

## **BOARD CANDIDATE BIOS**

We would like to include some information about each Board Candidate on the District website after the final certification date (Jan. 23).

**Please email a headshot and a short bio (max of 200 words) to [jennifer.jolls@fhdschools.org](mailto:jennifer.jolls@fhdschools.org) by Friday, Jan. 19, 2024.**

Please note the following:

- Candidates will be listed on the District website and social media channels in the same order they will appear on the ballot.
- Bios will be published unedited and exactly as they are submitted, so please take care to proofread and ensure you've included the most important information in your bio.
- If you do not submit a photo and 200-word bio by January 19, 2024, only your name will be listed.



**FILING FOR CANDIDACY FOR  
BOARD OF EDUCATION DIRECTOR  
ELECTION DATE: APRIL 2, 2024**

**TO DECLARE CANDIDACY COMPLETE AS LISTED BELOW**

1. DECLARATION OF CANDIDACY
  - a. 3-year term to expire April 2027 (April 2024-April 2027) \*signature needed
2. ACKNOWLEDGEMENT CANDIDATE RECEIVED REQUIRED INFORMATION \*signature needed
3. MO DEPT OF REVENUE FORM 5120 - **CANDIDATE MUST MAIL THIS FORM IN**
  - a. **Candidate's Affidavit of Tax Payments and Bonding Requirements (MO Dept. of Revenue Form 5120). This is an affidavit sent to the Department of Revenue verifying candidate does not owe taxes as defined in the affidavit.**
4. NOTICE OF CANDIDATES' OBLIGATION TO FILE A FINANCIAL INTEREST STATEMENT
 

**\*CANDIDATE MUST FILE ONLINE OR VIA FORM ON OR BEFORE JANUARY 09, 2024**

  - a. Financial Disclosure Statement for Political Subdivisions - *This form can be filed online and instructions included in folder.*
5. BOARD CANDIDATE BIO \*Candidate must submit BIO
  - a. Submit to [jennifer.jolls@fhdschools.org](mailto:jennifer.jolls@fhdschools.org) by 1/19/24

**WEBSITES FOR CANDIDATE INFORMATION**

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION  
<http://dese.mo.gov/>

DEPARTMENT OF REVENUE  
<http://dor.mo.gov/personal/candidates/>

MISSOURI SCHOOL BOARDS' ASSOCIATION  
<http://www.msbanet.org/>

MISSOURI ETHICS COMMISSION  
<http://www.mec.mo.gov/>

ST. CHARLES COUNTY BOARD OF ELECTION  
<https://www.sccmo.org/410/Election-Authority>

FRANCIS HOWELL SCHOOL DISTRICT  
[www.fhdschools.org](http://www.fhdschools.org)

**MARK YOUR CALENDAR**

12/05/23	8am Filing Opens - <b>FILING OCCURS UNTIL 5PM FIRST AND LAST DAY</b> , 4:30PM ALL OTHER DAYS No filings will be accepted on dates when the office is closed (12/22 - 12/25) or when school is closed for inclement weather. For information, contact: <a href="mailto:jane.hepler@fhdschools.org">jane.hepler@fhdschools.org</a> or 636-851-4026
12/26/23	Candidate filing closes - <b>(OFFICE WILL BE OPEN 4:00 – 5:00 PM)</b> Candidate Information Sheet due to the Board Secretary and completed by 5pm deadline
1/09/24 1/16/24	Last date to file Financial Disclosure Statement with Missouri Ethics Commission without \$10 filing fee Last day to file by 21-day deadline before removal from ballot
1/23/24	Last date to provide a copy of the notarized affidavit to Francis Howell School Board of Education Secretary for filing with Declaration of Candidacy for withdrawal of name from the election without a Court Order
1/23/24	Certification Date – Candidate withdrawals after this date must be done by Court Order
2/06/24	Last date for Candidate Withdrawal by Court Order – freely given by court and candidate pays costs
4/02/24	Election Day for Board of Education Directors
4/16/24	Board of Education Meeting – Re-Organization Meeting and swearing in of elected board members

**Francis Howell School District**  
**BOARD ELECTIONS**  
*(Candidate Declaration)*

To: Board Secretary of the Francis Howell School District or Designee

I, the undersigned, a resident of the Francis Howell School District, declare myself a candidate for the office of a director of said school district for a **term of three (3) years**, to be voted on at the municipal election to be held on the 2th day of April, 2024.

I declare that I am eligible to hold office in accordance with Missouri law. I:

1. Am a citizen of the United States of America, Mo. Const. art. VII, ' 8; ' 162.291, RSMo.
2. Am a resident taxpayer of the Francis Howell School District 162.291, RSMo.
3. Will have resided in Missouri and **in the District** for a minimum of one year immediately preceding my election, if elected. Mo. Const. art. VII, ' 8; ' 162.291, RSMo.
4. Am at least 24 years of age. ' 162.291, RSMo.
5. Am not delinquent in the payment of any state income taxes, personal property taxes, municipal taxes or real property taxes on my place of residence listed below. If I am a past or present corporate officer of any fee office, I verify that office does not owe any taxes to the state. I understand that I am required by law to file an affidavit stating these facts with the Missouri Department of Revenue. ' 115.306, RSMo.
6. Have not been found guilty of nor have I pled guilty to a felony under the federal laws of the United States of America or to a felony under Missouri law or an offense committed in another state that would be considered a felony in Missouri. ' 115.306, RSMo.
7. Am not registered or required to be registered as a sex offender pursuant to Missouri law. ' 162.014, RSMo.
8. Have filed, or the treasurer of any existing candidate committee has filed, all required campaign disclosure reports with the Missouri Ethics Commission, when applicable, for all previous elections in which I was a candidate. ' 130.071, RSMo.

Note: All information provided to the district will be a public record and could be requested by members of the public under the Sunshine Law.

Print Full Legal Name for Ballot

Address

City

Phone

E-mail Address

I swear that the above language is true and accurate, that I am legally eligible to be a candidate for the office of director of this school district, and that I am legally able to hold office if elected or otherwise appointed to the position.

Candidate's Signature

Date

Subscribed and sworn to before me on \_\_\_\_\_ [date] at \_\_\_\_\_ [time].

Signature of Board Secretary, Authorized Designee or Notary

I understand that if I am elected or appointed to the Board, I am required by law to successfully complete 18.5 hours of Board training within one year of the date I am elected or appointed. ' 162.203, RSMo.

*Use if Ballot Placement Is by Random Drawing*

Number Drawn: \_\_\_\_\_

Candidate's Initials to Verify Number Drawn: \_\_\_\_\_

\* \* \* \* \*

# Notice to Candidate

## Regarding Personal Financial Disclosure (PFD)/Financial Interest Statement Filing Requirement

### Part One: Candidate Information

Candidate's Name: \_\_\_\_\_ Political Subdivision: Francis Howell School District  
Office Sought: School Board Election Date: April 2, 2024

### Part Two: Filing Status (check one)

Candidate **must** file a PFD/Financial Interest Statement with the Missouri Ethics Commission (proceed to part 3)

A candidate must file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision has an annual operating budget over \$1 million and the subdivision does not have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §§ 105.483—105.492, RSMo.; or
- The political subdivision has an annual operating budget over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically requires a candidate running for this position to file; or the candidate (or their spouse, child(ren), parents, or a business in which they own a substantial interest) has had a business transaction with the political subdivision in excess of \$500 in the preceding 12 months; or
- The candidate is a new Associate Circuit Judge Candidate (incumbent state judicial candidates file with the Supreme Court).

Candidate is **not** required to file a PFD/Financial Interest Statement (proceed to part 4)

A candidate is not required to file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision's annual operating budget is \$1 million or under; or
- The political subdivision's annual operating budget is over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that does not require a candidate running for this position to file (note: if a candidate, their spouse, child(ren), parents, or a business in which they own a substantial interest has had a business transaction with the subdivision, candidate may still need to file); or
- The office sought by the candidate is political party committeeman or committee woman.

### Part Three: Filing Deadlines and Penalties

- If the PFD/Financial Interest Statement is not filed by **January 09, 2024** (14 days after the closing date of candidate filing for the election), candidate will be assessed a **\$10 per day late fee** for each day the report is late.
- If the PFD/Financial Interest Statement is not filed by **January 16, 2024** (21 days after the closing date of candidate filing for the election), candidate will be **disqualified as a candidate** and their name will be removed from the ballot.

*NOTE: If the political subdivision has a conflict of interest ordinance with the MEC:*

1. And if filing deadlines are not met, penalties (if any) are assessed by the political subdivision in accordance with its ordinance.
2. Candidate must also file a copy of their PFD/Financial Interest Statement with the governing body/subdivision.

### Part Four: Acknowledgement (completed by candidate and witnessed by election official)

I, \_\_\_\_\_, hereby acknowledge the authority of the Missouri Ethics Commission,  
(print name)

or the political subdivision for which I am filing, in enforcing laws governing candidates for elected office in Missouri; and acknowledge that I have received:

\_\_\_\_\_  
Candidate Initials **Notice to Candidate:** written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time; and

\_\_\_\_\_  
Candidate initials **The MEC's Guide to Ethics Law—A Plain English Summary:** regarding laws governing candidates for elected office in Missouri.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Candidate's email address

\_\_\_\_\_  
Signature of election official (witness)

\_\_\_\_\_  
Date



# Missouri Ethics Commission (MEC)

PO Box 1370, Jefferson City MO 65102, Fax: 573-526-4506, pfdonline@mec.mo.gov

Office Use:

## Financial Disclosure Statement for Political Subdivisions

105.485(4), RSMo

### 1. Statement Information (select one)

Type:  New  Amended

### 2. Filing Status & Time Period Covered (select one & insert time period)

#### A. Filing Status

- Annual Filer:** file from Jan 1 to Dec 31 of prior year (if no longer serving, enter the time period served), due by May 1
- Newly Appointed/Employed:** file for calendar year before start date, due within 30 days
- Incumbent Candidate:** file from Jan 1 of prior year to closing date for candidacy (may be longer than 12-month period), due within 14 days of closing date for candidacy
- New Candidate:** file for the 12-month period before the closing date for candidacy, due within 14 days of closing date for candidacy

B. Time Period Covered: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_(mm/dd/yyyy)

### 3. Filer Information

\_\_\_\_\_  
Filer's name (First, Middle, Last)

\_\_\_\_\_  
Spouse's name (First, Middle, Last)

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Dependent child's name\* (First, Middle, Last)

\_\_\_\_\_  
Dependent child's name\* (First, Middle, Last)

\_\_\_\_\_  
Political Subdivision or State Agency

\_\_\_\_\_  
Title (Position/Office Seeking)

Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).

\*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

### 4. Transaction Information

A. List the transactions, valued at more than \$500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. *Do not include* compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Parties involved in transaction

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Parties involved in transaction

B. List the transactions for any business entity, in which you, your spouse, or dependent child(ren) held a substantial interest, that conducted business with the political subdivision listed above valued at more than \$500. *Do not include* payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration. (NOTE: Substantial interest includes ownership of 10% of the business entity or interest valued at \$10,000 or more, or from which a salary, gratuity or other compensation of \$5,000 or more is paid per calendar year).

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Parties involved in transaction

\_\_\_\_\_  
Date (mm/dd/yyyy)

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Parties involved in transaction

### 5. Signature (select one, sign & date)

- I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.
- I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

\_\_\_\_\_  
Filer's Signature (Required)

\_\_\_\_\_  
Date (mm/dd/yyyy)

**NOTE:** The following information is required from the **Chief Administrative Officer** and **Chief Purchasing Officer** only. Include information for filer, spouse and dependent child(ren).

6. **Employment** List  
 the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.

Employer Name	Employer Address/City/State/Zip	Person's name whom received income
Employer Name	Employer Address/City/State/Zip	Person's name whom received income

7. **Sole Proprietorships**  
 List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip
Sole Proprietorship Name	Sole Proprietorship Address/City/State/Zip

8. **General Partnerships, Joint Ventures**  
 List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Coparticipant's Name & Address	Party Involved
General Partnership or Joint Venture Name	Address/City/State/Zip	Nature of Business	Partner/Coparticipant's Name & Address	Party Involved

9. **Stocks, Bond & Other holdings**  
 EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

A. *Limited Partnerships, Closely-held Corporations:* List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of business	Party Involved
Limited Partnership/Closely-held Corporation Name	Address/City/State/Zip	Nature of business	Party Involved

B. *Publicly Traded Corporation or Limited Partnership:* List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

Corporation/Limited Partnership Name	Party Involved
Corporation/Limited Partnership Name	Party Involved

10. **Corporations**  
 List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity
Corporation Name	Corporation Address/City/State/Zip	Person's name who served in this capacity

This form is required to be filed with the Missouri Ethics Commission **and** with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.