



## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Regulation 0215**

### **School District Philosophy**

#### **Bill of Rights for Students & School Personnel**

We have the right to teach and to learn without distractions from others

We have the right to feel safe from verbal, physical, and emotional abuse from others

We have the right to enjoy lunchtime and free time without teasing or bullying

We have the right to expect appropriate and not hurtful communication from others

To be treated with respect by teachers, students, and staff

To have my own opinions, to disagree with others, and to respectfully express my opinions

To feel respected - not to be treated badly for any reason beyond my control

To expect people to follow the discipline policy of our school with fairness

To expect excellence from one another

To take pride in our school and empower one another to be leaders

To expect a positive school environment that builds our sense of personal value

**TO BE AGENTS OF CHANGE IN CREATING A LEGACY OF KINDNESS**

Adopted: 07/04

Consolidated School District No. 6 (Fox)

**School Board Organization**

**School Board Purpose and Roles**

**PURPOSE OF THE BOARD OF EDUCATION**

1. To govern and control the affairs of the District provided by law.
2. To discover and interpret the educational needs, attitudes and interests throughout as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on district wide policies affecting the operation of the schools.
4. To oversee the management and fiscal control of the schools as provided by law and to review, evaluate and judge the effectiveness of the educational program.

**ROLES OF THE BOARD OF EDUCATION**

**Administration –**

To recognize that it is the responsibility of the Board to see that the schools are properly administered, not to administer them.

To hold the superintendent responsible for the implementation of Board policies and the administration of the District.

To give the superintendent authority commensurate with his/her responsibility.

**Voting –**

To vote on Board matters only after considering the recommendation of the superintendent and any interested citizens.

**Board Relations –**

To maintain a working rapport with other members of the Board and the superintendent.

To respect and encourage the right of others to hold and express opinions.

To support the Board once a legal decision has been made by majority vote.

To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.

To realize that the responsibilities are district wide.

To recognize that authority rests with the School Board in legal session and no individual Board member has legal authority to request action from the staff.

To avoid any comments which may be interpreted as undermining the administration of the District.

**Committees –**

To assure that special committees, when appointed, have a well defined objective and there is understanding that the committee serves in an advisory capacity.

**Superintendent –**

To work through the superintendent and his/her staff, not over or around them.

To support the superintendent's efforts to appoint the most qualified persons as employees of the District.

To reinforce the efforts of the superintendent and the staff so that they may perform their assigned responsibilities in the most effective manner.

To provide the superintendent counsel as requested or required.

**Community –**

To make every effort to keep all citizens informed about the quality and condition of public school education in the District.

To initiate and implement all efforts to secure adequate financial support for the District.

To assure that all transactions of the District are ethical, open and aboveboard.

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Effective: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Regulation 0320**

### **School Board Organization**

### **Election Procedures and Calendar**

December\_\_\_\_\_

**Pick up packet**  
Board Office

Post notice of Annual School Election in schools  
Public Library and City Hall

December\_\_\_\_\_

**First day for filing by candidates**

Board Office  
8 a.m. - 4:30 p.m.  
Sixteen (16th ) week prior to election)

January\_\_\_\_\_

**Last day for filing**

Board Office,  
8 a.m. - 5:00 p.m.  
(eleventh (11th) week prior to election)

February\_\_\_\_\_

Certification of Candidates for Board of Education to be signed by the Board Secretary and forwarded to Board of Election Commissioners. (Certification forms are to be in election headquarters no later than tenth (10th) week prior to election by 5 p.m.)\*

March\_\_\_\_\_

During this week, principals are to make necessary arrangements for polling places and for reserving parking space on streets for voters. They will be contacted by election headquarters in advance.

April\_\_\_\_\_

Election Day

Poll watchers are not allowed for non-partisan election.

\* A candidate who has filed a declaration of candidacy may submit to the Board secretary written notice of intent to withdraw from the election at any time before the Board of Education has convened to vote to approve the notice of election and sample ballot. Any withdrawals after this date will require Court approval pursuant to Missouri Revised Statute 125.127.

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Adopted: 11/97

Effective 11/97

Revised: 12/03

Effective: 12/03

**School Board Organization**

**School Board Duties of Officers**

**President**

It shall be the duty of the President to:

- a. Preside when present at all Board meetings
- b. Appoint special committees of the Board. There shall be no standing committees
- c. Sign all warrants ordered drawn by the Board
- d. Sign all contracts or documents as appropriate by virtue of approval of the Board or by virtue of holder of the office of President
- e. Call special meetings of the Board when in the President's judgement meetings are necessary
- f. Perform any other duties authorized by the Board or by State law

**Vice President**

It shall be the duty of the Vice-President to perform all the duties of the President in case of the absence or disability of the President.

**Secretary**

It shall be the duty of the Secretary to:

- a. Keep a complete, accurate and regular record of all proceedings of all regular and special meetings of the Board of Education
- b. Post all notices required by law when duly ordered by the Board
- c. Make and file all reports as required by law
- d. To be present at all regular and special meetings of the Board
- e. Sign all documents, orders, and reports required by law or as appropriate after approval of the Board
- f. Receive and acknowledge official correspondence of the Board
- g. Preside at meetings of the Board if both President and Vice-President are absent until a president Pro Term can be chosen, all if a quorum is present
- h. Perform all other duties as authorized by the Board or State law

**Treasurer**

It shall be the duty of the Treasurer to:

- a. Act as custodian of all moneys belonging to the School District
- b. Sign all checks paid by the Board of Education

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Effective: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Regulation 0324**

### **School Board Organization**

#### **Unexpired Term Fulfillment**

Except as provided by the Missouri Constitution and state statutes, and subject to the right of resignation, all members of the Board shall hold office for the term thereof, and until their successors are duly elected or appointed and qualified.

If a vacancy occurs on the Board of Education, the remaining members shall appoint a person to serve until the next municipal election, when a director shall be elected for the unexpired term. If there are more than two vacancies at any one time, the county commission, upon receiving written notice of the vacancies from the Board secretary, shall fill the vacancies by appointment. The person(s) appointed shall hold office until the next municipal election, when a director(s) shall be elected for the unexpired term(s).

When it becomes necessary for the Board of Education to appoint one or more members to the Board of Education, the following procedures will be used:

- ☐ **Notification Process** – The fact that a vacancy exists or will exist will be announced at the next Board meeting. Local newspapers will also be notified. In a case of resignation, a vacancy shall be declared to exist when the Board of Education votes to accept a member's letter of resignation. In a case of removal from office, a vacancy shall be declared to exist when the secretary of the Board certifies to the Board that a vacancy exists. Residents wishing to be appointed to the vacancy shall make their desire known by sending a letter to the secretary of the Board stating their qualifications and their reason for wishing to be on the Board. A period of two weeks from the date of the announcement will be allowed for receipt of these letters.
- ☐ **Review/Interview Process** – The letters received will be reviewed by the Board of Education at the next regularly scheduled Board meeting, or at a special meeting called for that purpose. The Board may select final candidates from the applicants, and these individuals will be interviewed in open session at a regular or special meeting of the Board.
- ☐ **Selection Process** – The appointment(s) will be made in open session at the next Board meeting held subsequent to the interview process. Appointments shall be made through a formal motion and seconded, and an affirmative vote by a majority of the Board. This vote must be held in open session. If the Board cannot decide upon an appointee, due to a tie vote, the presiding commissioner of the county commission may be asked to cast the deciding vote.
- ☐ **Exclusion of Resigning Board Member** – An individual who is resigning from the Board shall not participate in choosing his successor.

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Effective: 11/97

Consolidated School District No. 6 (Fox)

## **ORGANIZATION, PHILOSOPHY, AND GOALS**

**Regulation 0342**  
**(Form 0342)**

### **School Board Organization**

### **Conflict of Interest and Financial Disclosure**

#### **Sale, Rental or Lease of Property by Individual Board Members**

Individual Board members shall not sell, lease, or provide property of any kind to the district, except real estate. In the case of real estate, Board members shall not sell or lease property to the district unless the total compensation payable to such Board member is \$500 or less per year, or the award is made after public notice, and the offer is lowest received on property that satisfies the requirements of the district.

#### **Services Provided by Individual Board Members**

Individual Board members shall not provide services to the district in their capacity as individuals; however, this shall not prevent businesses in which Board members have an interest from providing such services in compliance with this policy.

#### **Business Relationships**

Corporations in which Board members have no more than a 10 percent ownership interest may make sales of property and services to the district without restriction.

Businesses in which a Board member is sole proprietor or a partner shall not make sales of property to the district, except in the case of sale or lease of real estate. If a Board member is a sole proprietor, a partner with more than a 10 percent ownership interest, or the owner of more than 10 percent of the outstanding shares of any class of stock, the business may make sales of services and real estate to the district after public notice, competitive bidding, and when the offer or bid is the lowest received. Competitive bidding shall not be required in the case of real estate.

Business in which Board members have less than a 10 percent ownership interest may make sales of services and sales or leases of real property to the district without restriction.

#### **Self-Dealing**

Board members may not participate directly or indirectly to influence a decision when the result may be the acceptance by the district of a service or the sale, rental, or lease of property to the district, if a benefit of more than \$500 per year results to the Board member; the Board member's spouse; a dependent child in the Board member's custody; a sole proprietorship owned by the Board member or his or her spouse; a partnership in which the Board member or spouse is a partner; a corporation in which the Board member is an officer or director or in which the spouse is a partner; a corporation in which the Board member is an officer or director or in which the member, a spouse, or dependent child in the member's custody together or separately own more than 10 percent of the outstanding shares of any class of stock; or any trust in which the Board member is the settler or trustee, or in which the member, spouse, or dependent child together or separately are beneficiaries or holders of more than 10 percent interest in the trust. These restrictions shall not apply after public notice and

competitive bidding, when the offer is the lowest received, provided that competitive bidding shall not be required for real estate.

### **Use of Confidential Information**

A Board member shall not use confidential information obtained in the course of his official capacity in any manner with the intent to result in financial gain for himself, any other person or business.

### **Nepotism**

The Board shall not employ one of its members, nor shall it employ any person who is related within the fourth degree to any Board member, either by consanguinity or affinity, where the vote of the Board member is necessary to the hiring of the person. Board members shall not debate or vote upon the issue of hiring any person to whom they are related within the fourth degree.

### **Contributions**

Campaign contributions will not be converted to personal use except to defray necessary expenses of the office, to defray entertaining expenses associated with the candidacy, to return contributions, or to make an unconditional gift to a political organization or charity.

### **Financial Interest Statement**

The Board hereby adopts a regulation to make public the disclosure of potential Board member and employee conflicts of interest to include the following information:

1. Each transaction in excess of \$500 per calendar year between a Board member, superintendent (chief administrative officer), chief purchasing officer, or general counsel employed full time and any person related within first degree by consanguinity or affinity \* to such persons and the school district, excluding compensation received as an employee or payment of any tax, fee, or penalty due to the district. This shall include the dates and identities of the parties in the transaction.
2. Each transaction in excess of \$500 between any business entity in which such individuals have a substantial interest, \*\* and the school district, excluding any payment of tax, fee, or penalty due to the district or payment for providing utility service to the district. This shall include the dates and identities of the parties in the transactions.

The chief administrative office (Superintendent) and chief purchasing officer (to be designated by Board if different than superintendent) will also disclose in writing the following information for themselves, their spouses, and dependent children:

1. The name and address of each employer from whom income \$1,000 or more was received.
2. Name and address of each sole proprietorship that the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he or she was a partner or participant; the name and address of each partner or co-



participant in the partnership or joint venture unless the information is already filed with the secretary of state; the name, address, and general nature of business of any closely held corporation or limited partnership in which the individual owned 10 percent or more of any class of the outstanding stock or limited partner's units; and the name of any publicly traded corporation or limited partnership that is listed on a regulated stock exchange or automated quotation system in which the individual owned 2 percent or more of any class of outstanding stock, limited partnership units, or other equity interests.

3. The names and addresses of each corporation for which the individual served in the capacity of director, office, or receiver.

Disclosure reports shall be filed by May 1 for the preceding calendar year with the commission and the Board, and the reports will be made available for public inspection and copying during normal business hours.

This regulation shall stand adopted by the Board annually unless repealed or modified.

\* The "first degree of consanguinity or affinity" includes father, mother, spouse, son or daughter by virtue of a blood relationship or marriage.

\*\* "Substantial interest" is ownership by the individual, his or her spouse or dependent children, either singularly or collectively of 10 percent or more of any business entity, or an interest having a value of ten thousand dollars (\$10,000) or more, or the receipt of a salary, gratuity or other compensation of five thousand dollars (\$5,000) or more from any individual, partnership, or organization, or association within any calendar year.

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Consolidated School District No. 6 (Fox)