

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0100**

**Legal Status**

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

**District Name**

The corporate name of the School District shall be The School District of the City of Independence, District No. 30. (Also known as Independence School District, Independence #30 School District, Independence Public School District, and Independence Public Schools.)

The School District of the City of Independence, District No. 30

District Name

201 North Forest Avenue

District Address

Independence, Missouri 64050

816-521-5300

Phone

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0110**

**Legal Status**

**Identification Codes**

048-077

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County/District Code

44-6003031

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Federal Identification Number

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0200**

### **School District Philosophy**

It is the responsibility of the Board of Education to ensure that all children located within our school district have access to a quality education that enables them to achieve their full potential and to fully participate now and in the future in the social, economic, and educational opportunities of our local community, state and nation. Our beliefs are grounded on two principles. First, that a general diffusion of knowledge is essential for the future welfare of the children we serve. Second, that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

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

To this end the Board of Education has adopted the following:

### **School District Vision**

A community united to improve the quality of life through education.

### **School District Mission**

By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

### **School District Values**

All students can learn  
All people have the right to be accepted and treated with respect  
Schools will be safe, orderly and caring environments  
Effective teaching / learning is the responsibility of the family, school and community

### **School District Goals**

Increase student achievement  
Attract, support, and retain high quality staff  
Improve relationships through effective communication  
Maximize resources to facilitate learning

**School Board Organization**

**School Board Purpose and Roles**

The Board of Education is a representative body elected by the registered voters of the Independence School District. 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 in 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 responsive to the educational needs and 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 Policy Making* – 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 policy-making function of the Board.

*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 to determine the efficiency of operation, the value of the activities and instruction and the need to revise existing activities and programs. 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. The Board will exercise fiscal responsibility that includes long range implications as well as short range effect.

*Staffing and Appraisal* – The Board is responsible for employing the professional and support staff necessary for carrying out the district's instructional program. The Board is also responsible for establishing salary schedules, terms of employment, and other policies district-wide, and for regular evaluation of its staff.

*Public Relations* – The Board is responsible 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.

**Policy 0310**  
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*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 of the district. It is responsible for providing for an ongoing evaluation of the school program as measured through the goals and objectives set forth by the Independence School District 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 the 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.

The achievement level of students 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.

The Board will allow members to participate electronically in meetings where other Board members are physically present, and the Board may hold meetings where all Board members participate electronically. The participation may occur by telephone, videoconference, or other electronic means. Board members may not simply vote electronically but must be connected with the meeting throughout the discussion of business and must be able to both hear and participate in the discussion. 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.

In accordance with law, Board members who participate in a meeting by videoconferencing may discuss and vote on issues in both open and closed sessions, regardless of the method by which the vote is taken. Board members participating electronically by other means, such as by telephone, may discuss issues and vote as long as the vote is not made by roll call. Board members participating electronically using methods other than videoconferencing may not cast roll call votes, regardless of whether those votes occur in open or closed session, 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.

**Knowledge**

Members shall come to Board of Education meetings informed concerning the issues to be considered.

**Abstentions**

Members shall avoid abstaining except when required by statute or Board policy. The members of the Board have been elected to make difficult decisions on behalf of the students, parents, patrons and employees of the district. The concept of trusteeship requires each member to review the issues under the Board's consideration and to take a stand regarding those issues. A member who has

conformed to the above-described tenets of knowledge, open discussion, and independent judgment, and independent and civility should be prepared to cast a vote on each of the issues before that member.

### **Cooperation/Delegation**

Members shall work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent. Members shall not attempt to by-pass, undermine, or usurp the Superintendent's authority and responsibility for the daily operation of the schools.

**Conflict of Interest** (Refer to Policy and Regulation 0342 – Nepotism, Conflict of Interest and Financial Disclosure)

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 accept gifts, payments, or anything greater than a nominal value item or holiday gifts of nominal value from any person, organization, group, or entity doing business or desiring to do business with the School District.

### **Contact with Vendors**

Members, if contacted by a vendor requesting information about the District's bidding procedures, whether of a general nature or with regard to specific goods or services to be bid, shall provide the vendor with the name and business telephone number of the administrator responsible for purchasing such goods or services. The member shall request that the vendor contact the relevant administrator and direct all questions and concerns to that administrator.

### **Board Communications to Staff**

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ such media as are appropriate to keep the staff fully informed of the Board's concerns and actions.

### **Visits to Schools**

Individual Board members who, in their parental capacity, wish to visit the school(s) or classroom(s) of their child(ren) will follow the regular procedures for visitors. Board members who wish to visit other schools or classrooms as an informal expression of interest in school affairs will report to the principal's office on entering the building so that the office will be aware of their presence. Official visits by Board members will be conducted only with the full knowledge of the Superintendent and principal(s) involved.

### **Educational Welfare**

Members shall remember always that the first and greatest concern must be the educational welfare of the students attending the School District.

**REV. 6/2021**



## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0320**  
**(Regulation 0320)**

### **School Board Organization**

#### **School Board Elections and Term**

The qualified voters of the School District shall biennially, on the first Tuesday after the first Monday of April, elect two (2) directors for terms of six (6) years, except, effective for Board elections beginning in April of 1994, and each six years thereafter, when three (3) directors shall be elected for terms of six (6) years.

An election shall not be held if the number of candidates who have filed for the Board is equal to the number of positions available, unless a ballot proposition (i.e. tax levy, bond issue) is on the ballot as well. If no election would be held due to the number of candidates equaling the number of vacancies when there is not a ballot proposition on the ballot, the District will publish a notice containing the names of the candidates who will assume a Board directorship absent an election. This notice will be published in a newspaper of general circulation in the District on or by March 1 prior to the scheduled election.

#### **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 a.m. in the Superintendent's office commencing on the sixteenth (16th) Tuesday prior to the election and ending at 5:00 p.m. on the eleventh (11th) 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. Candidate must also complete a notarized copy of Missouri Department of Revenue Form 5120 (MCE Form 0320) attesting that the candidate is not currently aware of any

delinquency in the filing or payment of state income taxes, personal property taxes, municipal taxes or real property taxes on the candidate's place of residence provided on the Department of Revenue Form 5120. Candidates will be disqualified from participation in a Board election if the candidate is delinquent in the payment of any state income taxes, personal property taxes, municipal taxes, or real property taxes on the residence of the candidate. The candidate must further attest that they are not a past or present corporate officer of the office that owes any taxes to the state, which are not in dispute. Failure to accurately complete and file Form 5120 with the Department of Revenue may disqualify a candidate from the ballot. 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.

No person may be a candidate for a position on the Board if such person is registered as a sex offender or is required to be registered as a sex offender under state law. Any Board member who is likewise required to register or who is registered as a sex offender under state law will immediately be requested by the Board to resign from the Board. Should such Board member refuse to resign, the member will be ineligible to serve as a Board member at the end of his/her term.

In addition, no person shall qualify as a candidate for the Board of Education who has been found guilty of or has pled guilty to a felony or misdemeanor under federal law or to a felony under Missouri law or has been found guilty of an offense in another state, that would be considered to be a felony in the State of Missouri.

It is not the District's responsibility to investigate and determine a candidate's eligibility. That responsibility rests with the Department of Revenue and/or the County Election Authority.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0321**  
**(Regulation 0321)**

### **School Board Organization**

#### **School Board Officers**

Within seven days after the biennial Board election in April, the Board will meet to administer the oath of office to new Board members and to elect a president, vice-president, secretary and treasurer.

The secretary and treasurer may or may not be members of the Board (RSMo. Section 162.301(2)).

Any officer of the Board may be removed from office for cause by a vote of two-thirds of the directors.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0323**

### **School Board Organization**

#### **Resignation**

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.

A Board member's resignation must be in writing and must be delivered to the Board Secretary. Upon receipt, the Board Secretary will notify the Board President and Superintendent. The Board will act on the resignation at its next regularly scheduled Board meeting. The Board may not refuse to accept a resignation.

The Board will fill the vacant seat according to Policy 0324.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0324**

### **School Board Organization**

#### **Filling Board Vacancies**

Whenever a vacancy occurs on the Board of Education, the remaining members of the Board will, by majority vote, appoint an individual to fill the vacant position until the next school election, at which time the position shall be filled by election to complete the unexpired term.

If the vacancy occurs less than six (6) months prior to the next school board election, the Board may use its discretion whether to fill the vacancy.

In filling the vacancy, the Board will inform the community and will solicit qualified community members to apply for the vacant position. The vote taken to fill the vacancy will occur in an open session meeting of the Board.

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0330**

**School Board Organization**

**Oath of Office**

Within seven (7) days after their election, the newly elected or appointed members of the Board shall take the oath of office prescribed by Article VII, Section II, of the Constitution of Missouri, RSMo. Section 162.301(1).

**OATH OF OFFICE**

I, \_\_\_\_\_, do solemnly swear 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 school director in and for The School District of the City of Independence, County of Jackson, State of Missouri, to the best of my ability according to the law, so help me God.

**School Board Organization**

**Code of Ethics**

The Board shall be guided by the following:

- A. As a member of a local Board, representing all citizens of my district, I recognize:
1. That my fellow citizens have entrusted me with the educational development of the children and youth of this community.
  2. That the public expects my first and greatest concern to be in the best interest of each and every one of these young people without distinction as to who they are, what their background may be, or where they may live.
  3. That the future welfare of this community, of the State and of the nation depends in the largest measure upon the quality of educational experiences we provide in the public schools to fit the needs of every learner.
  4. That my fellow Board members and I must take the initiative in helping all the people of this community to have all the facts all the time about their schools, to the end that they will readily provide the finest school program, school staff and school facilities.
  5. That legally, the authority of the Board is derived from the State which ultimately controls the organization and operation of the school district and which determines the degree of discretionary power left with the Board and the people of this community for the exercise of local autonomy.
  6. That I must never neglect my personal obligation to the community and my legal obligation to the State, nor surrender these responsibilities to any other person, group or organization; but beyond these, I have a moral and civic obligation to the Nation which can remain strong and free only so long as public schools in the United States are kept free and strong.
- B. In view of the foregoing consideration, it shall be my constant endeavor:
1. To devote time, thought and study to the duties and responsibilities of a school Board member so that I may render effective and creditable service.
  2. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debate of points and issues.

3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, unswayed by partisan bias of any kind; thereafter to abide by and upon the final majority decision of the Board.
4. To resist every temptation and outside pressure to use my position as Board member to benefit either myself or any other individual or agency apart from the total interest of the district.
5. To bear in mind under all circumstances that the primary function of the Board is to establish policies by which the schools are to be administered, but that the administration of school matters shall be left to the employed superintendent and his or her professional or non-professional staff.
6. To welcome and encourage active cooperation by citizens and organizations in the district with respect to establishing policy on current school operation and proposed future developments.
7. Finally, to strive step by step toward ideal conditions for the most effective Board service to my community, in a spirit of teamwork and devotion to public education as the greatest instrument for the preservation and perpetuation of our representative democracy.



## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0342**  
**(Regulation 0342)**  
**(Form 0342)**

### **School Board Organization**

### **Nepotism, Conflict of Interest and Financial Disclosure**

Board members shall not debate or vote upon the employment of any person to whom they are related within the fourth degree. (See Form 0342.) Provided the Board member relative does not debate or vote upon the employment issue, the Board may employ a person related to a Board member. However, the Board may not under any circumstances employ one of its members.

Members of the Board of Education will conduct themselves in a manner which 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.

**ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0350**

**School Board Organization**

**School Board Compensation**

No member of the Board shall accept a salary from, or be employed by the Board, or profit financially in any manner by reason of any dealings with the Board.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0351**

### **School Board Organization**

#### **School Board Travel**

As provided in state statutes, compensation is not provided for members of the Board of Education. However, the Board recognizes the benefits derived by the school district through Board member attendance at regional, state and national conferences and conventions and similar efforts on behalf of the school district. As the school district as a whole is benefitted, the Board will reimburse Board members for normal expenses for lodging, food, registration, and transportation costs incurred while attending authorized conferences or meetings.

Each Board member who has been approved for travel shall file with the Board Secretary 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 Board Secretary within the next two weeks.

**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 Board Secretary will maintain a current list of such advisory committees.

**School Board Organization**

**Board Training**

Board members initially elected or appointed after August 28, 1993, shall successfully complete orientation and training requirements within one year of the date of election or appointment. The orientation and training will consist of at least eighteen hours and thirty minutes. The District will pay the costs of the training.

This mandatory training will include two hours and thirty minutes of current reliable information concerning identifying signs of sexual abuse in children and the danger signals of potentially abusive relationships between children and adults. In addition, this segment of the training will emphasize methods to establish an atmosphere of trust in order that students feel comfortable discussing abuse with school staff. District administrators will conduct investigations following abuse hotline calls, and advise the Board of the facts and recommendations.

Any Board member serving a term as of August 28, 2019 or elected or appointed after August 28, 2019, will complete at least one hour of refresher training each year of their term of office. However, the refresher training is not required in the year the member completes the initial orientation and training.

The annual refresher training will address concepts covered in the initial training, including the prevention of sexual abuse of children.

**New 11/2019**

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0410**

### **Meetings**

### **Meetings**

#### **Regular**

The Board of Education shall meet in regular sessions within the District boundaries throughout the year to transact such business as deemed necessary for the effective operation of the District.

The regular business meeting of the Board of Education shall be held at the Administration Building on the second Tuesday of each calendar month beginning at 6:00 pm unless otherwise designated by the Board.

Public notice of the time, date, place and the tentative agenda for the business meeting will be posted as provided in Section 610.020 RSMo. It shall be the duty of the Board Secretary to implement this policy.

All meetings of the Board of Education shall be open to the public and the press, except closed sessions as authorized by law. **Rev. 6/09**

#### **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.

No business shall be transacted at a special meeting except that for which it was called, unless by unanimous consent of the Board directors present.

#### **Rules of Order**

The rules of parliamentary procedure contained in the latest edition of *Roberts Rules of Order, Revised* shall govern the Board in its deliberations.

#### **Quorum and Majority Vote**

A majority of the Board shall constitute a quorum for the transaction of business.

Employment of personnel, approval of bills for payment and warrant orders require an affirmative vote of the majority of the Board.

In the absence of a quorum, no business may be legally transacted except to vote to adjourn the meeting to another time or to recess and attempt to secure a quorum.

### **Closed Meetings**

The Board may vote to conduct closed executive sessions as provided for in Policy 0430. 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.

### **Firearms/Weapons**                      Rev. 4/10/2003

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 of Education. The firearm prohibition includes permitted weapons.

**Rev. 8/15**

## **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 with 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 or delivered 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 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**

**Requests to Address the Board**

The Board is very interested in citizen viewpoints and problems, however, citizens are encouraged to work through problems at the building and/or administrative levels before coming to the Board. District residents and employees who desire to address the Board during the public comment period must present items to be considered for placement on the agenda. This request must be in writing, specifying the individual's name who will be addressing the Board, the subject of the presentation, supporting data, and the desired action. The request is to be directed to the Board of Education and must be received in the Office of the Superintendent of Schools by 4:00 pm one week before the regular meeting of the Board of Education. The Board President and the Superintendent shall determine whether or not the request is appropriate for inclusion on the agenda, either in open or closed session, or for public comment.

The Board may refuse to address an issue if the individual proposing the topic has not first attempted to resolve the matter through the appropriate established procedures and policies. The Board reserves the right to impose reasonable restrictions on the number of items placed on the agenda and the number of spokespersons for any given public comment period. In the event the Board agenda is full, items may be rescheduled for the next regular Board meeting.

**Public Comment Period**

A period of time not to exceed thirty (30) minutes, unless extended by the Board, will be allotted for public comment by District residents and staff members who have received prior approval and placement on the agenda. Individuals who have not been placed on the agenda, pursuant to this policy, may not speak during the public comment period. The Board has established a maximum limit of five minutes per approved spokesperson, thus allowing a maximum number of participants in the allotted time period. Only items from the posted agenda may be discussed during the public comment period.

Board members or other representatives from the District will not respond during the meeting to comments made during the period for public comment. All questions will be responded to by an appropriate person within a reasonable period of time.

## **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 during business 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 executive 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.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0430**

### **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 within seventy-two (72) hours after 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.

#### **Employee Negotiations**

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

#### **Nonjudicial mental or physical health**

Nonjudicial mental or physical health proceedings involving identifiable persons, including medical, psychiatric, psychological, alcoholism, or drug dependency diagnosis or treatment.

**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.

**Municipal hotlines**

Records pertaining to municipal hotlines established for the reporting of abuse and wrongdoing.

**Software Codes**

Software codes for electronic data processing and documentation thereof.

**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.

**Records**

Records which are protected from disclosure by law.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0440**  
**(Form 0440)**

### **Meetings**

#### **Notification of Board Meetings**

Notice of meetings of the Board of Education 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 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 at the District's administrative offices. Members of the media will be provided with notice of the meeting at the same time notice is provided to members of the Board.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0510**

### **Policy Development and Review**

#### **Policy Development**

The development and adoption of policies to govern operation of the District is the responsibility of the Board. In developing policy, the Board may solicit input from the community, staff and other professionals. Implementation of Board policy, once adopted, is the responsibility of the Superintendent of Schools.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0520**

### **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, 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 of Education.

Policies may be revised or amended by a majority vote of the Directors of the Board of Education provided the revision or amendment has been read at a regular meeting and adopted at a subsequent regular meeting.

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.

#### **Rules, Regulations and Forms**

The Board of Education authorizes the Superintendent to develop rules, regulations and forms in order to implement Board policy.

Rules, regulations and forms may be revised or amended by a majority vote of the Directors of the Board of Education provided the revision or amendment has been read and adopted at a regular meeting.

## **ORGANIZATION, PHILOSOPHY AND GOALS**

## **Policy 0530**

### **Policy Development and Review**

### **Policy Implementation**

The Superintendent of Schools is assigned the responsibility for insuring 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, student and parent handbooks which interpret 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.