

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

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  , 20  26  , 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.
2. Be a voter of the St. Joseph School District. § 162.471, RSMo.
3. Have resided in Missouri for a minimum of one year immediately preceding your appointment, if selected. Mo. Const. art. VII, § 8; § 162.471, RSMo.
4. Be at least 24 years of age. § 162.471, 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.

FILE: BBE-AF1  
Critical

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

1. A copy of the board policy for filling board vacancies (BBE).
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: Tom Richmond  
Address: [REDACTED]

How long have you lived in the district? 50 years

Why do you want to serve on the board of education? see attached letter  
I want to help the Board oversee the existing SJSO operations, plan for the future & implement the Long Range Plan to provide excellence for our teachers, students, teachers/staff, Administration resulting in SJSO being a compelling asset for all involved and for our community

Please describe your current and past involvement with the district or any of its schools (for example, PTO activities, committees, booster clubs, etc.): Central HS Booster Club President 1990s, School Bond Co Chair 1990s, SJSO Finance Committee 1990s, Lord Baltimore HS Daleville VA Booster Club President 2002-2003, SJSO Finance Committee 2018-2022.

Please describe your current and past involvement with any nonschool-related civic, nonprofit or community organizations: See attached letter  
Boards - Mosaic, MWSU Foundation, Pivotal Point, Valley Food Kitchen, St-Joe Planning Zoning, United Way, Stuber Health Clinic

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

Leadership, Board Service, Listening, Communication,  
Critical Thinking, Problem Solving, Collaboration,  
Team Building

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

The SJSD will provide excellent education for the children of our  
community from Pre K thru 12th Grade resulting in student success.  
The BOE, Administration, Teachers and community will work together for  
our children to make the SJSD a compelling asset for our community

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

The BOE should oversee the operation/performance of the SJSD and  
work to support its Administrators, Teachers/Staff and students as  
well as be an advocate in our community.

The board meets 2 time(s) per month on 2nd and 4th Monday of each month.

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 4 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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**Policy Reference Disclaimer:** These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

<b>State</b>	<b>Description</b>
§ 162.203, RSMo.	<u>State Statute</u>
§ 162.261, RSMo.	<u>State Statute</u>
§ 162.471, RSMo.	<u>State Statute</u>
Mo. Const. art.VII § 11	<u>State Constitution</u>

<b>Cross References</b>	<b>Description</b>
AA	<u>SCHOOL DISTRICT LEGAL STATUS</u>

May 7, 2025

St Joseph School Board Members,

This is Tom Richmond. After much consideration and prayer, I am applying to fill the vacant School Board opening. In doing so I have considered the task ahead from a time, energy and resource standpoint. I understand that the mission I would be joining is large and complicated, but I would like to be considered as a candidate to work with you. Below are my reasons for applying.

First, I consider the children of our community our greatest asset as they represent both our responsibility and our future. Assuring that we have a public school system that is the best it can be is essential. I believe that begins with supporting our teachers, staff and administration. We must put the best team together and then encourage and support them as they do their jobs to work with parents to educate our children. We must do that while being financially responsible, transparent and accountable to our community. There is literally no more important issue facing St Joseph than this. It is our future. I want to thank each of you for your willingness to serve in this important task. I would be honored to serve with you.

Secondly, I feel like we are at a unique and critical time. There are many challenges, opportunities and pathways to be considered going forward and it will be essential that we have a leadership team that is able to share their opinions and expertise freely and yet reach consensus. We must learn to disagree without losing sight of what is best for our children, teachers and community. I think I can be a part of that with you in that I do not come with a personal agenda. Rather, like you, I desire to help lead our community in a united effort to make our schools something we can be proud of and support.

My primary qualification is that I am willing and able to serve. In January 2022, I retired from Altec after 38 years in various leadership positions. I am active in the community by serving on several Boards including: Mosaic Board of Trustees, Mosaic Finance, United Way, Valley Food Kitchen, Pivotal Point, MWSU Foundation, St Joseph City Planning & Zoning Commission and the Stuber Health Clinic. From those combined experiences I have gained skills in listening, communication, critical thinking, problem-solving and collaboration. I am a graduate of the SJSD system (Central HS Class of 1973) and of the University of Missouri (BS in Chemical Engineering Dec 1977).

Maybe most importantly my wife and I have raised four children that were in the St Joseph School System. During that time, we experienced firsthand the strengths of our District and its impact on our family. In addition, while on assignment with Altec in Roanoke, Virginia we got a chance to see another school experience. In both locations we have served alongside teachers and administrators to support our schools. In addition, we have 15 grandchildren, 12 of which are school age, making us continue to value education for our own children as well as those of the communities in which we live.

In conclusion, I am ready and willing to serve if chosen. I will respect and honor your decision. Please see my application as a desire to work with you to make our district all that we hope it can be.

Thank you for your consideration,

Tom Richmond

May 7, 2025

SJSD Board of Education  
School Board Members

Letter of recommendation

Please accept this letter of recommendation on behalf of Tom Richmond's application to fill the current vacancy on your Board.

I am a lifetime resident of St. Joseph and my entire family are graduates and products of the St. Joseph public education system. We take great pride in our local school system. I firmly believe that progress for our community both now and in the future is without question tied to the success of our public schools. I say this simply to help you understand how important I believe this appointment to be. I write this recommendation with that belief and awareness.

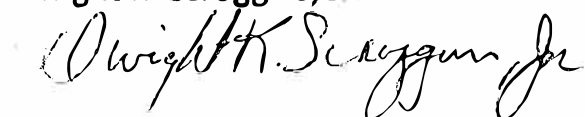
I have known Tom Richmond personally for many years. I know him to be a person of integrity, thoughtfulness and good intention in every endeavor he has undertaken during those many years. He has served our community in many capacities and committed literally hundreds if not thousands of hours in doing so. That to which he commits, he excels in doing. A large part of that success is due to his understanding of doing what needs to be done to be successful.

I probably don't have a true understanding of the time commitment and effort which all of you have dedicated as Board members. But I do know it is extensive and exhausting. The person you appoint will have to make the commitment to not only move forward with the Board but also to educate themselves to a lot of the work you have already started or done. Tom will do whatever is required to do so. That is who he is and the only way in which he knows to serve.

There is one other attribute Tom has that I think will be an asset to this Board. He is experienced and adept at helping build group consensus in decision making. You will find him open to ideas and discussion, free of preconceived bias, totally above political influence and interested only in the best and most productive outcome. He is a team player. Every board with which I have ever been involved benefits greatly from this approach.

Sincerely,

Dwight K. Scroggins, Jr.





May 6, 2025

To Whom It May Concern:

For the past several years I have had the pleasure of getting to know and work with Tom Richmond. Tom joined United Way's Board of Directors in 2009 and has been an active, effective and engaged volunteer and leader since that time. Tom's service to United Way includes his engagement in the following areas of work:

- Volunteer Center: serving on the advising council that created the framework that our Volunteer Center operates under today;
- Profit In Education: serving as council member, volunteer reader and liaison connecting education, the business community and United Way to address improving the high school graduation rate through supportive programs;
- Leadership St. Joseph: graduating from the program in 1994, supporting Altec employees as their sponsor, presenting content to participants and being recognized as the Distinguished Leader Award recipient in 2015.
- Allocations: serving on committees that review Partner Agencies, evaluate their performance and impact and formulate recommendations for future funding;
- Campaign: serving as a campaign volunteer for many years, and leading a successful campaign in the fall of 2021 which raised nearly 10% more than the previous year's campaign.

In addition to Tom's service to the community through United Way, he has dedicated himself to bettering our community which can be seen through his current and past service through the Stuber Health Clinic aka Social Welfare Board, City of St. Joseph Planning Commission, Valley Street Food Kitchen, Mosaic Life Care, Mosaic Foundation, St. Joseph Chamber of Commerce, Pivotal Point and Missouri Western State University.

Tom is recognized as a leader by many, and his approach is one that makes all feel welcomed and valued. He contributes openly during meetings and discussions, strikes a balance between sharing his thoughts while listening and seeks to understand others' opinions and positions on issues. His experience as a father, grandfather, coach, neighbor and active community member coupled with his business acumen, belief in the power of education and love for people positions Tom to be effective, logical, fair minded and responsive to input.

Tom is a champion for St. Joseph and for all who call it home. We are humbled that he continues to share his time, energy and insights with United Way of Greater St. Joseph, and we believe that anywhere he chooses to share his time will benefit from his involvement.

Sincerely,

A handwritten signature in blue ink that reads "Kyle M. Strough". The signature is written in a cursive, flowing style.

Kyle M. Strough, President

Mosaic Life Care Foundation



Ms. Latonya Williams  
Board President  
St. Joseph School District Board of Education  
1415 N 26<sup>th</sup> Street St. Joseph, MO 64506

Dear Madam President,

As the President of Mosaic Life Care Foundation and former St. Joseph School District educator for over twenty years, it is my honor to recommend Tom Richmond to represent the St. Joseph community as a member of the St. Joseph School District Board of Education. Tom has over twenty-five years of experience within the St. Joseph community serving in non-profit board governance spanning post-secondary education, healthcare, social impact, and economic development. His uniquely refined leadership skills include group consensus building, insightful interpersonal skills, strategic planning, fiscal management, and executive evaluation.

During this critical time of discernment for the St. Joseph School District, Tom is a proven experienced community board leader fully prepared to represent St. Joseph School District in the public and provide unwavering advocacy for the critical mission of the St. Joseph School District. Tom is a proven community leader. He is fully aware of the challenges facing the future of our school district and community. Tom Richmond has both the leadership skills and experience to take on the challenge.

As part of his non-profit board leadership, Tom served nine years as a Mosaic Life Care Foundation Board Trustee. During his tenure, he was instrumental in the selection of executive leadership, the relaunch of the organizational mission, and public organizational rebrand. Most notably, Tom led the charge to build the InspireU Children's Discovery Center. Tom provided unwavering board and community leadership through the six-year InspireU Children's Discovery Center creation process. He served as an invaluable advocate and critical voice of discernment through the visioning, strategic planning, business plan development, site selection, legal compliance, construction, design, and opening of the discovery center. Through his work to bring the InspireU Children's Discovery Center to life, Tom has proven his willingness to work over an extended period, among voices of support and opposition, to propel our community forward through education.

Through expansive non-profit board leadership, Tom is accustomed to listening to multi-perspectives within the board room and community. He is highly skilled at listening with intention to polarizing views, asking critical questions, and communicating a clear organizational path forward with attention to fiscal responsibility and cultural aptitude.

As the President of Mosaic Life Care Foundation and St. Joseph community resident who served as an educator in the St. Joseph School District, I see the challenges. I am privileged to recommend Tom Richmond to serve on the St. Joseph School District Board of Education. In my opinion, there is no one more experienced or skilled to serve the St. Joseph community and ensure our children are prepared for the complex and challenging world they face.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Gaddie", is written over a light blue background.

Julie Gaddie, PhD  
President, Mosaic Life Care Foundation

