

## Overview of Proposed Updates to 2024-2025 Version

### Formatting Notes

Throughout	Inserted Page Breaks on each Policy
TOC	Removed sub-headings; left Policy Title only
Section 5	Created "Section 5: Educational Instruction Policies" Section. Moved appropriate existing policies from "Section 4: Operational Policies."

### Policy Manual

<u>Policy</u>	<u>Update or Edit</u>
5	<b>Board Agenda:</b> Regular agenda items updated to match regular meeting proceedings.
8	<b>NEW POLICY: Personal Financial Disclosure</b>
9	<b>Board Records Management:</b> Replaced specific time periods for retention with a reference to the Record Retention Policy.
10	<b>Nepotism:</b> Updated to remove the allowance for an employee related to a Board Member
15	<b>Banking - Check Signers:</b> Clarified the existing Secondary Approval (>\$10k) process
16	<b>Cash Management - Investment Policy:</b> Updated to allow for approved "Investment Sweep" accounts
18	<b>Expense Reimbursement:</b> Updated to allow for a "reasonable travel schedule" for Air Travel
23	<b>Contracts -</b> Updated contract thresholds, signing authority, and approval/reporting process.
26	<b>Record Retention:</b> Updated to cite and align with the Missouri Public School Record Retention Schedule.
33	<b>NEW POLICY: Closure Reserve Fund</b>
34	<b>FMLA Policy &amp; Exhibits:</b> Updated "Sick Leave" wording to broader and in-use "PTO" wording.
45	<b>Personal Leave:</b> Updated to match the in-effect policy as written in the approved Employee Handbook.
67	<b>Distribution of Medicine:</b> Updated the policy entirely to match the in-effect policy as written in the approved Family Handbook.
62	<b>NEW POLICY: Special Education Records</b>
78	Updated "Closure of Enrollment" dates
84	<b>NEW POLICY: Student Transportation</b>
99	<b>Active Shooter:</b> Clarified that the policy and drill apply to school-based personnel only.