

**SCHOOL BOARD VACANCIES**  
***(Application for a Vacated Board Position)***

The board of education is required by law to fill vacancies on the board created when a board member leaves office prior to the end of an elected term. The board is responsible for appointing an eligible person to fill the vacancy until the next April election, at which time a candidate will be elected to fill the remainder of the term, if any, or the new term. This application will serve as written notice that you are eligible and wish to be considered for the current board vacancy. If selected, your service will begin immediately after you are sworn in and will continue until the person elected in the April 7, 2026, election is sworn in. You are also welcome to sign up to be a candidate in the April election when candidate filing begins in December.

The board requires all individuals who wish to be appointed to the board to meet the eligibility requirements for school board candidates under Missouri law. Therefore, to be eligible for appointment to the board you must:

1. Be a citizen of the United States of America. Mo. Const. art. VII, § 8; § 162.291, RSMo.
2. Be a resident taxpayer of the district. § 162.291, RSMo.
3. Have resided in the district and Missouri for a minimum of one year immediately preceding your appointment, if selected. Mo. Const. art. VII, § 8; § 162.291, RSMo.
4. Be at least 24 years of age. § 162.291, RSMo.
5. Not be delinquent in the payment of any state income taxes, personal property taxes, municipal taxes or real property taxes on your place of residence as listed on this form. If an applicant is a past or present corporate officer of any fee office, that office cannot be delinquent in the payment of any taxes owed the state. § 115.306, RSMo.
6. Not have been found guilty of nor pled guilty to a felony under the federal laws of the United States of America or to a felony under Missouri law or an offense committed in another state that would be considered a felony in Missouri. § 115.306, RSMo.
7. Not be registered or required to be registered as a sex offender under § 162.014, RSMo.
8. Have filed, or the treasurer of any existing candidate committee has filed, all required campaign disclosure reports with the Missouri Ethics Commission, when applicable, for all previous elections in which you were a candidate. § 130.071, RSMo.

Upon completion and submission of this application, you will be provided:

1. A copy of the board policy for filling board vacancies (BBE).

**FILE: BBE-AF1**  
**Critical**

2. Notice of your potential obligation to file a personal financial disclosure statement with the Missouri Ethics Commission within 30 days of your appointment to the position (BBE-AF2).
3. A summary of the laws the Missouri Ethics Commission enforces.
4. A copy of the board conflict of interest policy (BBFA).
5. A copy of the board ethics policy (BBF).

Please complete the following. Attach additional sheets if necessary. All information provided will be subject to public disclosure under the Missouri Sunshine Law.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

How long have you lived in the district? \_\_\_\_\_

Why do you want to serve on the board of education? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your current and past involvement with the district or any of its schools (for example, PTO activities, committees, booster clubs, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe your current and past involvement with any nonschool-related civic, nonprofit or community organizations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list skills you have that you believe would be an asset to the district's leadership team:

\_\_\_\_\_

\_\_\_\_\_

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In one or two sentences, describe your vision for this district: \_\_\_\_\_

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In one or two sentences, explain the proper role of the board of education: \_\_\_\_\_

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The board meets 1-2 time(s) per month on the third Thursday.

In addition to board meetings, you will be expected to allocate time to adequately prepare for meetings, perform committee work and complete training sessions both in and occasionally outside the district. Your estimated weekly time commitment is about \_\_\_\_\_ hours per week.

All newly elected or appointed board members are required to complete an 18.5-hour training program within one year of their election or appointment. If you run for and are elected to the board at the next election, you will also need to complete one hour of refresher training during each subsequent year you serve as a board member.

Are you aware of any conflicts that would regularly interfere with your ability to commit to this amount of time? ☐ Yes ☐ No

Are you aware of any conflicts of interest you may have in serving on the board? ☒ Yes ☐ No

A conflict of interest might be having ownership in a business that does business with the district, having a relative employed by the district, or serving on another board of directors or in another elected office. A conflict of interest does not necessarily disqualify you from board service, but may require certain procedures and disclosures to be used. If you have possible conflicts, please describe them: \_\_\_\_\_

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I (the Applicant) swear that the information I have provided on this form is true and accurate, that I am legally eligible to be appointed to the office of director of this school district, and that I am legally able to hold office if appointed to the position.

Applicant's Signature

Date

## **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, select an individual to fill the vacant position until the next annual school election. Persons who are delinquent in the payment of state income tax, personal property tax, municipal tax, or real property tax on the person's place of residence are not eligible to be appointed to a Board vacancy. A candidate to fill a Board vacancy must provide the District with a signed and notarized affidavit stating that all state income taxes and property taxes, both person and real, have been paid or attest to the fact that no taxes were owed for the two fiscal years immediately prior to their appointment.

In filling the vacancy, the Board will inform the community and solicit applications. In addition, the Board may affirmatively solicit qualified community members to apply for the vacant position. The Board, or a committee designated by the Board will screen the applicants and will select no more than three applicants for Board interview. Candidate interviews and the vote taken to fill the vacancy will occur in an open session meeting of the Board.

If there are more than two vacancies and if the District is located in a county without a county commission, the county executive will fill the vacancies with the advice and consent of the county council.

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## **SCHOOL BOARD VACANCIES**

### ***(Notice of Appointed Member's Obligation to File a Personal Financial Disclosure Statement)***

You *must* file a personal financial disclosure (PFD) statement with the Missouri Ethics Commission (MEC) within 30 days of appointment to the Board.

You may obtain a copy of the PFD statement form and electronically file it on the MEC website. If you decide to mail your PFD statement to the MEC, it must be postmarked by midnight on the day prior to the deadline. Mail it to: Missouri Ethics Commission, P.O. Box 1370, Jefferson City, MO 65102.

For more detailed information about the filing requirements, please review the summary of laws provided to you or contact the MEC at (800) 392-8660.

If you have information you are required to disclose and you do not file the PFD statement by the deadline, you will be assessed a late fee of \$10 per day for each day the statement is late. If you do not file the PFD statement within 30 days after receiving a notice from the MEC to do so, you will be assessed a late fee of \$100 per day for each day thereafter that the statement is late, provided that the total amount of such fees assessed will not exceed \$6,000.

If you do not file the PFD statement in the required time and still do not file it for 30 or more days after receiving notice from the MEC of your failure to file, you will be subject to suspension from office in the manner otherwise provided by law or the constitution.

## **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 (see Form 0342), 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 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.

Re-adopted 08/24/2017

## **ORGANIZATION, PHILOSOPHY AND GOALS**

**Policy 0340**

### **School Board Organization**

#### **Code of Ethics**

The purpose of the Board of Education is:

1. To govern and control the affairs of the District as provided by law.
2. To discover and interpret the educational needs, attitudes and interests throughout the District as a guide to developing and setting priorities for an educational program.
3. To exercise judgment in reviewing, considering and voting on district wide policies affecting the operation of the schools.
4. To oversee the management and fiscal control of the schools as provided by law and to review, evaluate and judge the effectiveness of the educational program.

The roles of members of the Board of Education are:

1. To recognize that it is the responsibility of the Board to see that the schools are properly administered, not to administer them.
2. To hold the Superintendent responsible for the implementation of Board policies and the administration of the District.
3. To give the Superintendent authority commensurate with his/her responsibility.
4. To vote on Board matters only after considering the recommendation of the Superintendent and any interested citizens.
5. To maintain a working rapport with other members of the Board and the Superintendent.
6. To respect and encourage the right of others to hold and express opinions.
7. To support the Board once a legal decision has been made by a majority vote.
8. To avoid inappropriate or disparaging remarks, in or out of Board meetings, about other Board members or their opinions.
9. To realize that the responsibilities are district-wide.

## **SCHOOL BOARD MEMBER CODE OF ETHICS**

Members of the Newburg R-II School District Board of Education accept the responsibility to improve public education in the Newburg R-II School District. To that end, all Board members will:

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