

<b>MISSOURI STATE BOARD OF EDUCATION AGENDA ITEM:</b>	<b>June 2019</b>
<p>CONSIDERATION TO ADOPT A REVISED SUNSHINE LAW POLICY FOR THE STATE BOARD OF EDUCATION AND THE DEPARTMENT</p>	

<p><b>STATUTORY AUTHORITY:</b></p> <p style="text-align: center;">Section 161.092, RSMo</p>	<p style="text-align: center;"> <input checked="" type="checkbox"/> Consent Item             <input type="checkbox"/> Action Item             <input type="checkbox"/> Report Item       </p>
---	---

**STRATEGIC PRIORITY**

Efficiency and Effectiveness – Create an internal environment of continuous improvement, effective programming and efficient business operations.

**SUMMARY**

A revised Sunshine Law policy is being presented to the State Board of Education for consideration, pursuant to Section 610.028.2, RSMo. It sets forth the Board’s and the Department’s compliance with the Sunshine Law, identifies the positions that will serve as the custodians of records of the Board and Department rather than naming individuals, and provides the contact information for making a Sunshine Law request. Two resolutions appointing the custodians for the Board and for the Department are being presented along with this policy.

**RECOMMENDATION**

The Department recommends that the State Board of Education adopt the Sunshine Law policy as presented.

## Sunshine Law Policy

**Custodian of Public Records:** The official custodians of the public records are the Executive Assistant to the State Board of Education for the State Board of Education and the Communications Coordinator for the Department of Elementary and Secondary Education.

### Sunshine Law Policy

The State Board of Education and the Department of Elementary and Secondary Education will comply with provisions of the Missouri Open Meetings and Records Law, §§ 610.010 to 610.225, RSMo, otherwise known as the “Sunshine Law.” It is the public policy of Missouri that governmental meetings, records, votes, actions, and deliberations of public agencies be open to the public, unless otherwise closed by law.

Meetings conducting public business, as defined by § 610.010(5), RSMo, will be held in compliance with the provisions of § 610.020, RSMo.

All records that the State Board of Education or the Department of Elementary and Secondary Education and its various offices and schools are authorized to close pursuant to § 610.021, RSMo, are closed and/or confidential, unless specifically determined otherwise.

Requests to the **Custodian of Records**, set forth below, may be made in person, by telephone, electronic mail, facsimile, Internet, or postal mail to:

1) State Board of Education – in person at Jefferson State Office Building, 6<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, Missouri 65101, by telephone at 573-751-3563, by email at [sbe@dese.mo.gov](mailto:sbe@dese.mo.gov), by mail at **Executive Assistant, State Board of Education**, P.O. Box 480, Jefferson City, MO 65102-0480 or by facsimile at 573-751-1179.

2) Department of Elementary and Secondary Education – in person at Jefferson State Office Building, 6<sup>th</sup> Floor, 205 Jefferson Street, Jefferson City, Missouri 65101, by telephone at 573-751-3527, by email at [recordscustodian@dese.mo.gov](mailto:recordscustodian@dese.mo.gov), by mail at **Communications Coordinator**, P.O. Box 480, Jefferson City, MO 65102-0480, or by facsimile at 573-522-4881.

The Missouri Department of Elementary and Secondary Education may charge fees as permitted by § 610.026, RSMo. When the Department of Elementary and Secondary Education determines that there will be a cost to provide requested records, it will send an invoice to the requester. The records custodian will not release any copies until **full** payment is received from the requester. Payment for the record requests must be made payable to “Treasurer, State of Missouri.”