

LEE A. TOLBERT  
COMMUNITY ACADEMY  
BOARD GOVERNANCE  
POLICIES

## INTRODUCTION

This Board Governance Policy will provide guidance regarding the governance and oversight responsibility of Lee A. Tolbert Community Academy.

For purposes of this Policy, the following terms will have the meaning set forth below:

“Board” shall mean the Board of Directors of Tolbert Educational Services, Inc., a Missouri non-profit corporation.

“Executive Director” shall mean the person maintaining the position of Executive Director for LACTA or such person’s duly authorized designee.

“LATCA” shall mean Tolbert Educational Services, Inc., a Missouri non-profit corporation, d/b/a Lee A. Tolbert Community Academy.

“Lee A. Tolbert Community Academy” shall mean, the school, LATCA or Tolbert Educational Services, Inc., a Missouri non-profit corporation, d/b/a Lee A. Tolbert Community Academy, as the context dictates.

“Principal” shall mean the person maintaining the position of Principal for LATCA or such person’s duly authorized designee.

“the school” shall mean Tolbert Educational Services, Inc., a Missouri non-profit corporation, d/b/a Lee A. Tolbert Community Academy.

\*\*As used in these Board Policies, the school, Lee A. Tolbert Community Academy, LACTA and Tolbert Educational Services, Inc. may be used interchangeably as the context dictates.

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**POLICY 0100**

## **SUNSHINE LAW POLICY**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This Policy will provide the expectation to meet and satisfy the Sunshine Law and Sunshine Law requests pursuant to Missouri Statutes.

SECTION 1. That the individual employed in the position of Office Manager of LATCA be and hereby is appointed custodian of the records of LATCA and that such custodian is located at 3400 Paseo Blvd., Kansas City, Missouri 64109.

SECTION 2. That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.

SECTION 3. That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: \$.10 per page for paper copies 9 x 14 or smaller plus an amount equal to \$10 per hour for the staff person to make such copies plus the cost and expense incurred by LACTA to conduct any and all research of the archives of such records in order to respond to a request.

SECTION 4. That it is the public policy of LACTA that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.

SECTION 5. That LACTA hereby closes all public records to the extent authorized by law.

SECTION 6. That LACTA shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.

**BOARD MEMBER ORIENTATION**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy will establish expectations for orienting new members of the Board of Directors to roles and responsibilities, legal duties, as well as best practices in board service.

**SECTION 1. Board Orientation**

**SECTION 1.1.** Within 60 days, new members to the school's board shall participate in a formal training session provided by an agency qualified to provide training specific to charter schools and non-profit governance. At a minimum, this training shall include:

- Fiduciary Responsibilities of Boards
- Roles and Responsibilities
- Board Accountability
- Conflict of Interest
- Open Meetings and Open Records
- Best Practices in Charter School Governance

**SECTION 1.2.** Periodically or as required by law, the entire school board shall participate in a review of the topics covered in the orientation and specific topics relevant to efficient and effective board governance.

**SECTION 2. Board Orientation Manual**

**SECTION 2.1.** Each new board members shall receive a board orientation manual consisting, at a minimum, of the information listed below. Board manuals shall be periodically updated.

- Board By-laws
- Board Policies
- Code of Ethics for Board Members
- Conflict-of-Interest Policy
- Organization Chart
- Rules and Responsibilities of the Board
- Description of Duties of Officers and Other Members
- Committees
- Board Members, Biographies, and Contact Information
- Strategic Plan
- Charter Document including Performance Goals and Objectives
- Board Calendar
- Financials
- Fundraising Plan

**BOARD MEMBER DEVELOPMENT OPPORTUNITIES**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy supports the school board’s commitment to continuous growth and development of its board members to effectuate effective governance practices leading to high student achievement outcomes and strong stewardship of public funds.

**SECTION 1. Scope of Activities**

**SECTION 1.1.** The board regards the following as the kinds of activities and services appropriate for implementing this policy:

- Participation in conferences, workshops, and conventions held by state and national associations supporting charter schools, non-profits, or other related organizations
- Authorizer/Sponsored training sessions provided for or required for board members
- Subscriptions to publications related to topics relevant to governance, charter schools, school reform, or other related topics.
- Speakers addressing topics of interest expressed by the board

**SECTION 2. Board Development Requirements**

**SECTION 2.1.** Each board member shall attend at least [1 day/ 8 hours] of professional training annual. The school may require evidence of participation or certificates of completion to demonstrate the requirement has been satisfied.

**SECTION 3. Appropriation of Funds**

**SECTION 3.1.** The school’s board shall appropriate adequate funds in the school’s annual approved budget to support and promote professional development opportunities for each of its board members and to satisfy the provisions of this policy.

**BOARD CODE OF ETHICS**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

The purpose of the Board is:

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

The roles of members of the Lee A. Tolbert Community Academy Board are:

1. To recognize that it is the responsibility of the Board to see that Lee A. Tolbert Community Academy is properly administered, not to administer them.
2. To hold the Superintendent responsible for the implementation of Board policies and the administration of Lee A. Tolbert Community Academy.
3. To give the Superintendent authority commensurate with his/her responsibility.
4. To vote on LATCA 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 recognize that authority rests with the Lee A. Tolbert Community Academy Board in legal session and no individual LATCA Board member has legal authority to request action from the staff.
10. To avoid any comments which may be interpreted as undermining the administration of the Lee A. Tolbert Community Academy.
11. To assure that special committees, when appointed, have a well-defined objective and that there is an understanding that the committee serves in an advisory capacity.

In addition, members of the Lee A. Tolbert Community Academy Board will:

1. Work through the Superintendent and his/her staff.
2. Support the Superintendent's efforts to appoint the most qualified persons as employees of Lee A. Tolbert Community Academy.
3. Reinforce the efforts of the Superintendent and the staff so that they may perform their assigned responsibilities in the most effective manner.
4. Provide the Superintendent legal counsel as requested or required.
5. Make every effort to keep all citizens informed about the quality and condition of public education in Lee A. Tolbert Community Academy.
6. Initiate and implement all efforts to secure adequate financial support for Lee A. Tolbert Community Academy
7. Assure that all transactions of Lee A. Tolbert Community Academy are ethical, open and aboveboard.

**BOARD CONDUCT**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations of ethical conduct by members serving on the school's board. The school's board collectively and its members individually shall at all times operate in the most ethical and conscientious manner possible.

**SECTION 1. Board Authority Over Individual Authority**

**SECTION 1.1.** Authority of the board rests only with the board as a whole and not with any individual board member unless expressly provided for in the board's by-laws and/or through board resolution. As such, each member shall act accordingly.

**SECTION 1.2.** The Board vests authority for management of the school in the superintendent and in good faith, shall not undermine the authority of the superintendent or intrude into responsibilities that appropriately belong in the scope of management, including, but not limited to such functions as hiring, transferring, or dismissing employees.

**SECTION 1.3.** The Board shall make reasonable efforts to keep the superintendent informed of concerns or specific recommendations that any member of the board may bring forth to the board as a whole or a committee of the board.

**SECTION. 1.4.** The Board shall honor the established protocol and respective policy related to student, parent, or staff grievances.

**SECTION 2. Duties and Responsibilities**

**SECTION 2.1.** Board members agree to communicate on board related correspondence in a timely manner defined as no more than 24 hours.

**SECTION 2.2.** Board members shall reflect through action that his or first utmost concern is for the welfare of the students served by the school.

**SECTION 2.3.** Each member shall work diligently to uphold the mission of the school, to be an ambassador in the community for the school, and support the appropriate and efficient use of resources, including financial and human capital.

**SECTION 2.4.** Each board member shall uphold and enforce laws, rules, regulations, and other mandates pertaining to public charter schools.

**SECTION 3.0. Accountability to Stakeholders and Community Relations**



SECTION 3.1. Board members shall at all times maintain transparency in matters protected by law and shall endeavor to provide information in a timely, concise, and relevant manner to all stakeholders.

SECTION 3.2. Each board member shall be a positive ambassador for the school in the community and shall seek partnerships that enhance the school's programs, services, and resources.

SECTION 3.3. Board members shall regularly and systematically communicate information to stakeholders including, but not limited to academic achievement and fiscal health of the school.

SECTION 3.4. Board members shall, in a timely manner, communicate to the board or the [principal/other title/management organization] expressions of public reaction to board policies and school programs.

#### SECTION 4. Policy Development

SECTION 4.1. Board members shall regularly review and revise policies that improve the programs, services, safety, and practices of the school.

SECTION 4.2. Each board member shall make policy related decisions only after full discussion at publicly held board meetings following an established policy or procedure formally adopted by the board.

#### SECTION 5. Board Meetings

SECTION 5.1. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend no less than 75% all board meetings and functions sponsored by the board.

SECTION 5.2. To ensure proper execution of duties and active engagement in the work of the board, board members shall attend all meetings fully prepared to actively discuss and deliberate on matters requiring board attention or resolution. This extends to fully reviewing all documentation provided in advance of board meetings including meeting agendas, minutes, and attached documentations supporting board discussion or action.

SECTION 5.3. Board members shall work in a spirit of harmony and cooperation in spite of differences of opinion or philosophy that may arise during discussion and resolution of issues.

SECTION 5.4. Each member shall comply with the provisions of the Open Meetings Act related to participating in executive/closed sessions.

SECTION 5.5. Board members shall maintain confidentiality of all discussions and other matters pertaining to board business during executive sessions of the board or related to matters or information protected by law.

SECTION 5.6. Each member shall in good faith make decisions related to the greater good as opposed to any particular segment or group.

SECTION 5.7. Each board member shall engage fully in discussion prior to casting a board vote and shall vote only on matters where the member has full understanding and adequate and appropriate information to make an informed decision.

SECTION 5.8. After casting a vote on any issue, each member agrees to abide by and support all majority decisions of the board.

## SECTION 6. Personnel

SECTION 6.1. Board members shall only consider employment of personnel after receiving and fully considering the recommendation of the superintendent.

SECTION 6.2. Consideration for employment of the [school leader/other title/management organization] shall be made based on the needs and interests of the school. Decisions shall be made based on qualifications, experience, philosophy, verifiable performance, and fiscal feasibility related to compensation. All hiring decisions shall be made in accordance with the Equal Opportunity Employment Act and shall not be made based upon race, gender or national origin or other factors prohibited by law.

SECTION 6.3. Board members shall ensure regular and impartial evaluations of all staff and the appropriate supervisor or supervising body shall provide timely, written feedback related to formal evaluations.

## SECTION 7. Financial Governance

SECTION 7.1. Board members shall refrain from and guard against use of any board member for personal or partisan gain or to benefit any person or entity over the interest of the school. Such gain refers to more than nominal or incidental amounts which would tend to impair or hinder independent judgment or action in the performance of official duties.

SECTION 7.2. Each board member shall require and regularly review financial information and shall ensure proper stewardship of public funds related to appropriate, efficient, and responsible use. In addition, each member shall carefully protect and monitor the fiscal health of the school and support actions which ensure sustainability of the school.

## SECTION 8. Board Member Conduct

SECTION 8.1. Each board member shall conduct him or herself publicly in a manner befitting a public official and shall remember that personal actions and behavior reflect upon the school.

SECTION 8.2. Members shall communicate with fellow board members, staff, parents, and community members in a respectful, professional manner at all times.

SECTION 8.3. Each member shall refrain from any private action which would compromise the integrity, honor, function, or reputation of the board or the school.

SECTION 8.4. Every member of the board shall annually file a written statement acknowledging that he or she is in compliance with this Code of Ethics and supports the responsibilities of board service.

**CONFLICT OF INTEREST**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for governing board member conflicts of interest.

**SECTION 1. Purpose.** The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Academy or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations. As a charter school, certain special state conflicts of interest policies apply as discussed herein.

**SECTION 2. Definitions**

**SECTION 2.1. Interested Person.** Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**SECTION 2.2. Financial Interest.** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- (a) An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- (b) A compensation arrangement with the Academy or with any entity or individual with which the Academy has a transaction or arrangement, or
- (c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Academy is negotiating a transaction or arrangement.
- (d) Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- (e) A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**SECTION 3 Procedures**

**SECTION 3.1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### SECTION 3.2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Under Missouri law, the following are conflicts of interest. The Board has no discretion on whether these items present a conflict of interest. No person shall be appointed to the board unless they meet the following requirements. Any board member who is in violation of any of these requirements is ineligible to serve and shall immediately forfeit their office:

(a) No member of the Board shall hold any other office or employment from the board while serving as a member of the board.

(b) No member of the Board shall have any substantial interest (see section 105.450 RSMo for a definition) in any entity employed by or contracting with the board.

(c) No member of the Board shall be an employee of a company that provides substantial services to the charter school.

### SECTION 3.3. Procedures for Addressing the Conflict of Interest

(a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, s/he shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

(b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

(c) After exercising due diligence, the governing board or committee shall determine whether the Academy can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

(d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Academy best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

### SECTION 4. Violations of the Conflicts of Interest Policy

SECTION 4.1. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

SECTION 4.2. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## SECTION 5. Records of Proceedings

SECTION 5.1. The minutes of the governing board and all committees with board delegated powers shall contain:

(a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

(b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## SECTION 6. Compensation

SECTION 6.1. A voting member of the governing board who receives compensation, directly or indirectly, from the Academy for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 6.2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Academy for services is precluded from voting on matters pertaining to that member's compensation.

SECTION 6.3. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Academy, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## SECTION 7. Annual Statements

SECTION 7.1. Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,

- c. Has agreed to comply with the policy, and
- d. Understands the Academy is charitable and in order to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

## SECTION 8. Periodic Reviews

SECTION 8.1. To ensure the Academy operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining,
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Academy's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## SECTION 9. Use of Outside Experts

SECTION 9.1. When conducting the periodic reviews as provided for in Article VII, the Academy may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

## Board Meetings

POLICY 0710

### BOARD MEETING AGENDAS

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for formulation of Governing Board agendas for official meetings of the Board...

#### SECTION 1. Development of Agendas

SECTION 1.1. Agendas shall be developed by the Board Chair, in consultation with the school principal and the Executive Committee.

#### SECTION 2. Agenda Format

SECTION 2.1. The agenda shall contain the following, as appropriate:

- a) Call to order
- b) Reading and acceptance of minutes from last meeting
- c) Committee reports
- d) Special orders (important business designation for consideration at this meeting)
- e) Unfinished business
- f) New business
- g) Announcements
- h) Open floor (optional)
- i) Adjournment

**Note:** If any of the agenda items is to be a closed session, that fact must be noted, with a reference to the statutory basis for closing that portion of the meeting and a general description (E.g., Closed session to discuss matters regarding individually identifiable personnel, to be closed pursuant to § 610.021(3) and (13), RSMo.)

SECTION 2.2. The agenda shall include at the top the name of the board, the location of the meeting and the date and start time of the meeting. The Agenda shall be posted to the public at the school offices and at the location of the meeting at least 24 hours before the time specified for the meeting. If the meeting will be conducted by telephone or other electronic means, the location where the public may observe and attend the meeting or directions to access the meeting electronically must be provided.



**MOTION TO ENTER INTO CLOSED SESSION**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes expectations for conducting executive (closed) session meetings.

***Example motion to enter into a closed session:***

"I move that this meeting be closed, and that all records and votes, to the extent permitted by law, pertaining to and/or resulting from this closed meeting be closed under Section 610.021, subsection(s) \_\_\_\_, RSMo, for the purpose of (insert the language of the provision(s) cited)."

There must be a roll call vote to go into closed session or meeting and the vote and the basis for going into closed session must be included in the open meeting minutes.

*Please note that the public governmental body should only cite those subsections that are applicable to the material it intends to close (not a standard list of several subsections).*

**CLOSED MEETINGS: EXECUTIVE SESSIONS**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

The Lee A. Tolbert Community Academy 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.

**Legal Matters**

Litigation including privileged communications between the LATCA 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 School's interests. Any vote or public record approving such a contract shall become available to the public upon execution of the contract.

**Personnel Matters**

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

**Student Matters**

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

## **Employee Negotiations**

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

## **Software Codes**

## **Test Matters**

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

## **Bidding Matters**

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

## **Personnel Records**

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

## **Communications with District Auditor**

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

## **Security Systems**

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

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

**BOARD MEETINGS: PARTICIPATION BY PUBLIC**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

The Lee A. Tolbert Community Academy Board is very interested in citizen viewpoints and problems; however, citizens are encouraged to work through problems at the school and/or administrative levels before coming to the Board. Although the Board's Chairperson retains the discretion to decide how long and who may be permitted to speak during public comment sessions, remarks generally will be limited to three minutes and to one appearance, thus allowing a maximum number of participants in the allotted time period in which citizens are to speak to issues.

The first five minutes of all Board Meetings will be designated for public comments. Remarks should pertain to issues affecting the entire School. Public comments may or may not be addressed at the present session and the Board may ask persons with comments to return to the next Board meeting to receive an answer or to have the issue addressed.

Questions directed to the Board may not always be answered immediately.

Persons who wish to suggest items for the agenda should contact the Superintendent.

**NOTIFICATION OF BOARD MEETINGS**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

Notice of meetings of the LATCA Board including committees of the Board as provided in Policy 0360 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 address 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 in the Academy and at the School's administrative office. Upon request, members of the media may be provided with notice of the meeting at the same time notice is provided to members of the Board. Meetings will be scheduled at a location reasonably accessible to the public in a room of sufficient size to accommodate the anticipated attendance by the public.

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

**GOVERNING BOARD RECORDS**

The Board of Lee A. Tolbert Community Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

**SECTION 1. Custody of Records**

**SECTION 1.1.** All official records of the Governing Board shall be kept and safeguarded by the superintendent who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

**SECTION 2. Records Availability for Inspection**

**SECTION 2.1.** Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

**SECTION 2.2.** Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the superintendent or other persons responsible for the custody of confidential files.

**SECTION 3. Records Retention**

**SECTION 3.1.** Records retention of Governing Board records shall follow the school's records retention schedule, which is compliant with state records retention mandates.

**APPENDIX A**  
**AMENDED & RESTATED BYLAWS**  
**TOLBERT EDUCATIONAL SERVICES, INC.**

## APPENDIX B

### Sunshine Law (Chapter 610) Policy

#### RESOLUTION

**WHEREAS, Section 610.023.1**, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

**WHEREAS, Section 610.026**, RSMo, sets forth that a public governmental body shall provide access to and, upon request, furnish copies of public records; and

**WHEREAS, Section 610.028.2**, RSMo, provides that a public governmental body shall provide a reasonable written policy in compliance with sections 610.010 to 610.030, RSMo, commonly referred to as the Sunshine Law, regarding the release of information on any meeting, record or vote.

#### **NOW, THEREFORE, BE IT RESOLVED:**

- 1.** That the office of the superintendent be and hereby is appointed custodian of the records of Lee A. Tolbert Community Academy and that such custodian is located at 3400 The Paseo Blvd.
- 2.** That said custodian shall respond to all requests for access to or copies of a public record within the time period provided by statute except in those circumstances authorized by statute.
- 3.** That the fees to be charged for access to or furnishing copies of records shall be as hereinafter provided: Fees will be 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee of \$15.00 for duplicating time.
- 4.** That it is the public policy of Lee A. Tolbert Community Academy that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
- 5.** That Lee A. Tolbert Community Academy hereby closes all public records to the extent authorized by law.
- 6.** That Lee A. Tolbert Community Academy shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.