

Sunshine Law (Chapter 610) Policy

RESOLUTION

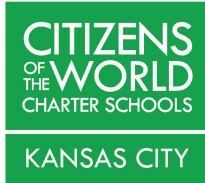
WHEREAS, Section 610.023.1, RSMo, provides that a public governmental body is to appoint a custodian to maintain that body's records and the identity and location of the custodian is to be made available upon request; and

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 Executive Director be and hereby is appointed custodian of the records of Citizens of the World Kansas City and that such custodian is located at 4324 McGee Street, Kansas City, MO.
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: (Insert fee schedule. Note: Fees may not exceed 10 cents per page for paper copies 9 by 14 or smaller, plus an hourly fee for duplicating time not to exceed the average hourly rate of pay for clerical staff of the public governmental body. Research time may be billed at actual cost.)
4. That it is the public policy of Citizens of the World Kansas City that meetings, records, votes, actions and deliberations of this body shall be open to the public unless otherwise provided by law.
5. That Citizens of the World Kansas City hereby closes all public records to the extent authorized by law.
6. That Citizens of the World Kansas City shall comply with sections 610.010 to 610.030, RSMo, the Sunshine Law, as now existing or hereafter amended.



CWC Kansas City Board Meeting Closed Session Policy

The Board of Trustees of Citizens of the World Kansas City adopts the following policy, effective on the date of adoption by the Board.

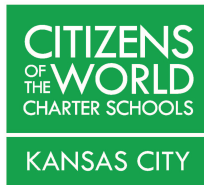
This policy establishes expectations for conducting executive (closed) session meetings.

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).



Governing Board Records

The Board of Trustees of Citizens of the World Kansas City 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 [school leader or other title] 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 Executive Director 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.