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**SECTION B
BOARD GOVERNANCE AND OPERATION**

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PRIORITY OBJECTIVES OF BOARD OPERATIONS

The Board's primary responsibility is to establish those purposes, programs and procedures that will best produce the educational achievement needed by district students. It is charged with accomplishing this while also being responsible for wise management of resources available to the district. The Board must fulfill these responsibilities by functioning primarily as a legislative body to formulate and adopt policy, by selecting an executive officer to implement policy and by evaluating the results. Furthermore, it must carry out its functions openly while seeking the involvement and contributions of the public, students and staff in its decision-making process.

In accordance with these principles, the Board will thoroughly review the Board Policy Manual every three years in addition to the administrations annual review.

The effectiveness and efficiency of the Board may be increased with a program of long-range planning. In order to distribute the time of the Board and the administrative staff in the most efficient manner, an annual list of priorities will be prepared. The superintendent in cooperation with the Board will develop a list of priorities to be considered by the Board in August of each year.

The list of priorities will include recurrent items which must be considered annually and additional areas that have been identified as needing major attention during the course of the following year.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 19, 1996

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD POWERS AND DUTIES

The Fort Zumwalt Board of Education is a representative body elected by the registered voters of the Fort Zumwalt School District of St. Charles County. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the district and to ensure that the schools are maintained as provided by the state statutes, the rules and regulations of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education and the policies, rules and regulations of the school district. In addition, the Board is accountable to the electorate and shall be responsible to the educational needs and the imposed financial constraints of the district.

In conducting its various functions as the legislative and policy-making authority for the district, the Board recognizes the following general responsibilities as paramount.

- Legislative and policymaking -- The Board is responsible for the development of policies, rules and regulations to serve as guidelines for the general management and administrative actions of the district. The establishment of the goals and objectives of the school district and the methods of financial support needed to reach those goals and objectives are a part of the policymaking function of the Board of Education.
- Executive -- The Board shall employ a superintendent to serve as the chief executive officer of the district. The Board shall delegate, in writing to the superintendent, the executive and administrative duties and responsibilities necessary for carrying out its policies, and shall hold the superintendent accountable.
- Appraisal -- The Board is responsible for evaluating the effectiveness of its policies and their implementation. The Board shall hold the superintendent responsible for furnishing complete information necessary for the Board's evaluation of the district's programs.
- Provision of financial resources -- The Board is responsible for the adoption of the annual budget which will provide financial basis for personnel, facilities, materials and equipment to enable the district to carry out its educational program.
- Staffing and appraisal -- The Board is responsible for employing the professional and support staff necessary for carrying out the district's instructional program and in establishing salary schedules, terms of employment, and other personnel policies district-wide in application. The Board is also responsible for the regular evaluation of its staff.
- Public relations -- The Board is responsible for providing adequate and direct means for keeping the district patrons informed about the schools and for keeping itself and the school staff informed about the needs and wishes of the public.
- Educational planning and evaluation -- The Board is responsible for establishing educational goals which will guide both the Board and the staff in working together toward the continued improvement of the educational programs in the district. It is responsible for providing an on-going evaluation of the school program as measured through the goals and objectives set forth by the Fort Zumwalt Board of Education and by the Missouri State Board of Education.
- Judicial -- The Board is responsible for acting as a court of appeals for the professional and support staff members, students, and the district patrons when issues involve Board policies and their fair implementation.

The Board of Education shall control all aspects of the operations of the district within the limits of the law. However, the Board will make its members, the district professional and support staff and the district patrons aware that the Board has authority to take official action only when it is acting as a whole. The Board shall be the final authority. No section of the policies, rules and regulations may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

Adopted: April 5, 1982
Revised: December 3, 1990

Legal Refs: § 171.011, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER AUTHORITY

Individual Board members shall have no status, except as specifically assigned by the president of the Board, when the Board is not in session. Individual Board members have no authority to speak for the Board unless authorized by said Board to do so. The Board of Education is a collective body and has authority only during such time as the Board is in session.

In order to honor the high responsibility which his or her membership demands, a school Board member should:

1. Be willing to make a decision in terms of the best interest of the district without regard for personal interests or criticism. Avoid abstaining from voting unless a conflict of interest is involved.
2. Recognize that Board members may take action and make commitments only as a corporate body.
3. Suspend judgment until the facts are available and then exercise independent judgment in voting. Avoid block voting or vote trading.
4. Be willing to work with fellow Board members in spite of personal differences.
5. Represent all areas and segments of the district rather than individual attendance areas, aspects of the program, or interest groups.
6. Observe the distinction between the policy making and legislative functions of the Board of Education and the administrative responsibility of the superintendent.
7. Support the superintendent in his or her authorized function and encourage teamwork between the Board and the superintendent.
8. Refer inquiries from residents and staff members concerning the operation of the school district to the superintendent or appropriate administrators.
9. Help to identify areas for study and long-range planning.
10. Be willing to accept ideas from others.
11. Believe firmly in democratic processes and in the right of all groups to be heard.
12. Treat patrons and employees fairly and ethically.
13. Foster harmonious relationships.
14. Insist that the Board get value received without regard to personal interest or friendships.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD ELECTIONS
(Ballot Placement by Order of Filing – Seven-Director Districts)

The qualified voters of the Fort Zumwalt School District shall biennially elect two directors for terms of six years each on the municipal Election Day in April. An additional director shall be elected every six years. No director shall serve more than two consecutive six year terms.

Qualified Voters in the Fort Zumwalt School District

An individual must be a registered voter in order to vote in a school election. In order to vote, a person must be 18 years of age or older, must be a citizen of the United States, and must reside in the school district 30 days.

Candidate Filing

Upon filing for the Board of Education, the candidate shall be asked, but not required, to submit a recent photograph and resume of not more than three hundred (300) words for publicity purposes by the Fort Zumwalt School District. A form for this purpose may be obtained from the superintendent's secretary (FILE: BBB-E-2).

Before the sixteenth Tuesday preceding the election, the Board shall publish in at least one (1) newspaper of general circulation in the district the opening filing date, the offices to be filled, the place for filing and the closing date for filing.

Qualified applicants for the Board may file a declaration of candidacy during business hours in the superintendent's office commencing at 8:00 a.m., on the sixteenth Tuesday prior to the election and ending at 5:00 p.m. on the eleventh Tuesday prior to the election. The candidate shall declare his or her intent to become a candidate in person and in writing to the secretary of the Board of Education or designee. The district shall clearly designate where candidate shall form a line to effectuate such filings and determine the order of such filings. The names of qualified candidates shall be placed on the ballot in order of filing.

A declaration of candidacy form (FILE: BBB-E-1) is to be filed by candidates filing for the position of Director of the Board of Education.

The notice of election and certification of candidates must be submitted to the election authority by the tenth Tuesday prior to the election in the manner provided by law. After the tenth Tuesday prior to the election, the candidate list may only be modified pursuant to court order, in accordance with law.

Prior to the district's certification of candidates to the election authority, a candidate may withdraw from the election by presenting to the district a notarized written statement of his or her intention to withdraw. After the deadline for certification of candidates to the election authority, a candidate may only withdraw pursuant to court order, in accordance with law.

The district will provide each candidate a copy of the Notice of Candidate's Obligation to File Financial Interest Statement and a plain language summary of the applicable laws provided by the Missouri Ethics Commission as required by Law.

The order of placement of candidates' names on the ballot shall be determined by the order of filing. The designated secretary shall, upon conclusion of the filing period, certify to the Board of Education the names of all candidates and their respective positions on the ballot.

It will be the responsibility of the superintendent to publicize the list of candidates to the electorate of the district.

Write-In Candidates

If candidates have filed for a position, a person interested in becoming a write-in candidate must file a declaration of intent to be a write-in candidate with the proper election authority prior to 5:00 p.m. on the second Friday immediately preceding the Election Day in the order for the votes to be counted. If no candidates have filed for the position, filing a declaration of intent to be a write-in candidate is not necessary.

No Election Held

No election will be held if, after the last date of candidate filing, the number of candidates who have filed is equal to the number of positions to be filled by the election. However, if the number of candidates filing exceeds the number of positions, the election will be held even if a sufficient number of candidates withdraw so that the remaining candidates are equal to the number of positions to be filled.

Adopted: October 16, 1978
Revised: October 19, 1981
Reaffirmed: April 5, 1982
Revised: August 21, 1989
Revised: December 3, 1990
Revised: July 20, 1992
Revised: January 4, 1993
Revised: October 19, 1998
Revised: October 20, 2003
Revised: December 19, 2011

Cross Refs: AA School District Legal Status

Legal Refs: §§ 105.470, .483 - .487, .973,115.121 - .127, .453, 162.261, .291, .341, .371, .381, .459, 493.050, RSMo. Ch. 130, RSMo. *Jackson Election Committee v. Paluka*, 13 S.W.3d 684 (Mo.App.W.D. 2000)

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER QUALIFICATIONS

Members of the Board of Education shall be citizens of the United States and voters of the Fort Zumwalt School District, who have resided in the state for one (1) year next preceding their election or appointment. All members shall be at least 24 years of age.

All Board members should have a knowledge of and an interest in the welfare and educational opportunities of students.

Board members initially elected or appointed after August 28, 1993, in addition to the other qualifications listed in this policy, are required by law to successfully complete orientation and training requirements within one (1) year of the date of the election appointment. The orientation and training shall consist of at least 16 hours with the cost of such training to be paid by the district. All programs providing the orientation and training required under the provisions of this section shall be offered by a statewide association organized for the benefit of members of Boards of Education or be approved by the State Board of Education.

A Board member is a "public servant" under the Missouri Criminal Code provisions regarding bribery, acceding to corruption, official misconduct and misuse of official information.

Note: The reader is encouraged to review administrative procedures and/or forms for related information in support of this policy area.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: December 19, 2011

Cross Refs: BBB, School Board Elections

Legal Refs: §§ 160.011 (11), 162.203, .291, .471, 556.061 (23), 575.100, .120, .320, 576.010 - .50,
RSMo.
Article VII, Section 8, Missouri Constitution

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD ELECTIONS
(Candidate Declaration for Seven-Member Districts)

Date: _____

TO: _____ (title of person accepting declarations)

I, the undersigned, a resident of the Fort Zumwalt School District, declare myself a candidate for the office of a director of said school district for the term of _____ years, to be voted on at the municipal election to be held on the _____ day of April, 2____.

I declare that I:

1. Am a citizen of the United States of America.
2. Am a resident taxpayer of the district.
3. Will have resided in Missouri for a minimum of one (1) year preceding my election, if elected.
4. Am at least 24 years of age.
5. Am eligible to hold office in accordance with Missouri law, including §§ 115.348 and 561.021, RSMO. I have never been found guilty of or pled guilty to a felony or misdemeanor under the federal laws of the United States of America. I am not serving a sentence or period of probation for a felony or a crime that if committed in Missouri would be a felony. I have never pled guilty or *nolo contendere* nor been convicted under Missouri law or the law of another jurisdiction of a felony connected with the exercise of the right of suffrage.

Signed

Address

City

Phone

Date

Approved: April 5, 1982
Revised: December 5, 1983
Revised: August 19, 1996
Revised: October 20, 2003
Revised: July 17, 2006

RESUME' OF CANDIDATE FOR
FORT ZUMWALT BOARD OF EDUCATION

The purpose of this form is to provide information which may be used for publicity purposes by the Fort Zumwalt School District. Two recent photographs will also be appreciated. Completion of this form is not a requirement for candidacy for the Board of Education.

NAME _____ DATE OF BIRTH _____

ADDRESS _____ TELEPHONE _____
(Street) (City/State/Zip)

Marital Status: _____ Married _____ Single Social Security Number: _____

Length of Residency in Fort Zumwalt School District: _____ Years

Education: _____

Children (names, ages, whether they are, or have been Fort Zumwalt students):

List any immediate family member (parent, spouse, children) employed by the Fort Zumwalt School District:

Membership in civic, professional organizations, etc.:

Short statement about your reasons for seeking election to the Board of Education and your qualifications for this position:

Place of Employment: _____

Position: _____

Approved: April 5, 1982
Revised: December 3, 1990
Revised: August 19, 1996
Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD ELECTIONS
(Public Notice of Filing)

The Fort Zumwalt School District will accept declarations of candidacy from any person interested in running for a position on the School Board in the April _____, 2_____, election. Persons interested may file at the superintendent's offices located at 110 Virgil Street, O'Fallon, Missouri.

Filing will begin on December _____, 2_____, at 8:00 a.m. and will continue during the district's regular business hours, which are Monday through Friday from 8:00 a.m. to 4:00 p.m. Filing will not occur on days that the school district's offices are closed due to inclement weather. Filing will also not occur on the following holidays when the school district's offices are closed:_____. Filing will end on January _____, 2_____, at 5:00 p.m.

There are _____positions available with three-year terms. (There are _____positions available with _____-year terms.)

Adopted: October 20, 2003

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD ELECTIONS

To prepare for candidate filing, the district will:

1. Prior to the sixteenth Tuesday before the election, publish notice in a newspaper of general circulation of the opening and closing filing date, the positions to be filled, the length of terms and the proper place for filing. (See BBB-E-3.)
2. Furnish a declaration of candidacy form for every term length for which the district will file. (See BBB-E-1.)
3. Furnish a written notice to candidates of their obligation to file a personal financial disclosure statement. (See BBFA-E.)
4. Furnish a summary of laws from the Missouri Ethics Commission to candidates.
5. Furnish a written statement for the candidates to sign acknowledging that they have received the Missouri Ethics Commission's summary of laws and a written notice of their obligation to file a personal financial disclosure statement. (See BBFA-E.)
6. Clearly designate where candidates must form a line to file.

When a candidate files for the election, the district will provide him or her with:

1. A copy of a summary of laws from the Missouri Ethics Commission.
2. Written notice of the candidate's obligation to file a personal financial disclosure statement, pursuant to state law.

When a candidate files for the election, the candidate must sign:

1. A declaration of candidacy form. If there is a position for less than a three-year term, the candidate must decide for which position he or she will run when filing and sign the corresponding declaration of candidacy form.
2. A statement acknowledging that he or she has received the Missouri Ethics Commission's summary of laws and a written notice of his or her obligation to file a personal financial disclosure statement. (See BBAF-E.)

Certifying the election:

1. Not later than 5:00 p.m. on the tenth Tuesday prior to the election, the district must notify the election authority (county clerk) in writing of the election, specifying the name of the school district and providing the legal notice required to be published prior to the election (date and time of the election and sample ballot). The notice may be accepted by facsimile if the original copy of the notice and certified copy of the legal notice to be published is received within three (3) business days from the facsimile transmission.

Adopted: October 20, 2003

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER REMOVAL FROM OFFICE

Any member of the Board of Education failing to attend three consecutive regular meetings of the Board, unless excused by the Board for reasons satisfactory to the Board, shall be deemed to have vacated the position on the Board. The secretary of the Board shall certify to the Board that a vacancy exists. The vacancy shall then be filled in the same manner as other vacancies occurring on the Board.

Adopted: December 3, 1990

Cross Refs: BBE, Unexpired Term Fulfillment

Legal Refs: § 162.303, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

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 school board election, when a director shall be elected for the unexpired term.

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.
- *Exclusion of Resigning Board Member* -- An individual who is resigning from the Board shall not participate in choosing his successor.

Adopted: April 5, 1982
Revised: July 20, 1992
Revised: January 4, 1993
Revised: December 19, 2011

Cross Refs: BBB, School Board Elections
Legal Refs: § 162.261, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD MEMBER ETHICS

Members of the Fort Zumwalt School District Board of Education accept the responsibility to improve public education in the Fort Zumwalt School District. To that end, all Board members will:

1. Remember that the first and greatest concern must be the educational welfare of all students attending the public schools.
2. Obey the laws of Missouri and the United States.
3. Recognize that individual Board members have no authority to speak or act for the Board.
4. Work with other Board members to establish effective Board policies.
5. Delegate authority for the administration of the schools to the superintendent.
6. Encourage ongoing communications between Board members and stakeholders.
7. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups.
8. Make every effort to attend all Board meetings.
9. Become informed concerning the issues to be considered at each meeting
10. Improve boardmanship by studying educational issues and by participating in in-service programs and training.
11. Support the employment of staff members based on qualifications and not as a result of influence.
12. Maintain a process of regular and systematic assessment of the educational system, in order to provide accountability for the school district.
13. Avoid conflicts of interest or the appearance thereof.
14. Refrain from using their Board position for the benefit of family members, business associates or themselves.
15. Express personal opinions but, once the Board has acted, accept the will of the majority.
16. Refrain from divulging confidential information presented during closed sessions, except when required by law.

Adopted: April 5, 1982
Revised: July 17, 2006

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER CONFLICT OF INTEREST AND FINANCIAL DISCLOSURE
(Districts Including Any Portion of a First-Class County)

All directors of the Fort Zumwalt School District Board of Education shall adhere to the laws regarding conflict of interest and take steps to avoid situations where their decisions or actions in their capacity as Board members conflict with the mission of the district.

As used in this policy, "businesses owned by Board members" includes sole proprietorships, partnerships, joint ventures or corporations where the Board member is the sole proprietor, a partner having more than a ten (10) percent partnership interest, or a coparticipant or owner of more than (10) percent of the outstanding shares of any class of stock.

Sale, Rental, Lease or Provision of Personal Property

Board members or businesses they own shall not sell, rent, lease or provide personal property to the district.

Sale, Rental or Lease of Real Property (Real Estate)

Board members and businesses they own may sell, rent or lease real estate to the district. Public notice of the transaction must be given prior to execution if the payment to the Board member or business exceeds \$500 per transaction or \$5,000 per year.

Employment

The district shall not employ Board members for compensation even on a substitute or part-time basis. While a Board member remains on the School Board, the district will not accept an application of employment from a Board member, consider a Board member for employment or decide to employ a board member. Board members may provide services on a volunteer basis.

Independent Contractor

Board members may provide services to the district as independent contractors through businesses they own. If payment for the service exceeds \$500 per transaction or \$5,000 per year, the district must give public notice and competitively bid the service, and the bid or offer of the Board member's business must be the lowest received. Businesses owned by Board members may provide services on a volunteer basis.

Businesses That Employ Board Members

Board members may participate in discussions and vote on motions for the district to do business with entities that employ the Board member as long as the business is not owned by the Board member and the Board member will not receive any financial benefit from the transaction. The Board member may need to submit a statement of interest as described below.

Statement of Interest

If a Board member has a substantial personal or private interest in a decision before the Board, before voting the Board member shall provide a written report of the nature of the interest to the Board secretary. The written statement will be recorded in the minutes. A Board member will have complied with this requirement if the Board member has disclosed the interest in a personal financial disclosure statement that was filed or amended prior to the vote.

A "substantial interest" exists when the Board member, his or her spouse or dependent children, either singularly or collectively, directly or indirectly:

1. Own(s) ten (10) percent or more of any business entity; or
2. Own(s) an interest having a value of \$10,000 or more in any business entity: or

3. Receive(s) a salary, gratuity or other compensation or remuneration of \$5,000 or more for any individual, partnership, organization or association within any calendar year.

Self-Dealing

A Board member shall not favorably act on any matter that is specifically designed to provide a special monetary benefit to the Board member, his or her spouse or dependent children.

A “special monetary benefit” means being materially affected in a substantially different manner or degree than the manner or degree in which the public in general will be affected or, if the matter affects only a special class of persons, then affected in a substantially different manner or degree than the manner or degree in which such class will be affected.

A Board member will not directly or indirectly influence or vote on a decision when the Board member knows the result of the decision may be the acceptance by the district of a service or the sale, rental or lease of property to the district and the Board member, his or her spouse, dependent children in his or her custody or any business with which he or she is associated will benefit financially.

“Business with which person is associated” means:

1. A sole proprietorship owned by the Board member, his or her spouse or any dependent children in the person’s custody.
2. A partnership or joint venture in which the Board member or spouse is a partner, other than as a limited partner of a limited partnership, and any corporation or limited partnership in which the Board member is an officer or director or of which the board member, spouse or dependent children in the Board member’s custody, whether singularly or collectively, own more than ten (10) percent of the outstanding shares of any class of stock or partnership units.
3. Any trust in which the Board member is the settler or trustee, or in which the Board member, spouse or dependent children, singularly or collectively, are beneficiaries or holders of a reversionary interest of ten (10) percent or more of the corpus of the trust.

Use of Confidential Information

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

Nepotism

A Board member shall not vote to employ or appoint any person who is related within the fourth degree to such Board member, by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall abstain from voting.

“Fourth degree” of consanguinity or affinity” means parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces or nephews, grand-nieces or grand-nephews, aunts or uncles, great-aunts or great-uncles, and first cousins by virtue of a blood relationship or marriage.

Personal Financial Disclosure Statements

The Fort Zumwalt School District Board of Education hereby adopts a policy establishing and making public its own method of disclosing financial interest of Board members, candidates and specified administrators, in accordance with law. Personal financial disclosure statements as described below shall be filed with the Missouri Ethics Commission and the Fort Zumwalt School District Board of Education, on or before May 1 for the preceding calendar year, unless the person filing is a Board candidate. Candidates must file their

FILE: BBFA
Critical
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reports within 14 days after the last day to file for office. The reports will be made available for public inspection and copying during normal business hours.

This portion of the policy dealing with the financial interest statement will be adopted in an open meeting every other year by September 15. A certified copy of this policy/resolution shall be sent to the Missouri Ethics commission within ten (10) days of adoption.

Board Member Disclosure

All School Board members and candidates for School Board will disclose in writing the following transactions if they occurred during the calendar year:

1. Each transaction in excess of \$500 per year between the district and the individual, or any person related within the first degree by consanguinity or affinity to the individual. The statement does not need to include compensation received as an employee or payment of any tax, fee or penalty due the district. The statement shall include the dates and identities of the parties in the transaction.

“First degree of consanguinity or affinity” includes parents, spouse or children by virtue of a blood relationship or marriage.

2. Each transaction in excess of \$500 between the district and any business entity in which the individual has a substantial interest. The statement does not need to include any payment of tax, fee or penalty due the district or payment for providing utility service to the district. The statement shall include the dates and identities of the parties in the transactions.

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

Superintendent, Chief Purchasing Officer and General Counsel Disclosure

The superintendent, chief purchasing officer and general counsel, if employed full time, will disclose in writing the information required in 1) and 2) above. In addition, these employees will disclose the following information for themselves, their spouse and dependent children:

1. The name and address of each employer from whom income of \$1,000 or more was received during the year covered by the statement
2. The name and address of each sole proprietorship the individual owned.
3. 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.
4. The name and address of each partner or coparticipant in the partnership or joint venture unless the information is already filed with the secretary of state.
5. The name, address and general nature of business of any closely held corporation or limited partnership in which the individual owned ten (10) percent or more of any class of the outstanding stock or limited partners' units.
6. 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 two (2) percent or more of any class of outstanding stock, limited partnership units or other equity interests.
7. The names and addresses of each corporation for which the individual served in the capacity of director, officer or receiver.

FILE: BBFA
Critical
Page 4

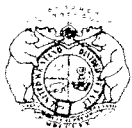
Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 19, 1991
Revised: August 15, 1994
Reaffirmed: September 6, 1994
Reaffirmed: September 6, 1995

Revised: July 15, 1996
Reaffirmed: August 18, 1997
Revised: October 19, 1998
Reaffirmed: August 21, 2000
Reaffirmed: July 21, 2003
Revised: July 13, 2006

Cross Refs: DJC, Bidding Requirements
DJF, Purchasing
FEF, Construction Contracts Bidding and Awards
GBCA, Staff Conflict of Interest
GBL, Personnel Records
GCD, Professional Staff Recruiting and Hiring
GDC, Support Staff Recruiting and Hiring
JO, Student Records

Legal Refs: Mo. Const. art. VII, § 6
§§ 105.450 - .458, .461, .462, .466, .467, .472, .476-.492, 162.261, .391, 168.126, 171.181,
RSMo.

Fort Zumwalt School District, O'Fallon, Missouri



**MISSOURI ETHICS COMMISSION
FINANCIAL DISCLOSURE STATEMENT
FOR POLITICAL SUBDIVISIONS**

1. TIME PERIOD COVERED BY THIS STATEMENT FROM _____ THROUGH _____	2. TYPE OF STATEMENT <input type="checkbox"/> NEW <input type="checkbox"/> AMENDED
---	--

3. NAME

ADDRESS

6. POLITICAL SUBDIVISION

4. SPOUSE'S NAME

5. DEPENDENT CHILDREN

7. TITLE

(NOTE: The following information is required from each elected official, chief administrative officer, chief purchasing officer, full-time general counsel and officials or employees authorized by the governing body of the political subdivision to promulgate or vote on rules and regulations.)

8. List transactions you, your spouse, children or parents had with the political subdivision listed in item 6 (other than compensation received as an employee, for payment of taxes, fees or penalties, or transfers for no consideration) valued at more than \$500.

DATE	PARTIES TO THE TRANSACTION

9. List transactions which any business entity in which you, your spouse or children, hold a substantial interest (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) had with the political subdivision listed in item 6 valued at more than \$500. Do not include payment 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.

DATE	PARTIES TO THE TRANSACTION

FILING INFORMATION
This form is to be filed with the Missouri Ethics Commission and with the governing body of the political subdivision listed in item 6 above. The clerk of such governing body shall maintain such disclosure reports available for public inspection and copying during normal business hours.
If additional space is needed, attach additional pages.
Missouri Ethics Commission
P.O. Box 1370
Jefferson City, MO 65102

10. COMPLETE AND SIGN THIS SECTION

CHECK ONE:

I certify that I have disclosed all interests concerning the required financial information.

OR

I certify that I have disclosed all interests concerning the required financial information and further certify that my spouse has refused or failed to provide information concerning his or her financial interests and that I have no knowledge of such interests.

FILER'S SIGNATURE

(NOTE: The following information is required from the chief administrative officer and chief purchasing officer only. Information given pertains to filer, spouse and dependent children.)

11. EMPLOYMENT: List the name and address of each employer from whom you received income of \$1,000 or more during the period covered by this statement.

EMPLOYER'S NAME	ADDRESS	WHO RECEIVED INCOME

12. SOLE PROPRIETORSHIPS: List each sole proprietorship owned.

NAME OF SOLE PROPRIETORSHIP	ADDRESS

13. GENERAL PARTNERSHIPS, JOINT VENTURES: List each general partnership and joint venture in which you are a partner or participant, and the names of partners or coparticipants unless such names and addresses are filed with the Secretary of State.

NAME OF GENERAL PARTNERSHIP OR JOINT VENTURE	ADDRESS	GENERAL NATURE BUSINESS	NAME AND ADDRESS OF PARTNERS OR COPARTICIPANTS

14. LIMITED PARTNERSHIPS, CLOSELY-HELD CORPORATIONS: List the name of any closely-held corporation or limited partnership in which you own ten percent (10%) or more of any class of the outstanding stock or units.

NAME OF LIMITED PARTNERSHIP OR CLOSELY-HELD CORPORATION	ADDRESS	NATURE OF BUSINESS

15. 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 own two percent (2%) or more of any class of outstanding stock, units or other equity interests.

NAME OF PUBLIC TRADED CORPORATION OR LIMITED PARTNERSHIP

16. List the name and address of each corporation for which you served in the capacity of a director, officer or receiver

NAME OF CORPORATION	ADDRESS	WHO SERVED IN THIS CAPACITY

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

Missouri Ethics Commission, P.O. Box 1370, Jefferson City, MO 65102, (573) 751-2020 or 1-800-392-8660.

SCHOOL BOARD MEMBER ETHICS

While serving as a member of my Board of Education I will accept the responsibility to improve public education. To that end, I will:

1. Remember that the first and greatest concern must be the educational welfare of all students attending the public schools.
2. Obey the laws of Missouri and the United States.
3. Recognize that as an individual Board member I have no authority to speak or act for the Board.
4. Work with other Board members to establish effective Board policies.
5. Delegate authority for the administration of the schools to the superintendent.
6. Encourage ongoing communications between Board members and stakeholders.
7. Render all decisions based on the available facts and independent judgment rather than succumbing to the influence of individuals or special interest groups.
8. Make every effort to attend all Board meetings.
9. Become informed concerning the issues to be considered at each meeting.
10. Improve my boardmanship by studying educational issues and by participating in in-service programs and training.
11. Support the employment of staff members based on qualifications and not as a result of influence.
12. Maintain a process of regular and systematic assessment of the educational system, in order to provide accountability for the school district.
13. Avoid conflicts of interest or the appearance thereof.
14. Refrain from using my Board position for the benefit of family members, business associates or themselves.
15. Express my personal opinions but, once the Board has acted, accept the will of the majority.
16. Refrain from divulging confidential information presented during closed sessions, except when required by law.

Signature of Board Member

Date

Return signed form to the Board secretary.

Adopted: July 17, 2006

Fort Zumwalt School District, O'Fallon, Missouri

BOARD ORGANIZATIONAL MEETING

According to state law, the annual organizational meeting of the Board of Education shall be held within 14 days after the annual Board election. The newly elected members shall qualify by taking the oath of office (FILE: BCA-E) as prescribed in Article VII, Section 11 of the Constitution of Missouri. The Superintendent or his/her designee shall administer the oath to the new members.

The Board shall organize by the election of a president and vice president, and the Board shall, on or before July 15 of each year, elect a secretary and a treasurer, who shall assume their respective duties on July 15. The secretary and treasurer may or may not be members of the Board. The superintendent, who will serve as temporary chairperson, shall conduct the election of the president and vice president.

Adopted: April 6, 1982
Revised: December 3, 1990
Revised: January 20, 2004
Revised: June 20, 2011

Legal Refs: Mo. Const. Art. VII, § 11
§ 162.301, 610.010 - .028, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER OATH OF OFFICE

I do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of Missouri, and that I will faithfully and impartially discharge the duties of member of Board of Education in and for Fort Zumwalt School District, County of St. Charles, State of Missouri, to the best of my ability, according to law, so help me God.

Signature

Sworn to and subscribed before me this _ day of _____, 20 _____.

Notary Signature

Approved: April 5, 1982
Revised: August 21, 1995

Legal Refs: § 162.301, RSMo. 1978
Constitution of Missouri, Article VII, Section II

Fort Zumwalt School District, O'Fallon, Missouri

BOARD OFFICERS

At its annual organizational meeting, the Board of Education will elect a president and vice-president. Vacancies in Board officer positions shall be filled by Board election of replacements. It is generally understood that the President of the Board of Education will serve two consecutive one-year terms as President and the Board Vice President will serve two consecutive one-year terms as Vice President. Following the second year of each officer's term, the Board Vice President will assume the office of President for two consecutive terms and the new Vice President will be elected by the members, except that the President just completing his/her term will not be eligible as Vice President until other current members on the Board of Education have had the opportunity to serve in this role. When this pattern is interrupted due to one of the officers resigning or failing to be re-elected, the following procedure will be followed:

If the office of president is vacated, the vice president will assume the presidency for the remainder of the term or two years, whichever is longer. A Board election will then be held for the now vacated vice president office. If the office of vice president is vacated, a Board election will be held from the current members to complete the term. This vice president will then assume the role as president according to the aforementioned pattern.

Duties of the Board President

The president of the Board, in addition to duties prescribed by law, will exercise such powers as properly pertain to the office according to Robert's Rules of Order, Revised. He or she shall have the right, as other members of the Board, to offer resolutions, to discuss questions and to vote thereon. The president will fulfill the responsibilities of his or her office as follows:

1. Preside, when present, at all meetings of the Board and be responsible for the orderly conduct of such Board meetings.
2. Sign all legal documents as required by law which include all checks or warrants of items ordered for payment by the Board, contracts approved by the Board, bonds and deeds of conveyance issued by and/or for the district, and the district's annual financial statement. The Board provides authorization for signatures to be affixed in facsimile.
3. Bring before the Board such matters as, in his judgment, may require the attention of the Board.
4. Appear on behalf of the Board in all actions brought by or against it, unless individually a part of the action, in which case this duty will be assigned by the Board.
5. Consult with the superintendent in planning agendas.
6. Confer with the superintendent on crucial matters which may occur between Board meetings.
7. Call special meetings of the Board, as found necessary.
8. Appoint special committees subject to the approval of the Board.
9. Act as public spokesperson for the Board, except when this responsibility is delegated to others.
10. Perform any other duty formally allocated by the Board of Education, the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education or by legislative enactment.

Duties of the Board Vice-President

It shall be the duty of the vice-president of the Board to perform all the duties assigned to the president in the event of the latter's disability or absence. The vice-president shall also assume other duties which the Board of Education may assign.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: April 8, 2002
Cross Refs: BCA, Board Organizational Meeting
DGA, Authorized Signatures

Legal Refs: §§ 162.051, .301, 164.191, 165.021, .111, .131, 168.101, .126, 177.091, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

APPOINTED BOARD OFFICIALS

The Board shall elect a school district secretary, treasurer and other Board officials deemed necessary and advisable. The Board will set the terms of service and compensation. If either the secretary or treasurer is a member of the Board, compensation for services may not be received. If not a member of the Board, reasonable compensation for services may be received. No compensation shall be paid to either the secretary or treasurer while they are in default in the making, filing or publishing of their reports and settlements as the law directs. The Board will fill vacancies in Board officer positions.

Duties of the Board Secretary

The secretary of the Board of Education shall perform or cause to be performed the following duties:

1. Be present at all regular and special meetings of the Board, and special Board committee meetings as requested by the committee chairman, in order to keep an accurate record of the proceedings.
2. Keep accurate record of Board member attendance at Board Meetings.
3. Keep a complete and accurate record of all regular and special meetings of the Board of Education, transcribe and type the official copy in the minute book, and make copies of the minutes for the superintendent and for each member of the Board.
4. Safely keep all bonds or other papers entrusted to his/her care.
5. Keep a record of all warrants drawn upon the treasurer, showing the date and amount of each, in whose favor and upon what account it was drawn.
6. Keep a register of the bonded indebtedness of the school district.
7. Keep all records of the Board of Education in a fireproof vault or safe in the office of the superintendent.
8. Notify all members of regular, executive or special meetings of the Board.
9. Post all notices required by law or when duly ordered by the Board.
10. Issue and/or sign all reports, orders and official documents, when such are required by law or duly ordered by the Board of Education.
11. Make and securely keep copies of election notices, contracts with teachers, certificates and all other papers relating to the business of the district.
12. File a copy of all reports with the records of the district as required by law or by the Board of Education.
13. Secure the election results of all propositions submitted to voters and duly enter such results in the district records. This shall include votes on tax levies, bond issues and other issues placed before the voters.
14. Forward a complete copy of the annual report to the Missouri Department of Elementary and Secondary Education at Jefferson City, at the designated time.
15. Publish advertisements, requests for bids, etc., as ordered by the Board.
16. Make all reports required by law to the Missouri Department of Elementary and Secondary Education, the United States Department of Education and other federal/state agencies.

17. Destroy canceled bonds and interest coupons in the presence of at least two Board members and two other witnesses and record in the books of the district a description of the bonds so destroyed by noting the date issued and due date, the number and amount of each bond, and the names of Board members and witnesses who were present at the burning of the bonds.
18. Maintain a correct plat of the district and notify the Missouri Department of Elementary and Secondary Education and county clerk of any boundary changes.
19. Certify copies of redistricting resolutions and plans.
20. Make attendance reports to the Missouri Department of Elementary and Secondary Education and county clerk of any boundary changes.
21. In the absence of both the president and vice-president of the Board, the secretary shall call a Board meeting to order and a president pro tempore shall be chosen.
22. Perform such additional functions as may be required by law or authorized by the Board of Education, either directly or through the superintendent.

Duties of the Board Treasurer

The treasurer of the Board of Education shall perform or cause to be performed the following duties:

1. Become the custodian of all school moneys derived from taxation for school purposes in the district until paid on the order of the Board.
2. Execute, before entering the treasurer's duties, a bond of security which shall be approved by the Board and payable to the Board, conditioned upon the faithful discharge of the official duties of treasurer and in accordance with state law.
3. Receive and deposit promptly all moneys belonging to the district and pay out the same upon order of the Board of Education.
4. Pay out money from district funds only by order of the Board upon checks signed by the president and treasurer. The Board provides authorization for signatures to be affixed in facsimile.
5. Draw checks upon the order of the Board of Education in favor of any party to whom the district has become legally indebted. The checks are to be paid out of moneys in the appropriate funds in the hands of the treasurer and belonging to the district.
6. Serve as legal custodian of all bonds, moneys and other securities belonging to the school district.
7. Keep or cause to be kept complete, accurate, and legal records of all moneys collected and expended on Missouri uniform accounting forms.
8. Deliver to the Board of Education canceled bonds to be destroyed in compliance with the state law.
9. Annually, no later than the first day of August, settle with the Board of Education, and account to the Board for all school moneys or funds received, from whom, on what account they were received and the amount paid out for school purposes.
10. Present the annual settlement to the clerk of the county commission after its approval by the Board.

11. Submit a report to the Board reflecting the current balance in district funds and receipts for the preceding month.
12. Make other such reports as may be required by the Board.
13. Keep records available for inspection by the Board at all times.
14. Deliver to the successor of the office all district books and papers with all district moneys or other property in the treasurer's possession.
15. Sign all legal documents as required by law.
16. Perform other duties required by law and/or assigned by the Board.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: January 4, 1993
Revised: August 15, 1994
Revised: June 17, 2002
Revised: December 19, 2011

Cross Refs: DH, Bonded Employees and Officers

Legal Refs: § 105.273 - .276, 162.301, .371, .391, .401, .441, .821, 163.081, 164.221, .181, 165.021, .061, .091, .101, .111, 291, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BOARD SUPERINTENDENT RELATIONSHIP

The Fort Zumwalt Board of Education believes that the legislation of policy is its most important function. Furthermore, the Board delegates to the superintendent the responsibility for the execution of policy and the development of all necessary regulations to effectively implement the same. Regulations developed by the professional staff may be presented to the Board for their review and approval.

This delineation of responsibility provides the superintendent freedom to manage the district within the framework of Board policy and frees the Board to devote its time to policy making and appraisal functions.

Within this framework of various responsibilities, good communication is essential between the Board and superintendent for the smooth and efficient operation of the district.

WHAT THE BOARD MAY EXPECT OF THE SUPERINTENDENT:

That the superintendent serve as its chief executive officer and that he or she serve the Board in all matters as its professional advisor.

That the superintendent recommend appropriate policies for the Board's consideration and that he or she implement and execute all policies adopted by the Board.

That the superintendent keep the Board fully and accurately informed about the school program.

That the superintendent interpret the needs of the school system and that he or she presents his or her professional recommendations on all problems and issues considered by the Board.

That the superintendent devote time to the improvement of instruction and that he or she be alert to advances and improvements in educational programs, wherever they may be found.

That the superintendent lead in the development and operation of an adequate program of school-community relations.

That the superintendent participate in community activities.

That the superintendent present for the Board's consideration an annual budget that is designed to serve the needs of the school system and that he or she establish and operate the financial provisions of the school district to ensure adherence to budget provisions and the wise use of school funds.

WHAT THE SUPERINTENDENT MAY EXPECT OF THE BOARD:

That the Board assist the superintendent with counsel and advice, giving his or her the benefit of its judgment, business experience, and familiarity with the local school system and the community.

That the Board consult with the superintendent on all matters concerning the school system which the Board is considering or about which it proposes to take action.

That the Board delegate to the Superintendent responsibility for all executive functions, refrain from handling directly any administrative details, and give the superintendent authority commensurate with his or her responsibilities.

That the Board make all employees of the school system responsible to the superintendent, refrain from any direct dealings with any of them, and require and receive all reports from them through the superintendent.

That the Board refer all applications, complaints and other communications, oral or written, to the superintendent or his or her designee, except when such may come to the Board, in meeting, on appeal from decisions of the superintendent.

That the Board provide adequate safeguards for the superintendent and other personnel so that they may perform their proper functions on a professional basis. (This involves, particularly, supporting the superintendent in his or her efforts to protect the personnel and the schools from individuals and organizations seeking to exploit the schools for selfish reasons.)

That the Board support the superintendent loyally and actively in all decisions and actions which conform to proper professional standards and the announced policy of the Board and accept full responsibility for administrative acts authorized by, or resulting from, the policies of the Board.

That the Board hold the superintendent strictly responsible for the administration of the schools, require him or her to keep the Board fully informed at all times, through both written and oral reports, review and appraise the results of his or her work, and inform him or her when any methods or procedures do not meet with the approval of the Board.

Adopted: April 5, 1982

Cross Refs: BBA, School Board Powers and Duties
CBA, Qualifications and Duties of the Superintendent

Fort Zumwalt School District, O'Fallon, Missouri

BOARD COMMITTEES/ADVISORY COMMITTEES TO THE BOARD

The Board shall act as a committee-of-the-whole on all matters pertaining to the business, and educational policies of the district. The Board may appoint standing committees; however, no individual member or group comprised of less than the full membership of the Board shall exercise the powers of the full Board, except in the case of committees appointed by the president to hear appeals in student disciplinary matters.

With the approval or at the direction of the Board, the president of the Board may appoint temporary ad hoc and/or special lay committees to assist the Board.

The custodian of record shall maintain a list of policy advisory committees. Any committees appointed by the Board for the specific purpose of recommending directly to the Board or Superintendent any policies, policy revisions or expenditure of public funds, will follow the Missouri Open Meetings and Records Act.

Adopted: October 19, 1998

Revised: June 28, 1999

Revised: June 18, 2001

Legal Refs: §§ 610.010 -.028, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL ATTORNEY

The Board recognizes that the increasing complexity of school district operations frequently requires procurement of professional legal services. Consequently, the Board may employ an attorney and/or law firm for purposes of systematically securing such services. The Board shall prescribe the duties, compensation and term of service for the attorney and/or law firm. It shall be the duty of the counsel to advise the Board and to make recommendations concerning specific legal problems submitted. Districts including one or more cities or towns having a total population of at least thirty thousand may retain an attorney on an annual basis.

A decision to seek legal counsel or advice on behalf of the school district shall normally be made by the superintendent or by persons specifically authorized by the superintendent. It may also take place as a consequence of formal Board direction.

Many types of legal assistance to the district may be considered routine and not require specific Board approval or prior notice. However, when the administration concludes that unusual types or amounts of professional legal service may be required, the Board directs the administration to so advise it and to expeditiously seek either initial or continuing authorization for such service.

Adopted: April 5, 1982
Revised: December 3, 1990

Legal Refs: § 162.411, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEETINGS

General

A quorum must be physically present in order to conduct an official meeting. A quorum shall consist of four (4) members of the Board of Education.

Meetings of the Board of Education shall be open to the public and the press unless closed as authorized by law.

All Board Meetings shall be held at a place of sufficient size to accommodate the anticipated members of the public and at a time that is reasonably convenient. In addition, reasonable efforts shall be made to make the meeting accessible to individuals with disabilities. If any of these statutory requirements are not met, the nature of the cause for noncompliance for the meeting should also be stated in the Board minutes.

Recording open meetings by audiotape, videotape or other electronic means is allowed by law. However, the Board may establish guidelines regarding the manner in which such recordings are conducted to minimize disruption to the meeting. Recording a closed meeting is prohibited unless permission has been granted by the Board by resolution. By passing this policy the Board grants permission to the Board secretary to record closed meetings as necessary to fulfill his or her duties.

Meeting Notice

Public notice of all meetings shall be given in accordance with Board policy and law.

Regular Board Meetings

The Board of Education shall meet throughout the year to transact such business as deemed necessary for the smooth operation of the school district.

The Board will hold its regular meeting on the third Monday of each month at 7:00 p.m. at 110 Virgil St., O'Fallon, Missouri, unless otherwise specified in the publicized notice of the meeting.

Special Board Meetings

Special Board Meetings may be held from time to time as circumstances may demand. Special meetings of the Board may be held at a time fixed by the Board or on the call of the president. A special meeting may also be called by at least four (4) members of the Board. Each member shall be notified of the time, place, and purpose of the meeting in a reasonable amount of time in advance of the meeting.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: October 19, 1998
Revised: October 18, 2004

Legal Refs: §§ 162.301, .303, .511, 610.010 - .028, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

CLOSED MEETINGS, RECORDS AND VOTES

The Board reserves the right, as provided by law, to conduct closed meetings, including any records or votes, to the extent allowed under the Missouri Sunshine Law.

Meeting Notice

Public notice of closed meetings shall be given in accordance with Board policy and law. A majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes. Only business directly related to the specific exemptions may be discussed or voted upon at a closed meeting.

Objection

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion would violate the Missouri Sunshine Law if passed, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member's objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Meeting Location

The Board shall only close that portion of the meeting facility needed to house the Board in closed session. Members of the public must be allowed to remain in the meeting facility so that they may attend any open meeting that follows the closed meeting.

Confidentiality

The Board members, employees, and others in attendance are honor bound not to disclose the details or discussions of the closed meetings, records or votes. District employees who fail to keep closed information or closed meetings confidential may be disciplined or terminated. The Board may publicly admonish Board members who fail to keep closed records and meetings confidential in violation of this policy.

Closed Topics

The following are some of the reasons a meeting, record or vote may be closed:

1. Legal actions, causes of action or litigation involving the district and any confidential or privileged communication between the district or its representatives and its attorneys. Any minutes, vote or settlement agreement relating to legal actions, causes of action or litigation involving the district or an agent or entity representing the district, including any insurance company acting on the district's behalf, shall become available to the public upon final disposition of the matter voted upon or upon the signing of a settlement agreement by the parties. A settlement agreement may be ordered closed by a court. However, amount of any monies paid by or on behalf of the school district, pursuant to the settlement agreement, must be available to the public. When the district makes a decision involving the exercise of eminent domain, the vote shall become public immediately following the meeting in which the vote was taken to authorize institution of such legal matter. Legal work product is considered a closed record.

2. The lease, purchase or sale of real estate by the district where public knowledge of the transaction might adversely affect the amount to be received or spent by the district. Any minutes or vote or public record approving such a contract shall become available to the public upon execution of the lease, purchase or sale of the real estate.
3. Hiring, firing, disciplining or promoting of particular employees by the district when personal information about the employee is discussed or recorded. Any vote on a final decision to hire, fire, promote or discipline an employee must be made available with a record of how each member voted, to the public within 72 hours of the close of the meeting where the action occurred. However, the district will attempt to notify the affected employee during the 72-hour period before the decision is made available to the public. The term "personal information" means information relating to the performance or merit of individual employees.
4. Proceedings involving the mental or physical health of an identifiable individual.
5. Scholastic probation, expulsion, or graduation of identifiable persons, including records of individual test or examination scores. However, personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or custodian of students under the age of 18 and by the parents, guardian or other custodian and the student if the student is over 18.
6. Testing and examination materials until the test or examination is given for the final time.
7. Welfare cases of identifiable individuals.
8. Preparations on behalf of the district or its representatives for negotiations with employee groups, including any discussion or work product.
9. Software codes for electronic data processing and documentation thereof.
10. Competitive bidding specifications until officially approved or published.
11. Sealed bids and related documents until the bids are opened; sealed proposals and related documents until all proposals are rejected; or any documents related to a negotiated contract until a contract is executed.
12. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment. However, the names, positions, salaries and lengths of service of district officers and employees shall be available to the public.
13. Records protected from disclosure by law.
14. Scientific and technological innovations in which the owner has a proprietary interest.
15. Records relating to municipal hotlines established for reporting abuse and wrongdoing.
16. Confidential or privileged communications between the Board and its auditor, including all auditor work product. However, all final audit reports issued by the auditor are to be considered open records.
17. Operational guidelines and policies developed, adopted or maintained by the district for use in responding to or preventing any critical incident that is or appears to be terrorist in nature and that has the potential to endanger individuals or public health or safety. When seeking to close information pursuant to this exception to the Board shall state in writing that disclosure outweighs the public interest in disclosure of the records. Information regarding expenditures or contracts made in implementing these policies shall be open records.

18. Existing or proposed security systems and structural plans of real property owned or leased by the district where public disclosure would threaten public safety. Procurement records or expenditures relating to security systems purchased with public funds shall be open. When the district is seeking to close this information, it must affirmatively state in writing that disclosure would impair the district's ability to protect the security or safety of persons or real property and that the public interest in disclosure of the records.
19. Records that identify and would allow unauthorized access to or unlawful disruption of the configuration or components or the operation of a computer system, computer network or telecommunications network of the district if released. This exception shall not be used to limit or deny access to otherwise public records in a file, document, of or expenditures for such computer, computer system, computer network or telecommunications network shall be open.
20. Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the district and a person or entity doing business with the district. However, the record of a person or entity using a district credit card or any record of a transaction that is reimbursed by the district will be open.

Decision to Close Records

The Board of Education has determined that records falling in the above-listed categories are automatically closed records without any additional action by the Board. Said records shall be made available to the public only an affirmative vote of the Board.

Adopted: April 5, 1982
Revised: July 18, 1983
Revised: October 5, 1987
Revised: December 3, 1990
Revised: August 15, 1994
Revised: October 19, 1998
Revised: June 24, 1999
Revised: July 21, 2003
Revised: October 18, 2004
Revised: August 20, 2007

Cross Refs: ECA, Building and Grounds Security
KBA, Public's Right to Know

Legal Refs: §§ 610.010 -.029, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

CONFIDENTIALITY OF CLOSED MEETINGS, RECORDS AND VOTES

The Board of Education is committed to strict compliance with the Open Meetings Act, Sections 610.010 to 610.030 RSMo. In this connection, no meeting, record or vote shall be considered closed to the public unless authorized by the Open Meetings Act. However, when properly closed, Board members are to respect the confidentiality of closed meetings, records and votes. Board members are not to disclose information obtained or communicated during a closed session of the Board to members of the public.

Adopted: January 21, 1997

Fort Zumwalt School District, O'Fallon, Missouri

NOTIFICATION OF BOARD MEETINGS

It is the policy of the Fort Zumwalt School District to inform the public of School Board meetings in accordance with law.

The Board secretary has the responsibility to post notice of Board meetings, subject to direction by the superintendent. Each individual Board member has the responsibility to notify the Board secretary of items to be included on the agenda so that the item may be included in the legal posting.

All Meetings

In addition to the criteria listed below, notice of all Board meetings shall be given at least 24 hours in advance of the meeting, exclusive of weekends and holidays when school is closed, unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably possible shall be given. The nature of the good cause must be stated in the minutes.

The notice shall be posted on a bulletin board or other easily accessible public place clearly designated for that purpose at the principal office of the Board, or, if no such office exists, at the building where the meeting will be held.

All interested news media organizations will be notified concurrently with members of the Board, upon request, of all meetings of the Board of Education. To be notified of these meetings, a news media organization should make a request to the secretary of the Board of Education.

Open Meetings

Public notice of an open meeting will include the time, date, place and a tentative agenda advising the public of the matters to be considered.

Closed Meetings

Public notice of a closed meeting will include the time, date and place of the meeting and the specific statutory exemption under which the meeting will be closed.

In addition, a majority of a quorum of the Board shall vote to close a meeting, in accordance with law. The reason for holding the closed meeting, with reference to the specific statutory exemption relied upon for closure and the roll call vote of each member on the question of holding a closed meeting, shall be announced publicly at an open session and entered into the minutes.

Committees

A formal subcommittee of the Board may conduct a meeting without advance notice during a lawful meeting of the Board, a recess of that meeting, or immediately following that meeting. The subcommittee's meeting must be announced at the Board meeting and the subject of the meeting must reasonably coincide with the subjects discussed at the Board meeting.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 15, 1994
Revised: October 19, 1998
Revised: October 18, 2004

Cross Refs: BCE/BCF, Board Committees/Advisory Committees to the Board
BDA, Regular Board Meetings
BDB, Special Board Meetings
BDC, Executive Sessions

Legal Refs: §§ 610.010-.029, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

AGENDAS

A tentative agenda for each meeting of the Board shall be prepared by the superintendent, in consultation with the Board president, and shall be included in the public notice of such meetings. The tentative agenda must reasonably inform the public of matters to be considered. Any member of the Board may request items to be placed on the agenda. The tentative agenda, related materials and minutes of the previous meeting shall be mailed to each member at least four days prior to the stated meeting.

The agenda for each meeting of the Board shall be adopted or modified by motion by a majority of those Board members present. Once the agenda is approved, it shall require a vote of a majority of the Board members present to make additional modifications.

Any patron or group of patrons desiring to be included on the agenda under comments from audience for the purpose of addressing the Board shall make a request prior to the regular Board meeting. The request shall be submitted in writing and shall provide sufficient detail to explain fully the issue(s) to be discussed. The Board reserves the right to limit the number of and speaking time of spokespersons appearing before the Board. Unless unusual circumstances dictate otherwise, the Board will not make a decision on an issue(s) presented by an individual or group during that particular meeting. The Board reserves the right to waive formalities in emergency situations within the limitations of state statutes.

The superintendent shall cause a sufficient number of copies of the tentative agenda to be prepared and distributed to persons in attendance at the Board meeting.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: August 19, 1996
Revised: October 19, 1998
Revised: June 30, 2008

Cross Refs: BDA, Regular Board Meetings
BDB, Special Board Meetings
BDC, Executive Sessions
BDDA, Notification of Board Meetings

Legal Refs: §§ 610.010 - .028 RSMo. Supp.

Fort Zumwalt School District, O'Fallon, Missouri

RULES OF ORDER

Rules of Order

Except as otherwise provided by law, state/federal regulations, Missouri State Board of Education/Missouri Department of Elementary and Secondary Education regulations, or by policies of the Board of Education, all meetings of the Board of Education will be conducted in accordance with Robert's Rules of Order, Revised.

In accordance with Robert's Rules of Order, Revised, the Board may suspend parliamentary rules of order by a two-thirds vote.

Adopted: April 5, 1982
Revised: January 4, 1993
Revised: October 18, 2004

Legal Refs: § 162.301, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

VOTING METHOD

All motions will be recorded in the minutes, including the name of the person seconding any motion and the record of the vote. Minimally, the number of “yea” and “nay” votes on any question shall be recorded in the minutes unless a roll call vote is required by law. When a member abstains from voting, such abstention shall not be counted as a vote either for or against the proposal, but shall be entered in the minutes as an abstention. The president shall have a vote on all questions.

Any member upon request may have a brief explanation of his or her vote recorded on any question. Any member may also change his or her vote if such request is made prior to consideration of the next order of business.

Motions pass with an affirmative vote from the majority of the quorum present at the meeting, unless otherwise prescribed by law. A majority of the Board must vote to enter into a contract, employ a person, approve a bill or issue a warrant. The Board does not need to vote to re-employ a teacher.

Voting in Open Session

Voting in open session must be conducted in a manner that allows the public attending the meeting to observe how each person voted and in a manner that allows the Board secretary to accurately discern and record the number of persons voting for or against the motion as well as the persons abstaining from the motion.

The Board may decide to vote by roll call in open session. When an open public vote is not to be taken by roll call, any member may request that the Board be polled on any issue requiring a vote. When voting to adjourn to closed session, the specific reason for closing the meeting must be announced publicly by reference to a specific section of the law, and the vote must be taken by roll call.

In the event a motion is made to close a meeting, record or vote and a Board member believes that the motion, if passed, would violate the Missouri Sunshine Law, the Board member may state his or her objection to the motion before or at the time the vote is taken. The Board secretary will enter the objection in the minutes. Once the objection has been made the Board member shall be allowed to fully participate in the meeting, record or vote even if it is closed over the member’s objection. If the Board member voted against the motion to close the meeting, record or vote, the recorded objection and the vote is an absolute defense to any claim filed against the Board member pursuant to the Missouri Sunshine Law.

Voting in the Closed Session

All votes taken in closed session shall be taken by roll call, including the vote to adjourn.

Voting Electronically

The Board may allow members to participate in meetings by telephone or other electronic means. Board members may not simply vote electronically, but must be connected with the meeting throughout the discussion of business. If a Board member electronically joins the meeting after an item of business has been opened, the remotely located member shall not participate until the next item of business is opened.

Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present at the meeting. If such an emergency exists, the nature of the district emergency shall be stated in the minutes. Board members participating electronically may cast votes other than roll call votes.

Adopted: April 5 1982
Revised: September 20, 1982
Revised: October 5, 1987
Revised: December 3, 1990
Revised: January 4, 1993
Revised: October 19, 1998
Revised: October 18, 2004
Revised: December 19, 2011

Legal Refs: §§ 162.301, .303, 610.010(7), .015, .020, .022, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

MINUTES

Whereas, it is recognized that the Board of Education speaks through its minutes, the Board shall direct the secretary of the Board to take, or cause to be taken, the minutes of each Board meeting. The minutes of all Board meetings shall be accurate, complete and meet all legal requirements. The superintendent shall be responsible for their safe keeping in a fireproof vault. The minutes of meetings of the Board of Education will include but are not limited to the following.

1. The nature of the meeting (regular, special, open, closed, etc.), the time, the date, the place of the meeting, and the Board members present and absent.
2. A record of all motions made together with the names of the members making and seconding the motions and a numerical record of the members voting "yea" and "nay" unless each member's vote is recorded due to a roll call vote or required by law. If a role call vote is taken, the vote shall be attributed to the name of the member. Special notation should be made of abstaining members and their vote recorded as an abstention.

The minutes will be signed by the president and attested by the secretary of the Board following their approval by the Board.

The closing of executive session votes and records shall be determined by a majority vote of the quorum of the Board in a public session. Minutes and portions thereof shall be kept in a separate minute book used solely for the purpose of executive sessions. Executive session shall be confidential material and shall not be available to the public except as provided by law.

Adopted: April 5, 1982
Revised: October 5, 1987
Revised: December 3, 1990
Revised: August 15, 1994
Revised: June 18, 2001

Cross Refs: BCC, Appointed Board Officials
BDA, Regular Board Meetings
BDB, Special Board Meetings
BDC, Executive Sessions
BDDF, Voting Methods
KBA, Public's Right to Know

Legal Refs: §§ 109.180 - .190, RSMo. 610.010 - .028, RSMo. Supp.

Fort Zumwalt School District, O'Fallon, Missouri

PUBLIC PARTICIPATION AT BOARD MEETINGS

To provide for full and open communication between the public and the Board of Education, the Board authorizes several avenues for the exchange of information, ideas and opinions. All of the following operate within the framework of the Board's scheduled meetings.

- Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Statements of two pages or less are encouraged.
- A specifically designated time will be set aside for public comments at all regular meetings of the Board of Education. Patrons may address the Board on items of school business.
- From time to time, the Board will schedule a public hearing on matters of concern to the community, i.e., setting tax rate and policy work session.

All meetings of the Board will be presided over by a chairman with the primary purpose of conducting the business of the Board in a responsible and expeditious manner. Unless unusual circumstances dictate otherwise, the Board will not make a decision on an issue(s) presented by an individual or group during that particular meeting. The Board reserves the right to waive formalities in emergency situations within the limitations of state statutes.

The chairman will have the authority to regulate and limit public participation. A Board meeting is a meeting rather than a public forum. Participation by members of the audience will be limited to the period for audience participation unless by a majority vote of the Board, the meeting is open to public forum. The presiding officer will not be expected to recognize people in the audience unless they have been placed on the agenda as provided for in Board policy.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: June 30, 2008

Cross Refs: BDDC, Agendas
BDDL, Release of Information
KBA, Public's Right to Know

Legal Refs: §§ 610.010 - .028, RSMo. Supp.

Fort Zumwalt School District, O'Fallon, Missouri

NEWS MEDIA SERVICES AT BOARD MEETINGS

All interested news media organizations will be notified, upon request, of all regularly scheduled meetings and special meetings of the Fort Zumwalt Board of Education. To be notified of these meetings a news media organization should place a request with the secretary of the Board of Education.

Adopted: December 3, 1990

Revised: August 19, 1996

Cross Refs: BDA, Regular Board Meetings
BDB, Special Board Meetings
BDC, Executive Sessions
BDDA, Notification of Board Meetings

Legal Refs: §§ 610.010 -.028, RSMo.
"For the People," A Compliance Guide to the Missouri Open Meetings Act, Published by
the Attorney General of Missouri (1983)

Fort Zumwalt School District, O'Fallon, Missouri

RELEASE OF INFORMATION

The Fort Zumwalt School District believes that local control of public education is best served when the patrons of the district and other members of the public have access to the meetings, records and votes of the Board of Education.

In limited situations, important considerations of public policy require meetings of the Board, including any record or vote, to be closed to the public. Meetings, records and votes shall be closed to the public to the extent allowed by law.

The following provisions shall govern the release of information concerning the meetings, records and votes of the Board:

1. The custodian of records is responsible for responding to request for district records. Requests for records will be directed to the custodian, whose identity will be made available on request and will be advertised as appropriate. The Board appoints the following person as custodian of records:

Administrative Assistant to the Superintendent
District Administrative Office
Phone: (636) 272-6620 Fax: (636) 272-1059

In addition, the district will train at least one (1) additional employee to serve as custodian of records, in the absence of the official custodian.

2. The custodian of records shall:

Respond to each request for inspection or copying as soon as possible but no later than the end of the third business day following the date the request is received by the custodian. The three-day requirement may be exceeded for reasonable cause.

Give a detailed explanation of the cause for delay and the place and earliest time and date the record will be available if access is not granted immediately.

If access is denied, upon request provide a written statement of specific statutory ground for such denial no later than the third business day following the date that the request for the record is received.

3. Except as otherwise provided by law, the custodian of records shall provide access to and upon request furnish copies of, public records, subject to the following:

If records are requested in a certain format, the custodian of records will provide the records in the requested format if such format is available.

The district may charge fees for copying, duplicating time and research time. Copying fees shall not exceed ten (10) cents per page for a paper copy not larger than (9) by 14 inches. The hourly fee for duplicating time will not exceed the average hourly rate of pay for clerical staff of the district. Research time required for fulfilling records requests may be charged at the actual cost of the research time. The district will produce the copies using the employees that result in the lowest amount of charges for search, research and duplication time.

Fees for providing access to computer records, recorded tapes, disks, videotapes, films, pictures, maps, slide graphics, illustrations or similar audio or visual items shall include cost of copies, staff time and the cost of the disk, tape or other medium used for the duplication. Charges for staff time will not exceed the average hourly rate of pay for staff of the district required for making copies and programming, if

necessary. Fees may include the actual costs of programming if programming is required beyond the customary and usual level to comply with a request for records or information.

Payment of copy fees may be requested prior to copying. The person requesting the records may request an estimate of the cost prior to copying.

Copies may be furnished free or at a reduced rate if the Board determines that it is in the public interest because it is likely to contribute to public understanding of the operations or activities of the district and is not primarily based on commercial interests.

The custodian of records shall inform the district staff of the mandated retention schedules from the Secretary of State office and will work closely with the district technology staff on the retention of computer records.

Once the district has been served with a summons, petition, complaint, counterclaim or cross-claim in a civil action to enforce the Sunshine Law, the custodian of records shall not transfer custody, alter, destroy or otherwise dispose of the public record sought to be inspected and examined until the court directs otherwise, regardless of the applicability of an exemption or the assertion that the requested record is not public records.

4. If a Board member or a member of a district committee subject to the Missouri Sunshine Law transmits any message to enough members that, when counting the sender, a majority of the Board or committee members receive the message, the message shall also be concurrently transmitted to the custodian of records or the member's district office computer, if applicable, in the same format. The message shall be considered an open record unless it is a closed record in accordance with law.

Adopted: October 5, 1987
Revised: October 19, 1998
Revised: October 18, 2004

Cross Refs; KB, Public Information Program
KBA, Public's Right to Know

Legal Refs: §§ 610.023, .025, .028, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD POLICY PROCESS

The Board of Education shall determine the policies to serve as a basis for the administration of the school district. The formulation, development, adoption and revision of written policies, rules and regulations shall constitute the basic method by which the Board of Education shall exercise its leadership in the operation of the school district. The Board may direct the district's administrative staff members to promulgate, implement and maintain administrative procedures which are consistent with the Board's policies. While the Board may wish to periodically review these regulations, the administration has the authority to make adjustments to these procedures without Board approval, unless otherwise instructed by the Board.

The policies, rules and regulations of the Board of Education shall be consistent with the philosophy, goals and objectives of the district, and shall be readily available to school district patrons. The superintendent shall implement procedures to ensure that the pertinent parts shall be printed and made available annually to the entire school staff.

It shall be the duty of the members of the professional and support staff to become familiar with the policies, rules and regulations so that each may clearly recognize his or her duties and relationships within the school policies.

Proposals for new policies or revisions of current policies may be initiated by anyone interested in or connected with the District, and must be presented in writing to the superintendent. The superintendent and administration will review the proposal and recommend appropriate disposition of the proposal. Upon its decision, the Board will inform the interested parties of the status of the proposal and the Board's reasons for acceptance or rejection of the proposal. Except for the alternative procedures described in this policy, the adoption of policies by the Board will follow the sequence outlined for policy adoption. In the event of a discrepancy between written materials in the district, Board policy will take precedence.

POLICY ADOPTION

Policies may be adopted and/or amended only upon a majority vote of the members of the Board present at a legally constituted meeting in which the proposed policy or amendment has been included on the agenda and described in writing.

To permit time for study of new policies or amendments to policies, and to provide an opportunity for interested parties to react, proposed policies or amendments will be presented as agenda items to the Board.

The formal adoption or revision of policies will be recorded in the minutes of the Board meeting. Only those written statements so adopted or revised and so recorded will be regarded as official policies of the Board. Policies may become effective immediately upon adoption, or at a specific effective date established by the Board and provided in the motion to adopt.

SUSPENSION OF POLICIES

Policies of the Board may only be suspended at an official meeting of the Board by one of the following procedures:

1. A majority vote of all the members of the Board, if the proposed suspension has been described in writing.
2. A unanimous vote of all the members of the Board when the proposed suspension has not been described in writing.

ADMINISTRATION IN POLICY ABSENCE

The superintendent shall have the power to implement action within the school district if an emergency situation should develop for which the Board has provided no policy guidelines. However, the superintendent's decision shall be subject to review by the Board at its next regular meeting. It is the superintendent's duty to inform the Board of any such action and of the need for an official policy statement.

POLICY REVIEW

The superintendent shall be responsible for the administration of the policies, rules and regulations adopted by the Board of Education. In an effort to ensure that policies are updated to comply with the most recent federal and state regulations, statutes and court decisions, the Board will review its policies on a continuing basis. In addition, the Board will conduct an evaluation every three years to determine how its policies have been executed and administered by the school staff. The superintendent is responsible for calling the Board's attention to all policies

that are out of date or that appear to need revision. The superintendent may designate a specific staff person who will be responsible for entering policy update material into the manual and presenting any update material received to the superintendent.

The Board directs the superintendent to recall all policy manuals periodically for purposes of administrative updating and Board review. The superintendent and administrative staff shall make every effort to ascertain that each copy of the policy manual or any excerpt therefrom is identical. However, only that copy which is designated "official copy" and which is kept at all times in the office of the superintendent of schools shall be recognized as authoritative.

ALTERNATIVE PROCEDURES

The following procedure may be used to formally adopt or delete policies or amend any part of an existing policy as recommended by an updating service such as that provided through the Missouri School Boards Association. Following review of the recommended changes, the Board may vote to accept the recommendations of the policy service. The recommended changes will then be considered immediately adopted and will be regarded as official Board policy.

In addition, the Board may determine that an emergency exists, and in such cases may immediately adopt, repeal or amend a policy. The fact that such policy change is adopted as an emergency measure shall be stated in the minutes.

Adopted: April 5, 1982
Revised: December 3, 1990
Revised: July 20, 1992
Revised: August 19, 1996
Revised: October 19, 1998
Revised: June 18, 2001

Cross Refs: BBA, School Board Powers and Duties

Legal Refs: § 171.011, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BOARD REVIEW OF REGULATIONS
(Administrative Rules)

Rules or regulations formulated by the administration to execute Board policies shall be subject to periodic review by the Board. Such rules and regulations shall have the same force and effect as Board policies.

Also, administrative interpretation of Board policy will be considered to have the same force and effect as Board policy.

Adopted: April 5, 1982
Revised: July 20, 1992

Fort Zumwalt School District, O'Fallon, Missouri

PRELIMINARY DEVELOPMENT OF POLICIES
(Recognition of Employee Representatives)

The Fort Zumwalt Board of Education may utilize, but not be limited to, the guidelines outlined herein in the development of policy. When a majority of employees, reflecting a significant number and exhibiting a commonality of interest, petition the Board for recognition and use of a representative (agent), the Board or its authorized representative(s) may elect to hold discussion with petitioning representative(s) which lead to the development or revision of policies, according to the following provisions:

1. A request for discussions shall be in writing and contain the substance of all policy proposals in detail.
2. The nature of such proposals shall tend to primarily impact individuals in the interest-unit cited above and be of a direct "economic" benefit, except that regarding the professional certificated staff the nature of such proposals shall be limited to and clearly included in those article subjects identified in the Professional Agreement. By mutual consent any additional items may be discussed.
3. The procedures under which policies are developed in accordance with these guidelines shall be concluded annually no later than the weekend of the fourth Friday of March of the year preceding the budget application except that by mutual agreement the clock may be stopped for a mutually agreed time and negotiations extended. If it is necessary to cancel a meeting because of inclement weather or other emergency a replacement meeting may be scheduled after the weekend of the fourth Friday of March if necessary.
4. Any interruption of services directly or indirectly resulting from the use or lack of use of this procedure, or the results thereof, by any representative or Organization at any time, may give the Board cause to suspend, modify, or void all provisions herein, notwithstanding any and all other rights, remedies, and redress which it has statutorily and legally.

Policies developed by the Board or its authorized representative(s) as outlined herein may be adopted at the discretion of the Board following submittal by the superintendent at an appropriate subsequent meeting, except that regarding the professional certificated staff, such policies shall be incorporated in a Master Agreement, signed by both parties, but only if there is agreement and subsequent ratification by the parties.

Adopted: August 18, 1980
Reaffirmed: April 5, 1982
Revised: April 2, 1990

Fort Zumwalt School District, O'Fallon, Missouri

PIN FORM
(Problem-Issue-Need for Policy Development)

EPS CODE: _____
(Office Use Only)

PROBLEM-ISSUE - NEED (Brief Description)

SUPPORTIVE DATA AS TO WHY A CHANGE IS NEEDED

SUGGESTED LANGUAGE CHANGE

Submitted By: NAME: _____

ADDRESS: _____

PHONE: _____

Date Submitted:

Approved: April 5, 1982
Revised: July 20, 1992

NEW BOARD MEMBER ORIENTATION

Each new Board member shall be given an intensive orientation program under the direction of the superintendent. Included shall be an updated copy of the Policies and Regulations of the Fort Zumwalt School District, the budget, the latest annual report, The Public School Laws of Missouri, and such other documents as the superintendent deems essential to the operation of the district. The superintendent shall set aside such time as is necessary to answer any questions arising from the student of these documents and cooperate fully in assisting the new member to become an informed and active Board member.

Within one year of their election or appointment, new Board members will complete at least 16 hours of orientation and training in a program presented by the Missouri School Boards Association or approved by the State Board of Education.

Adopted: April 5, 1982
Revised: August 15, 1994

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board members should avail themselves of every opportunity to increase their knowledge about education and the role of the Board member in the decision making process. The Board, collectively, encourages this self-improvement and will support, financially, such efforts whenever feasible.

Adopted: April 5, 1982

Cross Refs: BHBA, School Board Conference, Conventions, and Workshops
BHD, Board Member Compensation and Expenses

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD CONFERENCES, CONVENTIONS AND WORKSHOPS

Board members are encouraged to attend workshops and conventions presented by the county, district, state and national school board associations and to attend other educational meetings that will contribute to their effectiveness as Board members. The annual budget will provide an amount of money for Board travel. Each Board member will be authorized to attend one national meeting and two meetings within the state. Travel in excess of this must be approved by a majority of the Board of Education. A report of the meeting should be made to the Board of Education, within thirty (30) days, following attendance.

Adopted: April 5, 1982

Cross Refs: BHD, Board Member Compensation and Expenses

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER COMPENSATION AND EXPENSES

As provided in state statutes, compensation is not provided for members of the Board of Education. However, the Board will reimburse Board members for normal expenses for motel, food, registration, and transportation costs incurred while attending authorized conferences.

If airline travel is used, reimbursement will be made for coach fare; automobile travel will be reimbursed at the maximum allowable rate of the IRS. When airline travel is feasible and the individual chooses to travel by automobile, the amount of reimbursement for mileage shall not exceed the cost of airline and taxi fare.

Reimbursement for housing will be made at actual costs; however, reimbursement will not be made for housing for other family members who may be accompanying the Board member.

A cash advance may be received, if necessary. Board members desiring such an advance must request it one week before needed. The maximum advance will be established annually as well as the cost of an airline ticket. When such an advance is received, the recipient will be expected to file a statement of expenses within thirty (30) days of his or her return from the trip.

Adopted: April 5, 1982
Revised: December 3, 1990

Legal Refs: § 162.391, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER COMPENSATION AND EXPENSES

The following regulations relate to travel and other types of reimbursable expenses. The superintendent may place additional restrictions on travel cost reimbursement to comply with budgetary limitations.

1. Travel Requests: These must be submitted through the superintendent of schools.
2. Transportation: All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.
 - A. Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.
 - B. Automobile: Reimbursement for mileage will be made at the maximum allowable rate of the IRS. This is the maximum rate regardless of the number of passengers. Parking charges in reasonable amounts as well as toll road and toll bridge charges are reimbursable.
 - C. Local Transportation: Local transportation such as taxicabs, airport limousines, and buses may be used when justified. Justification must be given on the travel voucher.
 - D. Car Rentals: Rental cars may be used in cases of extreme emergencies or when no other means of public transportation is practicable. Emergencies include: (1) canceled airline flights or change in destination due to inclement weather or other circumstances; (2) disruption of other means of transportation.
3. Subsistence
 - A. Lodging: Any person on official business for the district, who must provide lodging in connection with official business will be entitled to reimbursement for the normal cost of a single room at the hotel or motel of his or her choice. If such person is accompanied by spouse, lodging expenses will be reimbursed for the cost of a double room at the prevailing single occupancy rate.
 - B. Meals expense will be reimbursed at a maximum per day rate (established annually) pending submission of receipts.
 - C. Luncheon or Dinner Meetings: Reimbursement may be claimed for costs incurred while on official business attending luncheon or dinner meetings.
4. Conference Registration Fees: Conference and convention registration will be reimbursable as a miscellaneous expense.
5. Expense Voucher and Receipts:
 - A. Reimbursement for expenses are obtained by submitting an expense voucher.
 - B. Receipts are required for cash expenditures for travel by public conveyance; local transportation; food; lodging; conference and convention registration fees, and miscellaneous expense where feasible.
 - C. Advanced payment to partially cover estimated expenses may be made.

Approved: July 18, 1983
Revised: December 3, 1990

Fort Zumwalt School District, O'Fallon, Missouri

BOARD MEMBER INSURANCE

Because they are members of an agency of government whose powers and duties can only be exercised by a decision of the majority of the Board when the Board is officially in session, the members of the Board and its employees act as agents of the Board. None of these individuals should be placed in a position of personal liability for the performance of the responsibilities vested in them by the voters of the district.

Therefore, in order to protect the individual members of the Board, its agents, and the educational interests of the district, the Board may purchase, in the absence of governmental immunity or in addition to sovereign or governmental tort immunity, from public school funds adequate errors and omissions liability insurance and/or other types of insurance necessary to indemnify Board members and agents of the Board for their official actions in the service of the district's schools.

Adopted: December 3, 1990

Cross Refs: EI, Insurance Management

Legal Refs: §§ 537.600 - .650, RSMo.

Fort Zumwalt School District, O'Fallon, Missouri

SCHOOL BOARD MEMBERSHIPS

It shall be the policy of the Board to maintain membership in the Missouri School Boards Association and in the National School Boards Association. The School Board shall seek to participate as fully as possible in the activities of these organizations. The superintendent shall include in the annual budget the cost of maintaining membership in said associations.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board of Education believes that constant effort should be made to improve all parts of the district program and all aspects of its operation. Evaluation of the present level of functioning is a necessary first step in the improvement process. The Board is also aware of the relationship between its effectiveness and the quality of education in the Fort Zumwalt School District. Consistent with this belief, the Board of Education will establish procedures and evaluation instruments for evaluating the functioning of the Board of Education.

Adopted: April 5, 1982

Fort Zumwalt School District, O'Fallon, Missouri

BI-ANNUAL SELF-EVALUATION OF THE
 FORT ZUMWALT SCHOOL DISTRICT
 BOARD OF EDUCATION EVALUATION
 (To Be Completed in November and March)

FILE: BK-E-1

CONFIDENTIAL

DATE: _____

BOARD MEMBER: _____

INSTRUCTIONS: Each Board member and administrator, asked to evaluate the Board's effectiveness, is to rate the Board on the following items by placing a check mark in one of the columns provided. The following codification system will be used:
 UNSATISFACTORY, NEEDS IMPROVEMENT, ACCEPTABLE, GOOD, OUTSTANDING, NOT RATED.

A. BOARD/SUPERINTENDENT RELATIONS	Unsatis- factory	Needs Im- provement	Acceptable	Good	Out- standing	Not Rated
1. Delegates authority to Superintendent to permit execution of his responsibility.						
2. Develops with superintendent an up-to-date job description and statement of performance expectations against which the superintendent's performance is evaluated regularly.						
3. Compensates the superintendent at a salary commensurate with his background, skills and responsibilities.						
4. Invites frequent formal and informal communications from the superintendent.						
5. Consults the superintendent immediately on any issue which, if left undiscussed, might alienate board members or the superintendent.						
6. Encourages the superintendent to build an administrative team.						

COMMENTS: _____

B. BOARD MEETINGS	Unsatis- factory	Needs Im- provement	Acceptable	Good	Out- standing	Not Rated
1. Obtains adequate information from the superintendent about agenda items prior to each board meeting.						
2. Observes the spirit as well as the letter of open-meetings law.						
3. Allows time on the agenda for public participation at meetings.						
4. Listens and shows respect for opinions and concerns of its members.						

COMMENTS: _____

C. BOARD/COMMUNITY RELATIONS

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Assures that information is available to the news media. Openness and honesty are hallmarks.						
2. Actively seeks input from community and staff in establishing goals and objectives.						
3. Encourages public attendance at board meetings.						
4. Has a policy for public use of school facilities.						
5. Provides for an appropriate study of staff and community attitudes on a regular basis.						
6. Encourages citizen participation in an advisory capacity in the solution of specific problems.						

COMMENTS: _____

D. STAFF RELATIONS

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Approves job descriptions for all positions.						
2. Yearly adopts a compensation plan which draws or retains a high quality staff and encourages the staff to participate in professional growth activities.						
3. Develops sound personnel policies involving the staff when appropriate.						
4. Makes the staff aware of the esteem in which it is held.						

COMMENTS: _____

E. PERSONAL QUALITIES

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Has sincere and unselfish interest in public education and in the contribution it makes to the development of children.						
2. Is willing to devote the time necessary to become an effective board member.						
3. Has a knowledge of the community which the school system is designed to serve.						
4. A respect for, and interest in, people and ability to get along with them.						

COMMENTS: _____

F. INSTRUCTIONAL PROGRAMS

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Annually reviews the basic instructional program and special programs for exceptional children to ensure that the district is, within its' resources, providing the best education it can to meet student's individual needs.						
2. Balances the overall needs of the students and community with the efforts of special interest groups to influence the instructional program or the development or distribution of instructional materials.						
3. Has a process for channeling complaints of special interest groups.						
4. Encourages suggestions in improvement of curriculum from staff, students, and the community.						
5. Establishes a process for approving textbooks and library materials that relies on professional staff judgment, but includes input from students and community.						

COMMENTS: _____

G. FISCAL MANAGEMENT

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Approves an annual budget that balances not only dollars, but also the quality of education the district wants to offer with the ability of the community to support the school programs.						
2. Adopts policies which ensure sound management and fiscal control.						

COMMENTS: _____

H. BOARD LEADERSHIP

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Regularly reports to the public on how well district programs are meeting instructional and other goals.						
2. Has a set of written board policies and has an established process for updating such policies to guide the administration of the district.						
3. Selects officers on the basis of performance expectations.						
4. Provides the superintendent the opportunity to recommend action prior to taking action.						
5. Makes only constructive criticism of staff recommendations.						
6. Endeavors to make the decision-making process work effectively by ensuring productive use of meeting time.						

COMMENTS: _____

I. STUDENT CONCERNS

	Unsatisfactory	Needs Improvement	Acceptable	Good	Outstanding	Not Rated
1. Safeguards the privacy of student records.						
2. Provides students with a procedure for settling complaints.						
3. Safeguards student due process rights in assignments to classes, suspension and expulsion proceedings, and policy interrogations and searches.						
4. Encourages a positive rather than negative approach to student discipline.						

COMMENTS: _____

SUMMARY: _____

 Evaluator's Signature

 Board Member's Signature

Date: _____

Date: _____

Adopted: April 5, 1982
 Revised: January 6, 1986
 Revised: December 3, 1990

