

Policy Implementation and Dissemination

All Board members, employees, students and patrons are required to follow the Board of Education's policies and the district's rules and procedures. The superintendent, administrators and supervisors of the district are required to implement and enforce Board policies and administrative procedures. Questions regarding the interpretation of a policy or procedure will be directed to the superintendent and, if necessary, to the Board.

Policies adopted by the Board and administrative procedures and forms approved by the superintendent will be included in an official Board policy manual and administrative procedures and forms manual that will minimally be maintained at the central office. Once adopted, the superintendent is directed to inform district staff about the Board policies and administrative procedures and forms they are expected to use and follow, including any changes to these documents. Board policies and related documents, including current versions of district handbooks, will be posted on the district's website. Current copies of Board policies and administrative procedures will also be available from the superintendent's office upon request.

Staff, student and parent/guardian handbooks may also be used for disseminating policies and procedures to persons directly affected by them. All district handbooks, directives, guidance or other information disseminated to parents, students, staff or patrons must accurately reflect, and not contradict, the current applicable Board policies and administrative procedures.

Scope

The Board of Education and the schools of the district shall meet the requirements specified in the State and Federal Constitutions, in the legislative enactments, in the court decisions, in the opinions of the Attorney General, and in the regulations of the State Department of Education. As an individual, a board member has no legal authority to bind the Board since the law assigns powers, and duties, and responsibilities to the school board as a whole.

The Board of Education is a representative body elected by the registered voters of the Hickman Mills C-1 School District of Jackson 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 procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and procedures of the school district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district.

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 procedures may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

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 Policy Making* -- The Board is responsible for the development of policies, rules and procedures 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

Scope

and objectives are a part of the policy-making 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.

- < *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.

Executive

Superintendent

The superintendent of schools shall be the chief executive officer of the Board of Education and the administrative head of all divisions and departments of the Hickman Mills C-1 School District. The superintendent shall be responsible to the Board for the execution of its policies, rules and procedures. The superintendent shall be the representative of the Board and the channel through which all directives from the Board to its employees or students shall be communicated. The superintendent may also give directives for the management of the school district to employees and students on points not covered by the adopted policies, rules and procedures.

The superintendent shall be held accountable to the Board for all aspects of administering to the school district. The execution of all decisions made by the Board concerning the internal operation of the school district shall be delegated to the superintendent. The superintendent shall then be responsible for the delegation of responsibility and authority for the operation of the various functions of the district.

Recruitment, Selection and Contract

The Board of Education is solely responsible for the recruitment, selection and appointment of the superintendent of schools. The Board will conduct an active search to find the individual believed most capable of putting into action the policies of the Board.

Executive

A vote of the majority of the whole Board will be required for the appointment of the superintendent.

The Board of Education may employ a superintendent of schools for a contract not to exceed three (3) years. The superintendent shall be employed on a 12-month basis.

Employment will be secured through a written contract, which will state the terms of the appointment, compensation, vacation time, benefits and other conditions of employment. The superintendent's contract shall be reviewed annually, and may be extended at the discretion of the Board.

Duties and Responsibilities

1. The superintendent of schools shall act as the administrative officer for the Board of Education with authority to manage and direct all affairs of the schools as outlined by the Policies of the Board of Education and the Administrative Directives.
5. The superintendent/designee is responsible for the evaluation of the performance of employed personnel and for making recommendations for discharge, reemployment, promotion, probation, or demotion of personnel. All recommendations are to be made to the Board of Education for approval.
6. The superintendent shall work with the board, staff, parents, and patrons to develop continuous and open communication between the schools and the community.
7. It shall be the duty of the superintendent/designee to provide access to a copy of the Policies of the Board of Education to each employee.

District Budget

The Board designates the superintendent to serve as the budget officer of the district. As budget officer, the superintendent will direct the planning and preparation of the budget and will submit it to the Board for approval. The superintendent will present to the Board a tentative budget proposal for the following year and will present the final budget proposal before the new fiscal year begins, as provided by law.

The Superintendent will follow the guidelines on budget preparation as stated in state statute as well as regulations issued by the Missouri Department of Elementary and Secondary Education. Upon the recommendation of the superintendent, the Board will approve a system of internal accounting to ensure proper financial accounting of revenues and expenditures. The adopted budget of the Hickman Mills C-1 School District serves as the control to direct and limit expenditures in the district. Overall responsibility for assuring control rests with the superintendent, who will establish procedures for budget control and reporting throughout the district.

The Board may revise the items contained in the budget and will at a special meeting adopt the portion of the budget dealing with the needed tax rate for the district. The Board will conduct at least one (1) public hearing regarding the proposed budget and taxation rate.

All monies received by the School District shall be disbursed for the purpose in which they were collected, received or levied.

Board Elections

Qualification

Members of the Board of Education shall be citizens of the United States and resident taxpayers of the Hickman Mills C-1 School District. They shall also have resided in the state for one (1) year preceding their election or appointment. Members shall be at least 24 years of age.

All Board members should have 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 or appointment. The orientation and training shall consist of at least 16 hours with the cost of such training to be paid by the district.

Declaration of Candidacy

The qualified voters of the Hickman Mills C-1 School District shall annually elect two (2) directors for terms of three (3) years each on the municipal election day in April. An additional director shall be elected triennially. Unexpired vacant terms will be filled in accordance with law.

Candidate Filing

Before the fifteenth 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, the closing date for filing and a statement that candidates filing on the first day of filing will be listed on the ballot in random order.

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 fifteenth 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.

Board Elections

The names of qualified candidates shall be placed on the ballot in order of filing.

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. Candidates must comply with laws concerning eligibility, campaign financing and campaign disclosures.

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 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.

Board Elections

Tie Votes

School elections, where more than one director is to be elected, can produce a tie vote for final position to be filled; i.e., second seat if two are to be elected, third seat if three are to be elected, etc. If such a situation occurs, the contested (tied vote) position remains vacant. The remaining Board of Education members (previously elected and newly elected members) are to fill the vacant position through appointment. The appointed member will serve until the next annual school election.

Organization of the Board of Education

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 as prescribed in Article VII, Section 11 of the Constitution of Missouri. The Board secretary 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.

At the time of the annual organizational meeting, the board shall establish one regular monthly meeting, time, and location. Additional meetings shall be held when necessary.

At the time of the annual organization the Missouri School Board Association delegate and alternate will be selected.

Duties of the MSBA Delegate

The MSBA delegate shall have the following duties:

- Serve as the liaison between MSBA and the Board of Education.

- Report monthly to the Board on important issues identified by MSBA to include state and national issues, opportunities and concerns related to public schools, and other specific

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information important to boards of education and the school districts they represent.

- Serve as a resource to the regional leadership committee in identifying persons with leadership skills to serve in regional leadership positions.
- Actively participate in the development of the MSBA platform and resolutions.
- Attend and participate in the Delegate Assemblies.
- Attend and participate in MSBA spring and fall regional meetings and the annual Leadership Summit.

Duties of the MSBA Alternate

The MSBA alternate will assume the role of delegate if the delegate is unable to serve.

Unexpired Term Fulfillment/Vacancies for School Board

If a vacancy occurs on the Board of Education, the remaining board of education members may appoint a person to serve until the next school board election. The person(s) appointed shall hold the office until the next school board election, when a new board member shall be elected for the unexpired term.

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

- **1. Notification Process.** The fact that a vacancy exists or will exist will be announced within one month of the determination of the vacancy. The fact of the vacancy will be announced at a regularly scheduled Board of Education meeting. Local newspapers will also be notified of the vacancy. In 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

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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 four weeks from the date of the announcement by the Board of Education will be allowed for receipt of these letters.

2. **Review and Interview Process.** The letters from residents will be reviewed by the Board of Education within two weeks of the closing date for the vacancy. These letters can be reviewed at the next regular Board of Education meeting or at a special meeting called for that purpose. The Board may screen and select final candidates from the letters that are received. The final candidates will be interviewed in open meeting at a regular or special meeting of the Board. The interview process by the Board must occur within four weeks of the closing date in the notification process.
3. **Selection Process.** The appointment(s) will be made in an 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. The vote must be held in open session.
4. **Exclusion of Resigning Board Members.** An individual who resigns from the Board shall not participate in choosing his/her successor.
5. **Exception.** If the Board of Education does not have enough time or has a limited amount of time left in the term that will not allow them to do the notification process, review the applications, interview the applicants and make a final selection, then the Board of Education may vote in an open meeting to not make the appointment prior to the next scheduled school board election.

Duties of Board Officers

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 shall other members of the Board, to offer resolutions, to discuss questions and to vote thereon. The president will fulfill the responsibilities of the 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 includes 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 matters which, in his or her 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 party, 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 that 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 unless 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

Duties of Board Officers

Missouri Department of Elementary and Secondary Education
or by legislative enactment.

Vice President

It shall be the duty of the vice president to perform all duties of the president in case of the absence or disability of the president.

Absence of President, Vice President

In case of the absence of the president and vice president, the members present shall elect a temporary chair.

On or before July 15 of each year, 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. Vacancies in Board officer positions shall be filled by Board election or replacements.

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 a complete and accurate record of all regular and special meetings of the Board of Education, and make copies of the minutes for the superintendent and for each member of the Board.
3. Keep all records of the Board of Education in a fireproof vault or safe in the office of the superintendent.
4. Notify all members of regular, executive or special meetings of the Board.

Duties of Board Officers

5. Post all notices required by law or when duly ordered by the Board.
6. Issue and/or sign all reports, orders and official documents when such are required by law or duly ordered by the Board of Education.
7. File a copy of all reports with the records of the district as required by law or by the Board of Education.
8. Secure the election results of all propositions submitted to voters and duly enter such results in the district records.
9. Forward a complete copy of the annual report to the Missouri Department of Elementary and Secondary Education (DESE) at Jefferson City at the designated time.
10. Publish advertisements, requests for bids, etc., as ordered by the Board.
11. Make all reports required by law to DESE, the United States Department of Education and other federal/state agencies.
12. Maintain a correct plat of the district and notify DESE and the county clerk of any boundary changes.
13. Certify copies of redistricting resolutions and plans.
14. Make attendance reports of any boundary changes to DESE and to the county clerk.
15. 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.
16. 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 Board Officers

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 out on the order of the Board.
2. Execute before entering the treasurer's duties a bond of security with two (2) or more sureties, 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 any 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. Submit a monthly report to the Board reflecting the current balance in district funds and receipts for the preceding month.
9. Make other such reports as may be required by the Board.

Duties of Board Officers

10. Keep records available for inspection by the Board at all times.
11. Deliver to successor in office all district books and papers with all district moneys or other property in the treasurer's possession.
12. Sign all legal documents as required by law.
13. Perform other duties required by law and/or assigned by the Board.

Meetings

Parliamentary Procedures

Robert's Revised Rules of Order shall be the guide of the board in all matters of procedure not herein specifically stated.

Quorum

A quorum shall consist of four members of the board meeting at the designated time and place.

Abstention

When the school board has a quorum present for transaction of business, it is the duty of each member to vote for or against any proposition which is presented to him/her. When a member of the school board sits silently following an opportunity to vote, (s)he is regarded as abstaining.

Regular Meeting

Notices and agendas for regular and special meetings shall be posted in accordance with the Missouri Sunshine Law.

Special 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 a reasonable amount of time in advance of the meeting. The purpose of the meeting shall be stated in the request. No business shall be transacted at a special meeting except that for which it was called unless by unanimous consent of those members in attendance.

Superintendent's Attendance

The superintendent/designee shall be present at all meetings of the board except those meetings held in preparation of the superintendent's evaluation and contract.

Board Affiliation

The Board of Education shall affiliate with local, state, and national organizations of school board groups. The Board shall seek to participate as fully as possible in the activities of these organizations.

Contract, Bills, or Warrant Approval

No contract shall be let, teacher employed, bill approved, or warrant ordered unless a majority of the whole board shall vote therefore.

Minutes

Legal

The minutes of all board meetings shall meet all legal requirements including at least: date, time, place, members present, motions made and votes cast.

All minutes will be approved within one working month from the date of regularly scheduled Board of Education meetings. Unapproved minutes will be available upon request after transcription and shall be marked " Draft."

Release of Information on Board Meetings and Actions

The Hickman Mills C-1 School District will make district records available to the public in accordance with law. Any person wishing to access records shall make a request to the custodian of records during regular business hours. Anyone requesting a copy of a public record will be charged fees for search and duplication in accordance with Board policy on the release of public information.

Not all district records are available to the public. If the opportunity to inspect or copy a record is denied, the custodian of records will provide a written statement explaining why the request was denied in accordance with law if such an explanation is requested.

All public votes shall be recorded in the minutes of the board, and if a roll call is taken, the minutes shall attribute each "yea" and "nay" vote to the individual board member so voting.

An accurate copy of all contracts approved, policies adopted and the content of consent agendas voted on shall be attached to the typewritten minutes or kept with a direct reference to the minutes addressing that item.

Rules and Regulations

Policy Review

1. The Policies of the Board of Education shall be reviewed annually prior to June 30.
2. The Policies of the Board of Education may be amended at any regular or special meeting of the board by a majority vote of those board members present.

Proposed changes to policies will be presented for first reading at any regular or special meeting. At a subsequent meeting, proposed changes to policies will be presented for second reading and will become policies after approval on second reading.

Proposed changes to policies may be adopted on one reading where immediate action is necessary and the motion to approve the proposed changes states the reason immediate action is necessary.

Policy Adviser

The Board of Education shall regard the superintendent as an educational adviser in the formation of board policies.

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.

Requests for Placement on Agenda

Any patron or group of patrons desiring to be included on the agenda for the purpose of addressing the Board shall make a request to the superintendent ten (10) days 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.

Recommended Agenda

- A. Call to Order
- B. Adoption of the Agenda
- C. Pledge of Allegiance
- D. Audience Input on Agenda Items (15-minute time limit)
- E. Recognition:
 - Applause/Applause
 - Personal recognition for certified and non-certified personnel, parents/community, and students
- F. Consent Items
 - 1. Approval of Open Minutes
 - 2. Financial Report
 - 3. Budget Amendments
 - 4. Report on Bids
 - 5. Bills to be Approved
 - 6. Grants
 - 7. Travel Requests
 - 8. Personnel Measures
- G. Consultants/Reports
- H. Unfinished Business
- I. New Business
- J. Future Agenda Items
- K. Audience Comments (30-minute time limit)
- L. Upcoming Board of Education Meetings/Events
- M. Adjournment

The board will place the Closed Meeting prior to the Open Meeting.

Financial

Competitive Bids

Competitive bids shall be sought in the purchase of supplies, equipment, or service exceeding \$5,000. Contracts shall be awarded to the lowest and best responsible bidder complying with the terms of the specifications as determined by the district purchasing agent. The purchasing agent, budget director, or the Board of Education shall have and reserve the right to reject any and all bids. All bid recommendations shall be approved by the Board of Education.

No contract shall be for more than four(4) years. All contracts shall be reviewed by the Superintendent/designee.

Financial

Authorized Signatures

The president and treasurer of the Board shall sign all checks issued by the school district. The Board provides authorization for the signatures to be affixed to the checks in facsimile, provided the officer has a manual signature that has been certified under oath on file with the Missouri Secretary of State.

Financial

Bonded Employees and Officers

The treasurer of the Hickman Mills C-1 School District Board of Education shall enter into a bond to the state of Missouri with two (2) or more sureties, to be approved by the Board, conditional that a faithful and just account of all moneys that come into the hands of the treasurer will be rendered and that the duties of the office will be performed according to the law. The bond shall be filed with the secretary of the Board. The treasurer shall be the custodian of all school moneys derived from taxation for school purposes in the district until paid out on the order of the Board.

The Board shall provide a blanket bond to cover all other employees who handle school moneys.

Financial

Payment Procedures

The Board will give final approval to all bills paid. Payment of bills shall be authorized by the superintendent or designee, only after verification of delivery and satisfaction by the department or staff receiving the item(s). No payment for goods or services shall be made unless both an itemized invoice showing the name of the person or firm to whom payment is due is presented, and a receiving document bearing the signature of an authorized school employee is on file. Furthermore, the invoice must have been issued in response to an approved purchase order. The superintendent or designee shall audit all claims, and shall submit the same to the Board of Education for approval and authorization for payment.

The superintendent or designee will prepare and present to the Board each month a list of bills for approval of a warrant authorizing payment from district funds. Such lists will be supported by invoices, approved purchase orders, properly submitted vouchers, or in accordance with salaries and salary schedules approved by the Board.

School district moneys shall be disbursed only upon checks drawn by the treasurer and president of the Board following final Board approval of the monthly list of bills. Each check shall show the legal identification of the district by name and address, and the depository or investment account upon which the check is drawn. It shall also specify the amount to be paid and to whom payment is made, from what funds, for what purpose, the date of payment and the number of the check.

Financial

Expense Reimbursements

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to district policies and procedures, if the expense was authorized and if proper documentation of the expense is provided.

Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Financial

Internal Accounting

Annual Audit Publication

An annual audit of the financial and attendance records shall be made by a reputable auditing firm and a copy of the report shall be furnished to each member of the Board of Education.

Audit Publication

The board shall publish a summary of the audit within thirty days of its receipt.

Financial

Board Members

Expenses

The members of the Board of Education shall be reimbursed for expenses incurred in the performance of board functions approved by the Board of Education.

Contracting for Personal Gain

Members of the board of directors of a school district are precluded from contracting with the school district in such a manner as will result in their personal gain.

Contracting for Sale of Materials

School board members shall not contract in private capacity with the Board of Education for sale of materials.

General

Admission to School Functions

1. Board members and their spouses are admitted without charge to all school functions except programs advertised as benefits.
2. Children of board members shall pay regular admission.
3. Former board members shall be presented a lifetime pass to all school functions except programs advertised as benefits.

General

Resident Citizens of Hickman Mills C-1

Resident citizens who have reached their fifty-fifth birthday and retired employees with ten years of service and otherwise qualified for state retirement benefits may be issued free district passes admitting them to all school functions except programs advertised as benefits. Passes are available in the superintendent's office and will be good for one school year and may be reissued each year on request.

General

Electronic Attendance at Meetings

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.

If the Board allows a member to participate electronically, the member will be considered present and will have his or her actual physical presence excused. The member shall be counted present for purposes of convening a quorum. The Board secretary will document it in the minutes when members participate in the meeting electronically.

Board members participating electronically cannot cast roll call votes unless a district emergency exists and a quorum of the Board is physically present. 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.

Any Board member wishing to participate in a meeting electronically will notify the Board president and superintendent as early as possible. The superintendent will arrange for the meeting to take place in a location with the appropriate equipment so that Board members participating in the meeting electronically may interact and the public may observe or hear the comments made. The superintendent will take measures to verify the identity of any remotely located participants.

However, organizations that vote by roll call may not allow electronic participation.

General

Political Campaigns

No contribution or expenditure of district funds shall be made directly by any Board member, employee or agent of the district to advocate, support or oppose any ballot measure or candidate for public office.

Reasonable expenditures may be made solely for the purpose of providing patrons of the district with objective information regarding ballot measures in order to inform voters concerning issues that directly affect the district.

Staff Participation in Political Activities

State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education which employs such teacher.

Electioneering in school facilities during the school day is prohibited. The display of campaign materials in school facilities is prohibited unless it contains a substantial educational component. Any such activity must not be disruptive to the educational mission of the district.

Use of District Resources for Board Member Campaigns

No candidate for the Board of Education shall use school district facilities, equipment or supplies in connection with campaigning; nor will candidates request employees to perform campaign activities or solicit employee support during the working day. Candidates who are also employees shall not use any time during the working day for campaigning purposes.

General

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.

Any committee appointed by or at the direction of the Board and that is authorized to report to the Board or any advisory committee appointed by or at the direction of the Board for the specific purpose of recommending directly to the Board or the superintendent any policies, policy revisions or expenditure of public funds, will follow the Missouri Open Meetings and Records Act. The custodian of records will maintain a list of all such committees.