FISCAL MANAGEMENT GOALS

In the fiscal management of the Columbia School District an effort shall be made to achieve the following goals:

1. Engage in thorough advance planning to achieve the greatest contributions to the educational program in relation to dollars expended.

2. Establish levels of funding which will provide high quality education for students in the district.

3. Use the best available techniques for budget development and management.

4. Provide timely and appropriate information to all staff with fiscal management responsibilities.

5. Maintain efficient procedures for accounting, reporting, purchasing, payroll, payment of vendors, and all other areas of fiscal management.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
FISCAL MANAGEMENT GOALS

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
ANNUAL BUDGET

An annual budget, prepared in compliance with Missouri statutes, is a legal, written document describing the programs to be conducted during the fiscal year and is the basis for the establishment of tax rates for the district. The fiscal year shall begin on the first day of July and end on the thirtieth day of the following June. The budget shall be approved by the Board of Education no later than July 1.

The planning and preparation of the budget is a continuing process. It must involve a number of people who have knowledge of the educational needs of the community and who can provide accurate data in regard to the financial potential of the district. After receiving the draft budget from the superintendent, the Board of Education and administration may engage in public discussions prior to the meeting at which the budget is adopted for the purpose of receiving information, discussing proposed budget items and establishing priorities for the next year. The Board may request that administrators responsible for activities for which substantial budget changes are proposed be present at such conference sessions to explain the changes and to answer questions. Such sessions shall be open to the public. Members of the Board, citizens, students and professional and support staff members should be involved in the planning process, which culminates in the preparation of the budget document. The superintendent will establish procedures that seek input from the appropriate people on budgetary needs and that consider the priorities established by the Board.

The Board designates the superintendent to serve as the budget officer of the district. As budget officer, the superintendent will direct the planning and preparation of the budget and will submit it to the Board for approval. The superintendent will present to the Board a proposed budget for the following year, no later than the June Board meeting each year and sooner if possible, and will present the final budget proposal before the new fiscal year begins, as provided by law.

The Board may revise the items contained therein and will at that meeting adopt the portion of the budget dealing with the salary schedule and the needed tax rate for the district. Should the adopted budget require an increase in the tax levy above the authorized level that the Board may levy, the tax levy increase shall be presented to the voters for approval. The budget shall be appropriately adjusted if the voters fail to pass the tax levy increase. The Board will conduct at least one (1) public hearing regarding the proposed budget and taxation rate.

Budgeting System

The annual budget document shall present a completed financial plan for the ensuing fiscal year and shall include at least the following statutory requirements:
A budget message describing the important features of the budget and major changes from the preceding year.

Estimated revenues to be received from all sources for the fiscal year, with a comparative statement of actual or estimated revenues for the two (2) years next preceding, itemized by year, fund and source.

Proposed expenditures for each department, office and other classification for the fiscal year, with a comparative statement of actual or estimated expenditures for the two (2) years preceding, itemized by year, fund, activity and object.

The amount required for the payment of interest, amortization and redemption charges on the debt of the school district.

A general budget summary.

The district treasurer shall not draw any check or issue any order for payment that is in excess of the income and unencumbered revenue of the school district for the fiscal year beginning on the first day of July and ending on the thirtieth day of June following.

The adopted budget of the Columbia School District serves as the control to direct and limit expenditures in the district. Overall responsibility for assuring control rests with the superintendent, who will establish procedures for budget control and reporting throughout the district.

The total amounts that may be expended during the fiscal year for the operation of the school district are set forth in the budget. The total budgeted expenditure for each program is the maximum amount that may be expended for that classification of expenditures during the school year unless a budget transfer is recommended by the superintendent and is approved by the Board.

During the fiscal year the superintendent may transfer any unencumbered balance or portion thereof from the expenditure authorization of one (1) account to another, subject to limitations provided by state laws and approval by the Board.

All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.
Cross Refs:  CGC, State and Federal Programs Administration
            DBB, Fiscal Year
            DC, Taxing and Borrowing Authority
            DCA, Tax Rate Hearings and Reviews
            DI, Fiscal Accounting and Reporting/Accounting System

Legal Refs:  §§ 67.010 - .110, 165.016, .021, .051, .091, .131, RSMo.
            Mo. Const., Art. VI, § 26
            Mercantile Bank of Illinois v. School District of Osceola, 834 S.W. 2d 737 (M o. banc 1992)

Columbia School District No. 93, Columbia, Missouri
TAXING AND BORROWING AUTHORITY/LIMITATIONS

Taxation Authority

The Board shall levy and cause to be assessed and collected ad valorem property taxes for the operation of the school district. The district's taxing authority is established by state law.

It is the responsibility of the administrative staff to inform the Board of Education of the need to increase funds in the district through the issuance of school district bonds and/or an increase in the school tax levy. Each year, the superintendent will prepare and submit for Board approval an estimate of the amount of money to be raised by taxation for the ensuing fiscal year, the rate required to produce that amount, and the rate necessary to sustain the school district's meeting principal and interest payments on the bonded debt of the district, and providing the funds to meet other legitimate purposes. Prior to setting tax rates for the teachers' and incidental funds, the Board shall annually set the tax rate for the capital projects fund as necessary with the exception as provided by law.

The Board shall forward the estimate, calculated to the nearest one/one hundredth of a cent, to the county clerk on or before September 1 of each year. The district shall round up a fraction greater than or equal to five/one thousandth of one cent to the next higher one/one hundredth of a cent. The Board will also conduct at least one (1) public hearing on the estimate and the proposed tax rate.

If the district receives from the county clerk the state auditor's finding that the proposed rate does not comply with Missouri law, the Board will have 15 days from the date of receipt of the finding to accept or reject in writing the rate change certified by the state auditor and to submit all requested information to the state auditor. A copy of the Board's acceptance or rejection and any information submitted to the state auditor shall also be mailed to the county clerk.

Whenever it becomes necessary, in the judgment of the Board, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the district or as subsequently revised according to law), the Board shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the district. Election procedures shall be in compliance with state law and Article X, Section 11(c) of the Missouri Constitution.

The superintendent of schools shall be responsible for the preparation of appropriate materials and the development of a public information campaign designed to inform voters of the need for the proposed issue(s), the purposes for which funds are requested and the estimated cost to district residents. A deliberate effort shall be made to inform parents in the district and to seek the support and active involvement of the various parent committees, business partners and school volunteers.
The Board may decrease the official tax rate in compliance with state law and/or at its own discretion.

Any change in the ad valorem property tax rate must be established and sent to the county clerk no later than September 1 of each year, for entry in the tax books for the ensuing tax year.

The district will file the required report of tax collected with the State Tax Commission as required by law.

**Borrowing Authority**

The Board is permitted by law to borrow money in anticipation of collection of taxes for the purpose of securing funds for school operations, including the debt service fund. Issuance of all such tax and revenue anticipation notes requires Board approval. The notes may be issued at any time in any year and the aggregate outstanding amount of the rate issued in one (1) year for any fund shall not exceed the amount of the School Board’s estimate of the year’s requirement for the fund. The notes shall be payable within twelve (12) months from date of issuance.

**Bonded Indebtedness**

The Board may borrow money and issue bonds for the purposes allowed by law. Funds raised through the sale of bonds may be used only for the purposes set forth in the election which authorized the sale of bonds.

The following points of state law shall serve as guideposts in the Board's issuance of bonds:

- A four-sevenths (4/7) vote is required before the issuance of bonds if the issue is submitted at a municipal election, or at the general or primary election held in even-numbered years. At all other elections, a two-thirds vote is required.

- The Board of Education has a limit of bonded indebtedness of fifteen percent (15%) of the value of taxable tangible property as shown by the last completed assessment for state and county purposes.

- Bonds shall be issued in denominations of one thousand dollars ($1,000), or in any multiples of one thousand dollars ($1,000).

- The number of years which the whole, or any part, of the bonds are to run shall not exceed twenty (20) years from the date of the bonds.
The revenues from taxes levied for the purpose of satisfying bonded indebtedness obligations, both principal and interest, shall be recorded in the debt service fund.

**General Funds**

Upon the recommendation of the superintendent, the Board of Education may make provisions for minor capital outlay projects from the proceeds of current revenue in the adopted budget. Funds may be transferred from the incidental fund to the capital projects fund in an amount equal to the capital expenditures for school safety and security purposes.

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**Note:** The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997  
Last Revised: 02/11/2002

Cross Refs: DBD, District Budget

Legal Refs: §§ 67.110, 108.150 -.280, 137.010, .055, .073, .100, .245, 164.011, .131 -.301, 165.011, .131, .141, RSMo.  
M. Const., Art. VI, § 26(b)  
M. Const., Art. X, § 11(c)

Columbia School District No. 93, Columbia, Missouri
TAX RATE HEARINGS AND REVIEWS

Prior to the adoption of the final tax rates (before September 1, annually), the Columbia School District Board of Education will conduct at least one public hearing at which time the superintendent and Board members will explain the taxation rates and invite questions and discussion.

The hearing shall be held after approval of the annual budget. The tax rate shall be calculated to produce substantially the same revenue as required in the annual budget.

The announcement of the hearing will conform with the following guidelines:

- Public notice of the hearing will be given by either publication in a newspaper of general circulation or the posting of such notice in at least three public places within the district, at least seven days prior to the hearing.

- The notice will include the date, time and place of the hearing, and will indicate where a copy of the budget is available for public inspection.

- The notice shall also include information relative to assessed valuation and proposed taxation rates as cited in Section 67.110, RSMo.

The Board will annually adopt, on or before September 1, the proposed tax rate as presented or as amended following the budget hearing(s).

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997 Last Revised: 11/12/2001

Cross Refs: District Budget DC, Taxing and Borrowing Authority/Limitations

Legal Refs: §§ 67.110, 137.245, 164.011, RSMo.

Columbia School District No. 93, Columbia, Missouri
POLITICAL CAMPAIGNS

No contribution or expenditure of district funds shall be made directly by any Board member, employee or agent of the district to advocate, support or oppose any ballot measure or candidate for public office. This does not prevent Board members or administrators from making public appearances or issuing press releases concerning any such ballot measures.

Reasonable expenditures may be made solely for the purpose of providing patrons of the district with objective information regarding school district ballot measures in order to inform voters concerning issues that directly affect the district.

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Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Adopted: 03/03/1997  Last Revised: 07/11/2003

Cross Refs: GBCB, Staff Conduct
KB, Public Information Program

Legal Refs: § 115.646, RSMo.

Columbia School District No. 93, Columbia, Missouri
TAX SOURCES

Local Tax Sources

The Board of Education, through the adoption of the annual budget, shall prepare an estimate of the amount of money to be raised by taxation for the ensuing school year, the rate required to produce the amount, and the rate necessary to sustain the district meeting principal and interest payments on the bonded indebtedness and providing the funds to meet other legitimate district purposes.

Whenever it becomes necessary, in the judgment of the Board, to increase the tax rate beyond the authorized level (the amount last approved by the voters of the district or as subsequently revised according to law), the Board shall determine the rate of taxation necessary to be levied in excess of the existing rate and submit the proposition to the voters of the district. Election procedures shall be in compliance with state law and Article X, Section 11(c) of the Missouri Constitution.

State Tax Sources

The Board of Education will accept all available state funds to which the district is entitled by law or through regulations of the Missouri State Board of Education and/or Missouri Department of Elementary and Secondary Education. State funds, both categorical and general, are based upon objective formulae. The superintendent shall be responsible for ensuring that the district files the required reports and forms to secure the amount of state funds to which it is entitled.

Federal Tax Sources

Applications shall be made for federal funds when available, provided that none of the conditions of acceptance is in conflict with state law, the policies, rules and regulations of the Board of Education and the objectives of the district. The school district shall comply with all federal requirements governing these moneys, and shall account for each federal project separately and expend said funds as authorized by the approved project application only.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997
Last Revised: 04/09/2001

Cross Refs: CGC, State and Federal Programs Administration
DC, Taxing and Borrowing Authority/Limitations
FILE: DEA
Critical

DI, Fiscal Accounting and Reporting/Accounting System

Legal Refs §§ 137.073, 137.115, 163.021, .031, 164.011 - .041, RSM o.
Mo. Const., Art. X, § 11(c)
34 C.F.R. Parts 75-110

Columbia School District No. 93, Columbia, Missouri
DISPOSITION OF UNBUDGETED REVENUE

The Board of Education recognizes that due to special circumstances, the school district may occasionally receive revenue not budgeted.

In the event such revenues are received, the Board will disburse the revenues in accordance with any provisions or requirements accompanying the allocation. The Board, when authorized to establish local policy pertaining to the procedure and schedule for the disbursement of such revenues, shall establish an appropriate policy upon the recommendation of the superintendent.

Recommendations for procedural guidelines specifying a disbursement plan for moneys designated to the teachers' fund should be determined after receiving the suggestions of the professional staff. However, in accordance with state constitutional provisions, unbudgeted revenue received during the budget year shall not alter compensation of employees within the current contract period.

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Adopted: 03/03/1997

Cross Refs: DI, Fiscal Accounting and Reporting/Accounting System

Legal Refs: Mo. Const., Art. III, §§ 38(a), 39(3)
§ 168.110, RSMo.

Columbia School District No. 93, Columbia, Missouri
**REVENUES FROM INVESTMENTS/USE OF SURPLUS FUNDS**

The Board authorizes and appoints the superintendent [or designee] to serve as investment officer of the school district ("district") to invest surplus school district moneys which are determined as not being immediately needed for the operation of the district. The superintendent shall keep the Board informed regarding the identity and responsibilities of any designee. The superintendent/designee shall follow procedures adopted by the Board in making investments and obtaining the best interest rates possible. Collateralized investments will comply with the requirements of the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA) of 1989.

I. **Scope**

This policy applies to the investment of all operating funds of the district.

1. **Pooling of Funds**

   Except for cash in certain restricted and special funds, the district will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with the generally accepted accounting principles.

II. **General Objectives**

1. **Safety**

   Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

   a. **Credit Risk**

      The district will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:

      < Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which the district will do business.

      < Diversifying the portfolio so that potential losses on individual securities will be minimized.
b. Interest Rate Risk

The district will minimize the risk that the market value of securities in the portfolio will fall due to changes in general interest rates, by:

< Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

< Investing operating funds primarily in shorter-term securities.

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). A portion of the portfolio also may be placed in bank deposits or repurchase agreements that offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objectives of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance to the safety and liquidity objectives described above. The core of investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity with the following exceptions:

< A security with declining credit may be sold early to minimize loss of principal.

< A security swap would improve the quality, yield, or target duration in the portfolio.

< Liquidity needs of the portfolio require that the security be sold.

III. Standards of Care
1. Prudence

The standard of care to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion to the governing body and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

2. Ethics and Conflicts of Interest

Officers and employees of the district involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions in which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the district.

IV. Investment Transactions

1. Authorized Financial Dealers and Institutions

A list will be maintained of financial institutions authorized to provide investment transactions. In addition, a list also will be maintained of approved security brokers/dealers selected by creditworthiness. These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All authorized financial institutions and broker/dealers must supply the following as appropriate:
< Audited financial statements.

< Proof of National Association of Securities Dealers, Inc. (NASD) certification.

< Completed broker/dealer questionnaire.

< Certification of having read and understood and agreeing to comply with the district's investment policy.

An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the superintendent or designee and/or the designated external professional organization.

2. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure that will be reviewed annually with the district's independent auditor. The internal control structure shall be designed to ensure that the assets of the district are protected from loss, theft or misuse and to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits require estimates and judgments by management.

The internal controls shall address the following points:

< Control of collusion.

< Separation of transaction authority from accounting and record keeping.

< Custodial safekeeping.

< Avoidance of physical delivery securities.

< Clear delegation of authority to subordinate staff members.

< Written confirmation of transactions for investments and wire transfers.

< Development of a wire transfer agreement with the lead bank and third party custodian.

3. Delivery vs. Payment
All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in eligible financial institutions prior to the release of funds. All securities shall be perfected in the name or for the account of the district and shall be held by a third-party custodian as evidenced by appropriate safekeeping receipts.

V. Suitable and Authorized Investments

1. Investment Types

In accordance with and subject to restrictions imposed by current statutes, the following list represents the entire range of investments that district will consider and which shall be authorized for the investments of funds by the district.

a. Securities issued by State of Missouri -- The district may invest in obligations of the Missouri State government for which the full faith and credit of the State of Missouri are pledged for the payment of principal and interest.

b. United States Treasury Securities -- The district may invest in obligations of the United States government for which the full faith and credit of the United States are pledged for the payment of principal and interest.

c. United States Agency Securities -- The district may invest in obligations issued or guaranteed by any agency or any wholly owned corporation of the United States Government as described in V (2).

d. Repurchase Agreements -- The district may invest in contractual agreements between the district and commercial banks or primary government securities dealers. The purchaser in a repurchase agreement (repo) enters into a contractual agreement to purchase Treasury and government agency securities while simultaneously agreeing to resell the securities at predetermined dates and prices.

e. Collateralized Public Deposits (Certificates of Deposit) -- Instruments issued by financial institutions which state that specified sums have been deposited for specified periods of time and at specified rates of interest. The certificates of deposit are required to be backed by acceptable collateral securities as described in §§ 110.010 - .020, RSMo.

f. Bankers' Acceptances -- Time drafts drawn on and accepted by a commercial bank, otherwise known as bankers' acceptances. The district
may invest in bankers' acceptances issued by domestic commercial banks possessing the highest rating issued by Moody's Investor Services, Inc. or Standard and Poor's Corporation.

g. Commercial Paper -- The district may invest in commercial paper issued by domestic corporations, which has received the highest rating issued by Moody's Investor Services, Inc. or Standard and Poor's Corporation. Eligible paper is further limited to issuing corporations that have total assets in excess of five hundred million dollars ($500,000,000).

2. Security Selection: The following list represents the entire range of United States Agency Securities that district will consider and which shall be authorized for the investment of funds by the district. Additionally, the following definitions and guidelines should be used in purchasing the instruments:


b. U.S. Govt. Agency Discount Notes -- Purchased at a discount with maximum maturities of one (1) year.

c. U.S. Govt. Agency Callable Securities -- Restricted to securities callable at par only with final maturities of five (5) years.

d. U.S. Govt. Agency Step-Up Securities -- The coupon rate is fixed for an initial term. At coupon date, the coupon rate rises to a new, higher fixed term. Restricted to securities with final maturities of five (5) years.

e. U.S. Govt. Agency Floating Rate Securities -- The coupon rate floats off one index restricted to coupons with no interim caps that reset at least quarterly.

f. U.S. Govt. Mortgage Backed Securities -- Restricted to securities with final maturities of five (5) years.

3. Investment Restrictions and Prohibited Transactions

To provide for the safety and liquidity of the district's funds, the investment portfolio will be subject to the following restrictions:

a. Borrowing for investment purposes ("Leverage") is prohibited.
b. Instruments known as Structured Notes (e.g. inverse floaters, leveraged floaters, and equity-linked securities) are not permitted. Investment in any instrument, which is commonly considered a "derivative" investment (e.g. options, futures, swaps, caps, floors and collars) is prohibited.

c. Contracting to sell securities not yet acquired in order to purchase other securities for purposes of speculating on developments or trends in the market is prohibited.

d. No more than 5% of the total market value of the portfolio may be invested in bankers' acceptances issued by any one commercial bank and no more than 5% of the total market value of the portfolio may be invested in commercial paper of any one issuer.

4. Collateralization

Collateralization will be required on two (2) types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the market value (including accrued interest) of the collateral should be at least 100%. For certificates of deposit, the market value of collateral must be at least 100% or greater of the amount of certificates of deposit plus demand deposits with the depository, less the amount, if any, which is insured by the Federal Deposit Corporation, or the National Credit Unions Share Insurance Fund.

All securities, which serve as collateral against the deposits of a depository institution must be safekept at a non-affiliated custodial facility. Depository institutions pledging collateral against deposits must, in conjunction with the custodial agent, furnish the necessary custodial receipts within five (5) business days from the settlement date.

5. Repurchase Agreements

The securities for which repurchase agreements will be transacted will be limited to Treasury and government agency securities that are eligible to be delivered via the Federal Reserve's Fedwire book entry system. Securities will be delivered to the district's designated Custodial Agent. Funds and securities will be transferred on a delivery vs. payment basis.
VI. Investment Parameters

1. Diversification

   The investments shall be diversified to minimize the risk of loss resulting from over concentration of assets in specific maturity, specific issuer, or specific class of securities. Diversification strategies shall be established and periodically reviewed. At a minimum, diversification standards by security type and issuer shall be:

   a. U.S. treasuries and securities having principal and/or interest guaranteed by the U.S. government -- 100%

   b. Collateralized time and demand deposits -- 100%

   c. U.S. Government agencies, and government sponsored enterprises -- No more than 60%

   d. Collateralized repurchased agreements -- 50%

   e. U.S. Government agency callable securities -- No more than 30%

   f. Commercial Paper and Bankers' Acceptances -- No more than 50%

2. Maximum Maturities

   To the extent possible, the district shall attempt to match its investments with anticipated cash flow requirements. Investments in bankers' acceptances and commercial paper shall mature and become payable not more than 180 days from the date of purchases. All other investments shall mature and become payable not more than five (5) years from the date of purchase. The district shall adopt weighted average maturity limitations that should not exceed three (3) years and is consistent with the investment objectives.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as in bank deposits or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.
VII. Reporting

1. Methods

The investment officer shall prepare or cause to be prepared an investment report at least quarterly, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last quarter. This management summary will be prepared in a manner that will allow the district to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the governing body of the district. The report will include the following:

< Listing of individual securities held at the end of the reporting period.

< Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration (in accordance with Government Accounting Standards Board (GASB) 31 requirements). [Note: This is only required annually.]

< Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks.

< Listing of investment by maturity date.

< Percentage of the total portfolio which each type of investment represents.

2. Performance Standards

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return during a market/economic environment of stable interest rates. A series of appropriate benchmarks may be established against which portfolio performance shall be compared on a regular basis.

Commercial paper and bankers' acceptances must be reviewed not less often than monthly by the investment officer to determine if the rating level has changed. The commercial paper and bankers' acceptances should be reviewed for possible sale if the securities are downgraded below the minimum acceptable rating levels.
3. Marking to Market
The market value of the portfolio shall be calculated at least quarterly and a statement of the market value of the portfolio shall be issued at least annually to the Board. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed.

VIII. **Policy Considerations**

1. **Exemption**

   Any investment currently held that does not meet the guidelines of this policy shall be exempt from the requirements of this policy. At maturity or liquidation, such moneys shall be reinvested only as provided by this policy.

2. **Adoption**

   The policy shall be reviewed annually by the investment officer and recommended changes will be presented to the Board for consideration.

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Adopted: 03/03/1997                        Last Revised: 09/11/2000

Legal Refs: §§ 30.260, 165.051, 165.091, 110.010 -.020, RSM o.
            M o. Const., A rt. IV, § 15
            12 U.S.C. § 1823(e)

Columbia School District No. 93, Columbia, Missouri
GATE RECEIPTS AND ADMISSIONS

Principals shall be responsible for the administration and supervision of all phases of school events for which an admission is charged. The administration shall develop procedures to ensure proper accounting of moneys received at district events in order to provide necessary data for audit review and analysis.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
GUEST PASSES FOR SENIOR CITIZENS

In recognition of the support which they have given to the Columbia School District over the years, individuals age 65 or older may receive a guest pass which entitles them to general admission to all public activities sponsored by the district.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
DEPOSITORY OF FUNDS

Selection of depositories shall be made by the bid selection process established by state law and as set forth in administrative procedure, DG-AP.

All school district funds shall be deposited or invested in the official depository bank or in such other institutions or government securities as selected by the Board treasurer. Each depository selected shall, within ten (10) days after its selection, post securities in accordance with state law. Collateralized investments shall comply with the requirements of the Financial Institutions Reform, Recovery and Enforcement Act of 1989.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997

Legal Refs: §§ 110.010 -.020, 165.201 -.291, RSMo.
12 U.S.C. § 1823(e)

Columbia School District No. 93, Columbia, Missouri
AUTHORIZED SIGNATURES

The president and treasurer of the Board shall sign all checks issued by the school district. The Board provides authorization for the signatures to be affixed to the checks in facsimile, provided the officer has a manual signature that has been certified under oath on file with the Missouri Secretary of State.

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Adopted: 03/03/1997

Last Revised: 10/12/1998

Cross Refs: BCB, Board Officers
BCC, Appointed Board Officials

Legal Refs: §§ 165.021, .091, 105.273 -.276, RSMo.

Columbia School District No. 93, Columbia, Missouri
BONDED EMPLOYEES AND OFFICERS

The treasurer of the Columbia School District Board of Education shall enter into a bond to the state of Missouri with two (2) or more sureties, approved by the Board, conditioned that a faithful and just account of all moneys that come into the hands of the treasurer will be rendered, and that the duties of the office will be performed according to the law. The bonds shall be filed with the secretary of the Board. The treasurer shall be the custodian of all school moneys derived from taxation or any other source for school purposes in the district until paid out on the order of the Board.

The secretary shall execute a bond to the school district for an amount fixed by the Board, but not less than $5,000. The bond must be with at least two (2) sureties, to be approved by the Board.

The Board shall provide a blanket bond to cover all other employees who handle school moneys.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997  Last Revised: 02/11/2002

Cross Refs: BCC, Appointed Board Officials

Legal Refs: § 162.401, .531, .541, RSMo.

Columbia School District No. 93, Columbia, Missouri
FISCAL ACCOUNTING AND REPORTING/ACCOUNTING SYSTEM

The Board of Education directs the administration to maintain an accounting system that will provide the necessary information for the efficient business administration of the schools in the district. The district's accounting system will provide an accurate record of all financial transactions completed by the district. The system shall employ current accounting practices that are recognized by the district's auditors as desirable for school district accounting. It shall be designed in a manner that will provide assurance to the Board of Education and citizens of the school district that funds are being properly accounted for and administered. The accounting system shall conform to requirements established by state statutes and regulations of the Missouri Department of Elementary and Secondary Education, based on Handbook II, Revised, and as modified by the Missouri Financial Accounting Manual, Revised.

All financial transactions shall be recorded in the revenue and expenditure records, and appropriate entries from the adopted budget shall be made in the records for the respective funds.

The Board shall receive monthly financial statements from the superintendent showing the financial condition of the district. In addition, other financial statements determined necessary by either the Board or the superintendent shall be presented to the Board for review.

The superintendent shall also be responsible for pupil-related accounting and shall file enrollment, attendance, food service and transportation reports as required by the Missouri Department of Elementary and Secondary Education.

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Adopted: 03/03/1997

Last Revised: 06/14/1999

Cross Refs: DED, Disposition of Unbudgeted Revenue
            DG, Depository of Funds
            EEAG, Student Transportation Records and Reports
            JEE, Student Attendance Accounting

Legal Refs: § 165.011, RSMo

Columbia School District No. 93, Columbia, Missouri
INVENTORIES

The director of business services shall be responsible for maintaining an accurate inventory of supplies and equipment in the school district.

Principals and supervisors shall annually review and update inventory lists provided by the director of business services.

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Adopted: 03/03/1997

Cross Refs: DJF-R, Purchasing Procedures

Columbia School District No. 93, Columbia, Missouri
AUDITS

The Board of Education shall be responsible for establishing the scope and requesting proposals for an annual audit of the Columbia School District. The audit shall include, but not necessarily be limited to, an examination of all financial, transportation and attendance records of the district. The scope of the audit shall be in accordance with the guidelines included in the School Audit Manual of the Missouri Society of Certified Public Accountants and shall meet all the prescribed standards and legal requirements of § 165.121, RSMo. Confidential and privileged communications between the district and its auditor, including all auditor work products, are hereby closed to the extent permitted by § 610.021(17), RSMo.

The annual audit shall be conducted by a certified public accountant. The performance of the auditor will be evaluated periodically and consideration will be given to various auditing firms in an effort to obtain the maximum benefit from the audit function. In the selection process consideration shall be given to the availability of management advisory services from the auditor. Each member of the Board of Education shall receive a copy of the audit report, and a copy shall be furnished to the Missouri Department of Elementary and Secondary Education (DESE) no later than October 31. The superintendent shall be responsible for filing copies of the audit with the proper authorities.

Within 30 days of receipt of the audit report, the Board of Education shall prepare a summary of the report in accordance with § 165.121.5, RSMo., and have it published once in a newspaper within Boone County. The publication shall contain information that the audit report is available for inspection and examination in the Board of Education office during regular office hours.

If it happens that the district does not cause an audit to be performed pursuant to §165.121, RSMo., the district shall make and publish, not later than the first day of September, in a newspaper published in the school district, or, if no newspaper is published in the district, then in some newspaper that is circulated generally in the district, a statement of all receipts of school moneys, when and from what source such moneys were derived, and all expenditures and the accounts such moneys were expended upon. The report shall also set forth the present indebtedness of the district, the nature thereof, and the rate of taxation for all purposes for the year, and shall be duly attested by the president and secretary of the Board of Education. The secretary shall also submit the annual report on prescribed forms to the Missouri Department of Elementary and Secondary Education (DESE).

The administration shall report annually to the Board of Education on the implementation of the auditor’s recommendations.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997

Legal Refs: §§163.021, .081, 165.111, .121, 610.021 (17), RSMo.

Columbia School District No. 93, Columbia, Missouri
BIDDING REQUIREMENTS

The district will conduct competitive bidding for the construction of facilities that are projected to exceed an expenditure of $15,000, and for insurance contracts, bank depository services and other products or services as required by law.

It is the policy of the Columbia School District to require formal, written bids on all purchases that involve an expenditure of more than $5,000. Price quotations may be required by the Director of Business Services for purchase of items involving an expenditure of less than $5,000, if it is believed that additional savings could be realized. Bids are not required on textbooks and similar instructional items, unless the exact item to be purchased is available at different prices from more than one supplier.

In general, bids of less than $5,000 will not be presented to the Board of Education for approval. Bids of more than $5,000 will be presented for Board approval, unless the Superintendent of Schools considers it to be in the best interest of the school district to act prior to the meeting of the Board. In this event, the Board will be notified of the action.

The Director of Business Services shall be responsible for developing bid specifications, requesting bids from interested suppliers and ensuring that advertising for bids is in accordance with Missouri statutes.

The right is reserved to consider bids on an individual or total bid basis, to reject any or all bids submitted and to make such selection of supplies, equipment or services which, in the judgment of school officials, is best suited for the purpose intended. There shall be no requirement that the bid be awarded to the lowest bidder, unless otherwise required by law.

In lieu of normal bid procedures the district is authorized to participate in the State Cooperative Procurement Program.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 06/13/2005
Cross Refs:  BBFA, Board Member Conflict of Interest and Financial Disclosure
           EIA, Property and Liability Insurance
           FEF, Construction Contracts Bidding and Awards
           GCBC, Professional Staff Fringe Benefits
           GDBC, Support Staff Fringe Benefits

Legal Refs:  §§ 67.150, 105.458, 165.211, 177.086, 376.696, RSMo.

Columbia School District No. 93, Columbia, Missouri
PURCHASING

By an affirmative vote of not less than two-thirds of all the members, the Board may select, authorize and direct the purchase of additional land needed for school purposes.

The Board recognizes the importance of a sound fiscal management program and expects district staff to maximize the resources available for the district's educational program.

The superintendent or designee will supervise district purchasing and may authorize purchases on behalf of the district that conform to the Board-adopted budget. Such transactions are not to exceed budget limitations, unless the budget is modified by the Board. All purchasing for the district will adhere to an approved purchase process that clearly establishes the contractual arrangement between the supplier and the school district.

The superintendent or designee shall develop procedures to implement this policy in a manner that will meet the district's needs while protecting the district's resources.

Requests for equipment, materials, books, supplies, reimbursement claims and subsidiary accounts shall be made through the appropriate budget supervisor/manager to the superintendent. No payment of a bill will be made without proper purchase documentation.

Accounts may be established at individual schools to process receipts and expenditures related to student activity funds. Expenditures from these accounts must be approved by the building principal. Monthly reports related to activity fund accounts must be submitted to the office of Business Services.

All district employees must report suspected fraud, theft or misuse to the superintendent or designee immediately. District employees may be disciplined or terminated for failing to follow this policy or district procedures and for any misuse of district resources, including district procurement cards. Under no circumstances may employees use district funds to make unauthorized or personal purchases. The superintendent or designee will contact law enforcement and file a report or sign a complaint on behalf of the district in situations where fraud or theft is suspected.

Purchasing Preferences

The Board and the district will give preference to all commodities manufactured, mined, produced or grown within the state and to all Missouri firms, corporations or individuals that supply commodities when quality and price are approximately the same. The Board encourages district staff to purchase products manufactured, assembled or produced in the United States.
Furthermore, contracts for public works construction or maintenance shall contain a provision requesting the contractor to use American products in the performance of the contract whenever the quality and price are comparable to other products.

Recognizing that the Columbia School District is supported by tax monies paid by individuals and businesses of the local community, it shall be the policy of the district to purchase locally and use local services when quality and price are competitive with other firms. In the case of products and purchased services, local individuals and businesses who have their primary base of operations, supply outlet, and service unit within the boundaries of the Columbia School District will be awarded bids when their total best bid or quotation falls within the guidelines given below. This provision shall not apply to construction bidding required by law, provided that the Board always retains the right to reject any or all bids.

<table>
<thead>
<tr>
<th>Amount of Purchase</th>
<th>Percentage Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 - $2,499</td>
<td>Lowest local bid/quote within two (2) percent of lowest submitted bid/quote</td>
</tr>
<tr>
<td>$2,500 - 9,999</td>
<td>Lowest local bid/quote within one (1) percent of lowest submitted bid/quote</td>
</tr>
<tr>
<td>$10,000 - $50,000</td>
<td>Lowest local bid/quote within one-half (.005) percent of lowest submitted bid/quote</td>
</tr>
</tbody>
</table>

**Procurement Cards**

The superintendent and his or her designees are authorized to use procurement cards issued to the district to make purchases for the district or to pay for reasonable travel expenses incurred when performing job duties. All purchases made by procurement card must be attributed to the appropriate budget code and must conform to the Board-adopted budget. Any employee using a district card shall sign a card usage agreement and receive training on applicable procedures for procurement card use.

All employees issued a district procurement card must take all reasonable measures to protect the cards against damage, loss, theft or misuse. Any damage, loss, theft or misuse of the card must be reported to the superintendent or designee immediately.

District procurement cards will not be used in a manner that would circumvent bidding required by law or district policy. No person may use the card other than the authorized employee to
whom the card was issued. District employees will surrender all procurement cards upon completion of employment with the district or upon demand by the district.

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**Note:** The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 02/11/2002; 06/13/2005; 05/14/2007

Cross Refs: ADF, District Wellness Program
BBFA, Board Member Conflict of Interest and Financial Disclosure
FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest

Legal Refs: §§ 34.350 - .359, .375, 162.301, 170.041, 171.181, 177.073,.082, 393.310, 432.070, .080, RSMo.

Columbia School District No. 93, Columbia, Missouri
PAYMENT PROCEDURES

All moneys received by the school district shall be disbursed only for the purposes for which they are levied, collected or received.

The Board will give final approval to all bills paid. Payment of bills shall be authorized by the superintendent or designee, only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The superintendent or designee shall audit all claims, and shall submit the same to the Board of Education for approval and authorization for payment.

The superintendent or designee will prepare and present to the Board each month a list of bills for approval of a warrant authorizing payment from district funds. Such lists will be supported by invoices, approved purchase orders, properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

School district moneys shall be disbursed only upon checks drawn by the treasurer in accordance with the resolution of the Board for such purpose. Each check shall show the legal identification of the district by name and address, and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment and the number of the check.

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Adopted: 03/03/1997

Cross Refs: DGA, Authorized Signatures

Legal Refs: §§ 105.273-.276, 165.021, 165.091, RSMo.

Columbia School District No. 93, Columbia, Missouri
SALARY DEDUCTIONS

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The employee must authorize all voluntary deductions in writing.

- Contributions to the Missouri Educational Employees’ Memorial Scholarship Program shall be voluntary, but not subject to Board approval.

- Salary deductions for unauthorized or unpaid absences of salaried personnel shall be computed by dividing the contracted salary, excluding extra-duty pay, by the number of days in the contract period. Deductions for other personnel shall be based upon the hourly rate of individual employees.

- The Board may authorize voluntary payroll deductions from compensation earned by employees if ten (10) or more employees so request. These deductions may be taken for, but are not limited to, credit unions, annuities, IRA membership dues, insurance premiums or other voluntary contributions. The amount deducted will be remitted to the organization, company or association authorized by the employee. In addition to the amount authorized, the district may deduct any administrative costs of compliance. The Board shall not be responsible for any good-faith error in the administration of this service.

- If the district provides a system of payroll deduction, the district will, upon written request by ten (10) or more employees, provide employees with the option of contributing to a continuing committee through payroll deduction. A continuing committee is a committee of continuing existence that 1) is not formed, controlled or directed by a candidate; 2) is not a candidate or campaign committee; and 3) has the primary or incidental purpose of receiving contributions or making expenditures to influence or attempt to influence the action of voters. No employee will be subjected to any adverse employment action based on his or her participation or lack thereof in such a program.

Improper Deductions

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the Director of Business Services. Employees will be reimbursed for improper deductions. If an employee’s request for reimbursement is denied, the employee may appeal that decision by following the grievance procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.
Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Adopted: 03/03/1997

Revised: 05/10/2004; 06/13/2005

Cross Refs: GCBDA, Professional Staff Short-Term Leaves and Absences
           GDBDA, Support Staff Leaves and Absences

Legal Refs: §§ 130.011, .028, 168.300, 173.267, RSMo.

Columbia School District No. 93, Columbia, Missouri
EXPENSE REIMBURSEMENTS

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly completed and approved voucher and supporting receipts.

Expenses must be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed when the travel has the advance authorization of the superintendent. The superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program involved, and the Board will later ratify such approval.

The amount of compensation shall be established annually by the administration.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business, and will differentiate between expenditures for business and those for personal convenience.

Employees shall reference administrative guidelines for expense reimbursement.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
CASH IN SCHOOL BUILDINGS

All moneys collected within the district's schools shall be handled in a proper fiscal manner and prudently safeguarded.

Money collected for any purpose will be submitted to the school principal or designee, who will provide for its proper deposit. Money should never be left in a desk or classroom. When a teacher or other school employee collects money from pupils for any purpose, that employee shall be held responsible for that money until the employee turns it over to a person responsible for receiving and depositing money.

No money shall be left in school district building overnight. In the event it is necessary to leave money overnight, the principal or supervisor shall be notified. All schools shall provide for making bank deposits after regular banking hours in order to avoid leaving money in school buildings overnight.

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Adopted: 03/03/1997

Cross Refs: DG, Depository of Funds

Legal Refs: § 110.010, RSMo.

Columbia School District No. 93, Columbia, Missouri
SURPLUS SCHOOL PROPERTY
(Urban and Metropolitan Districts and
Districts Located Totally or Partially in St. Louis County)

When there is within the school district any school property that is no longer required for use by
the district, the Board, by an affirmative vote of not less than two-thirds (2/3) of the whole Board,
may authorize and direct the sale and transfer or lease of the property in accordance with district
procedures.

Real property may be sold or leased by listing the property with one (1) or more real estate
brokers and paying a commission upon such sale or lease. Real property not disposed of in this
way and all personal property may be sold to the highest bidder. The Board, however, reserves
the right to reject all bids. Property may also be sold or leased to a community group or a city,
state agency, municipal corporation or any other governmental subdivision of the state located
wholly or partially within the boundaries of the district, for public uses and purposes.

The property shall be advertised as prescribed by state statute and detailed in administrative
procedures.

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Note: The reader is encouraged to review administrative procedures and/or forms for related
information in support of this policy area.

Adopted: 03/03/1997       Last Revised: 07/11/2003

Cross Refs:  DJC, Bidding Requirements
             GBCA, Staff Conflict of Interest
             IIA, Instructional Material

Legal Refs:  § 177.073, RSMo.

Columbia School District No. 93, Columbia, Missouri
USE OF PRIVATE VEHICLES FOR SCHOOL BUSINESS
(Other than for Pupil Transportation)

It is recognized that some school employees may need to use their own vehicles for school purposes. District employees who use their own vehicles for approved school purposes will be reimbursed for such use. The rate of reimbursement will be established annually.

The district assumes no responsibility for providing insurance coverage for privately owned vehicles.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
PROPERTY AND LIABILITY INSURANCE

The district will maintain full insurance coverage on all buildings and capital outlay contents.

The district will maintain liability coverage of at least the statutory caps set pursuant to § 537.610, RSMo., for individual claims and single occurrences. The contract for insurance will be submitted to competitive bidding at least every six (6) years.

This policy does not waive any sovereign immunity available to the district.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997 Last Revised: 07/11/2003

Cross Refs: BHE, Board Member Liability/Insurance

DJC, Bidding Requirements

Legal Refs: §§ 376.696, 537.610, RSMo.

Columbia School District No. 93, Columbia, Missouri
USE OF SCHOOL FACILITIES BY NON-SCHOOL GROUPS

The facilities of the Columbia School District are provided to serve the educational needs of the school-age children of Columbia. It is recognized, however, that the cost of constructing, operating and maintaining these school facilities constitutes a significant community investment and that the fullest possible use should be made of this investment.

The Columbia Board of Education wishes to encourage the use of the Columbia School District facilities by community organizations and groups. The director of business services shall be responsible for administering the use of school facilities by community groups according to the following operational policies:

1. A permit does not include the use of school equipment.

2. A school staff member must be on duty during times that non-school groups are using school facilities for supervisory purposes. The director of business services may waive this requirement if it is believed to be unnecessary.

3. Requests for the use of school facilities must be made by contacting the office of the director of business services, except that requests for use of school facilities by the City Parks and Recreation Department should first be made to the director of physical education and athletics. After review, the request will be forwarded to the director of business services.

4. Organizations such as Campfire, Girl Scouts, Boy Scouts, 4-H clubs, 4-H Adventure Clubs and other organizations as required by law may meet in the schools until 5:00 p.m. with the approval of the principal without filing formal application through the director of business services. A representative of the organization will work directly with the principal in arranging for use of the facility.

5. Groups using gymnasiums must wear shoes of a type that will not damage the gymnasium floor.

6. A permit does not grant the right to establish concessions or sell items on school property unless special arrangements are made with the director of business services.

7. The use of kitchen equipment is discouraged and is not assumed with the granting of a permit to use school facilities. If kitchen equipment is to be used, the school district may require that a member of the food services staff be employed to supervise the use of the equipment. Arrangements for use of kitchen equipment must be made with the director of food services.

8. School property shall not be used for activities in which personal profit is the primary motive.
9. Groups using school property shall exercise all safety precautions.

10. The cost of repair or replacement will be assessed for any loss or damage of school property.

11. At the discretion of the superintendent of schools, any permit for the use of school buildings or grounds may be revoked at any time. Applications for use of school buildings or grounds must be signed by a responsible citizen who is 21 years of age or older. Applications shall be received by the director of business services sufficiently in advance to assure that all conditions are met and to provide sufficient time to make the necessary arrangements.

12. It shall be understood that the Board of Education, its individual members and employees of the Columbia School District shall bear no liability for injuries which may occur. A certificate of insurance may be requested for certain activities if considered necessary by the director of business services. If requested, the certificate will name the district as an additional insured, and will carry, as a minimum, limits of $100,000 per person, $800,000 per occurrence.

13. Smoking, alcoholic beverages and/or illicit drugs are not permitted on school district property.

14. A permit will not be issued if, in the judgment of the director of business services, the conditions of use will be detrimental to the best interests of the Columbia School District. Permits will not be issued for purposes prohibited by ordinance, statute or law of any kind.

15. The director of business services shall be responsible for the assessment and collection of fees for the use of district facilities. Payment may be required in advance and a cancellation penalty may be assessed for expenses incurred.

16. The fee schedule shall be reviewed annually and may be modified by the superintendent of schools, subject to review by the Board of Education.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
GIFTS AND DONATIONS TO THE SCHOOL DISTRICT

Gifts and donations made to the school district become the property of the district and are used in accordance with existing policies of the Board of Education and guidelines established by the administrative staff.

Individuals or organizations desiring to make a contribution to the school district should consult with the superintendent or the superintendent's designee to determine the acceptability of the contribution. The district may accept funds from individuals or organizations to the extent that the funds are raised and will be used by the district in a manner compatible with the educational objectives as approved by the Board of Education. Fund-raising organizations and the Board of Education are separate legal entities and neither is agent for the other. Upon accepting gifts or donations from the public, acknowledgement shall be made in a letter from the superintendent or the superintendent's designee to the individual or organization that made the gift or donation.

Beginning February 1, 1994, individuals or organizations making a gift or donation to the school district with a minimum value of ten thousand dollars ($10,000.00), as determined by the school district, may request that acknowledgement of the gift or donation be prominently displayed in a public place. Such a request shall be made in writing to the superintendent or the superintendent's designee prior to the school district accepting the gift or donation. Upon accepting the request:

1. The superintendent or the superintendent's designee shall convene a committee comprised of a principal, the director of business services, the assistant superintendent for elementary education, the associate superintendent for secondary education and school communications, the deputy superintendent, two members of the Board of Education to be appointed by the president of the Board, and such other persons as determined by the superintendent or the superintendent's designee;

2. The committee convened by the superintendent or the superintendent's designee shall make a determination about the appropriateness of the gift or donation consistent with the provisions of this rule and regulation;

3. The committee shall determine the manner and location by which acknowledgement of the gift or donation will be prominently displayed, including:
   - the physical dimensions of the acknowledgement to be displayed;
   - the specific language of the acknowledgement;
   - the length of time the acknowledgement shall be displayed; and
such other considerations the committee deems pertinent to the request for acknowledgement received by the superintendent or the superintendent's designee; and

4. The committee convened by the superintendent or the superintendent’s designee may take into account the expressed wishes of individuals or organizations making a gift or donation to the school district requesting public acknowledgement, but the committee shall not be obligated by such wishes in making its determinations.

Following the committee's determination of the appropriateness of the gift or donation and the manner and location by which the acknowledgement shall be prominently displayed, the superintendent or the superintendent's designee shall provide written notification of the committee's determinations to the individual or organization requesting public acknowledgement. Such written notification shall be made before the gift or donation is accepted by the school district, with a record of the notification maintained by the director of business services.

By July 1 of each year, the superintendent or the superintendent's designee shall provide a report to the Board of Education detailing gifts or donations accepted by the school district for which public acknowledgement has been made.

Administrative guidelines shall be developed for the implementation of this policy.

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Adopted: 03/03/1997

Columbia School District No. 93, Columbia, Missouri
SOLICITATION AND DISTRIBUTION
OF MATERIALS ON SCHOOL PROPERTY

The Board recognizes that business and cultural organizations make available for public use much information which is of great value in advancing student education. Much of this information is not available through other sources.

This policy pertains to distribution of materials by non-students in the schools. Such materials are intended to be only those that advance the school district’s program and curricula.

Direct Solicitation and/or Direct Distribution of Materials

No agent, solicitor or other person shall distribute materials, solicit, offer for sale, or sell any service, article or thing whatsoever to any employee or student while the employee or student is upon the property of the Columbia School District. Exceptions will be permitted if the administration is considering the service or material in the curriculum or if the material or service is otherwise determined by the administration to significantly advance the mission of the school. This policy shall not prohibit solicitation by mail.

Promotion/Advertising Through District Communication Channels

1. Students may distribute noncurricular publications in accordance with policy IGDBA.

2. Information regarding school-sponsored activities or organizations, school partnerships, or organizations officially recognized by the Board of Education as created and operated for the benefit of the district may be directly distributed to employees or students or posted if approved by the principal, pursuant to district procedure. All other information must have the approval of the assistant superintendent for elementary education or the assistant superintendent for secondary education prior to distribution.

3. Curriculum-related films and other instructional aids including advertising may be utilized when the educational content outweighs the advertising content, and is reasonable in the judgment of the principal of the school involved;

4. Essays, art, science and similar contests sponsored by outside interests may be advertised when such activities parallel the curriculum and contribute to the educational program;

5. Appropriate school departments may release promotional material for non-school athletic and cultural events that supplement the school program and curricula;

6. The district may solicit advertising on extracurricular activity schedules and programs at the discretion of the principal of the school involved;
7. Other exceptions may be permitted when, in the judgment of the superintendent, the materials support the district curriculum and students of the district will benefit. The superintendent may, at his or her option, refer specific cases to the Board for decision.

Because the display or distribution of various kinds of materials can greatly affect the general atmosphere and general appearance of buildings, any display or distribution must be approved by the principal before being placed on bulletin boards or distributed.

**Teacher Message Boxes**

Teacher message boxes are provided as a means of communication between individual teachers and other staff members within the building. Information regarding school-sponsored activities or organizations, school partnerships, or organizations officially recognized by the Board of Education as created and operated for the benefit of the district may also be distributed in teacher message boxes, with the permission of the principal.

Any professional teacher organization may use the message boxes for the limited purpose of distributing information to its members.

**Inter-Campus Mail**

The inter-campus mail delivery service may be used by individual teachers or by organizations that are officially recognized by the Board of Education. Use by professional teacher organizations shall be limited to delivery of informational type materials to members of the organizations.

**Staff Lounge**

The staff in each building may designate a bulletin board or a location in the staff lounge, not easily accessible to students, where information or material posted by staff members or administration may be posted or made available.

**Duplicating Equipment and Supplies**

Duplicating equipment and supplies shall be available for use by individuals whenever such use is related to the curricular or extracurricular program of the schools. Other uses which do not appear to come under these categories will be evaluated by the appropriate administrator. Duplicating equipment and supplies shall be available for use by organizations officially recognized by the Board of Education.
Schools Designated as Polling Places on Election Day

Certain school properties may be designated by law as a polling place by the election authorities. On the day of an election, the principal of the school designated as a polling place, in cooperation with local election authorities, must select an entrance to be used by the public for the limited purpose of voting. In making this selection, the principal shall consider issues such as traffic flow, student safety, public access to students and noise level. Members of the public may conduct exit polling, surveying, sampling, electioneering, distribute election literature, or hold signs, with respect to any candidate or question, no closer than 25 feet from the designated entrance to the polling place. No election-related activities may interrupt or interfere with the educational activities being conducted by the school.

Persons visiting the school for the limited purpose of voting who use the designated entrance, or persons electioneering in the designated area of the school grounds, are not required to first check in at the office as visitors. However, all persons visiting the building or other areas of the campus for other reasons or through other entrances, shall report to the office of the building principal upon entering the school.

Nothing in this policy shall prevent the use of school facilities by outside groups as permitted by Board policy KG.

Nothing in this policy shall restrict rights referenced in § 115.646, RSMo.

Any other request for an exception to this policy should be submitted to the assistant superintendent for elementary education or the assistant superintendent for secondary education and a decision shall be made within three (3) working days of the request.

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Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: 03/03/1997
Last Revised: 03/12/2001

Cross Refs: DJGA, Sales Calls and Demonstrations
            IGDBA, Distribution of Noncurricular Student Publications
            JL, Student Donations and Gifts
            KG, Community Use of School Facilities
            KK, Visitors to Schools

Columbia School District No. 93, Columbia, Missouri