



Sunshine Law Request
from the
Missouri Attorney General's Office



ATTORNEY GENERAL OF MISSOURI
ERIC SCHMITT

April 15, 2022

Custodian of Records
Crawford County R-II Schools
#1 Wildcat Pride Dr.
Cuba, Missouri 65453
Sent by email to ajenkins@ccr2.org

RE: Sunshine Law Request

Dear Custodian of Records:

I write to request copies of the following public records pursuant to Chapter 610 of the Missouri Revised Statutes:

1. All documents received by Board of Education Member Cheri Schuette relating to the Missouri School Boards' Association's October 22, 2021 special Board of Directors meeting, including emails, agendas, materials, and meeting minutes.
2. All emails Board of Education Member Cheri Schuette received from or sent to an email address ending in @mosba.org between March 1, 2021 and April 30, 2021.

I request these records in an electronic format if that format is available.

These requests seek documents that are in the public interest because they are likely to contribute to a better understanding of the operations or activities of Crawford County R-II School District. In addition, this is not a request for commercial purposes. For these reasons, pursuant to § 610.026.1(1), RSMo, the Missouri Attorney General's Office requests a waiver of any fees associated with processing this request for records. If that waiver is not granted, please provide an estimate of the cost.

Thank you for your time and attention to this matter.

Sincerely,

A handwritten signature in blue ink that reads "Justin D. Smith".

Justin D. Smith

Supreme Court Building
207 W. High Street
P.O. Box 899
Jefferson City, MO 65102
Phone: (573) 751-3321
Fax: (573) 751-0774
www.ago.mo.gov



Responsive Documents

from the School District

Crawford County R-II School District Board Policies

P 1450 Public Access to District Documents

The District provides public access for the inspection and copying of the District's public records. As a general practice, the District requires advance payment of a copy fee which does not exceed ten (10) cents per page for pages not larger than nine by fourteen inches and a search and duplication fee that does not exceed the average hourly rate of pay for District clerical staff. However, copies of the District's public records may be provided without a fee or at a reduced fee when the Board determines that a reduction is in the public interest. In assessing fee reductions, the Board will consider the potential that the reduction will significantly contribute to public understanding of the District's operations and will consider the degree of commercial value to be gained by the person requesting a fee reduction. In accordance with state law, search time that would require more than clerical duplication of documents may be charged at the actual cost of research time.

Similarly, the District will provide public access for inspection and duplication of the District's public records maintained on audio, video, or similar media. Public access includes but is not limited to computer facilities, recording tapes, disks, video tapes, films, pictures, slides, graphics, and illustrations. The District requires advance payment not to exceed the cost of copies, staff time (not to exceed the average hourly rate of pay for clerical staff), and the cost of the disk or tape used for duplication.

In order to facilitate public access to the District's public records, the Board will appoint a custodian of records. The custodian will be responsible for maintaining the District's public records as well as for assuring access to the District's public records. The identity, business address, and office telephone number of the custodian of records will be published annually and will be available at the District's administrative office. The procedures for implementing public access provided in this policy are set forth in Regulation 1450.

Last Updated: January 2003

Crawford County R-II School District Board Policies

R 1450 Public Access to District Documents

The following regulations are intended to ensure full and open disclosure of the District's public records.

Public Records

As defined by state statute and provided in Board policy, public records include but are not limited to reports, surveys, memoranda, documents/studies prepared and presented to the Board by consultants or other professional service paid for in any part by public funds, provided that such "records" are retained by the District.

The phrase *public records* does not include:

1. Creation of a document not retained or creation of a summary/compilation of District data where such compilation or summary is not an existing, retained record.
2. Internal memoranda or correspondence received by or prepared by or on behalf of the Board where such documents involve advice, opinions, or recommendations related to the Board's decision making process. However, if such memoranda or correspondence is retained by the District or are presented at a public meeting, they will be deemed public records subject to public access.
3. District records closed to public access by the Board including but not limited to appropriate legal actions, real estate matters, information related to the performance or merit of individual employees, academic discipline and testing records of personally identifiable students, testing and examination materials, software codes, preparation for employee negotiations, specifications for competitive bidding, personnel records, and sealed bidding.

Request for Inspection and/or Duplication

1. Requests for access or duplication of the District's public records must be made to the District's designated custodian of records.
2. Upon receipt, the custodian/designee will provide or deny access within three (3) business days of the request. The date of request will not be counted as one of the three (3) business days provided for response. Where reasonable cause exists the three-day response period may be exceeded.
3. *If access is not immediately provided*, the custodian/designee will provide the person requesting access with a detailed explanation of the reason for the delay. The custodian/designee will advise of the earliest date, time, and place when access will be provided.
4. *If access is denied*, the custodian/designee will provide the person requesting access with a written explanation of the reason for denial of access. The written explanation will provide the specific provision of law relied upon in denying access and will be provided within three

(3) days of the date when access was denied.

5. Fees for duplication of the District's public records must be received prior to copying unless the fee has been waived by the Board. Upon request of the person requesting duplication, the custodian/designee will certify that the actual cost of document search and duplication does not exceed the allowable charges for public records set out in state law.

Unauthorized Removal of Public Records

No person is permitted to remove original public records from District facilities without written permission of the custodian of records/designee. Employees who violate this provision are subject to discipline up to and including termination. Violators may be referred to law enforcement officials.

Commercial Use of District Records

No person or business entity will be provided with the exclusive right to have access to, control over, duplication of, and dissemination of the public records of the District.

Last Updated: January 2003

Crawford County R-II Schools

Open	Administration Building	6:00 p.m.	10/21/2021
Kind of Meeting	Place	Time	Date

Members	Present	Absent
<u>Jason Mehl</u> Presiding Officer	Present	
Rodger Bridgeman	Present	
Tiffany Dickens	Present	
Jennifer Moreland	Present	
Cheri Schuette	Present	
Dr. Sean Siebert	Present	
Jeremiah Wilson		Absent
<u>Alexandra Moore</u> Student Representative	Present	
<u>Dr. Curt Graves</u> Superintendent of Schools	Present	
<u>Dr. Scott Davidson</u> Asst. Superintendent	Present	
<u>Angela Jenkins</u> Board Secretary	Present	

Call to Order

President Jason Mehl called the meeting to order with a quorum present.

Roll Call: Rodger Bridgeman, present; Tiffany Dickens, present; Jennifer Moreland, present; Cheri Schuette, present; Sean Siebert, present; Jeremiah Wilson, absent; Jason Mehl, present

Vote: 6 present; 1 absent (Wilson)

Approve and Adopt the Agenda

Motion by, Rodger Bridgeman; seconded by, Cheri Schuette to approve and adopt the agenda as presented.

Vote: 6 yes; 1 absent (Wilson)

Board Norms

Mr. Mehl reviewed board norms numbers 7 and 8.

Pledge of Allegiance

Mr. Mehl led the board in the pledge of allegiance.

Board Recognition

None at this time.

Citizen Participation

Sheri McVey, parent, said she cannot get the September board minutes to download. She asked about Covid updates, if we are severing ties with the National Board regarding media about Pennsylvania, and asked if we plan to enhance police presence due to the President's comments.

Mrs. Jan Jones stated that Mrs. Shoemaker has done a stellar job so far this year and appreciates her leadership.

Consent Agenda

Motion by, Jennifer Moreland; Seconded by, Rodger Bridgeman to approve the consent agenda as presented.

A. Minutes: Regular Meeting: September 23, 2021; B. Calendar of Events; C. Average Daily Attendance; D. Destroy Financial Records from July 1, 2015 to June 30, 2016

Vote: 6 yes; 1 absent (Wilson)

Financial Statement and Action on the Bills

Motion by, Sean Siebert; seconded by, Cheri Schuette to approve the Financial Statement and Action on the Bills as presented.

Vote: 6 yes; 1 absent (Wilson)

Board and Committee Reports

- Mrs. Schuette reported that K-12 has access to free Covid testing.
- Build My Future: Career Expo in Jefferson City today. Board members would like to know how to get our district involved next year.
- Cheri has a Zoom meeting tomorrow with other MSBA board members; The NEA director sent a letter to President Biden. Senator Blunt's seat is open in November. MSBA has been tied in with NEA and negative things are being said about both groups. MSBA's stance is they are not affiliated with the NEA. Tomorrow, the MSBA board of directors will meet to discuss this and other topics.

Building Principal Reports

Mr. Cross was present to answer questions about his report that was in the board packet. The elementary has an eValue board outside his office to recognize students who are proficient.

Mrs. Shoemaker was present to answer questions about her report that was in the board packet. First quarter incentive today was a movie and crafts. Teachers celebrated MAP scores with cake. The middle school has put up four skyscrapers (one per grade level) as their eValue tracker.

Mrs. Siebert was present to answer questions about her report that was in the board packet.

Mr. Bridgeman was in charge of the Regional College Fair in Rolla. He said Cuba took a large group and our kids were very respectful.

Special Education Director Report

Mrs. Gorsuch was present to answer questions about her report that was in the board packet.

Dr. Siebert thanked Mrs. Gorsuch for her professionalism and hard work, and let her know she has his support. He included the teachers and let them know he realizes that this year is even more difficult than last. Mrs. Moreland and Mr. Mehl echoed their support.

Student Representative to the Board

Alex Moore was present to answer questions about her report that was in the board packet.

- FFA Fall Speaking Contest - Missouri Cattle Industry
 - 1st place Gracee Jones
 - Young Farmers/Young Farm Wives- 1st Sara Tuschhoff
 - Farm Bureau- 2nd Alex Moore
 - Missouri Quarter Horse- 2nd Marlee Jones

- All will compete at districts on November 9th

Mrs. Jan Jones said she is impressed with our FFA program and our leader.

- Marching season: a win at MSU; received the showmanship award out of 22 bands; outstanding auxiliary and drum major
- District Student Council next week. The Student Council is also going to Heartland Farms for bonding day
- The parade was a hit and feedback to expand next year and have candy
- Student Council Blood Drive on November 1st
- Key Club Harvest Night on October 28
- Next week is Red Ribbon Week

Assistant Superintendent's Report

Dr. Davidson reviewed his report that was in the board packet.

- Professional Development – a lot of positives and was beneficial
- Curriculum and Pacing Guides (MSIP 6): middle school/high school science and social studies
- MAP & EOC Data; cannot release until December 1; Will give a report in December
- In November, he and Ms. Allen will present their plans for a preschool and the qualifications
 - Would like to enroll students who do not currently attend a preschool
- At the South Central Superintendent's conference, Dr. Davidson was able to speak positively about our District
 - It was an honor to host Senator Roy Blunt last week.

Superintendent's Report

Dr. Graves reviewed his report that was in the board packet.

- Will push MAP presentation back to January, as we will have the Board Christmas dinner in December
- Today's thank you (ice cream sandwiches) went to every staff member
- Big Smiles Dental was here this week-Cindy Breese organizes it and Delta Hana, parent, volunteers her time each year
- Random Drug Dog search today by former SRO, Ben Weber and his dog Vando
- It was an honor to have Sen. Blunt here last week. Kudos to our teachers for our achievement going up. Our community was represented well.
- Sherriff Layman and the county superintendents have discussed the possibility of a county-wide SRO program and also discussed the Rave 911 App. The app either needs to be written into the crisis plans or not used at all, and place that money in another area. Administrators and supervisors have updated radios with an administrator channel, therefore we have a form of communication. The app is dependent on Wi-Fi and cell service which is typically spotty at times. Our staff is engrained to call 911 if there is an emergency.
 - The sheriff's budget is January - December; the school's fiscal year is July – June. There is the possibility to build a program from the ground up, and it would be more affordable. Sheriff Layman has funds to address equipment and training. On the flip side, we have had a long standing relationship with CPD for many years. We met with Chief Shelton and Capt. Scharfenberg to start discussions; will meet with them again after meeting with the board with this idea. Also discussed a partnership with law enforcement agencies.

There was a question about cost.

- There is still a lot of discussion as this is new. Regardless of what we do, we may need to rewrite some MOUs.

Dr. Siebert added that if there is a situation outside of the city limits, our administrators have to go without an SRO and go in pairs.

Mrs. Moreland asked about the Smart Find system.

Dr. Graves explained that when we started using TalentEd for our hiring process, due to cost, we changed from Aesop to SmartFind for our substitute and absence system. In a salary committee meeting it was requested to change sick days to discretionary days. To prevent people from be dishonest about what they are using a day for, the policy was changed to discretionary days.

The approval process was not included in the SmartFind system and we do not know why. We have been experiencing a lot of absences and not having enough substitutes. Dr. Graves briefly reviewed the 2018-19, 2019-20, and 2020-21 substitute reports.

We are no longer allowed to use Title teachers, Title paraprofessionals, or special education paraprofessionals to substitute in our buildings.

Dr. Graves stated that we have a substitute shortage. We need an approval process to monitor a shortage; it is not to deny people. With an approval process, we will be able to tell people they will get docked days before they take the days off.

Our payroll person was getting lambasted when people were docked days (per policy), and employees didn't know that would happen until they received their check. An approval process will prevent those surprises.

Discussion of requiring doctor's notes and when.

Unfinished Business

2021-2022 Budget Update and Amendments

Dr. Graves gave a brief update on the 2021-2022 budget; we are within 2% of where we have been in previous years. HVAC for the high school will hopefully be here next week. There are several Title fund budget amendments.

Motion by, Sean Siebert; Seconded by, Tiffany Dickens that the budget amendments be approved as presented.

Vote: 6 yes; 1 absent (Wilson)

Adopt Policy Updates

Motion by, Sean Siebert; Seconded by, Rodger Bridgeman to adopt policies 0320, 0324, 2420, 2710, 2770, 4120, 4322, 4867 and regulation 4322 as presented.

Vote: 6 yes; 1 absent (Wilson)

Motion by, Tiffany Dickens; Seconded by, Jennifer Moreland to amend policy and regulation 4320 to include domestic and sexual violence victim leave as presented.

Vote: 6 yes; 1 absent (Wilson)

Approve Infra-Red Roof Scan Proposal

Jennifer Moreland was dismissed at 7:44 p.m.; returned at 7:47 p.m.

Motion by, Sean Siebert; Seconded by, Rodger Bridgeman that the proposal from Luna Thermography for the infra-red roof scan in the amount of \$4,200.00 be approved as presented.

Vote: 5 yes; 2 absent (Moreland, Wilson)

Continuity of Services Review

The proposal includes a 6-day quarantine for direct exposures outside of the home and a 10-day quarantine for direct exposures within the home. The Superintendent would continue to reserve the flexibility to revert back to a 10-day and 14-day quarantine if predicated by a surge in positive cases.

Our current positivity rate is 4.6%; September's positivity rate was 7%. Originally when a low percentage was met, restrictions were supposed to be lifted.

Dr. Graves spoke with the Crawford County Health Department and there was no flexibility whatsoever, None of the three superintendents have been satisfied with the answers. Dr. Graves has also talked to our insurance representative. If the board approves this and we would see a spike, we would have to go back to our former practice.

MSHSAA has taken a hard stance this year, and our athletes have to follow MSHSAA guidelines.

There was contact tracing discussion.

Motion by, Sean Siebert; Seconded by, Rodger Bridgeman that the proposed changes to quarantining from school including a 6-day quarantine for direct exposures not within the same household be approved as presented.

Vote: 6 yes; 1 absent (Wilson)

New Business

Long-Range Capital Projects Review

Dr. Graves reviewed the long-range capital projects list that was in the packet and encouraged the board to let him know if there is something that should be added, and to prioritize the list.

Policy 4330 and Regulation 4500 Review

The board will review the changes and a recommendation to approve will be on the November agenda. Mr. Peregoy has helped with these as he is working toward his degree.

Schedule Regular Board Meeting

Motion by, Rodger Bridgeman; Seconded by, Jennifer Moreland that the November Board Meeting be scheduled on Thursday, November 18, 2021 at 6:00 p.m. with closed session to follow.

Vote: 6 yes; 1 absent (Wilson)

Closed Session

Motion by, Rodger Bridgeman; Seconded by, Cheri Schuette to go into closed session in accordance with the provisions of Section 610.021, Sub Section (3), (6), (13), and (14) of the revised statutes of Missouri in order to discuss personnel after a ten (10) minute recess.

Roll Call: Rodger Bridgeman, yes; Tiffany Dickens, yes; Jennifer Moreland, yes; Cheri Schuette, yes; Sean Siebert, yes; Jeremiah Wilson, absent; Jason Mehl, yes

Vote: 6 yes; 1 absent (Wilson)

Adjournment

Motion by, Rodger Bridgeman; seconded by, Cheri Schuette to adjourn.

Vote: 6 yes 1 absent (Wilson)

Adjournment at 10:21 p.m.

Board Secretary

Presiding Officer

In Attendance:

Jan Jones

Virginia Pope

Kimberly Gipson

Sheila Walker

Sheri McVey

Capt. Ben Scharfenberg

Angela Jenkins

From: Jacob Rumans
Sent: Monday, April 18, 2022 10:01 AM
To: Angela Jenkins
Subject: CS Sunshine Request

Angela,

I looked through the vault for Mrs. Cheri Schuette for emails regarding the sunshine request. Mrs. Schuette had no emails from @mosba.org on the mailbox here at Crawford County R-2. She stores no documents other than Crawford County R-2 business on school equipment.

Jacob Rumans

“Uncomplicate technology with the simplest solution possible.”