ADMINISTRATIVE REGULATIONS
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ORGANIZATION, PHILOSOPHY AND GOALS **Regulation 0320**

School Board Organization

School Board Elections

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. - 5:00 p.m. (sixteenth (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.)[1]
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.	

[1] This date is also the ***withdrawal deadline*** for election.

ORGANIZATION, PHILOSOPHY, AND GOALS **Regulation 0321**

School Board

School Board Officers

President

It shall be the duty of the President to:

1. Preside when present at all Board meetings.

2. Appoint special committees of the Board. There shall be no standing committees.

3. Sign all warrants ordered drawn by the Board.

4. Sign all contracts or documents as appropriate by virtue of approval of the Board or by virtue of holder if the office of President.

5. Call special meetings of the Board when in the President's judgment meetings are necessary.

6. 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:

1. Keep a complete, accurate and regular record of all proceedings of all regular and special meetings of the Board of Education.

2. Post all notices required by law when duly ordered by the Board.

3. Make and file all reports as required by law.

4. To be present at all regular and special meetings of the Board.

5. Sign all documents, orders, and reports required by law or as appropriate after approval of the Board.

6. Receive and acknowledge official correspondence of the Board.

7. President at meeting of the Board if both President and Vice-President are absent until a president Pro Tem can be chosen, or if a quorum is present.

8. Perform all other duties as authorized by the Board or State law.

Treasurer

It shall be the duty of the Treasurer to:

1. Act as custodian of all moneys belonging to the School District.

2. Sign all checks paid by the Board of Education.

School Board Organization

Nepotism, Conflict of Interest and Financial Disclosure

Contractual and Business Relationships

No Board member or District employee may:

1. Perform a service, sell, rent or lease any property to the District for consideration of in excess of five hundred dollars ($500.00) value per transaction or five thousand dollars ($5,000.00) value per annum to him/her, or to their spouse, to a dependent child in his/her custody, or to a business with which member or employee is associated unless the transaction is made pursuant to an award on a contract let or sale made after public notice and, in the case of personal property, competitive bidding, provided that the bid or offer accepted is the lowest received.

2. Attempt, for any compensation other than the compensation provided for the performance of his/her official duties, to influence the decision of the Board or the District on any matter.

Business Entities

No partnership, joint venture, or corporation in which any Board member is a partner having the lesser of a ten percent (10%) interest or a ten thousand dollar ($10,000) value partnership interest, or a co-participant or owner of outstanding shares of any class of stock with a fair market value equal to the lesser of ten percent (10%) of the outstanding shares or $10,000, shall:

1. Perform any service for the District for any consideration in excess of five hundred dollars ($500) per transaction, or five thousand dollars ($5,000) per annum, unless the transaction is made pursuant to an award on a contract let after public notice and competitive bidding, provided that the bid or offer accepted is the lowest received.

2. Sell, rent or lease any property to the District where the consideration is in excess of five hundred dollars ($500) per transaction, or five thousand dollars ($5,000) per annum, unless the transaction is made pursuant to an award on a contract let or sale made after public notice and in the case of property other than real property, competitive bidding, provided that the bid or offer accepted is the lowest received.

Use of Confidential Information

A Board member shall not use or disclose confidential information obtained in his/her official capacity in any manner with the intent to cause financial gain for himself/herself, any other person, or any business. This also precludes the use of mailing lists or the school mail for any communication other than that directly related to school matters. The term Confidential Information shall mean all information whether transmitted orally or in writing which is of such a nature that it is not, at that time, a matter of public record or public knowledge.

Acceptance of Gifts

A Board member shall not solicit or accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group or entity doing business or desiring to do business with the District.

Contact Between Vendors and Board Members

A Board member, if contacted by a vendor requesting information about the District's bidding procedures, whether of a general nature or with regard to a specific goods or service to be bid, shall provide the vendor with the name and business telephone number of the District's Business Manager. The Board member shall request that the vendor contact the Business Manager and direct all questions concerns to him/her.

Post Service/Employment

Neither a Board member, nor a District employee serving in an administrative capacity, may perform any service for consideration during one year after termination of his or her employment or office, by which performance he or she attempts to influence a decision of the Board of Education.

Financial Interest Statement

All Board members will disclose to the public all potential Board member and employee conflicts of interest including:

1. Transactions in excess of five hundred dollars ($500) per calendar year between a Board member, Superintendent, chief purchasing officer, or general counsel employed full time, and any person related within first degree consanguinity (see Form 0342) 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. Disclosure will include the dates and identities of the parties in the transaction.

2. Transactions between any business entity in which such individuals have a substantial interest[2] with a total in excess of five hundred dollars ($500), and the School District,

[2] "Substantial Interest" is defined as ownership by the individual, his/her spouse, or dependent children, either singularly or collectively, of ten percent (10%) or more of any business entity, or an interest having a value of ten

excluding any payment of tax, fee or penalty due to the District or payment for providing utility service to the District. Disclosure will include the dates and identities of the parties in the transactions.

The Superintendent and chief purchasing officer will make written disclosure of the following:

1. The name and address of each employer who provided income of one thousand dollars ($1,000) or more to the Superintendent or chief purchasing officer.

2. The name and address of each sole proprietorship which the individual owned; the name, address and general nature of business conducted by each general partnership or joint venture in which he/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 or any closely held corporation or limited partnership in which the individual owned ten percent (10%) 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 which is listed on a regulated stock exchange or automated quotation system which the individual owned two percent (2%) 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 as director, officer, or receiver.

A certified copy of this regulation shall be sent to the Missouri Ethics Commission within ten (10) days of the adoption. Disclosure reports will be filed by May 1 for the preceding calendar year with the commission and the District's Board of Education, and the reports will be made available to the public during normal business hours.

The Board of Education shall readopt this policy biennially on or before September 15 of the calendar year.

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thousand dollars ($10,000) or more, or receipt of a salary, gratuity or other compensation of five thousand dollars ($5,000) or more from any individual, partnership, organization or association within any calendar year.

CHART OF RELATIONS

0 **SELF or SPOUSE**	**1** **CHILD**	**2** **GRAND CHILD**	**3** **GREAT GRAND CHILD**	**4** **GREAT GREAT GRAND CHILD**
1 **PARENTS**	**2** **BROTHER or SISTER**	**3** **NEICE or NEPHEW**	**4** **GRAND NEICE or NEPHEW**	
2 **GRAND PARENTS**	**3** **AUNT or UNCLE**	**4** **FIRST COUSIN**		
3 **GREAT GRAND PARENTS**	**4** **GREAT AUNT or UNCLE**			
4 **GREAT GREAT GRAND PARENTS**				

A husband is related by marriage (affinity) to his wife's relatives in the same way that she is related to them by blood (consanguinity), and she to his in the same manner, but the kindred of spouses are not related to one another. (A brother of the husband is not related to a brother of the wife, etc.)

Half relationship is the same as a whole relationship

Step relationship is the same as a blood relationship.

A relationship by marriage (affinity) terminates if death or divorce occurs.

Meetings

Meetings

The Board of Education permits its open session to be audio or video recorded subject to the following restrictions:

1. No additional artificial lighting may be used for a video recording.

2. Individuals wishing to video record an open session of the Board must locate themselves behind individuals attending the meeting.

3. No microphones may be placed on or near the tables where the Board and the administration are seated for purposes of individual audio recording.

4. Board meetings will not be interrupted to respond to questions or requests from individuals recording the meeting.

These guidelines are adopted to minimize disruption of Board meetings and to minimize any inconvenience to individuals attending the Board meetings.

Meetings
Meeting Agenda

Order of Business

The President of the Board, upon taking the chair, shall call the members to order, on the appearance of a quorum. The order of business shall be as follows, unless changed by the President:

1. Call to Order
2. Announcements / Communications
3. Citizen Comments
4. Approval of Previous Minutes
5. Superintendent's Reports and Recommendations
6. Other Items
7. Adjournment

Parliamentary Procedure

In all matters not covered by the Rules of the Board, parliamentary procedure shall be governed by ***Robert's Rules of Order***.

Vote of Member

Unless excused every member present shall vote on all questions, and no member shall leave before the close of the session without permission of the president. Members participating electronically in a non-emergency meeting may not participate in a roll call vote. However, if the meeting is required due to a bona fide emergency, and if the nature of the emergency is stated on the record, members participating in the emergency meeting by electronic means, including telephone, may participate in a roll call vote.