



Missouri Association of Rural Education

"20 years of Service to Missouri Rural Schools"

Spring 2008

Our goal is to work in cooperation with all other education organization, but our programs and effort will be designed to meet the specific needs of schools in rural Missouri.

Please copy and share this newsletter with board members and other school staff.

Ray V. Patrick
Executive Director
201 South Holden Street
Suite 202
Warrensburg, MO 64093
Phone (660) 747-8050
Fax (660) 747-8160
rpatrick@moare.com
Website: www.moare.com

MARE 2007-2008 Calendar

July 9, 2008
Custodial Training
Workshop
Sedalia, MO

July 16, 2008
Custodial Training
Workshop
Vandalia, MO

August 2, 2008
MARE Summer Meeting
Grand
Lake Ozark, MO

Oct 6, 2008
Board Meeting **
10:00 a.m.
Jefferson City, MO

Dec 1, 2008
Board Meeting **
10:00 a.m.
Jefferson City, MO

** Board Meetings to be held at the PSRS Building in Jefferson City.

Executive Directors Report

Ray V. Patrick, EdD.

The Missouri Association of Rural Education has again experienced a very successful year. Our membership has once again exceeded our expectations. MARE will finish the year with a total of 441 members of which 363 are school districts. Included elsewhere in this newsletter is the list of Associate Members that are a valuable part of the MARE Association. New Associate Members joining MARE this year include:

- National City Insurance Group -- Kerry Hoffman & Lonnie Thompson
- American Fidelity Assurance Company -- Gabor Siklosi
- Facilities Solutions Group -- Jeff Lowe
- Merrill Lynch -- Candice McFields
- Pippin CPA -- Billy Pippin
- Naught-Naught Insurance Agency -- Bruce Gentry
- Insurance Benefits Consultants -- Jay Boice
- Forrest T. Jones (403b Division) -- Terence O'Malley
- Forrest T. Jones (Health Insurance) -- Kenneth Wilson
- PulseMark LLC -- Mark Rigsby
- Missouri Rural Water Association -- John Hoagland
- Butler, Rosenbury & Partners, Inc. -- Christopher Swan

The attendance of the 2008 Conference was an all time high. The general session speakers and breakout presenters were outstanding. I also want to recognize the outstanding support from the exhibitors this year. There were a total of 58 exhibitor/vendors represented. The 2009 MARE Conference is scheduled for March 13 & 14 at the Resort of Port Arrowhead. With the tremendous growth in attendance, the executive board will be evaluating options available for future conferences.

Congratulations are also in order to our lobbyists both at the state level and the national level for their support of rural education issues. The SAC lobby team of Gary Burton, Chris Liese, Jim Foley, and Kim Tuttle did a tremendous job of tracking legislation, working with legislators, and keeping all of us informed as to when calls needed to be made to legislators. At the national level, Mary Kusler has done an outstanding job of tracking federal legislation that affects many of the school districts special programs.

As we look to the future of MARE, school districts are encouraged to continue to consider cost savings by purchasing products through the Missouri Cooperative Purchasing Program. The Interlocal Purchasing System (TIPS) continues to evaluate needs of rural school districts by

(Continued on page 8)

Missouri Association of Rural Education

Officers and Board of Directors
2007-2008

Officers

- President Francis Moran (North Platte Co. R-I)
- Vice President: Geanine Bloch (Stoutland R-II)
- Secretary Philip C. Dorth
- Treasurer Mary Lue Potthast

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- Region A: Vicki Sandberg (Stockton R-I)
- Region B: Yancy Poorman (N St. Francois Co. R-I)
- Region C: Tim Crawley (Taneyville R-II)
- Region D: Geanine Bloch (Stoutland R-II)
- Region E: James Williams (Delta C-7)
- Region F: Joan Twidwell (LaMonte R-IV)
- Region G: (Vacant)
- Region H: Larry Flanagan (Elsberry R-II)
- Region I: John Brinkley (Linn Co. R-I)
- Region J: Francis Moran (North Platte Co. R-I)

School Board Representatives

- (Vacant)
- Austin Sutton (Taneyville R-II)

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- Frank Dean Cone (Metropolitan Community Colleges of Kansas City)
- Chris Welch (North Wood R-IV)

Advisory Members

- Larry J. Hart (L.J. Hart & Company)
- Kristi Smalley (MO Distance Learning)

Executive

- Ray V. Patrick Executive Director
- Philip Dorth Associate Director

BOE Training Schedule
2007-2008

May 7, 14, 28	Shelbyville
June 4, 5, 6	Princeton
June 7, 11, 12	Miller
June 13,14, 18	Cabool
June 19, 20, 21	Dexter
June 26, 27, 28	Leeton

For details regarding these training places and dates—check MARE’s website. www.moare.com

Other Training Sites – Contact: Dr. Ray Patrick (660) 747-8050

Board Training Registration

Mail to: MARE, 201 South Holden Street, Suite 202, Warrensburg, MO 64093
Fax: (660) 747-8160

Name of Board Member: _____

Board Member Address: _____

Address (cont’d) _____

Board Member Phone #: _____

School District: _____

Session Location: _____

Session Date: _____

ATTENTION TEACHERS

• The 2008-2009 National Rural Education Association Mini-Grant Program, sponsored and funded by the National Rural Electric Cooperative Association is now available. This mini-grant (\$500) may be applied for by any rural K-12 classroom teacher whose school or community is served by a local Rural Electric Cooperative, or whose students' homes are served by a local Rural Electric Cooperative. **Entries must be Postmarked by September 10, 2008.** For additional information on this grant, please contact the MARE office at (660) 747-8050.

**Properly Handling Employee Complaints
Can Help Your District Avoid
Costly Administrative Investigations And Enhance The Employment Relationship.**

**By Christopher B. Bent
Mickes, Goldman, LLC**

“Another employee complaint, just what we need”. Aren’t they ever happy? Your district may be at risk for an administrative investigation or litigation if this is how employee complaints are viewed. Adhering to a written policy and procedure which outlines how employee complaints are addressed makes good sense and can actually enhance the employer employee relationship. An organization that neither has a written procedure for addressing employee complaints or fails to use it, is more likely to be named a defendant in a lawsuit.

Employee complaints may come in many forms. They may be presented verbally, in writing and may be received via constructive notice. Employee complaints might be innocuous or they may involve sexually offensive comments made by a co-worker. Regardless, each complaint must be promptly investigated and resolved. This is especially true for complaints alleging: race; religion; national origin; disability; age, retaliation and/or Family Medical Leave Act violations. Federal statutes and most state laws require employers to promptly investigate these types of complaints.

What To Do When A Complaint Is Received

Once the District receives a complaint, employees must be informed about their rights and responsibilities. This includes providing the employee with instructions on the proper way to file a complaint within the organization. Take the complaint seriously but do not assume that the allegations contained therein are true or false. In other words, do not form an opinion as to the veracity of the complaint. Instead, follow these guidelines:

1. Inform the claimant that an investigation will be conducted.
2. The investigation will begin promptly, and will be completed in a timely fashion.
3. Thank the claimant for conveying concerns, and state that the District does not tolerate harassment, discrimination or retaliation.
4. Explain that the District needs to gather information, and that no determinations can be made until all information is gathered.
5. Do not promise confidentiality. Instead, state that all information provided must be investigated, and that it will be kept confidential to the extent possible.
6. Once an investigation begins, it should be kept confidential to the extent possible. Because interviews with others are necessary, absolute confidentiality cannot be promised.

Steps can and should be taken to protect employees in order to keep them from feeling uncomfortable at work. This is especially important to stabilize a typically volatile situation, in which claimants might be tempted to seek legal counsel or other recourse if the District's response is not prompt and remedial in nature.

Explore whether the claimant feels comfortable at work or whether steps need to be taken to distance the alleged perpetrator from the claimant while the investigation is ongoing. Reiterate that the District does not retaliate against individuals who express concerns, and request that any future problems be reported immediately.

Investigating The Complaint

During the investigation, all interviews should be conducted in a confidential setting. Keep good documentation of the information provided. Try to have someone present as a witness during interviews. The witness should be an objective observer, somebody with whom both parties feel comfortable, and above all, somebody who is not an alleged perpetrator. If possible, tell claimants in advance who the witness will be, and make sure they are comfortable with the person.

Approach interviews (whether with a claimant, a witness, or the alleged perpetrator) with an open mind and conduct the interview objectively. Inform everyone interviewed that retaliation for participation in an investigation is not tolerated, so they will feel comfortable answering questions honestly.

Avoid characterizing facts gathered or making conclusions before completing the investigation. The investigation should proceed logically and discreetly. This will help minimize the possibility of external publicity about the problem.

Ask the claimant for all information that supports the allegation. That includes whether there were any witnesses, and whether the claimant has any supporting documentation. Talk with all witnesses, and ask the alleged perpetrator for his or her side of the story.

After The Investigation

Keep the complainant informed that the investigation is ongoing in order to prevent any perception that the District is not responding to the complaint. Constant communication demonstrates that the complaint is being taken seriously, and that there are no double standards.

After your investigation is concluded, take whatever action is appropriate and warranted against the alleged perpetrator and document the action taken. The District's response must be prompt. From a litigation perspective, it is especially important that the District's response is designed to prevent the same and similar conduct from happening in the future. Do not hesitate to contact your lawyer if for any reason you are unsure how to handle a complaint or if the investigation does not proceed as planned. By following these guidelines, you may prevent your District from being exposed to unnecessary and costly litigation.



*Marcia Kessler, King City R-I
2008 Outstanding Rural Elementary Teacher*



*Marilyn Bolinger, Clarksburg C-II
2008 Outstanding Rural Middle School Teacher*



*John Rummel, Stockton R-I
2008 Outstanding Rural Secondary Teacher*



*Bev Ellison, Green Ridge R-VIII
2008 Outstanding Rural Support Staff Member*



*Hugh Wallace, Mound City R-III
2008 Outstanding Rural School Board Member*



*Melinda Wilbeck, Brookfield R-III
2008 Outstanding Rural Building Administrator*



*Jillian Burrows, Smithton R-VI
2008 Outstanding Rural Senior High Student*



*A Glasgow R-II School District
Representative Accepts
2008 Outstanding Rural School District Award*



*Kingsville R-I School Board
2008 Outstanding Rural School Board of
Education*

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GLTC 720, 01/01/06 This is a solicitation for insurance.

Integrated Pest Management Pilot

at Centralia R-VI

Centralia R-VI was selected as a pilot for a state project on Integrated Pest Management (IPM) in schools to demonstrate that IPM practices can reduce the risks of pests and pesticides. The project, funded by a grant from the Environmental Protection Agency and coordinated by the Missouri Department of Agriculture, will provide an IPM model that other school districts can use. It has already resulted in several improvements in IPM implementation at Centralia:

- Pesticide applications have been reduced by 90% and the contractor is complying with the recommendations to use pesticides only as needed.
- The pest control contractor has increased pest monitoring documents with the school

(Continued on page 6)

district IPM coordinator, and is helping to educate the head custodians.

- The monitoring stations are labeled, placed correctly, and locations are mapped. The stations indicate that reduced clutter and improved sanitation have reduced observations of brown recluse spiders and roaches.
- The grounds crew is using irrigation aeration and mowing height as the core of their landscape pest management program.
- Faculty and staff have been educated regarding IPM and their role.

For more information about the pilot project, contact Anastasia Becker at the Department of Agriculture - anastasia.becker@mda.mo.gov or (573) 526-0837. You may also contact Darin Ford, Superintendent, Centralia R-VI - dford@catnet.gen.mo.us or (573) 682-3561.

Information was included in May newsletter of
Missouri Safe Schools

Custodial Training Workshops sponsored by MARE

Creating healthy workspaces through planned programs by keeping custodial staff up to date on the latest industry practices is the theme for two pilot training workshops sponsored by the Missouri Association of Rural Education and Mr. Dave Thompson of New System.

In our industry today, most custodians learn either from each other or from individuals that have no more training than they do. Through these summer pilot workshops, participants can learn the basics from professionals that have been in the custodial business for a number of years. The professionals keep up to date on the latest procedures to assist in educating the attendee, thus enabling each to achieve a higher level of health and performance once they return to their facilities. The programs offered extend from the basics to advanced, using many different suppliers of chemicals,

equipment, and products. (This is NOT a sales pitch for a particular product but training on how to use certain products.)

This custodial workshop will introduce your staff to the latest ways to strip & refinish floors, sanitize restrooms from top to bottom and clean carpet in more ways than ever imagined. *Cleaning for Health* is the main goal of this program.

Workshop Agenda:

Classes consist mainly of classroom work (due to insurance concerns, the workshops will not include "hands on" by attendees). Should it be felt that "hands on" training is needed, the trainers can work such out on an individual district basis.

The morning session will start with: **Basic**, bacteria control, MRSA, as well as best practices for disease transfer points. Later in the morning, the program will move to: **Advanced**, to include the latest floor maintenance techniques, carpet programs, modernized restroom sanitization methods and more.

Following lunch (which is provided as part of the registration fee), **New Concepts**, where the attendees look at programmed/specialist cleaning, "Cleaning for Health," "Green Cleaning" and the latest trends in the cleaning industry.

Registration Fee: The pilot workshops are being conducted at Sedalia 200 School District on July 9, 2008 and at the Van Far R-I School District on July 16, 2008. The registration fee is \$35.00 per individual payable to MARE. Each training session scheduled is limited to 30- If you one or more members of your custodial staff interested in this training, please register via the MARE website: www.moare.com or contact the MARE office at (660) 747-8050. We are interested in expanding this training to other areas of the state, so anyone interested in hosting such workshops, please contact the MARE office at (660) 747-8050.



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Promoting Young Children's Early Literacy

Sara Gable, Ph.D., Human Development and Family Studies, College of Human Environmental Sciences, University of Missouri-Columbia

To promote young children's delight in talking, listening, reading, and writing, adults need to provide a variety of interesting language experiences. Children who have reading difficulties in the primary grades often had limited early literacy learning experiences.

Children with reading difficulties have:

- less letter knowledge
- less sensitivity to the notion that the sounds of speech are distinct from their meaning
- less familiarity with the basic purpose and mechanisms of reading
- poorer general language ability

Children who are skilled readers:

- understand the alphabet and letters
- use background knowledge and strategies to obtain meaning from print
- and can easily identify words and read fluently

Activities that prepare young children for learning to read emphasize counting, number concepts, letter names, shapes, and sounds, phonological and phonemic awareness, models of adult interest in literacy, and independent and cooperative literacy activities.

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The 2008 Legislative Session

The 2008 Legislative Session has now been placed in the history books. The session ended with a variety of successes (positive/negative) for school districts both in bills that passed and bills that failed.

Some of the legislation that passed:

- HCS SCS SB 1170 -- Rebuild Missouri Schools Program - establishes this program and requires the State Board of Education to distribute no-interest funding to help eligible school districts to cover costs of emergency building projects.
- SS SCS SB 944 -- limits the fee that the State Auditor can charge for the registration of bonds to 10 cents for each one hundred dollars of the bonds face value with a maximum fee of one thousand dollars.
- SCS HCS HB 1883 -- ensures that compensation for the permanent total disability of an injured employee terminates on the date of the employee's death if the death is not work related.
- SB 1066 -- Sets up a legislative oversight committee to review annually the DESE Professional Development grant applications. This will permit the several grant applications DESE receives (**including the MARE Board Training Program**) to be more politically scrutinized. Grants the State Auditor power to audit any school district in same manner as any agency of the state. This act created an alternative method of obtaining teacher certification from the State Board of Education.
- CCS SCS HCS HB 2002 -- The K-12 Education Budget included an increase in the foundation formula to fulfill the 2008-09 phase-in obligation; a \$600,000 increase in virtual schools; a \$1.9 Million decrease in

eMINTS-technology support; a \$5 Million decrease in High Need Funds for Professional Development (as reported in above PDC report); and flat funding for transportation.

- SS HB 1678 -- The bill modifies provisions relating to military personnel and their families as it relates to educational opportunities in Missouri schools.
- CCS HCS SS SCS SB 711 -- In general a voter approved tax rate increase are subject to adjustment in reassessment years and county assessors will receive additional revenues from property tax collections effective July 1, 2009.
- SB 991 -- Establishes the ice cream cone as the official state dessert.

Legislation that did not pass: (only listing a few)

- Collective Bargaining structure for conduct of negotiations.
- Open Enrollment
- Oversight of the Missouri High School Activities Association
- Administrator Salary/Benefit Posting
- Small School Grant Expansion
- Fuel Tax Exemption
- Missouri's Version of TABOR
- Mandatory Seatbelts on School Buses
- Vouchers for Students in Unaccredited Schools and for Special Education Students
- Teacher Minimum Salary Increase
- State Adequacy Target Fix
- Education of Students in Residential Placements
- Human Rights Act Reform



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<u>Kansas City</u> August 12, 2008	<u>Springfield</u> August 13, 2008	

Topics:

- What's on TV – FERPA coverage of school videos including bus and security cameras
- Effective and Lawful Discipline of Students with Disabilities
 - Overview of Student Discipline
 - OCR Expands into Special Education
 - When to Delete E-mails and When to Retain
 - Maintaining a Safe School Environment
- Paving the Way for Removing Inadequate Teachers
- Disciplining Students for Off-Campus Misconduct
 - Question and Answer Session

Please register at www.mickesgoldman.com

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(Continued from page 1)

awarding contracts to quality vendors. To be part of this program, the local board of education need only approve an Interlocal Agreement and adopt a Board Resolution. As is noted elsewhere in this newsletter, the executive board recently approved the expansion of our Legal Telephone Consultation Service to include three legal firms. MARE was able to provide some in-service activities (07-08) in the area of Custodial Training and E-rate application processes. Additional in-service activities are being considered for the 2008-09 school year.

On behalf of the MARE Executive Board, a BIG THANK YOU for your continued support of the MARE Association. To those that are retiring at the end of this school year, we wish you the best. If you are interested in continuing to receive information about MARE, please consider joining the association using the individual membership option. To those that may be changing positions/locations, we offer congratulations and the MARE Association support as you meet your new challenges. Have a great Summer!!!

... MARE Legal Consultation Service provided by three Legal Firms ...

The MARE Executive Board approved, at its May 2008 board meeting, the expansion of the *Legal Telephone Consultation Service*. This optional service provided to MARE member school districts pays for itself in a matter of a few phone calls requesting advice on minor legal issues.

The Legal Telephone Consultation Service allows for unlimited telephone consultation with a school attorney for a period of one year under certain conditions as set forth below:

- Annual MARE membership must be current. (Firms are provided a current list of members on a regular basis.)
- A designed school district representative will make contact with an attorney of the firm, and will identify that they are from a MARE member school district.
- The Legal Telephone Consultation Service does not:
 - * Cover in-depth research;
 - * Preparation of documents;
 - * Written opinions;
 - * Review of documents mailed or faxed to the firm's office;
 - * Any consultations in conjunction with the firm's current representation of the district on discrete matters.

The firms providing this service include:

Doster Guin, LLC
 Duane Martin
 Shellie Guin
 Steve Book
 4600 Madison, Suite 711
 Kansas City, MO 64112
 (816) 531-1888
 www.dosterguin.com

Mickes Goldman, LLC
 Tom Mickes
 Teri Goldman
 555 Maryville University, Suite 240
 St. Louis, MO 63141
 (314) 878-5600
 www.mickesgoldman.com

Thomeczek Law Firm, LLC - (James Thomeczek) will provide up to two (2) "initial consultations" during the school year, at no cost to the MARE member school districts, pertaining to special education legal issues. To participate in this program, a school district would enter into a non-exclusive agreement, whereby the terms and conditions of the provisions of legal services by the Thomeczek Law Firm, beyond the initial consultation, would be known to the school district. Under the terms of the agreement, following the initial consultation, the school district would be free to use any other law firm of its choosing, and would not necessarily be obligated to engage the services of the Thomeczek Law Firm.

For additional details and a copy of the agreement, please contact the Thomeczek Law Firm at (314) 997-7733.

(Continued from page 7)

Key Concepts in Children's Early Literacy Phonological Awareness: An appreciation of the sounds and meanings of spoken words. For example, a phonologically aware child can perceive and produce rhyming words, divide words into sounds and/or syllables and put them back together again (e.g., ladybug, butterfly), and recognize that groups of words have the same sound at the start (fish, frog, fruit) or the same sound at the end (dice, mice, ice).

Phonemic Awareness: An advanced form of phonological awareness. The awareness that printed symbols, such as letters, systematically represent the component sounds of the language. Children who demonstrate phonemic awareness recognize the sound-symbol relationship. Phonemic awareness allows children to "sound out" words.

To Promote Early Literacy: Be a model of literate behavior for your children: write notes, keep a calendar and daily planner, post lists of food and household needs and children's responsibilities, introduce new vocabulary words during routine conversation and book reading, and subscribe to a local newspaper and magazines the entire family will enjoy.

Sing songs, make up silly rhymes, read books, and play with words and sounds every day. Discuss printed text, words, and sounds as "objects" that can be thought about, manipulated, altered, and explored. Help children build and use their ever-growing vocabulary.

Provide children with the tools of literate behavior (pens, pencils, markers, paper, envelopes, a stapler, paperclips, stamps, a dictionary, an atlas, telephone books, magazines, catalogues, newspapers, junk mail) and engage in daily literacy activities with your children (write thank you notes, mail birthday cards, look up phone numbers, find exotic destinations in an atlas, write lists, read books, visit the library).

For more information see:

<http://missourifamilies.org/features/childcarearticles/childcare3.htm>



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Dr. Mark Ficken
Superintendent of Schools
Boonville R-I School District



Dr. Roger D. Adamson

"When we ask Dr. Adamson for something, we know that the information he gives us will be timely, accurate, and in the District's best interests. We have confidence in Roger and appreciate the service he provides."

Dr. James R. Haley
Superintendent of Schools
Oak Gove R-VI School District

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YOUR 403(b) BUZZ

By
Terence O'Malley*
March 2008

I recently attended the National Tax Sheltered Accounts Association annual conference in San Antonio where not only the weather was hot, but so too was the topic of Universal Availability in 403(b) plans.

The IRS architect of the new 403(b) world order is Mr. Robert Architect (I kid you not), who stood in front of some 500 people and questioned - with a modicum of exasperation - why an employer would want to exclude any employee from eligibility. According to architect Bob, it is one of the most common ways employers cause problems for themselves when audited by the IRS.

In other words, the IRS wants employers to offer what I call pure universal eligibility. That means if you are an employee you are eligible to have a 403(b) account, no questions asked. Why does the IRS care? Simple, under the old world order school districts inadvertently excluded too many people who were otherwise eligible for 403(b) investment.

"But what about substitute teachers and the high school kids we hire in the Summer to mow the lawns? Do I have to make a 403 (b) option available to them as well," ask Superintendents and their Payroll Managers. Yes, if they are truly employees and not just contract workers (think W-2 v. 1099). Your option otherwise is to exclude part-timers by making a reasonable estimate as to whether a particular person will work more than 20 hours per week or more than 1,000 hours per year. The practical reality is that most part-timers will not avail themselves of a 403(b) investment simply because they perceive it would cut into their paychecks too much. The flip side is that if you inadvertently exclude eligible part-timers, you expose yourself to a whole host of unspeakable atrocities when it would have been quite simple to have the employee fill out a form most likely declining to invest.

When it comes to the IRS, if you don't laugh, your gonna cry!

*Terence O'Malley is an attorney and is Director of 403(b) Compliance for Forrest T. Jones and Co

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Allied Bus Sales	Jeff Futrell	(800) 462-0173
American Boiler Services, Inc.	Mike Hemphill, Dean Phillips	St. Louis (800) 235-5377 – Kansas City (888) 440-0382
American Fidelity Assurance Company	Gabor Siklosi	(888) 890-4909
American Trust Group Holding	S.L. Baker, Ray Shoaf	(573) 374-9991
Billy Pippin—CPA	Billy Pippin	(417) 543-3952
Blendedschools.net	Jed O. Friedrichsen	(573) 999-5425
Budget Plus Software	Leland Foster	(816) 847-6610
Butler, Rosenbury, & Partners, Inc	Chris Swan	(417) 865-6100
Center for Distance/Independent Study	Kristi D Smalley	(573) 882-4054
Central State Bus Sales	Jeff Reitz	(636) 343-6050
Claim Care Inc.	Stacy L. Dye	(660) 327-5308
Commerce Bank, N.A.	Carolina Decker, Mike Simonett	(417) 837-5236/(816) 234-2565
Constellation NewEnergy Gas Division, LLC	Larry D. Kilpatrick	(800) 829-3900
Control Technology & Solutions	Scott Ririe, Gina Bicknese	636) 230-0843
Dickinson Hussman Architects	Pamel Erb	(314) 727-8500
Doster Guin, LLC	Duane Martin, Shellie Guin	St. Louis (636) 532-0042 – Kansas City (816) 531-1888
E.P.M., Inc.	B.H. Trout	(573) 642-6550
Facilities Solutions Group	Jeff Lowe	(636) 537-0203
Forrest T. Jones & Company	Terence O'Malley	(816) 968-0612
Forrest T. Jones & Company	Kenneth Wilson	(417) 429-3957
Forrest T. Jones & Company (LTC)	Mark Iglehart, Harvey Day	(800) 821-7303
Foundation for Educational Services, Inc. (SOCS)	Stacey Musil	(800) 850-8397
Fry and Associates	Dan Helberg, Margie Fry	(800) 444-9787
Gatekeeper Administration	Mark Leech	(800) 399-3023
George K. Baum & Company	Greg Bricker, Dick Bartow	(800) 821-7195
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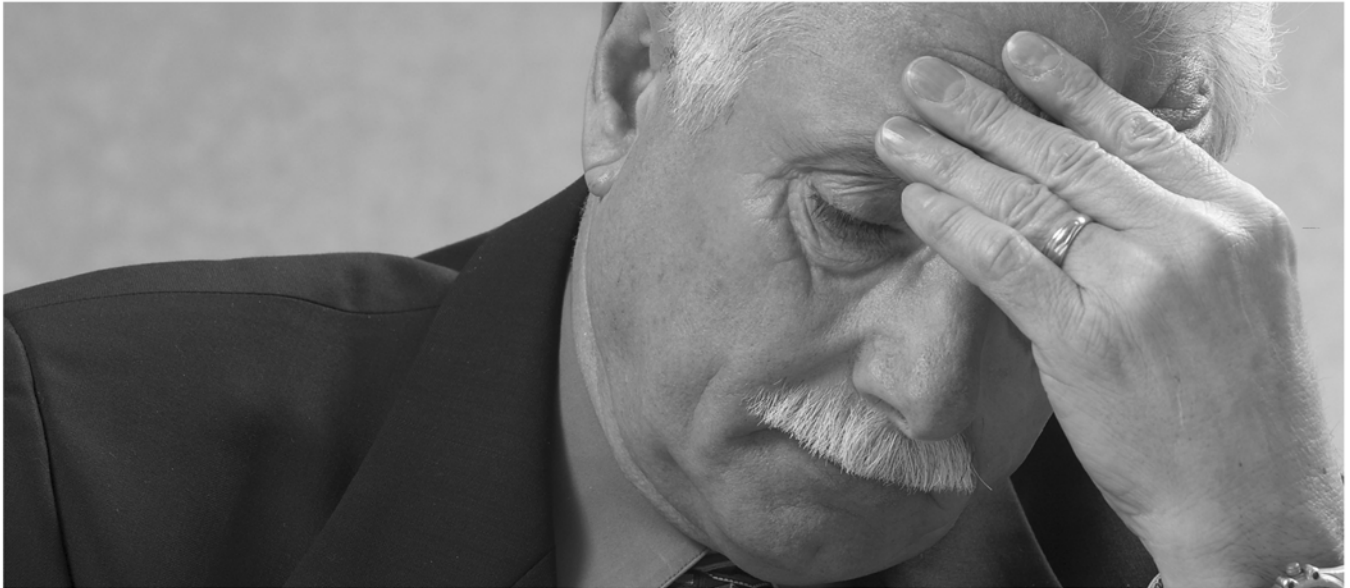


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