

# School Boards 101

*So you're thinking about running for school board...*



Pleasant Hill R3 School District

# Meet the Administration



**Dr. Wayne Burke**  
Superintendent



**Dr. Suzanne Brennaman**  
Asst. Superintendent



**Dr. Michael Weishaar**  
Director of Business and  
Finance



**Sarah Gregory**  
Director of Special  
Services



**Dr. Jakqualyn Boden**  
Director of Curriculum,  
Instruction & Assessment



**Jim Schlichting**  
Director of Technology

# School Board Opportunities

- 2 seats open for election in April
- 3 year term

# Candidate Requirements

- A citizen of the United States of America.
- A resident taxpayer of the district.
- Will have resided in the district and Missouri for a minimum of one year immediately preceding the election.
- At least 24 years of age.
- Have not been found guilty of or 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.
- Am not required to be registered as a sex offender.
- Not delinquent in state income taxes, personal property taxes, municipal taxes or real property taxes on my place of residence.
- If a past or present corporate officer of any fee office, that office does not owe any taxes to the state.
- Have filed required campaign disclosure reports with the Missouri Ethics Commission for all previous elections in which you were a candidate (if any).

# Time Commitment

## 1-2 Meetings per month

- Meetings last approx. 3 hours

## Meeting Prep

- Board Packet (read documents, look at data, etc)

## New board member training

- 18.5 hours mandated by state law (10.5 online, 8 in person)

## Ongoing training

- 1 hour per year every year thereafter, mandated by state law
- Special workshops the board or superintendent might schedule

## Voluntary professional development

- MSBA offers conferences and additional learning opportunities

## Additional Time Commitments

- Student award assemblies, school visits

# School Board Meetings

Attend our next board meeting.

- School Board Meetings are held on the 3<sup>rd</sup> Tuesday of every month. Next Board meetings will be December 19.
- Board members receive Board Packets digitally by the Friday before the meeting date.

# SCHOOL BOARD BASICS

## RESPONSIBILITIES OF SCHOOL BOARD

### GOALS

The board establishes the goals and vision of the district, with input from the community, and evaluates the results.



### POLICY

The board develops and approves rules to help schools operate for student success.



### SUPERINTENDENT

The only employee the board supervises and evaluates. Day-to-day school operations are delegated to this position.



### BUDGET

Approves the budget proposed by the Superintendent and ensures funding supports district goals.



### ADVOCACY

Shares district information with local legislators and the community to secure resources for student success.



# Board and Superintendent Roles

## The School Board

- Maintains a global view of the district
- Demonstrates a strategic focus on “the what” or the district outcomes
- Communicates focus through the Governing Documents:  
Agenda, Policies, Budget, CSIP,  
District Professional Development  
Plan, Superintendent Evaluation
- Acts with their vote
- Provides direction to the Superintendent

## The Superintendent

- Maintains a focused view of the district
- Demonstrates a tactical focus on “how” to achieve the outcomes
- Communicates focus through procedures
- Acts through daily decisions and operations
- Provides direction to staff

# Collective Authority

The authority of the board.

Individual Citizens



No Authority

School Board



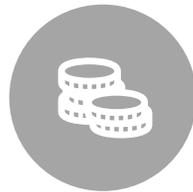
Collective Authority

Board members only have power when acting together in a board meeting.

# Legal Issues for Potential Candidates



Personal Financial  
Disclosure  
Statement



Paying Taxes



Nepotism



Conflict of Interest



Sunshine Law

# Personal Financial Disclosure Statement

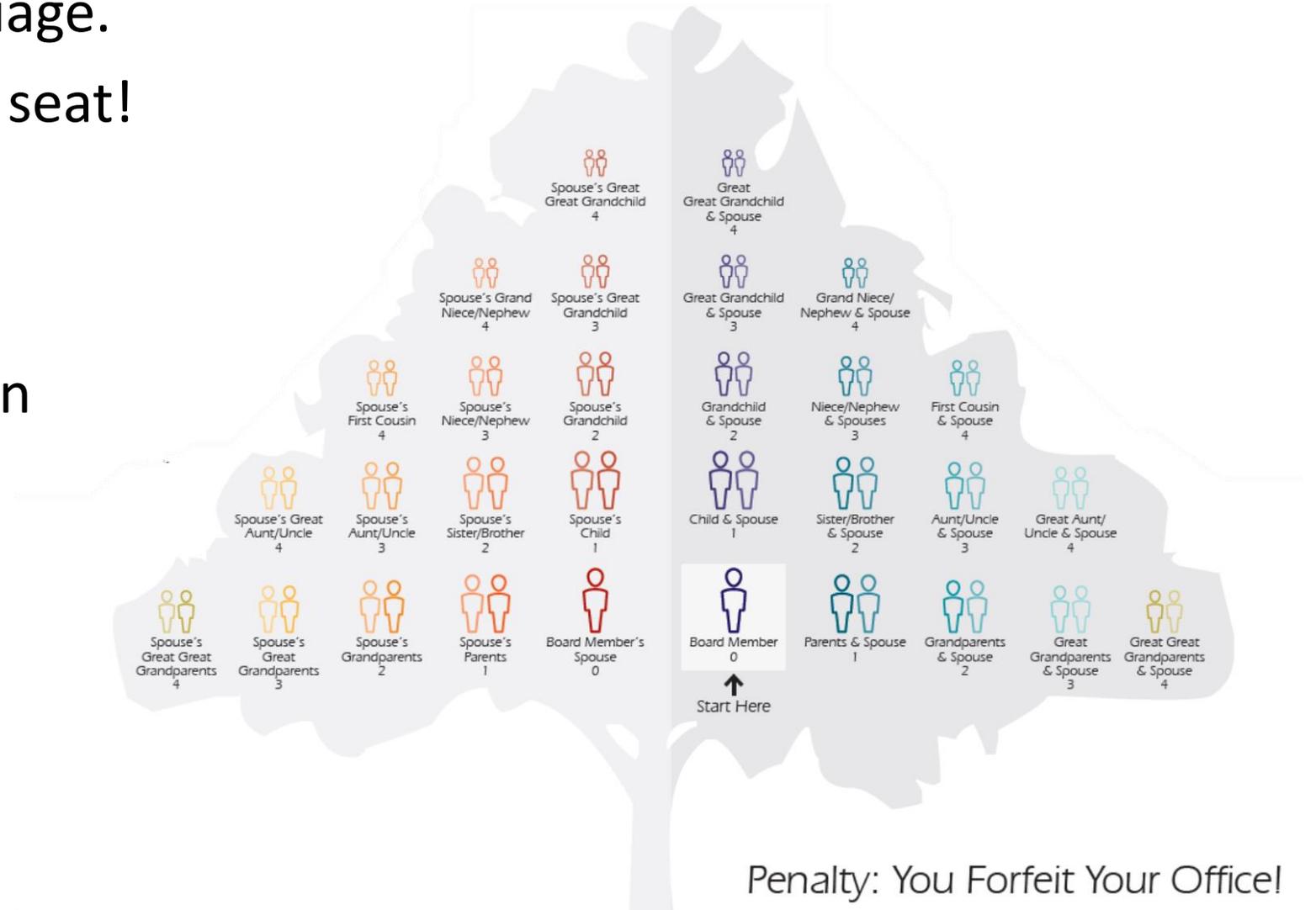
- All candidates must read the personal financial disclosure form. If they have a transaction to disclose, they must complete the form.
- Submit PFD form to the Board Secretary and the Missouri Ethics Commission
- Deadline: January 9, 2024

# Pay Your Taxes!

- You cannot run for office if you are behind on paying state income taxes, property taxes, or municipal taxes, real property taxes on your residence.
- All candidates must complete Form 5120, have it notarized, and send it to the state treasurer's office.
- Candidates can be removed from the ballot if it is discovered that they have not paid their taxes.

# Nepotism

- Nepotism: Board members cannot vote to employ or appoint a relative within 4 degrees of blood or marriage.
- Consequence: Forfeit your seat!
- Relatives of a school board member can be employed by the district, but the board member must abstain from the vote to employ or appoint.



# Conflict of Interest

- You cannot use your position to financially benefit yourself or your family.
- Many conflict of interest rules!
- Here are just a few:
  - You cannot vote on any motion that would give you, your spouse or businesses that you own a special monetary benefit.
  - If you or your spouse own a business, the district cannot pay your business for property or services that may exceed \$500 per transaction or \$5,000 per year unless it is bid and your business is the lowest bid received.

# Missouri Ethics Commission

- [www.mec.mo.gov](http://www.mec.mo.gov)
- (800) 392-8660
- Information for candidates on forming candidate committees, reporting contributions and “paid for by” signage
- Information on conflict of interest laws
- Guidance on personal financial disclosure forms.

# Sunshine Law Basics

- School boards must give the public notice of their meetings and are required to have all discussions, deliberations and votes on public business in a meeting.
- The public is entitled to attend those meetings and watch how decisions are made.
- The law does allow some meetings to be closed from the public, typically for legal reasons.
  - Examples: Discussions about personnel, legal issues, student records, etc.
- District records are also available to the public upon the request, unless the record has been closed by law.

# Documents to Inform You

- Board Meeting Agendas
  - Located on our website at [www.phr3.org](http://www.phr3.org)
- Continuous School Improvement Plan
  - Located on our website at [www.phr3.org](http://www.phr3.org)
- Board Policies
  - Located on our website at [www.phr3.org](http://www.phr3.org)
- Candidate Resources at [www.mosba.org](http://www.mosba.org)

# Interested?

## Next steps:

- File with your board secretary between Dec. 5 and 26, 2023.
- Filing starts December 5<sup>th</sup> @ 8:00am at Central Office  
318 Cedar St. Pleasant Hill, MO
- Central Office is closed for Holiday Break from  
December 21-December 29<sup>th</sup>.
- Central Office will be open on December 26<sup>th</sup> from 3-5pm  
for candidate filing.

Dr. Wayne Burke, Superintendent

 [wburke@phr3.org](mailto:wburke@phr3.org)

Todd Wilson, Board President

 [twilson@phr3boe.com](mailto:twilson@phr3boe.com)

Cathy Jobe, Board Secretary

 [cjobe@phr3.org](mailto:cjobe@phr3.org)

 816-540-3161

 318 Cedar St

 [www.phr3.org](http://www.phr3.org)



## Resources for People thinking of running for School Board

- [What does a School Board Member do?](#)
- [Foundational Principles of Effective Governance](#)
- [Board Candidate Video Series](#)
- These short videos cover school board basics, candidate requirements and school laws.
- [Candidates Legal Guide to Running for the School Board](#)
- This in-depth and detailed document will help guide you to running in the next election.
- [School Board Member Ethics Policy](#). This policy is a list of responsibilities adopted by school boards.