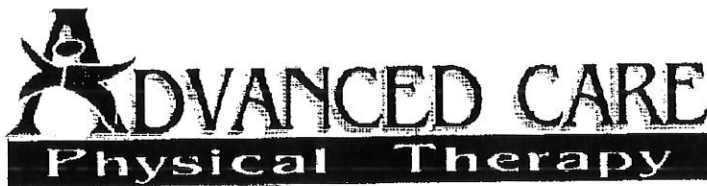
This is a bid for Physical Therapy services provided by Advanced Care Physical Therapy for Exceptional Child CO-OP for the 2017-2018 school year. The rate is 80.00 per hour and .50 per mile. The school will be responsible for drive time and mileage. The specifics are in the attached contract.

Lisa Duncan
Office Manager
Advanced Care Physical Therapy

Carrie Peifer PT

Masters of Physical Therapy

Excellent Pediatric and Adult Care Close to Home



300 S. 1st Street
Houston, MO. 65483

Phone: (417) 967-0900

Fax: (417) 967-0905

Advanced Care Physical Therapy has provided physical therapy services to Houston and many surrounding schools since 2006.

We have also provided early childhood services to the Co-op since that time and have a full time PT and PTA that share in the responsibility of providing school coverage.

Advanced Care Physical Therapy has been open since July 2006 and I (Carrie Peifer PT) have practiced physical therapy since 2003. Prior to opening ACPT I provided services to Houston for a year through Physical Therapy Specialists Clinic and after opening my own clinic I resumed the school contracts.

If you have any questions about work experience or expectations please feel free to contact me at Advanced Care Physical Therapy 417-967-0900.

Carrie Peifer PT

Masters of Physical Therapy

Excellent Pediatric and Adult Care Close to Home

Houston R-1 Schools
423 Pine Street
Houston, MO 65483
417-967-3024

June 5, 2017

MEMO TO: Licensed Physical Therapists

FROM: Dr. Allen Moss, Superintendent

We are now accepting Therapy bids for the 2017-2018 school year. Bids are due in my office by noon on July 6, 2017. This bid will be for working with **Early Childhood Special Education through the Exceptional Child Education Cooperative.**

We would require a therapist for 5-20 hours a month. Time needed is subject to change based on student need. This position would require the therapist to work with students from 12 schools across a large geographic area in south central Missouri.

Preferences

- *Preferences will be given to service providers who can also provide access to certified physical therapist assistants.
- *Preference will be given to service providers who have experience in writing reports for evaluation purposes and participating in Evaluation Staffing meetings.
- *Preference will be given to service providers who have a proven track record of working in schools.
- *Preference will be given to service providers who have a proven track record of writing IEP goals and objectives and monitoring progress of those goals and objectives.
- *Preference will be given to service providers who are familiar with Sped Track.
- *Preference will be given to service providers who have experience with communicating and providing necessary documentation for Direct Medicaid Claiming.
- *Preference will be given to service providers who have a proven track record of working with Early Childhood Special Education Students.

What should be included in your bid?

_____ Cover Letter (please include experiences that apply to preferences in your cover letter)

80.00/hr Price of Therapy for PT services

80.00/hr Price of Therapy for Physical Therapy Assistant services

50¢/mile and drive time at normal rate Mileage fee/time to and from our school

6/8/17 Date

REHABILITATION AGREEMENT

THIS HEALTH CARE SERVICE AGREEMENT (hereinafter Agreement) is made and entered into effect this 1st day of July 2017 by and between ADVANCED CARE PHYSICAL THERAPY LLC and the Exceptional Child Co-OP (hereinafter referred to as Provider).

WITNESSETH:

WHEREAS, ADVANCED CARE PHYSICAL THERAPY has employed a number of rehabilitation professionals in various fields; and WHEREAS, the services of one or more of said professionals are required by Provider in the rendering of rehabilitation services; and

WHEREAS, the parties desire to reduce their Agreement to writing;

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and promises contained herein, the parties to hereby agree as follows:

1. **SERVICE PROVIDED:** The service provided pursuant to this contract is the service which is **CIRCLED** below, and are listed with each professional.

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- ii. The registered physical therapist will provide supervision of staff training of physical therapy care and treatment.
- iii. Review all of Provider's personnel and patient policies and the implementation of such changes or amendments to those policies as are to conform to the Provider's policies to all applicable state and federal regulations.
- iv. Attend IEP and other meetings as directed, to comply with federal, state, reimbursor and regulatory requirements and to assure quality services.

2. **ADVANCED CARE PHYSICAL THERAPY OBLIGATIONS:** It is understood and agreed that all personnel supplied to Provider by Advanced Care Physical Therapy shall;

- a. Be knowledgeable of all Medicaid/Medicare rules and regulations applicable to the Provider, including any and all state licensure laws or regulations.
- b. To provide only those services as requested by Provider, Provider patient physicians or IEP team and to document the provision of those services in the appropriate medical record or student file.
- c. To furnish adequate professional liability coverage at Advanced Care Physical Therapy's expense for the full term of this agreement.
- d. To consult with and advise the Medical Advisory Committee or Special Education Director of the Provider and to fully cooperate with the medical or educational staff of the Provider to see that the activities of all professionals furnished pursuant to this Agreement are coordinated to provide the best student services possible and to uphold the highest professional standards.
- e. To maintain on file with the Provider such necessary records and reports in accordance with Provider's policy, licensure requirements, State, Medicare and/or Medicaid rules and regulations.
- f. To keep a complete time and expense report showing all time, fees, and travel expenses incurred in the provision of services pursuant to this agreement.
- g. To not discriminate in the performance of this contract. No person shall, on the grounds of race, sex, age, color, religion, national origin or handicap, be excluded from participation in or be denied benefits under this contract. It is the policy of Advanced Care Physical Therapy to admit and treat all patients without regard to race, color, or national origin in accordance with Title VI of the Civil Right Act of 1964.
- h. Advanced Care Physical Therapy is an equal opportunity employer. We will not nor will we permit unlawful discrimination because of race, color, religion, origin, sex, age, handicap, or other lawfully protected status.

3. **PROVIDER OBLIGATIONS:** Provider agrees:

- a. To furnish all equipment and space which is necessary and appropriate in order to provide the services as are required pursuant to this Agreement. Provider shall repair and replace all damage and breakage to the equipment.
- b. To furnish accident and personal liability insurance for injuries and claims against the Provider or Advanced Care Physical Therapy for any occurrence on Provider's premises, other than professional malpractice.
- c. To make available all records and information relevant to each patient served pursuant to this Agreement.
- d. To promptly remit all payments to Advanced Care Physical Therapy for services rendered pursuant to this Agreement.
- e. To not, at any time during the term of this Agreement, in any way, directly or indirectly, contract, solicit, divert, take away, or interfere with, for the purpose of obtaining persons or entities, any present or former employee or subcontractor of Advanced Care Physical Therapy for the term of this Agreement and one year following termination of this Agreement.
- f. To maintain established quality controls for the student's treatments including the necessary documentation.
- g. To provide direct supervision by the school administrator or designee to Advanced Care Physical Therapy personnel while on the school's premises.

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Mileage at \$0.50 per mile from the therapist's closest location.

There may be occasions when Advanced Care Physical Therapy will be unable to provide services due to vacation, sick leave, staff shortage, and professional meetings. Every effort will be made to provide services, but coverage cannot be guaranteed.

STUDENT AFFILIATIONS: Please initial if this meets with your approval:

_____ I agree to allow Advanced Care Physical Therapy to provide therapy coverage by a certified/registered/licensed therapist or by a qualified student enrolled in a university practicum under the direct supervision of a certified/registered/licensed therapist.

6. **RECORDS:** Advanced Care Physical Therapy specifically agrees to allow the Secretary of the United States Department of Health and Human Services and the Comptroller General of the United States or their duly authorized representatives to, upon their written request, be allowed access to all books, documents and records necessary to verify the cost of the services provided by Advanced Care Physical Therapy herein to Provider, but only upon the terms and conditions as specified in CFR 420.300 et seq. In the event the contract between the parties hereto and the communications involved therein are privileged, pursuant to statutory, constitutional or common law, then in that event, please be advised that Provider, by agreeing to the inclusion of the above language, is not waiving any privileges afforded to said Provider by said constitutional, statutory or common law provisions.

7. **TERM:** The term of this agreement shall be for one year from the date hereof, provided, however, that either party hereto may terminate this agreement for good cause upon giving the other party 30 days written notice. At the Anniversary date of this agreement, it shall automatically be renewed for a term of another year under the same terms and conditions, unless written notification of either party's desire not to renew is received within 30 days of the anniversary date of this agreement. This automatic renewal shall occur at every anniversary date.

8. **ATTORNEY FEES:** Should Provider default in that payment of any amount owed hereunder or default in the performance of this agreement, Advanced Care Physical Therapy, if it prevails, shall recover from Provider, in addition to any relief (monetary or injunctive), its cost, expenses and reasonable attorney's fees incurred in collection of any amount owed hereunder, including without limitation, all expenses and legal fees incurred in connection with the post-judgment efforts to collect that amount owed hereunder, including its legal fees. Should Provider institute an action against Advanced Care Physical Therapy or any Advanced Care Physical Therapy's agents or employees for any claim arising out of or related to this agreement, Advanced Care Physical Therapy, if it prevails, shall recover from Provider its costs, expenses, and all attorney's fees incurred in defending any such action.

9. **WAIVER:** No waiver, delay, omission, or forbearance on the part of Advanced Care Physical Therapy to exercise any right, option, duty, or power arising from any default or breach by Provider shall affect or impair the rights of Advanced Care Physical Therapy with respect of any subsequent default of the same or a different kind, nor shall any delay or omission of Advanced Care Physical Therapy to exercise any right arising from any such default affect or impair Advanced Care Physical Therapy's rights as to such default or any future default.

IN WITNESS WHEREOF, the parties have executed this agreement on the day and date first above written.

Advanced Care Physical Therapy

CO-OP School District

BY: Rita Duncan

BY: _____

TITLE: Office Manager

TITLE: _____

DATE: 6-5-2017

DATE: _____

Houston R-I School District
Central Office Administration
Agenda Submittal Form

III. Old Business ☐

IV. New Business ☒

V. Program Evaluation ☐

VI. Reports to Board ☐

VII. Closed Session ☐

Agenda Topic: Occupational Therapy Bid

Submitted by: Jeremy Smith

Background Information (*provide enough narrative in this area to allow the Board suitable information to make an informed decision on the topic*)

I am proposing that we accept Full Potential Therapy Services Occupational Therapy (OT) Bid. This contract was put out for bid through the Houston R-1 Website and posted in the Houston Herald. Full Potential Therapy Services is managed by Shelly Mantel from Mountain View, MO. This company handled our OT services last year. Her company will serve as Houston's OT Service Provider as well as for the Exceptional Child Education Cooperative. She does an excellent job and receives my full endorsement. Full details are included in the bid sheet.

There were no other bids received.

Fiscal Note: See bid sheet

Recommendation: Approve

Board Meeting Date: 07/11/17

SUBMIT

FULL POTENTIAL THERAPY SERVICES

5675 County Road 3540
Mountain View, Missouri 65548
417-247-1028
Fullpotentialtherapyservices@gmail.com

Date: June 12, 2017

To: Dr. Moss, Jeremy Smith and the Houston R-1 School Board

I am submitting a contract to the district for the provision of Occupational Therapy services for the 2017-2018 school year. It has been my pleasure to provide services to the district and the Exceptional Child Cooperative in various capacities for the past 3 years.

After review of the bid requirements, I firmly believe I can meet and hopefully exceed the needs and expectations of the district and those served by the Exceptional Child Cooperative. I will provide myself, two COTA's and I am currently in the process of securing an additional OTR to ensure timely and adequate coverage for all the districts serviced.

I am committed to providing excellent services to each district in a timely and efficient manner and truly understand the financial limitations school districts face each day in the allocation of funds and work hard to be fiscally responsible and timely while serving the districts.

The following expectations were outlined in the bid request and I have addressed each issue for the board:

*Preferences will be given to service providers who can also provide access to additional certified occupational therapist assistants.

My current staff includes 2 COTA's and in process of hiring an additional OTR.

*Preference will be given to service providers who have experience in writing reports for evaluation purposes and participating in Evaluation Staffing meetings.

I have over 25 years' experience in the field of OT and have been providing services to a variety of school districts for the past 15 years. My staff includes: Kathy Talley, a retired teacher, now certificated OTA with 5 plus years as a COTA serving school children and Amy Dragos has a 20 plus year history of services to children and was a supervising therapist for COTA students for OTC in their COTA program.

*Preference will be given to service providers who have a proven track record of working in schools.

I have served the COOP for 3 years and feel I have a good working relationship with each district served. I have also provided services to the Mountain View-Birch Tree system, Winona, West-Plains, Gainesville and other West Plains rural schools over the years.

*Preference will be given to service providers who have a proven track record of writing IEP goals and objectives and monitoring progress of those goals and objectives.

I am ever vigilant of the IEP goals, relevance to education, and continually strive to develop the best and most efficient documentation. I do my best to keep up with current rules and regulations set forth by DESE, Medicaid, and other governing entities.

*Preference will be given to service providers who are familiar with Sped Track.

My staff and I currently use Sped Track to directly address each students IEP quarterly goals and address the IEP as directed by the process coordinators of each district.

*Preference will be given to service providers who have a proven track record of supervising Assistants (COTAs).

I have provided oversight to several COTAs during my career and again work hard to document supervision, to be available to those I supervise and ensure quality services are provided to the students we serve.

*Preference will be given to service providers who have experience with communicating and providing necessary documentation for Direct Medicaid Claiming.

I am familiar with both MSBA's Therapy Log program as well as Claim Care Medicaid programs. I hold a current Missouri Medicaid provider number.

*Preference will be given to service providers who have a proven track record of working with Early Childhood Special Education Students.

My staff and I have years of experience working with students from birth to 21. Early intervention is critical to student success and access to quality services can impact student outcomes.

I appreciate your consideration of the attached bid and service agreement to provide OT services to the Houston R-1 district and those served by the Exceptional Child Cooperative.

I would be happy to discuss any questions or concerns you or the board might have regarding the service agreement.

Shelly Mantel MS OT/L

Shelly Mantel MS OT/L

FULL POTENTIAL THERAPY SERVICES

5675 County Road 3540
Mountain View, Missouri 65548
417-247-1028
Fullpotentialtherapyservices@gmail.com

OCCUPATIONAL THERAPY CONTRACT

Full Potential Therapy Services, LLC agrees to provide a qualified, Missouri licensed OT or OTA to provide occupational therapy services including but not limited to, evaluations, direct therapy services, documentation, consultations, staffing/IEP meetings as requested by the school, COTA supervision and any other services that may be agreed upon or deemed necessary.

The Exceptional Child Cooperative agrees to reimburse Full Potential Therapy Services, LLC for the above stated services, provided by the Licensed Occupational Therapist, at the rate of \$ 73.00 per hour provided from August 1, 2017 through July 31, 2018. This rate will be per hour for direct services to include direct treatment, supervision of any COTA's providing services to the district, required documentation, attendance at IEP meetings or events requested by the participating districts and travel.

The Exceptional Child Cooperative agrees to reimburse Full Potential Therapy Services, LLC for the above stated therapy services provided by the Certified Occupational Therapy Assistant (COTA) at the rate of \$48.00 per hour provided from August 1, 2017 through July 31, 2018. This rate will be per hour for direct services to include direct treatment, required documentation, attendance at IEP meetings or events requested by the participating districts and travel.

The utilization of a Certified Occupational Therapy Assistant (COTA), will allow for coverage in case of therapist illness or injury and to assist with treatments as needed, to meet IEP requirements if caseload demands are greater than available hours or if high volume of new evaluation or present level re-assessments are needed. The services provided by the COTA are not reimbursable by Medicaid, but will allow for compliance with the students IEP and ensure continuity of treatment.

Travel cost and billable time for the OT and COTA will begin 15 miles from and when returning to the home office and include all inter and intra district travel reimbursable to Full Potential Therapy Services at the GSA rate, currently 53.5 cents/mile.

All records of therapy sessions, reports and records completed during contract services will become the property of the district and constitute educational records as deemed necessary by the school district. Documentation forms and protocol to be directed by the district and in accordance with state requirements.

Billing will be submitted within 5 business days following the end of each month, unless otherwise determined, with payment received within 30 days of receipt of invoice for services and travel. If payment is subject to board approval, payment to be made as timely as possible following board approval.

Full Potential Therapy Services, LLC agrees to maintain professional liability/malpractice insurance on all therapists they employ. They also agree to only provide therapists that are licensed and in good standing with their respective associations/organizations.

Either party, when given thirty days' written notice to the other party may terminate this agreement.

If there are any questions regarding this contract, please feel free to contact me. If this contract is accepted, please sign, date, and return a copy to Full Potential Therapy Services, LLC

This agreement has been reviewed, approved and accepted by:

Owner: Shelly Mantel MS, OT/L

Date

Houston R-1 School District
423 Pine Street
Houston, MO 65483

HOUSTON R-I SCHOOL DISTRICT PROGRAM EVALUATION REPORTING FORM

This form and the completed Program Evaluation Worksheets are to be used when making Board presentations regarding the evaluation of district programs and services.

Program: Fiscal Management	Person(s) responsible: Superintendent	Date: 7-11-17
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The sources used to determine the extent to which these goals are being met include:

☐	surveys of staff, community, students, business
☐	assessment statistics, participation or placement rates, standardized assessments
☒	financial revenues/expenditures
☐	internal evaluations by district staff
☒	external evaluations by others
☒	attendance rates
☒	dropout rates
☒	suspension rates
☒	expulsion rates
☐	participation rates in co-curricular/extracurricular activities
☐	special program participation rates
☐	college/vocational attrition rates
☐	college/vocational completion rates
☐	student attitude and interest surveys
☒	longitudinal performance data
☐	other:

EVALUATION RESULTS:

Strengths of the program include:

Increasing fund balance
Multiple planning and management tools
Participation by teacher groups

Concerns of the program include:

Loss of revenue from state and federal sources
Legislative action and/or governor action that threatens the stability of the foundation formula/and or other sources of funding

Fiscal Management (8.5 & 8.6)

Goal: The Superintendent, with appropriate input from the staff, will prepare an annual budget as required by law. The budget will be adopted by the Board of Education.

Evaluation: The Board of Education will evaluate the budget at least annually to determine if it meets the legal requirements for school district budgets. The district's financial condition will be reviewed monthly, and the budget updated as needed to reflect any changes to the original document which reflect any significant differences in receipts or expenditures for the budget year.

Evaluation Criteria:

1. (8.5.1) Do the board minutes indicate the board regularly reviews the fiscal condition of the district and studies the fiscal needs of the district?

YES	NO
X	

2. (8.5.2) The district's budget document contains:

	YES	NO
a budget message (which describes important features and major changes)	X	
estimated revenues for the year and comparative statements for the past two years (by year, fund and source)	X	
proposed expenditures and comparative data for the past two years (by year, fund, activity, and object)	X	
funds required to pay interest and amortization and redemption charges on debt	X	
a general budget summary (by fund)	X	

3. (8.5.2) Staff members have opportunities for input during the budget preparation process through:

	a teachers' salary committee or CTA committee
X	the requisition process
X	budget hearings
X	a site-based budget preparation process
	other:

4. (8.5.3) The district's present:

	\$\$
unadjusted operating levy (all funds but the Debt Service fund):	\$2.75
adjusted operating levy:	\$2.75
Debt Service Fund levy:	.80

5. (8.5.4) Does a review of the district's programs and services indicate the district provides sufficient funds to maintain adequate educational programs and services?

YES	NO
X	

6. (8.6.1, 8.6.3-8) Systematic procedures are in place to ensure effective fiscal management as evidenced by:

	YES	NO
financial/audit reports are submitted in an accurate and timely manner	X	
professional audits are made at least every two years	X	
accounting and management systems are maintained in conformity with all applicable regulations	X	
the accounting system provides a record of all funds received and expended	X	
internal procedures for purchasing are in place	X	
inventories of supplies, materials and equipment are kept	X	
appropriate labels are on all inventory items purchased with federal funds	X	
Debt Service Funds are maintained in a separate bank account	X	
fund transfers from the Incidental Fund to the Capital Projects Fund have been properly made	X	
obligations and expenditures of state and federal funds are recorded separately by program	X	
the chief financial officer (CFO) has had training in Missouri school finance	X	

7. (8.6.1, 8.6.3-8) Does the district's most recent audit process indicate the district conforms to all state and federal requirements?

YES	NO
X	

This process includes a review of:

X	all financial records/procedures
X	student attendance
X	transportation program

8. (8.6.2) Did the district deficit spend last year?

YES	NO
	X

(If yes, list reasons)

9. (8.6.2) Were end-of-year balances in all funds positive?

YES	NO
X	

Do the balances appear to be sufficient to ensure fiscal stability?

YES	NO
X	

10. (8.8.1-2) Is there an active Bond/Tax Levy Committee?

YES	NO
	X

Is the community represented on that committee?

YES	NO
	X

Timeline: June

Person(s) responsible: Superintendent

HOUSTON R-I SCHOOL DISTRICT PROGRAM EVALUATION REPORTING FORM

This form and the completed Program Evaluation Worksheets are to be used when making Board presentations regarding the evaluation of district programs and services.

Program: Board Policy	Person(s) responsible: Dr. Moss	Date: 7-11-17
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The sources used to determine the extent to which these goals are being met include:

X	surveys of staff, community, students, business
X	assessment statistics, participation or placement rates, standardized assessments
X	financial revenues/expenditures
X	internal evaluations by district staff
X	external evaluations by others
X	attendance rates
X	dropout rates
X	suspension rates
X	expulsion rates
X	participation rates in co-curricular/extracurricular activities
X	special program participation rates
X	college/vocational attrition rates
X	college/vocational completion rates
X	student attitude and interest surveys
X	longitudinal performance data
	other:

EVALUATION RESULTS:

Strengths of the program include:

Our current policy service through MSBA ensures we are always up to date and in compliance with emerging compliance/legal issues.

Concerns of the program include:

Ensuring everyone is aware of revisions and is therefore applying current policy.

Board Policy (8.3)

Goal: The Board of Education will maintain a current set of Board policies to guide the operation of the Houston R-1 School District. The development of policies is a continuous process with updates made as needed.

Evaluation: The Board of Education will evaluate the policies of the Board at least annually. The evaluation will determine if policy updates and revisions have been made appropriately during the year, and if additional policy revisions need to be made by the Board.

Evaluation Criteria:

1. (8.3.1) Does the district have a policy manual which contains the policies and procedures of the district?

YES	NO
X	

2. (8.3.1) Do the policies show the date of adoption.

YES	NO
X	

3. (8.3.1) Are the following required policies and procedures in place to guide district decision making? (Choose "YES" only if all required components are in place. If "NO" is chosen, indicate below what is missing.)

YES	NO	
X		Policy for migrant students (with all required components):
		screening and identification of migrant students
		notification to regional migrant center or state director of presence of potentially eligible students
		needs assessment of migrant students
		placement in all programs for which migrant students are eligible
		if needed, request for assistance from regional migrant center
X		Policies for ESOL/ELL (with all required components):
		student identification
		language assessment
		district ELL coordinator
		name of district ELL coordinator:
		approved ESOL/ELL policy (Date of approval:)
X		Title I parent involvement policy
X		Policy for homeless students (with all required components):
		enrollment identification (process for identifying homeless students)
		needs assessment
		placement
		services
		records transfer
		district homeless coordinator (Name of coordinator:)
		resolution of grievances

		The homeless written policy was board-adopted on:
X		Sexual harassment policies (staff/students)
X		Retention/promotion policies (including criteria related to reading achievement)
X		Patron/parent/student complaint policy
X		Student wellness policy (with required USDA components)
X		Parent involvement policy (SB 480)
X		Title IX notice is posted in each building with required information
X		The district has a policy of nondiscrimination for employment, programs, and services.

Timeline: July

Person(s) responsible: Board President and Superintendent

Houston School District Wellness Policy Highlights

Celebrations and Rewards

All foods offered on the school campus will meet the following nutrition standards:

1. All celebrations and parties will meet Smart Snacks Guidelines. Exceptions: once a month birthday celebrations, Christmas, Valentines and End of Year parties. All food must be pre-packaged. The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas. Healthy party ideas from the Alliance for a Healthier Generation and from the USDA.
2. Classroom snacks brought by parents will meet Smart Snacks guidelines. The District will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards; and

Physical Activity

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. The district will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

Competitive Foods and Beverages

To support healthy food choices and improve student health and well-being, all foods and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet or exceed the USDA Smart Snacks nutrition standards. These standards will apply in all locations and through all services where foods and beverages are sold, which may include, but are not limited to, a la carte options in cafeterias, vending machines, school stores, and snack or food carts.



Local School Wellness Policy Implementation Under the Healthy, Hunger-Free Kids Act of 2010: Summary of the Final Rule

What is a local school wellness policy?

A local school wellness policy ("wellness policy") is a written document that guides a local educational agency's (LEA) or school district's efforts to establish a school environment that promotes students' health, well-being, and ability to learn.

The wellness policy requirement was established by the Child Nutrition and Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) Reauthorization Act of 2004 and further strengthened by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). It requires each LEA participating in the National School Lunch Program and/or School Breakfast Program to develop a wellness policy. The final rule expands the requirements to strengthen policies and increase transparency. The responsibility for developing, implementing, and evaluating a wellness policy is placed at the local level, so the unique needs of each school under the LEA's jurisdiction can be addressed.

Provisions of the Final Rule

On July 29, 2016, the USDA Food and Nutrition Service (FNS) finalized regulations to create a framework and guidelines for written wellness policies established by LEAs. The final rule requires LEAs to begin developing a revised local school wellness policy during School Year 2016-2017. LEAs must fully comply with the requirements of the final rule by June 30, 2017.

Content of the Wellness Policy

At a minimum, policies are required to include:

- **Specific goals** for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness. LEAs are required to review and consider evidence-based strategies in determining these goals.
- **Standards and nutrition guidelines for all foods and beverages** sold to students on the school campus during the school day that are consistent with Federal regulations for:
 - School meal nutrition standards, and the
 - Smart Snacks in School nutrition standards.
- **Standards for all foods and beverages provided, but not sold, to students** during the school day (e.g., in classroom parties, classroom snacks brought by parents, or other foods given as incentives).
- **Policies for food and beverage marketing** that allow marketing and advertising of only those foods and beverages that meet the Smart Snacks in School nutrition standards.
- **Description of public involvement, public updates, policy leadership, and evaluation plan.**

Wellness Leadership

LEAs must establish **wellness policy leadership** of one or more LEA and/or school official(s) who have the authority and responsibility to ensure each school complies with the policy.

Public Involvement

At a minimum, LEAs must:

- **Permit participation** by the general public and the school community (including parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, and school administrators) in the wellness policy process.



Triennial Assessments

The final rule requires State agencies to assess compliance with the wellness policy requirements as a part of the general areas of the administrative review every 3 years.

LEAs must conduct an assessment of the wellness policy every 3 years, at a minimum. This assessment will determine:

- Compliance with the wellness policy,
- How the wellness policy compares to model wellness policies, and
- Progress made in attaining the goals of the wellness policy.



Documentation

The State agency will examine records during the Administrative Review, including:

- Copy of the current wellness policy,
- Documentation on how the policy and assessments are made available to the public,
- The most recent assessment of implementation of the policy, and
- Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate.

Updates to the Wellness Policy

The final rule requires that LEAs update or modify the wellness policy as appropriate.

Public Updates

The rule requires that LEAs must make available to the public:

- The wellness policy, including any updates to and about the wellness policy, on an annual basis, at a minimum, and
- The Triennial Assessment, including progress toward meeting the goals of the policy.

Regulation

The proposed rule was published in the Federal Register, and the 60-day public comment period closed on April 28, 2014. FNS received 57,838 public comments that were considered in developing the final rule.

The final rule was published on July 29, 2016 and can be found online at: <http://www.fns.usda.gov/tn/local-school-wellness-policy>.

Resources

USDA Food and Nutrition Service's "School Nutrition Environment and Wellness Resources" Web site has information and resources on:

- Local school wellness policy process,
- Wellness policy elements,
- Success stories,
- Grants/funding opportunities, and
- Trainings.

Check it out! <http://healthymeals.nal.usda.gov/school-wellness-resources>

Model Wellness Policy – Thoroughly reviewed by USDA FNS, the Alliance for a Healthier Generation's model policy template is in compliance with the requirements set forth in the proposed rule and will be updated per the final rule.

Putting Local School Wellness Policies Into Action: Stories From School Districts and Schools

– The Centers for Disease Control and Prevention and USDA developed a compilation of 11 stories to help LEAs and schools implement wellness policies.

National Wellness Study Briefs – Bridging the Gap's research briefs highlight areas of opportunity for State agencies, LEAs, and schools to strengthen wellness policy components.

