

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0100

Legal Status

The School District is organized under the authority of the State Legislature and exercises powers delegated directly and indirectly by the Missouri State Legislature.

The official, corporate name of the School District shall be Marshfield Reorganized School District #1.

Marshfield Reorganized School District #1

District Name

114 E. Commercial

District Address

Marshfield, Missouri 65706

417-859-2120

Phone

Identification Codes

112-102

County/District Code

44-600615

Federal Identification Number

Updated: 9/9/02

Section Adopted: March 13, 2000

Marshfield R-1 School District

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0200

School District Philosophy

In carrying out its responsibilities, the Board of Education is guided by the desire to use the resources of its community, its staff and its students to provide the highest quality education permitted by its financial resources. In reaching decisions the Board will attempt in every case to act in the best interests of its patrons.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0310

School Board Organization

School Board Purpose and Roles

The School Board of Education performs three basic functions in the management of the School District:

Legislative

The School Board shall exercise full legislative rule and management authority for the District by adopting policy and directing all procedures necessary for the governance of District educational and administrative responsibilities.

Executive

The School Board shall delegate to the Superintendent and hold him/her responsible for implementing all Board policy.

Appraisal

The School Board shall determine the effectiveness of policy implementation through evaluation of school operations, practices and program outcomes. The achievement level of students and the efficient use of patron resources shall be the guiding standard through which all success shall be measured.

School Board Organization

Statement of Practices

Attendance

Members shall attend all regularly scheduled Board of Education meetings insofar as possible. Any member failing to attend the meeting of the Board for three (3) consecutive regular meetings, unless excused by a majority of the Board for reasons satisfactory to the Board, shall be deemed to have vacated the seat; and the secretary of the Board shall certify that fact to the Board. The vacancy shall be filled as other vacancies occurring in the Board. Attendance for purposes of this provision shall be defined as actual, physical attendance at the Board meeting until all of the business of the Board has been completed unless a member is excused by a majority of the Board.

Abstentions

Members should avoid abstaining except when required by statute or Board policy.

Conflict of Interest

Members shall avoid being placed in a position of conflict of interest, and shall not use the Board position for personal or partisan gain. Members shall conduct themselves in accordance with the conflict of interest policy and disclosure requirements prescribed by statute and Board policy.

Confidentiality

Members shall not disclose confidential information. Information is confidential if it is (a) communicated during executive session; or (b) otherwise communicated with a mutual understanding of confidentiality.

Acceptance of Gifts

Members shall not solicit or knowingly accept gifts from any person, organization, group, or entity doing business or desiring to do business with the School District.

Contact with Vendors

Members, if contacted by a vendor requesting information about the District's bidding procedures, shall request that the vendor contact the relevant administrator and direct all questions and concerns to that administrator.

School Board Organization

School Board Elections and Term

The qualified voters of the School District shall annually on the first Tuesday after the first Monday of April, elect two directors for terms of three years, except, effective for Board elections beginning in April of 1993, and each three years thereafter, when three directors shall be elected in compliance with regulations specified in state law.

Qualified Voters in the 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 eighteen (18) years of age or older, must be a citizen of the United States, and must reside in the School District thirty (30) days.

Candidate Qualification - Method of Filing

Qualified applicants for the Board may file for office beginning at 8:00 am in the Superintendent's office commencing on the fifteenth Tuesday prior to the election and ending at 5:00 p.m. on the eleventh Tuesday before the election. The candidate shall declare his/her intent to become a candidate, in person and in writing to the secretary of the Board of Education. The names of qualified candidates shall be placed on the ballot in the order of filing. The notice of election and certification of candidates must be submitted to the county clerk by the tenth Tuesday prior to the election. Candidates must comply with all of the prevailing laws concerning eligibility and campaign financing.

A candidate who files for one vacancy and later decides to run for another shall be positioned on the ballot according to the time when his/her change of declaration is received by the secretary of the Board, not on the basis of when the first petition was filed.

Candidates must be citizens of the United States and resident taxpayers of the District, reside in his/her state for one year next preceding their election or appointment, and be at least twenty-four (24) years of age. Each newly elected or appointed director shall qualify and take his/her oath of office in the manner prescribed by law and according to Policy 0330 – Oath of Office.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0321
(Regulation 0321)

School Board Organization

School Board Officers

Within fourteen (14) days after the annual Board election in April, the Board will meet to administer the oath of office to new Board members and to elect a president and vice-president. Thereafter, on or before the 15th day of July of each year, the Board shall elect a secretary and a treasurer, who shall enter upon their respective duties on the 15th day of July. The secretary and treasurer may or may not be members of the Board (RSMo. Section 162.301(2)).

School Board Organization

Resignation & Filling Board Vacancies

Any School Board member who wishes to resign from office shall inform the School Board secretary in writing. The School Board secretary shall certify to the Board that the office is vacant. The Board will then appoint a replacement to serve until the next School Board election, at which time the position shall be filled by election to complete the unexpired term.

Whenever a vacancy occurs on the Board of Education, the remaining members of the Board will by majority vote, select an individual to fill the vacant position until the next annual school election.

School Board Organization

Oath of Office

Within fourteen (14) days after their election, the newly elected members of the Board shall take the oath of office proscribed by Article VII, Section II, of the Constitution of Missouri, RSMo. Section 162.301(1).

OATH OF OFFICE

I, _____, do solemnly swear that I am
Board Member
at least twenty-four (24) years of age, that I am a citizen of the United States and a resident taxpayer of the Marshfield R-1 School District in Webster County in the State of Missouri, and that I will support the Constitutions of the United States and of the State of Missouri, and that I will abide by and uphold the Marshfield R-1 School District Board Member Code of Ethics, and will faithfully demean myself in office.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0342
(Regulation 0342)
(Form 0342)

School Board Organization

Nepotism, Conflict of Interest and Financial Disclosure

The Board may employ a person related within the fourth degree to a Board member, provided the related Board member does not debate or vote upon the employment issue. However, the Board may not under any circumstances employ one of its own members.

In order to consider employment of a Board member's spouse, the position must have been advertised as required in Policy 4120 – Employment Procedures. In addition, the Superintendent must consider and submit a written affirmative recommendation to the Board. The names of all applicants for that position, as well as the name of the applicant hired, are to be included in the Board minutes.

Members of the Board of Education will conduct themselves in a manner that complies not only with the letter of conflict of interest laws, but also in the spirit of those provisions. Board members will at all times make good faith efforts to avoid the appearance of a conflict of interest. If a situation arises which involves the potential for a conflict of interest, the individual Board member will declare his interest and will refrain from debating or voting upon the question of engaging or using the business entity in question.

School Board Organization

School Board Travel

Travel and accompanying expenses may be authorized by a majority of the Board of Education for one of its members to attend conferences, meetings, seminars, conventions, etc., at the state, regional and national levels. Travel expenses may include transportation, lodging, meals and registration fees.

Each Board member who has been approved for travel shall file with the Business and Finance Office an itemized account of anticipated expenses and may request and receive an advancement for these expenses. Upon completion of travel, an actual expense account report, with appropriate receipts, shall be filed with the Business and Finance Office within the next five weeks.

Travel requests will not normally be approved in the three months prior to the completion of a Board member's term.

School Board Organization

Board Committees

The Board may appoint committees to assist it in carrying out the Board's responsibilities. However, the Board may not delegate those functions which, by law, must be exercised by the Board of Education.

Committee Guidelines

1. Committees created by the Board of Education will be assigned specific tasks to be performed and will be assigned a specific time frame within which to accomplish assigned tasks.
2. Upon completion of these tasks or upon expiration of the time allotted, the committee will be dissolved unless extended by the Board.
3. Reports of Board committees may be made in written form or be presented verbally at a Board meeting at the discretion of the Board.

Committee Meetings

Meetings of committees appointed by the Board or at the Board's direction including advisory committees appointed for the specific purpose of recommending policy, policy revisions, expenditures of public funds to the Board or to the Superintendent will comply with the notice and open meeting provision applicable to Board of Education meetings. The District's custodian of records will maintain a current list of such advisory committees.

ORGANIZATION, PHILOSOPHY AND GOALS

**Policy 0410
(Regulation 0410)**

Meetings

Regular

The regular meeting of the Board shall be held on the third Monday in each month, at the hour of 7:00 p.m., except when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, e-mails and Internet message board.

Special

Special meetings may be held at the time set by the Board or on the call of the Board president or a majority of the Board. (Not less than twenty-four (24) hours written notice, stating the time and place of the meeting and the business to be considered, will be given to each member.) Simultaneously with the giving of notice of such meeting to the members of the Board, a written notice of the meeting and the matters to be considered will be posted in the same manner as postings for regular Board meetings.

Quorum and Majority Vote

The presence of a majority of the Board constitutes a quorum for the transaction of business. However, the letting of contracts, employment of personnel, approval of bills for payment, and the ordering of warrants require an affirmative vote of a majority of the full Board.

Closed Meetings

The Board may vote to conduct closed executive sessions as provided for in Policy 0430 – Executive Sessions. In order to enter into executive session, such motion must be approved by a roll call majority vote. The motion to enter executive session must reference the specific statutory matters to be discussed.

Any Board member may object to the closing of a meeting, record or vote if the member believes the motion to close violates the Sunshine Law; such member(s) must object at or before the motion to close is voted upon and must vote against closing. The member(s) shall be allowed to fully participate in any subsequent meeting or vote. The objecting member(s) shall be immune from any liability for improper closure of a meeting.

Recording of Board Meetings

The open sessions of Board meetings may be audio or video taped. The Board has adopted guidelines set forth in Regulation 0410 to minimize the potential disruptive effect of such recordings.

Firearms and Weapons

Possession of firearms and weapons are prohibited from all school premises and school activities. This prohibition specifically applies to meetings and activities of the Board of Education and applies to all attendees, including members of the Board. The firearm prohibition includes permitted weapons (See also Policy 1432 – Prohibition Against Firearms and Weapons).

ORGANIZATION, PHILOSOPHY AND GOALS

**Policy 0411
(Regulation 0411)
(Form 0411)**

Meetings

Meeting Agenda

A tentative agenda for each regular, special or proposed closed meeting of the Board shall be prepared by the Superintendent, in consultation and with the agreement of the Board president, and shall be included in any public notice of such meetings. 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 of the Board at least four days prior to the stated meeting unless a special emergency meeting is called at a time which makes the four day prior notice impossible.

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

The agenda for closed sessions shall be on a separate document; however, the motion to close a meeting must be voted on during a public meeting and must also include the reasons for closing the meeting with references to the specific topics under the provision of Section 610.021, RSMo. as valid grounds for a closed meeting session.

Meetings

Meetings – Participation by Public

To provide for full and open communication between the public and the Board of Education, the Board authorizes the following avenues for the exchange of information, ideas and opinions.

Grievance through Established Policy and Procedure

Students, employees and any members of the public are encouraged to utilize established policies and procedures for offering suggestions or addressing concerns and complaints prior to bringing the issue before the Board. The Board believes that many issues can be resolved by communication with teachers, administrators and other staff and may refuse to address an issue if the individual presenting the potential agenda item has not first attempted to resolve the matter through established procedures and policies.

Written Correspondence

Written correspondence may be directed to the Board, through the superintendent, for consideration at a meeting. Copies of all correspondence directed to the Board will be made available to all Board members. Statements of two (2) pages or less are encouraged.

Agenda Items

Any member of the public who wishes to have an item placed on the open or closed agenda will present the request in writing to the superintendent or Board president. The request must be submitted and received five (5) business days prior to the scheduled meeting. The item may then be appropriately placed on the agenda. The Board reserves the right to impose reasonable restrictions on the number of spokespersons appearing before the Board. If the meeting agenda is full, the Board reserves the right to reschedule an item for the next regular meeting. The Board may refuse to address an issue that has not gone through the appropriate grievance procedure. The Board reserves the right to waive formalities in emergency situations, within the limitations of the law.

Public Hearings

From time to time, the Board may schedule a public hearing to receive input on matters

of concern to the community, such as setting the district's tax rate. The public will be provided notice of such hearings as required by law.

Public Comment

A period of fifteen (15) minutes will be allotted to residents of the School District and staff to address posted agenda items at the beginning of the meeting to give the Board the opportunity to listen to citizens. The Board is very interested in citizen viewpoints and problems. We encourage citizens to work through problems at the building and/or administrative levels before coming to the Board. We ask that remarks be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to posted agenda items. Questions directed to the Board cannot always be answered immediately. An appropriate person will respond to all questions within the week wherever possible.

A public comment time of at least fifteen (15) minutes will also be held at the end of each regular meeting. Due to Sunshine Law restrictions, the Board may not comment or discuss items that were not on the agenda. Please remember that a School Board meeting is a formal business meeting and public courtesy and professionalism is expected from those addressing the Board. Public Comment time may be extended if the Board feels time was not adequate to hear from the patrons. The Board will recognize persons first who did not speak at the beginning of the meeting.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0420
(Form 0420)

Meetings

Minutes

Open Session Minutes

Minutes of the Board of Education meetings shall be available to District residents for inspection at the Superintendent of Schools office, at reasonable hours. The minutes will include the date, time, place, members present, members absent, and a record of any votes taken.

Closed Session Minutes

A separate minute book used solely for the purpose of closed sessions shall be used to record the minutes. Under such circumstances, the Board members and others in attendance are honor-bound not to disclose the details or discussions or minutes of the executive session. Any vote taken during a closed session will be taken and recorded by a roll call vote.

Meetings

Executive Sessions

The Board reserves the right, as provided by law, to close meetings, records, and votes as they relate to the matters below. All discussion and action by the Board in executive session must be related to the reasons set forth in the motion to enter executive session. The minutes of the executive session shall be recorded and maintained in a separate, confidential minute book (See Policy 0420 – Minutes.)

Legal Matters

Litigation including privileged communications between the Board, its representatives, and its attorneys. Upon completion of the litigation or upon the execution of a settlement agreement, the vote, minutes, and settlement agreement will be made public unless subject to a court order closing the record.

Real Estate Matters

The lease, purchase or sale of real estate where public knowledge of the details of the proposed acquisition might adversely affect the District's interests. Any vote or public record approving such a contract shall become available to the public upon execution of the contract.

Personnel Matters

Actions related to the hiring, firing, disciplining or promotion of a District employee when the performance or individual merits of this employee is considered. Any vote on a final decision to hire, fire, promote or discipline will be available to the public within seventy-two (72) hours of the close of the meeting, except that good faith efforts will be made to notify the affected employee prior to the information becoming publicly available. Disclosure of Board action on such personnel matters will include notice of how each Board member voted on the proposition.

Student Matters

Scholastic probation, expulsion, discipline, or graduation of identifiable persons, including records of individual test or examination scores subject to the provisions of the Board's student records policy and regulations.

Employee Negotiations

Preparations for negotiations with employees and employee representatives, including any work product of the Board.

Software Codes

Test Matters

Testing and examination materials before the test or examination is given and until use of the test is discontinued.

Bidding Matters

Competitive bidding specifications, until officially approved or published for bids. Sealed bids, until the earlier of the time all are opened or all are accepted or rejected.

Personnel Records

Individually identifiable personnel records, performance ratings or records related to employees or applicants for employment. However, the public will have access to the names, positions, salaries, and length of service of employees of the District.

Communications with District Auditor

Confidential and privileged communication between the Board and its auditor, including all auditor's work product. However, final audit reports issued by the auditor will be open.

Security Systems

Information provided to the District by outside consultants relating to the security of District facilities. However, expenditures of public funds for the purchase of security systems are considered to be open public records.

Notwithstanding the provisions of this section, consultant reports involving open records matters which were prepared for the District are deemed to be open records.

ORGANIZATION, PHILOSOPHY AND GOALS

**Policy 0440
(Form 0440)**

Meetings

Notification of Board Meetings

Notice of meetings of the Board of Education, including committees of the Board as provided in Policy 0360 – Board Committees, will be given in a manner to reasonably inform the public of the matters to be considered by the Board.

Notice of the time, date, and place of the meeting as well as the tentative agenda will be provided at least twenty-four (24) hours, exclusive of holidays and weekends, prior to the meeting unless for good cause it is impossible or impractical to provide such notice. In such instances, the nature of the impossibility or impracticality will be stated in the minutes. In order to maximize public participation, notice of Board meetings will be posted in each District school and at the District's administrative offices. Upon request, members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

Where meetings are conducted by telephone or other electronic means, written notice of such meetings will include the specific mode by which the meetings will be conducted and the location where the public may attend such electronic meetings. If a meeting is conducted through the Internet or other computer link, notice of such meeting will be posted on an existing District web site.

Policy Development and Review

Policy Development, Adoption and Review

The development and adoption of policies to govern operation of the School District are the responsibility of the Board of Education. In developing policy, the Board may solicit input from the community, staff and other professionals.

At any meeting of the Board, policies governing the schools may be enacted, amended or repealed by a majority vote. The formal adoption of policies shall be recorded in the minutes of the Board. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Implementation

The Superintendent of Schools is assigned the responsibility for insuring that all Board policies, rules and regulations are implemented. The Board authorizes the Superintendent to develop administrative guidelines in order to implement Board policy. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff, student and parent handbooks that interpret Board policies and state rules and regulations that affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.

Review

The Board shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, as a result of research and/or policy development as presented by state and/or national organizations and agencies, or for other reasons as determined by the Board.

Posting Board Policies and Student Handbooks

During periods of time in which the District maintains a District web site, the Board's policies and regulations along with student handbooks will be posted on the web site.

Policy Development and Review

Policy Review and Adoption

The Board of Education shall review written policies on a continuing basis to ensure consistency and legality of Board action and administrative decisions. Policies shall be reviewed and revised as a result of newly enacted state and/or federal legislation, court decisions, governmental regulations, or for other reasons as determined by the Board of Education.

At any meeting of the Board of Education, policies governing the schools may be enacted, amended or repealed by a majority vote.

The formal adoption of policies shall be recorded in the minutes of the Board of Education. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

The Board of Education authorizes the Superintendent to develop administrative guidelines in order to implement Board policy.

ORGANIZATION, PHILOSOPHY AND GOALS

Policy 0530

Policy Development and Review

Policy Implementation

The Superintendent of Schools is assigned the responsibility for ensuring that all Board policies, rules and regulations are implemented. The Superintendent shall notify all employees and students of their need to abide by Board policies and regulations. Administrators shall prepare staff and student handbooks which interpret pertinent Board policies and state rules and regulations which affect each population set. The handbooks shall be revised annually and distributed within the first month of the school term.