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STATEMENT OF GUIDING PRINCIPLES

1. It is the policy of the Board of Directors to organize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative governing body of the School District, and those administrative activities which are to be performed by the Superintendent of Schools and his/her staff in the exercise of a delegated administrative authority. The function of the Board can be described (policy-making) as executive appraisal.

2. The Board of Directors shall have the further duty of providing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values, and status of the schools.

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ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting in odd-numbered years at the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and a vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the board.

Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board and the organizational meeting of the new board.

1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes of previous meeting(s).
- (4) Visitors.
- (5) Unfinished business.
 - (a) Current claims and accounts (for the retiring board to authorize).
- (6) Examine and settle the books for the previous year.
- (7) Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (8) Adjournment of the retiring board.

2. Organizational Meeting of the New Board

- (1) Board Secretary as president pro-tem, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the Board Secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.

ORGANIZATIONAL MEETING PROCEDURES

- (6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of dates, times, and places for regular meetings of the board.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- (11) Visitors.
- (12) Superintendent's report.
- (13) Adjournment.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277
281 I.A.C 12.3.

Cross Reference: 202 Board of Directors Members
206.1 President
206.2 Vice-President
210 Board of Directors' Meetings

Date of Approval: 03/13/2017

Dates of Review: 03/13/2017

Date of Revision: 03/13/2017

POWERS OF THE BOARD OF DIRECTORS

The board, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district facilities. The board is also empowered to enforce its policies. The board may, through its quasi-judicial power, conduct hearings and rule on issues and disputes confronting the school district.

The board has these powers and all other powers expressly granted to it in federal and state law as well as the powers that can be reasonably implied from the express powers.

Legal Reference: Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 28E; 274.1-.2; 279.8 (2013).
281 I.A.C. 12.1(2).
1990 Op. Att'y Gen. 66.

Cross Reference: 209 Board of Directors' Management Procedures

Date of Approval: 03/13/2017

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RESPONSIBILITIES OF THE BOARD

The Board shall approve all transactions and make final approval of:

1. Contracts
2. Budget
3. Records and Reports
4. School Board Minutes
5. School Board Bills
6. Special Services
7. Special Committees
8. Formulate long and short term goals

The superintendent, through the authorization of the board, shall carry out the executive policies and administrative details necessary to insure that all phases formulated and acted on by the board are made effective in the operation of the school. In summary, the board decides the policies—the superintendent is the executive officer who carries them out. The duties and responsibilities are as presented in the job descriptions.

Legal Reference:

Cross Reference:

Date of Approval: 12/07/09

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BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the second Tuesday in September of odd-numbered years. Each school election is used to elect citizens to the board to maintain a five (O-A) or seven (BCIG) member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it shall be filled in accordance with law and board policy.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 45; 63; 69; 274.7; 277; 278.1, 279.7 .

Cross Reference: 202 Board of Directors Members
202.3 Term of Office
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Date of Approval: 03/16/15

Date of Review: 08/08/16

Date of Revision: 08/08/16

NAME OF SCHOOL DISTRICTS

1. This school district is organized and known as the Odebolt-Arthur Community School District, located in the counties of Ida, Sac and Crawford.

and

2. This school district is organized and known as the Battle Creek-Ida Grove Community School District, located in the counties of Ida, Crawford and Woodbury, State of Iowa

Legal Reference:

Cross Reference:

Date of Adoption: 12/07/09

Date of Review: 03/16/15

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OA & BCIG COMMUNITY SCHOOL DISTRICTS

LEGAL STATUS OF THE BOARD

The Board of Directors of the Odebolt-Arthur and Battle Creek-Ida Grove Community School Districts derive its legal status from the constitution of the State of Iowa and the statutes enacted by the General Assembly. The Board of Directors acts as an agent of the state in developing an educational program in accordance with the constitution and laws of the State of Iowa.

The school districts exist as a school corporation and as such may sue and be sued, hold property, and exercise all the powers granted by law. It has exclusive jurisdiction in all school matters in the school corporation territory.

The affairs of the corporation will be conducted by the Board of Directors consisting of five members (OA) and seven members (BCIG).

Legal References: Constitution of Iowa, Art. IX Secs 8 and 12;

Code Sections: 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .18, .33 (2007)

281, I.A.C. 12.3(2)

Cross Reference:

Date of Adoption: 12/07/09

Date of Review: 03/16/15

Date of Revision:

OA & BCIG COMMUNITY SCHOOL DISTRICTS

QUALIFICATIONS OF BOARD CANDIDATES

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code Secs 63; 68B; 277.4, .27; 279.7A (2007)

Cross Reference: 201 Board of Directors' Elections
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Date of Approval: 12/07/09

Date of Review: 03/16/15

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OATH OF OFFICE

Board members are officials of the state. As a public official, each Board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member’s ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected at the annual school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new Board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the Board will also take the same oath of office, but replacing the office of Board member with the title of the office to which they were elected.

The oath of office is administered by the Board Secretary and does not need to be given at a Board meeting. In the event the Board Secretary is absent, the oath is administered by another Board member.

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in _____ (naming the district) as now and hereafter required by law?”

Legal Reference: Iowa Code Sections 227.28; 279.1, .6 (2007)

Cross Reference: 200.1 Organization of the Board of Directors

201 Board of Directors Elections

204 Code of Ethics

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TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code Sections 69.12; 274.7; 279.6-7 (2007)

Cross Reference: 201 Board of Directors' Elections

Date of Approval: 03/16/15

Date of Review: 08/08/16

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VACANCIES

A vacancy occurs as provided by law, which includes but it not limited to when a board member dies, resigns or leaves office, or fails to reside in the school district or director district.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition requiring the vacancy be filled by a special election.

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs or if a valid petition is submitted, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Legal Reference: Iowa Code §§ 21.6; 69; 277.29; 279
Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members
202.3 Term of Office

Date of Approval: 03/16/15

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BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbooks or school supplies including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefits a board member, or to compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

BOARD OF DIRECTORS' CONFLICT OF INTEREST

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

- Cease the outside employment or activity; or;
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and take the action necessary to eliminate a potential conflict of interest should it arise.

NOTE: This policy reflects the Iowa law on board member conflict of interest. There is no longer a prohibition on the employment of a spouse of a board member. Because of this removal, boards have little discretion regarding the employment of board members' spouses.

Legal Reference: 22 C.F.R. § 518.42.
Iowa Code §§ 68B; 71.1; 277.27; 279.7A; 301.28.

Cross Reference: 201 Board of Directors' Elections
202.1 Qualifications
204 Code of Ethics
216.3 Board of Directors' Member Compensation and Expenses
217 Gifts to Board of Directors
401.3 Nepotism

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CODE OF ETHICS

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

- 1) I will listen.
- 2) I will respect the opinion of others
- 3) I will recognize the integrity of my predecessors and associates and the merit of their work.
- 4) I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
- 5) I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
- 6) I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
- 7) I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
- 8) I will expect, in board meetings, to spend more time on education programs and procedures than on business details.
- 9) I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
- 10) I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
- 11) I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
- 12) I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
- 13) I will abide by majority decisions of the board.
- 14) I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
- 15) I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussions is the board meeting.
- 16) I will endeavor to keep informed on local, state and national educational developments of significance so I may be a better board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

- 1) I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
- 2) I will consider it an important responsibility of the board to interpret the aims, methods and attributes of the school district to the community.
- 3) I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.

CODE OF ETHICS

- 4) I attempt to procure adequate financial support for the school district.
- 5) I will represent the entire school district rather than individual electors, patrons or groups.
- 6) I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH THE SUPERINTENDENT AND EMPLOYEES

- 1) I will function, in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body, not as an administrative officer.
- 2) I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not to run them myself.
- 3) I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
- 4) I will recognize the superintendent as executive officer of the board.
- 5) I will work through the administrative employees of the board, not over or around them.
- 6) I will expect the superintendent to keep the board adequately informed through oral and written reports.
- 7) I will vote to employ employees only after the recommendation of the superintendent has been received.
- 8) I will insist that contracts be equally binding on teachers and the board.
- 9) I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
- 10) I will give the superintendent friendly counsel and advice.
- 11) I will present any personal criticism of employees to the superintendent.
- 12) I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS

- 1) I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
- 2) I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
- 3) I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.

CODE OF ETHICS

- 4) I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
- 5) I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3) (d); 68B; 69; 227.28; 279.7A, 279.8, 301.28 (2007).

Cross Reference: 203 Board of Directors' Conflict of Interest

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Date of Revision:

PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting, in even-numbered years, to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2009).

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.2 Vice-President

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Date of Revision: 03/16/15

VICE-PRESIDENT

If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the vice-president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president of the board is elected by a majority vote at the organizational meeting, in odd-numbered years, or at the annual meeting, in even-numbered years, to serve a one-year term of office.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code § 279.5 (2009).

Cross Reference: 200.1 Organization of the Board of Directors
202.2 Oath of Office
206.1 President

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SECRETARY

A Board Secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the Board Secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is the responsibility of the Board Secretary as custodian of the school district records, to preserve and maintain the records and document pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the result of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval. The Board Secretary will also be responsible for filing the required reports with the Iowa Department of Education.

It is the responsibility of the Board Secretary to oversee the investment portfolio, to receive funds of the school district, to pay out the funds or expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. (It will also be the responsibility of the Board Secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.)

In the event the Board Secretary is unable to fulfill the responsibilities set out by the Board and the law, the Superintendent will assume those duties until the Board Secretary is able to resume the responsibility or a new Board Secretary is appointed.

Legal Reference: Iowa Code 12B.10; 12C; 64: 279.3, .5, .7, .31, .33, .35; 291.2-4, 6-15; 299.10, 16
(2007)
281 I.A.C. 12.3(1)
1978 OP. Att'y Gen. 328

Cross Reference: 202.2 Oath of Office
210.1 Annual Meeting
215 Board of Directors' Records
510.10 Truancy – Unexcused Absences
704.3 Investments
707 Fiscal Reports
708 Care, Maintenance and Disposal of School Dist. Records

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Date of Revision:

TREASURER

It is the responsibility of the Board to appoint a Treasurer. The Board may appoint a Treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the

Appointment, the Treasurer will take the oath of office during the meeting at which the individual was appointed or no later than then days thereafter.

It is the responsibility of the Treasurer to oversee the investment portfolio, to receive funds of the school district, to payout the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities.

If the Treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Superintendent (BCIG) or Board Secretary (OA) to carry out the duties of the Treasurer.

The Treasurer will give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code 12B.10; 12C; 279.3, .31-.33; 291.2-4, .8, .11-14 (2007)
281 I.A.C. 12.3 (1)
1978 Op. Att’y Gen 328

Cross Reference: 202.2 Oath of Office
206.3 Secretary
210.1 Annual Meeting
215 Board of Directors’ Records
704.3 Investments
707 Fiscal Records

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BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the Board to employ legal counsel to assist the Board and the Administration in carrying out their duties with respect to the numerous legal issues confronting the school district.

The Superintendent and Board Secretary will have the authority to contact the Board's legal counsel on behalf of the Board when the Superintendent or Board Secretary believes it is necessary for the management of the school district. The Board President may contact and seek advice from the School Board's legal counsel. The Board's legal counsel will attend both regular and special School Board meetings upon the request of the Board or the Superintendent. Board members may contact legal counsel upon approval of a majority of the Board. It is the responsibility of each Board member to pay the legal fees, if any, of an attorney the Board member consulted regarding matters of the school district unless the Board has authorized the Board member to consult an attorney on the matter.

It is the responsibility of the Superintendent to keep the Board informed of matters for which legal counsel was consulted particularly if the legal services will involve unusual expenses for the school district.

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W. 2d 888 (Iowa 1986).

Iowa Code 279.37 (2007)

Cross Reference: 200 Legal Status of the Board of Directors

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

SCHOOL IMPROVEMENT ADVISORY COMMITTEE
Ad Hoc Citizen's Advisory Committees

Whenever the Board deems it necessary, it shall appoint an ad hoc committee of the Board made up of citizens from the community to study an issue and make recommendations to the Board.

The purpose and duties of the ad hoc committee shall be outlined at the time of appointment. The recommendation to the Board shall be advisory in nature, and the Board will receive the recommendation for consideration. The Board retains discretion to make the final decision about the issue.

It shall be the responsibility of the Board in conjunction with the Superintendent to appoint citizens to the committee. The committee members, if possible, will be representative of the district community and shall consider the various viewpoints on the issue.

ANNUAL STANDING CITIZENS' ADVISORY COMMITTEES

Annually, the Board shall appoint a School Improvement Advisory Committee made up of people representative of the district community and including various viewpoints. The agenda of the SIAC shall be set by the Superintendent with input from the Board of Directors. Recommendations to the Board on the agenda items shall be advisory in nature. The Board retains the discretion to make the final decisions on recommendations of the SIAC.

Legal Reference: Iowa Code 21; 279.8; 280.12(2) (2007)
281 Iowa Admin. Code 12.3(3), .3(8); .5(8)
O.A.G. Nov. 18, 1993

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

Series 200
208.1

Code No.

SALARY NEGOTIATIONS COMMITTEE FOR TEACHERS' SALARIES

The membership of the Negotiations Committee will be established at the regular November Board Meeting.

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

DEVELOPMENT OF POLICY

The Board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy shall provide the general direction as to what the Board wishes to accomplish while allowing the Superintendent the professional prerogative to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, staff and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The Board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration in the area of the policy statement.

Policy statements may be proposed by a member of the Board, administration, school district personnel, students, or any other member of the school district community. Proposed policy statements or ideas must be submitted to the Board through the office of the Superintendent in order to be placed on the agenda of a School Board meeting. It shall be the responsibility of the Superintendent to bring these proposals to the attention of the Board.

Legal Reference: Iowa Code 274.1-.2, 279.8 (2007)
281 Iowa Admin. Code 12.3(2)
1970 Op. Att’y Gen. 287

Cross Reference: 200.3 Powers of the Board of Directors
200.4 Responsibilities of the Board of Directors

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

ADOPTION OF POLICY

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two Board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final Board action. This notice procedure shall be required except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the Board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Iowa Code 279.8 (2207)
281 I.A.C. 12.3(2)
1970 Op. Att'y Gen. 287

Cross Reference: 200.3 Powers of the Board of Directors
200.4 Responsibilities of the Board of Directors

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

DISSEMINATION OF POLICY

The Board Policies will be posted on the school website within 10 days of the final approval. The Board Secretary shall maintain the original copies on the computer at the Central Office and can provide a hard copy for board members or patrons who do not have access to the school website.

Legal Reference: Iowa Code §§277.31, 279.8 (1989)
281 Iowa Admin. Code 12.3(2) (new standards)

Cross Reference: 200.4 Responsibilities of School Board

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision: 03/16/15

ADMINISTRATION IN ABSENCE OF POLICY

When there is no Board Policy in existence to provide guidance on a matter before the administration, the Superintendent is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind the educational philosophy of the school district.

It is the responsibility of the Superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the Superintendent will draft a proposed policy for the Board to consider.

Legal Reference: Iowa Code §279.8 (1989)
281 Iowa Admin. Code 12.3(2) (new standards)

Cross Reference: 200.4 Responsibilities of the Board of Directors
302.4 Superintendent Duties
304 Policy Implementation

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

REVIEW AND REVISION OF POLICY

The Board shall, at least once every five years, review Board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made on the face of the policy statement.

The Board will review one-fifth of the policy manual annually.

It shall be the responsibility of the Superintendent to keep the Board informed as to the legal changes at both the federal and state levels. The Superintendent shall also be responsible for bringing proposed policy statement revisions to the Board's attention.

If the policy is revised because of a legal change over which the Board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the Board.

Legal Reference: Iowa Code § 279.8 (2007)
281 I.A.C. 12.3(2).

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

REVIEW OF ADMINISTRATIVE POLICIES

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations to implement them.

It shall be the responsibility of the Superintendent to develop administrative regulations to implement the Board policies. The regulations, including handbooks, will be approved by the Board prior to their use in the school district.

The administration regulations will be available no later than the first regular Board meeting after the adoption of the Board policy unless the Board directs otherwise.

Legal Reference: Iowa Code §279.8, .20 (2007)

Cross Reference: 200.4 Responsibilities of the School Board

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

ANNUAL MEETING

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

Legal Reference: Iowa Code §§ 279.1, .3, .33 (2009).

Cross Reference: 206.3 Secretary
206.4 Treasurer
701.1 Depository of Funds
707 Fiscal Reports

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision: 03/16/15

REGULAR MEETING

The regular meeting time and date will be set by the board at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years.

The regular meetings of the board will be held on second Monday of each month. Meetings will begin promptly at 6:30 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled in accordance with law and policy. Public notice of the meetings will be given.

Legal Reference: Iowa Code §§ 21.3, .4; 279.1

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Meetings

Date of Approval: 03/13/2017

Dates of Review: 03/13/2017

Date of Revision: 03/13/2017

SPECIAL BOARD MEETINGS

It may be necessary for the Board to conduct a special meeting in addition to the regularly scheduled Board meeting. Special meetings may be called by the President of the Board or by the Board Secretary at the request of the majority of the Board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board will give public notice of the meeting as soon as practical and possible in light of the situation. Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

Only the purpose of issue for which the special meeting was called may be discussed and decide in the special meeting. The Board will strictly adhere to the agenda for the special meeting and action on other issues will be reserved for the next regular or special board meeting.

Legal Reference: Iowa Code Section 21.4; 279.2 (2007)
1980 Op. Att’y Gen. 148

Cross Reference: 200.1 Organization of the Board of Directors

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

WORK SESSIONS

The Board, as a decision-making body, is confronted with a continuing flow of problems, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats in order to provide members and the administration with such opportunities. The Board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. No Board action will take place at the work session.

Legal Reference: Iowa Code § 21; 279.8 (2007).
1982 Op. Att’y Gen. 162.
1980 Op. Att’y Gen. 167.
1976 Op. Att’y Gen. 384, 514, 765.
1972 Op. Att’y Gen. 158.
1970 Op. Att’y Gen. 287.

Cross Reference: 211 Open Meetings

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

NOTICE FOR BOARD MEETINGS

Public Notice will be given for meetings and work sessions held by the Board. Public notice will indicate the time, place, date and tentative agenda of Board meetings. The public notice will be posted on the bulletin board in the central administration office at least 24 hours before it is scheduled.

A copy of the public notice will be provided to those who have filed a request for notice with the Secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students.

In the case of special meetings, public notice will be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting will be given as soon as practical and possible in light of the situation. The media and others who have requested notice will be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or Board members will constitute a waiver of notice.

It is the responsibility of the Board Secretary to give public notice of Board meetings and work sessions.

Legal Reference: Dubrovlny v. Reinhardt, 173 N.W. 2d 837 (1970)

Iowa Code Sections 21.2-.4; 279.1, .2 (2007)

1952 Op. Att'y Gen. 133

Cross Reference: 210.8 Board of Directors' Meeting Agenda

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

QUORUM

Action by the Board regarding the affairs of the school district may be taken only when a quorum, a majority of the Board members, is in attendance at the Board meeting.

While Board members are encouraged to attend Board meetings, (3-OA, 4-BCIG) members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or Board policy requires a vote of a greater number.

It is the responsibility of each Board member to attend Board meetings.

Legal Reference: Iowa Code 21.4(1); 279.4 (2007)

Cross Reference:

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

RULES OF ORDER

An orderly Board meeting allows the Board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for Board meetings allow school district business and the relative information concerning the business to be brought to the attention of the Board. They also allow the Board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The Board will follow *Robert's Rules of Order, Revised*, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the Board is:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the Board and decisions of the Board can be made in an orderly and reasonable manner.
- To ensure members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and
- To ensure meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each Board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the Board meeting within these rules.

RULES OF ORDER REGULATIONS

The following rules of procedure have been adopted by the Board at the annual organizational meeting:

1. Board members need not rise to gain the recognition of the Board President.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the Board. If a motion does not receive a second, the Board President may declare the motion dead for lack of a second.
5. The Board President may decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.

RULES OF ORDER

6. The Board President shall rule on all motions that come before the Board.
7. The Board President may rule on points of order brought before the Board.
8. The Board President shall have complete authority to recognize a member of the audience regarding a request to participate in the Board meeting. Members of the public who wish to participate shall follow Board policy.
9. The Board President has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The Board President has the same authority and responsibility as each Board member to vote on all issues.

Legal Reference: Iowa Code Sections 21.7; 279.8 (2007)

Cross Reference: 210.8 Board Meeting Agenda

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

BOARD MEETING AGENDA

The tentative agenda for each Board meeting shall state the topics for discussion and action at the Board meeting. The agenda is part of the public notice of the Board meeting and will be posted and distributed.

Persons wishing to place an item on the agenda must make a request to the Superintendent prior to the posting of the public notice. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests received after the deadline may only be added to the agenda for good cause. The tentative agenda and supporting documents will be made available to board members electronically at least three days prior to the scheduled board meeting.

The Board shall take action only on these agenda items, on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the Board. If an added item is acted upon, the minutes of the Board meeting shall state the reason for immediate action. The Board shall exercise this discretionary authority with great care.

It shall be the responsibility of the Board President and Superintendent to develop the agenda for each Board meeting.

Legal Reference: Iowa Code 21; 279.8 (2007).
1980 Op. Att'y Gen. 269.

Cross Reference: 211 Open Meetings
213 Public Participation in Board Meetings
215 Board of Directors' Records

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision: 03/16/15

ORDER OF REGULAR BUSINESS MEETINGS

1. The order of business at all meetings insofar as practicable except as otherwise noted by the Board or by its President when not objected to shall be as follows:

Order of Business:

- I. Call to order
- II. Approval of Agenda
- III. Welcome Visitors
- IV. Consent Agenda
 - A. Minutes
 - B. Bills
 - C. Financial Reports
 - D. Resignations
 - E. Contract Approvals
 - F. Out of State/Overnight Trip Requests
- V. Board Reports
 - A. Superintendent's Report
 - B. Administrators' Reports
 - C. Director Reports
- VI. Dialogue/Action Items
- VII. Discussion/Correspondence Items
- VIII. Confirm Date, Time and Place of Next Board Meeting
- IX. Adjournment

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

VIDEOTAPING SCHOOL BOARD MEETINGS

All regular monthly School Board Meetings will be videotaped and made available on the school web site.

The Superintendent of Schools will be responsible for arrangements to videotape the School Board meetings.

Date of Approval: 11/14/11

Date of Review: 03/16/15

Date of Revision:

OPEN MEETINGS

A gathering of a majority of Board members in which deliberation of an issue within the jurisdiction of the Board takes place is a Board meeting. A gathering for the purpose of social or ministerial action will not constitute a Board meeting unless a discussion of policy takes place. Meetings of the Board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meeting law.

Legal Reference: Iowa Code §§ 21; 279.1-.2 (2007)
1982 Op. Att’y Gen. 162
1980 Op. Att’y Gen. 167

Cross Reference: 208 Ad Hoc Committees
201.8 Board Meeting Agenda
212 Closed Sessions

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and tape recording will be sealed and will not be public records open to public inspection. The minutes and tape recording will only be available to board members or opened upon court order in an action to enforce the requirements of the open meetings law. The board has complete discretion as to whom may be present at a closed session.

Reasons for the board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the board's possession or receipt of federal funds.
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the board.
3. To discuss whether to conduct a hearing, or conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student.
4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
5. To discuss the purchase or sale of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the board would have to pay for the property, or in case of a sale reduce the price the board could receive for the property.

CLOSED SESSIONS

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without taping the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following:

1. negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;
2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. The private hearing however, in the teacher's contract termination will be recorded verbatim by a court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24 (2011).
1982 Op. Att'y Gen. 162.
1980 Op. Att'y Gen. 167.
1976 Op. Att'y Gen. 384, 514, 765.
1972 Op. Att'y Gen. 158.
1970 Op. Att'y Gen. 287.

Cross Reference: 208 Ad Hoc Committees
211 Open Meetings

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision: 03/16/15

PARTICIPATION BY THE PUBLIC

The Board encourages public attendance and participation in its board meetings. The Board meets on a regular schedule of open meetings to conduct the official business of the school district. The public is asked to recognize that time limitations require the board adopt procedures to assure an orderly process during the meeting.

Only those individuals recognized by the chair shall be permitted to participate in the discussion. Any attempt by persons not so recognized to discuss any motion before the Board, is out of order.

The chair shall permit and conduct adequate discussion of each item by Board members, staff and audience. In general, no more than five minutes per person and twenty minutes total will be allowed for public comments. Should additional time be needed, a motion to extend the discussion time may be made by any Board member.

If a topic is not on the agenda, persons may address the Board in the "Welcome Visitors" items of the agenda. If an issue is raised which will require the preparation of an agenda item, it will be referred to the superintendent for such preparation, and the person raising the issue will be informed of the meeting when it will appear on the agenda.

Extended discussion or action on any item can only take place with items on the agenda as posted.

The Correspondence item of the agenda is designed for written comments from the public, not discussion.

Complaints by a person addressing the Board concerning an employee of the district should follow the Policy No. 213.1.

Legal Reference: Iowa Code Sections 21; 22; 279.8 (2007)

Cross Reference: 205 Board Member Liability
210.8 Board Meeting Agenda
214 Public Hearings

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

COMPLAINTS ABOUT PERSONNEL

The Board of Directors strongly believes that all concerns, problems and complaints about personnel should be resolved at the lowest possible level within the district's structure. Anyone with a concern or complaint should first contact the person who is the cause of the concern in an attempt to identify, clarify and resolve the differences which are giving rise to the concern or complaint. Complaints that remain unresolved at the first and subsequent levels may be moved through the chain of authority to the employer's immediate supervisor(s), the superintendent, and finally to the Board of Directors.

Appeals will be heard by the Board only if the complaint has been moved through the chain of authority. Complaints taken to the Board should be placed on the agenda by contacting the Superintendent. Anonymous complaints shall not be considered.

Complaints by Employees

If an employee and the employee's complaint are included by definition in the grievance procedure of a labor agreement, then the grievance procedure shall be the sole and exclusive forum for resolving the complaint.

Problems, concerns and complaints not covered by the labor agreement should be resolved by using the procedure described in the first paragraph of this policy.

Legal Reference: Iowa Code Section 20.18

Cross Reference: 1003.3 Citizens' Complaints About School Personnel

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

PUBLIC HEARINGS

Public Hearings may be held on school district matters at the discretion of the Board. Public notice of a public hearing will be in the same manner as for a Board meeting except that the notice will be given at least ten (10) days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

At public hearings, citizens of the district will be allowed to speak on the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed regarding time limitations, questions, remarks and rebuttals. In no event will a speaker be allowed to take the time of another speaker.

The Board will conduct public hearings in an orderly fashion. At the beginning of the hearing, statements, background materials and public hearing rules and procedures will be presented by the Board President or Superintendent. The Board President will recognize the speakers. A Board member may ask questions of the speakers after receiving permission from the Board President. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the Board or the proceedings will be asked to leave.

Legal Reference: Iowa Code Sections 24.9; 73A.18; 279.8, .10; 279.22 (2007)

Cross Reference: 210 Board of Directors' Meetings
213 Public Participation in Board Meetings
601.1 School Calendar
703.1 Budget Planning

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision: 03/16/15

BOARD OF EDUCATION RECORDS

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of Board meetings, and other required records received by the Board.

It shall be the responsibility of the Board Secretary to keep the minutes of the School Board meetings. The minutes of each meeting shall include, as a minimum, the following items: a record of date, time, place, members present, action taken and the vote of each member, with financial records of receipts and expenditures attached. This information shall be published within two weeks of the meeting in a newspaper designated as a newspaper of official publication. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next Board meeting will be available electronically for inspection after the material has been proofread for errors.

EXAMINATION OF SCHOOL DISTRICT PUBLIC RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administrative office of the school district. These hours are 8:00 am to 4:00 pm, Monday through Friday, except for holidays and recesses.

Persons wishing to review the school district's public records shall contact the Board Secretary and make arrangements for the viewing. The Board Secretary will make arrangements for anyone to view the records as soon as practicable, depending on the nature of the request.

Persons wanting copies may be assessed a fee for the copy. Persons wanting compilation of data may be assessed a fee for the time of the school district employee to compile such data.

Records defined by law as confidential records shall only be viewed or copied upon receipt of written permission by the Board Secretary from the person of entity whose confidential records are being requested.

The Board Secretary shall be the custodian of school district Board records. It shall be the responsibility of the Board Secretary to respond in a timely manner to requests for viewing and receiving public records of the school district.

Legal Reference: Iowa Code §§ 21, 22, 279.8, .35, .26, 291.6, .7; 618.3 (2007)

281 Iowa Admin. Code 12.3 (1)

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision: 03/16/15

BOARD MEETING MINUTES

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. A record of all contracts entered into, with the contract documents kept in a separate file.
12. A record of all change orders on construction contracts.
13. All employment changes, including resignations or terminations.
14. A record, by number, of the bills of account approved by the board for payment.
15. A record of all calls for bids, bids received, and action taken thereon.
16. Approval of all transfers of funds from one budgetary fund to another.
17. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
18. Board policy and administrative guides should be made a part of the minutes by exhibit.
19. Adoption of textbooks and as well as the school calendar should become a part of the minutes.
20. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.

21. A record of all delegations appearing before the board and a record of all petitions.
22. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
23. The election or appointment of board officers.
24. The appointment of auditors to examine the books.

At the annual or organizational meeting, in odd numbered years, the minutes should reflect the following:

25. Appointment of a temporary chairperson if not specified in policy.
26. Oath of office administered to newly elected board members.
27. Nominations taken for the office of president and vice-president.
28. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
29. A resolution naming depositories along with the maximum deposit for each depository.
30. Resolution authorizing the use of a check protector and signer and the proper control of the signer.

Date of Approval: 03/16/15

Date of Review:

Date of Revision:

MEMBERSHIP IN STATE AND NATIONAL ASSOCIATIONS

It shall be the policy of the Board of Directors to maintain active membership in professional organizations as seen fit.

Legal Reference: Iowa Code 279.38 (2007)

Date of Approval: 12/07/09

Date of Review: 03/16/15

Date of Revision:

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

Board members are encouraged to participate in ongoing development opportunities that address the needs of the individual board member on a topical basis.

The development opportunities include the following:

- Board President workshops
- IASB District Director meetings
- Legislative meetings
- State convention and regional meetings of IASB
- National School Board Association convention
- State institutes and conferences
- Local Board Orientation

The Board shall establish an annual calendar of Board development programs and activities which may be modified as necessary. Expenses for participating in a Board development activity shall be reimbursed according to established Board policy.

Legal Reference: Iowa Code Section 279.8, .38 (2007)

Cross Reference: 216.3 Compensation for Expenses to Board Members

Date of Approval: 12/07/09

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BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

As an elected public official, the Board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the Board member must submit a detailed receipt indicating the date, purpose and nature of the expenses for each claim item. Failure to provide a detailed receipt will make the expense nonreimbursable. Personal expenses will be reimbursed by the Board Member to the school district no later than ten working days following the date of the expense.

In exceptional circumstances, the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the Board Secretary to compile the expenses of Board Members and bring them to the Board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the Board to determine through the audit and approval process of the Board whether the expenses incurred by a Board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: Iowa Code Sections 68B; 277.27; 279.7A, .8, .32 (2007)

Cross Reference: 203 Board of Directors' Conflict of Interest
401.7 Employee Travel Compensation
401.10 Credit Cards

Date of Approval: 12/07/09

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BOARD OF DIRECTORS AND ELECTED OFFICIALS

Being aware of, and expressing their opinion on, proposed law revisions and new laws is essential to maintaining and creating an education program to meet the needs of the school district community.

It shall be the responsibility of the Board to maintain contact with the elected official representing the school district. If a Board member, while representing the school district, encourages a state official to pass, defeat or modify a law or rule, the Board member must register as a lobbyist unless the Board member is testifying before an official committee.

It shall be the responsibility of the Superintendent to assist the Board in keeping up-to-date on proposed laws and in contacting the elected officials who represent the school district.

Legal Reference: Iowa Code 279.8 (1991)
Iowa Code 68B (Iowa Acts, 1992)

Date of Approval: 12/07/09

Date of Review: 03/16/15

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GIFTS TO BOARD OF DIRECTORS

Board members may receive gifts on behalf of the school district. Board members shall not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A "restricted donor" is defined as a person or other entity which:

- Is seeking to be or is a party to, any one or any combination of sales, purchases, leases or contracts to, from or with the school district.
- Will be directly and substantially affected financially by the performance or nonperformance of the Board Member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or client of a lobbyist with respect to matters within the school district's jurisdiction.

A "gift" is the giving of anything of value in return for which something of equal or greater value is not given or received. However, "gift" does not include any of the following:

Contributions to a candidate or candidate's committee;

Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;

Anything received from a person related with the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;

An inheritance;

Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;

Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;

Plaques or items negligible resale value given as recognition for public service;

Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;

Items or services solicited or given to a state, national or regional organization in which the State of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;

GIFTS TO BOARD OF DIRECTORS

Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

Funeral flowers or memorials to a church or nonprofit organizations;

Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;

Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;

Gifts other than food, beverages, travel and lodging received by a Board Member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or a result of a custom of the other country and is of personal value only to the Board Member; or

Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a Board Member for registration, food, beverages, travel and lodging for a meeting, which is given in return for participating in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the Board Member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization of the department of general services; or
- A payment made to a Board Member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a Board Member but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each Board Member to know when it is appropriate to accept or reject gifts or honorariums.

Legal Reference: Iowa Code ch. 68B (2007)
1972 Op. Att'y Gen. 276
1970 Op. Att'y Gen. 319

OA & BCIG COMMUNITY SCHOOL DISTRICTS

Cross Reference: 203 Board Members Conflict of Interest

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