

TABLE OF CONTENTS  
200 SERIES

BOARD OF EDUCATION

STATEMENT OF GUIDING PRINCIPLES	Code No. 200
NAME OF SCHOOL DISTRICT	Code No. 201.1
ORGANIZATION OF THE BOARD	Code No. 201.2
POWERS OF THE BOARD	Code No. 201.3
SCHOOL BOARD ELECTIONS	Code No. 201.4
QUALIFICATIONS	Code No. 203.1
OATH OF OFFICE	Code No. 203.2
TERM OF OFFICE	Code No. 203.3
VACANCIES	Code No. 203.4
INDIVIDUAL AUTHORITY	Code No. 203.5
CONFLICT OF INTEREST	Code No. 204
CODE OF ETHICS	Code No. 205
SECURITY/PROTECTION AT BOARD MEETINGS	Code No. 206.1
BOARD MEMBER LIABILITY	Code No. 206.2
PRESIDENT	Code No. 207.1
VICE PRESIDENT	Code No. 207.2
SECRETARY	Code No. 207.3
TREASURER	Code No. 207.4
LEGAL COUNSEL	Code No. 208
SCHOOL BOARD SELF-EVALUATION	Code No. 209
COMMITTEES/AD HOC COMMITTEES	Code No. 210
AD HOC COMMITTEES	Code No. 210.R
POLICY DEVELOPMENT/FORMATION	Code No. 211.1
ADOPTION OF POLICY	Code No. 211.2
DISSEMINATION OF POLICY	Code No. 211.3
SUSPENSION OF POLICY	Code No. 211.4
ADMINISTRATION IN ABSENCE OF POLICY	Code No. 211.5
POLICY REVIEW AND REVISION	Code No. 211.6
ADMINISTRATION REGULATION OF POLICY	Code No. 211.7
ANNUAL MEETING	Code No. 212.1
REGULAR MEETING	Code No. 212.2
SPECIAL MEETINGS	Code No. 212.3
WORK SESSIONS	Code No. 212.4
MEETING NOTICE	Code No. 212.5
QUORUM FOR MEETINGS	Code No. 212.6
RULES OF ORDER	Code No. 212.7
METHOD OF VOTING	Code No. 212.8
OPEN MEETINGS	Code No. 213
CLOSED MEETINGS	Code No. 214
MEETING AGENDA	Code No. 215.1
ORDER OF BUSINESS	Code No. 215.2
PUBLIC PARTICIPATION AT BOARD MEETINGS	Code No. 216
PUBLIC HEARINGS	Code No. 217
SCHOOL BOARD AND SUPERINTENDENT	Code No. 218.1
ADMINISTRATIVE/MANAGEMENT TEAM	Code No. 218.2

SCHOOL BOARD/DISTRICT PERSONNEL	Code No. 218.3
ADJOINING DISTRICT SCHOOL BOARD	Code No. 218.4
AREA EDUCATION AGENCY AND BOARD	Code No. 218.5
SCHOOL BOARD AND ELECTED OFFICIALS	Code No. 218.6
BOARD RECORDS	Code No. 219
BOARD RECORDS/BOARD MEETING MINUTES	Code No. 219 E1
MEMBERSHIP AND ATTENDANCE AT STATE AND NATIONAL ASSOCIATIONS	Code No. 220.1
BOARD MEMBER TRAINING	Code No. 220.2
BOARD MEMBER EXPENSES/REIMBURSEMENT	Code No. 220.3
NEW BOARD MEMBER ORIENTATION	Code No. 220.4
SCHOOL VISITATION BY BOARD MEMBERS	Code No. 221
NEGOTIATIONS	Code No. 222
GIFTS TO BOARD MEMBERS	Code No. 223

## STATEMENT

All policies in Series 200 were reviewed by the Board of Directors on August 28, 1991. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 200 were reviewed by the Board of Directors on December 14, 1994. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 200 were reviewed by the Board of Directors on March 11, 1997. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 200 were reviewed by the Board of Directors on April 11, 2000. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 200 were reviewed by the Board of Directors on June 14, 2005. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 200 were reviewed by the Board of Directors on June 9, 2009. If changes were found to be necessary, the revision date was noted on the individual policies.

All policies in Series 200 were reviewed by the Board of Directors on August 11, 2014. If changes were found to be necessary, the revision date was noted on the individual policies.



**BOARD OF EDUCATION**

**STATEMENT OF GUIDING PRINCIPLES**

In this series, the Centerville Community School District Board of Directors shall define its role in the governance of the school district and distinguish between those activities which are appropriate to the Board of Directors as the legislative, governing body of the District, and those administrative activities which are to be performed by the Superintendent of Schools and the Superintendent's staff in the exercise of delegated administrative authority. The function of the Board of Directors can be described as policy-making, appraisal, and evaluation.

The goal of the district is to achieve the mission statement of the school district.

As school officials elected by the people of the district, the Board of Directors shall ensure that the community is involved in assessing and is kept informed of the district needs, purposes, objectives, achievements, and status of the Centerville Community School District.

The intent of the Board of Directors is to establish policies and rules for conducting its business which ensure that the community has notice of and input into Board decisions and which ensure orderly and efficient procedures for conducting business. The Board shall be aware of the desires of the school district community, but needs of the students shall be considered above others.

The Board shall strive to meet the needs of students through evaluation of the financial and educational benefits of alternatives available to the Board and the district.

Date of Adoption: April 25, 1990

**Code No. 201.1**

**NAME OF SCHOOL DISTRICT**

The school district is organized and known as the Centerville Community School District located in Appanoose County, State of Iowa.

Date of Adoption: April 25, 1990

**CENTERVILLE COMMUNITY SCHOOLS**

**ORGANIZATION OF THE BOARD**

The Board of Directors of the Centerville Community Schools derives its legal status from the Constitution of the State of Iowa and from statutes legally adopted by the Iowa General Assembly. The Board of Directors acts as an agent of the State in educational matters. The board consists of 7 board members elected at-large.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at the first regular meeting following the canvass of votes. The retiring board shall transfer materials, including the board policy manual, and responsibility to the new school board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business, and review the school election results. The retiring board will adjourn and the new board will then begin. The secretary will administer the oath of office to the newly elected board members. The board, after electing a temporary president, shall elect the president and vice-president of the new board.

Date of Adoption: April 25, 1990

Date of Revision: January 27, 2009

**POWERS OF THE BOARD**

The Board of Directors of the Centerville Community School District, acting on behalf of the school district, shall have jurisdiction over school matters in the territory of the school district.

The board is empowered to make policy for its own governance, for the administration and staff, and for the school facilities. The board is also empowered to enforce its policies. The board, through its quasi-judicial power, may 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 expressed powers.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997



## SCHOOL BOARD ELECTIONS

The school election takes place on the second Tuesday in September of odd-numbered years for the election of citizens to the board and for the purpose of submitting to the voters any matter authorized by law.

Citizens of the school district seeking a seat on the board, must file their nominations papers with the board secretary, or designee between sixty-four and forty days before the school election in accordance with state laws and rules.

Elections are governed by the laws of Iowa, and the board secretary is directed to cooperate with the State and the County Commissioners of Elections in conducting elections in the District, such as: securing, distributing and receiving nomination papers, delivering such papers to the Commissioner of Elections timely, and paying costs of school elections.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

Date of Adoption: April 25, 1990

Date of Revision: January 11, 1994

Date of Revision: January 27, 2009

## QUALIFICATIONS

Any citizen wanting to run for a school seat must be a citizen of the school district and an eligible elector. The board is comprised of seven members, all of whom are elected at large.

Voters in the district are eligible to vote for all board vacancies.

Date of Adoption: April 25, 1990  
Date of Revision: January 11, 1994  
Date of Revision: April 11, 2000  
Date of Revision: June 14, 2005

**OATH OF OFFICE**

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

Newly elected board members will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new board member elected at the 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 shall 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 shall be administered by the board secretary. In the event the board secretary is absent, the oath shall be administered by another board member.

Date of Adoption: April 25, 1990

Date of Revision: January 27, 2009

**TERM OF OFFICE**

Board members appointed by the board to fill a vacancy on the board serves until a successor is elected at the next pending election and qualifies by taking the oath of office. A board member elected to fill a vacancy will serve out the unexpired term. Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years.

Date of Adoption: April 25, 1990

Date of Revision: August 12, 2008

Date of Revision: January 27, 2009

**VACANCIES**

A vacancy requiring board action occurs when a board member resigns, forfeits, or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district, a court order declaring the seat vacant, conviction of an infamy crime, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by board appointment within thirty days of the vacancy. The newly-appointed board member shall hold the position until the next scheduled school election. At that time the appointed board member may run for a four year term, if one is available, or run for the remainder of the unexpired term.

If the board is unable to fill a vacancy by appointment within thirty days after the vacancy occurs, the board secretary shall call a special election to be held no sooner than sixty days and not later than seventy days after the vacancy occurred. The board member elected at the special election shall serve the remaining portion of the unexpired term.

Date of Revision: October 12, 1993

Date of Revision: March 11, 1997

Date of Revision: June 14, 2005

Date of Revision: May 14, 2009

### INDIVIDUAL AUTHORITY

Each school district of the public education system in Iowa is governed by a locally elected board of directors of the school corporation. The board operates as a corporate body, and only the board may make decisions or authorize others to act regarding the education program and the operations of the school district. Only the board has the power to take action affecting the school district.

Individual board members may only exercise their authority as a school board member when they vote to take action at a school board meeting. Individual board members, alone, have no authority to make any decision or take any action to affect the management of the school district. Without the consent of the board, an individual board member has no authority to act on behalf of the school district or the school board.

It shall be the responsibility of each board member and the superintendent to educate the public, the staff, and the students of the board member's authority to take action that affects the school district only when voting in a school board meeting.

Date of Adoption: April 25, 1990

## 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 this 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 textbook or school supply company doing business with 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 to purchase goods or services if the benefit to the board member does not exceed \$2,500 in a fiscal year, and 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 competitively 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 is 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 of 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 receipts of, promise of, or acceptance of additional 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.

### 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, 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.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Date of Adoption: April 25, 1990  
Date of Revision: January 19, 1993  
Date of Revision: October 12, 1993  
Date of Revision: March 11, 1997  
Date of Revision: September 12, 2000  
Date of Revision: March 9, 2004  
Date of Revision: June 14, 2005  
Date of Revision: September 8, 2009



## CODE OF ETHICS

The members of the Board of Directors of the Centerville Community School District shall strive to 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 district and the children of my community in the best possible way.
5. I will not use the schools or any part of the school 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 educational 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 all decisions made for the best interests of the children and the schools.
12. I will insist that all members of the board participate fully in board action, and recommend that when special committees are appointed, they serve only in an investigating 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 schools.
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 discussion is to be at school board meetings.
16. I will endeavor to keep informed on local, state, and national educational developments of significance so that I may become a better school board member.

### IN MEETING MY RESPONSIBILITIES TO MY 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 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 attitudes of the schools to the community.

**CODE OF ETHICS**

3. I will earnestly try to interpret the needs and attitudes of the community and do my best to translate them into the educational program of the schools.
4. I will attempt to procure adequate financial support for the schools.
5. I will represent the entire district rather than individual electors, patrons, or groups.
6. I will not regard the schools as my own private property, but as the property of the people.

**IN MY RELATIONSHIP WITH SUPERINTENDENT AND STAFF:**

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, 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 that the schools are properly run and not to run them myself.
3. I will expect the schools to be administered by the best-trained technical and professional people it is possible to procure.
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 school board adequately informed through oral and written reports.
7. I will vote to employ personnel only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on the teacher and the school 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 help to employ a superintendent, principal, or teacher who is already under contract with another school 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 unless I would employ said employee under similar circumstances.
4. I will associate myself with school board members of other districts, for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

**SECURITY/PROTECTION AT BOARD MEETINGS**

Public bodies must feel free to meet in the public setting as required by law without concern of risk of personal injury. The board shall take whatever action is necessary to maintain an orderly school board meeting, free from interference or interruption by spectators, and to keep the board members safe while complying with the open meetings law.

Individuals who threaten the board with violence or who are continuously disruptive may be asked to leave the meeting. If the individuals do not leave, the board may have law enforcement officials escort the individual or individuals from the board meeting.

Date of Adoption: April 25, 1990

**BOARD MEMBER LIABILITY**

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless, and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

Date of Adoption: April 25, 1990

**PRESIDENT**

It shall be the responsibility of the school board president to lead a well-organized board in an efficient and effective manner and to set the tone for the school board meetings.

The president shall preside at all of its meetings, sign all warrants, drafts, and orders as provided by law; sign all contracts made by the board; and appear, when necessary, on behalf of the district in all actions brought by or against it.

The board president has the authority to call special meetings of the board. Prior to school board meetings, the board president shall consult with the superintendent on the development of the agenda for the meeting. The president shall take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members.

The president shall be elected at the organizational meeting in September each year to serve a one year term of office. The election of the president shall be by roll call vote.

Date of Adoption: April 25, 1990

Date of Revision: September, 1991

Date of Revision: April 11, 2000

**VICE PRESIDENT**

If the board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice-president to carry out the duties of 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 school board shall be elected at the organizational meeting each year to serve a one-year term of office. The election of the vice-president shall be by roll call vote. The vice-president shall serve until the next organizational meeting when a new vice-president shall be elected.

The vice-president shall take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members.

Date of Adoption: April 25, 1990

Date of Revision: April 11, 2000

Date of Revision: June 14, 2005

**SECRETARY**

A board secretary may be appointed from employees 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 shall be the responsibility of the secretary to:

1. File and preserve copies of reports made and papers transmitted pertaining to the business of the corporation.
2. Keep a complete record of proceedings of the regular and special meetings of the board, of executive sessions as directed by law and board policy, and of regular and special elections in the corporation in separate books.
3. Keep an accurate, separate account of each fund in accordance with the provisions of the law.
4. Keep an accurate account of expenditures incurred by the corporation, and present same to the board for audit and payment.
5. File with the board a monthly statement of receipts and disbursements from the various funds, and the balances at the close of the period covered by the statement.
6. Countersign warrants and drafts upon the school funds drawn or signed by the board president according to the provisions of the law.
7. Prepare and file required reports with the appropriate governmental entities.
8. Assist in the preparation of the annual budget.
9. Perform payroll accounting duties to include payroll deductions and food services fund accounting, and provide general supervisory services to the several activity fund custodians.

In the event that the secretary is unable to fulfill the responsibilities set out by the board and the law, the superintendent shall be responsible for those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed.

The secretary shall be covered by the single blanket bond that covers the employees of the district. The cost of the bond will be paid by the school district.

Date of Adoption: April 25, 1990

Date of Revision: February 9, 1993

Date of Revision: March 11, 1997

Date of Revision: September 14, 2004

Date of Revision: May 14, 2009

**TREASURER**

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

It shall be the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out 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 shall be the responsibility of the superintendent to carry out the duties of the treasurer.

The treasurer shall give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Date of Adoption: April 25, 1990

Date of Revision: February 9, 1993

Date of Revision: September 14, 2004



**LEGAL COUNSEL**

The board may employ legal counsel on an as needed basis 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 shall have the authority to contact legal counsel when the superintendent believes it is necessary to the management of the school district.

It shall be the responsibility of the superintendent to keep the board apprised of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense to the school district.

It shall be the responsibility of each board member to pay the fees, if any, of an attorney they visit regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

**SCHOOL BOARD SELF-EVALUATION**

Periodically, the board may conduct an evaluation of itself. The goal of the self-evaluation, is not to criticize fellow board members, but rather to point out to the board its strengths and weaknesses.

The evaluation will focus on policies, board meetings, education program, financial management, and the board's relationship with the superintendent, community, and personnel.

It shall be the responsibility of the board president to develop a board evaluation program if an evaluation is conducted.

Date of Adoption: April 25, 1990

## COMMITTEES/AD HOC COMMITTEES

There shall be no standing committees unless mandated by law. Temporary ad hoc committees may be appointed by the board of directors. Duties and goals of the committee will be outlined by board resolution. The committee shall have no authority to take any action other than that specifically stated by the board resolution. The committee shall be considered dissolved when its final report is made to the board of directors.

Whenever the board deems it necessary, the board may appoint a committee of the board made up of citizens, staff, or students to assist the board. Committees formed by the board shall be ad hoc committees.

An ad hoc committee is formed by board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee may be subject to the open meetings law.

The board president shall appoint, or the board shall elect, the necessary members to the committee. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and shall consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Date of Adoption: April 25, 1990

Date of Revision: September, 1991

Date of Revision: October 12, 1993

## AD HOC COMMITTEES

### Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

### Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

### Ad Hoc Committee Membership

Ad hoc committee members are appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

Date of Adoption: October 12, 1993

**POLICY DEVELOPMENT/FORMATION**

Formation and review of board policies shall be considered an ongoing process. 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 policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy through periodic reports from the administration in the area of the policy statement.

Any person desiring the formulation, review, or revision of a policy shall submit such request in writing to the superintendent for transmittal to the board.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

Date of Revision: March 11, 1997

**ADOPTION OF POLICY**

All developed policies shall be submitted to the board of directors for discussion, additions, or changes. Final action on new or amended policies, or revision of policies shall be taken no earlier than the next meeting following the one at which the proposal is made.

In the case of an emergency, a new or changed policy may be adopted by 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 reaffirmed.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

**DISSEMINATION OF POLICY**

A board policy manual shall be housed in each attendance center, Drake Public Library, and in the administration office. Electronic files containing board policies may be substituted for paper copies.

The board secretary shall ensure that copies of new and revised policy statements are distributed to keepers of board policy manuals within a reasonable time, normally considered to be 7 working days.

Board members shall keep the manual current and up-to-date. A member shall surrender the manual at the conclusion of a term of office to the board secretary.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

Date of Revision: March 11, 1997

Date of Revision: June 14, 2005

**SUSPENSION OF POLICY**

The board shall follow board policy and enforce it equitably. The board may suspend policy when it is deemed necessary and appropriate by board action.

Board policy may not be suspended by the administration or school district personnel.

Date of Adoption: April 25, 1990



**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 mission of the school.

It shall be the responsibility of the superintendent to inform the board of the situation and the action taken. The superintendent shall draft a proposed policy for the board to discuss at a board meeting.

Date of Adoption: April 25, 1990

### POLICY REVIEW AND REVISION

The board shall, at least once every five years, review all the policy statements in the board policy manual. Once the policy has been reviewed, even if no changes were made, a notation of the month of review shall be made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following order:

- Series 100 and Series 200.
- Series 300
- Series 400.
- Series 500 and Series 600
- Series 700, Series 800, and Series 900

It shall be the responsibility of the superintendent to keep the board informed as to 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 a 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.

Date of Adoption: April 25, 1990

Date of Revision: January 25, 2000

**ADMINISTRATION REGULATION OF POLICY**

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

The superintendent shall develop administrative regulations where necessary to implement the board policies. The regulations will be available within sixty days from the date of passage or effective date stated in the motion.

Date of Adoption: April 25, 1990

Date of Revision: April 11, 2000

**ANNUAL MEETING**

Each year after August 31 and prior to the organizational meeting of the board, 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. The board may also appoint the board's legal counsel.

Date of Adoption: April 25, 1990

Date of Revision: July 10, 2001

Date of Revision: March 9, 2004

Date of Revision: June 9, 2009

**REGULAR MEETING**

The regular meeting time and date shall be set by the board at its organizational meeting each September. These meetings will be held at the Administration Offices, 634 North Main, Centerville, or such other sites within the district as the board may determine.

The board shall adhere to this meeting date unless the board requires additional meetings or due to circumstances beyond the board's control. Public notices shall be given for meetings.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

Date of Revision: April 11, 2000

**SPECIAL MEETINGS**

Special meetings of the board may be held as may be determined by the board of directors, or as called by the president, or as called by the secretary upon the written request of a majority of the members of the board, or upon recommendation of the superintendent. Notice of a special meeting shall be given in person or by letter to each board member specifying the time, purpose of the meeting, and the place where the meeting is to be held if it is not to be held in the Administration Offices, 634 North Main, Centerville, Iowa. Should a special meeting be called, public notice shall be given.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

Date of Revision: April 11, 2000

## WORK SESSIONS

As a decision making body, the board 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 its members and the administration with just 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. Work sessions for the board will be conducted to discuss issues in depth. A work session may be called by a majority of the board, the board president, the board secretary upon the written request of a majority of the board, or upon recommendation of the superintendent.

Action will not be taken on an issue in a work session. Records will be kept of the issues discussed by the board.

Date of Adoption: April 25, 1990 Code No. 212.4

Date of Revision: October 12, 1993 (Code 213.1)

Date of Revision: March 11, 1997

Date of Revision: April 11, 2000 (213.1 now combined under 212.4)

**MEETING NOTICE**

Public notice shall be given for meetings and work sessions held by the board. Public notice shall indicate the time, place, date, and tentative agenda of the school board meeting and shall be given to the local news media at least 24 hours before it is scheduled to begin.

In the case of special meetings, notice shall 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 shall be given as soon as practical and possible. The media shall be telephoned of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or any other individual shall constitute a waiver of notice by the attendee.

It shall be the responsibility of the board secretary to give notice of board meetings and work sessions.

Date of Adoption: April 25, 1990



**QUORUM FOR MEETINGS**

The majority (a minimum of four) of the members of the board of directors shall constitute a quorum for the transaction of business of the school corporation. Only the adjournment of a meeting may be done without a quorum.

A majority vote of those present and voting shall be necessary and sufficient to pass any motion or to take any action of the board unless a vote of a greater number with respect to the particular subject matter shall be required by law or by board policy.

Date of Adoption: April 25, 1990

## RULES OF ORDER

Unless otherwise designated, parliamentary procedure shall be determined by *Robert's Rules of Order, Revised*, as modified by the board and stated below:

1. Board members need not rise to gain the recognition of the chair.
2. Informal discussion is permitted while a motion is pending.
3. All motions may be seconded by any member of the board not making the motion.
4. The president need not rise while putting questions to a vote.
5. The president can speak in discussions without rising or leaving the chair and can make and second motions.
6. Votes can be taken only on motions made and seconded.
7. The public may speak on any agenda item at the time that item is presented for board discussion prior to that discussion provided they have indicated a desire to do so. In larger meetings a sign-up sheet may be required.
8. If an agenda item is discussed and a majority of the board members present wish to have additional information from the public, the board has the right to ask any person or persons for that information.
9. The order in which the board members' names will be called for roll call votes will be as follows:
  - a. All board members will be listed in alphabetical order by last name at each organizational meeting.
  - b. The first roll-call vote will begin at the top of the list and proceed down. The second roll-call vote will begin with the second name and proceed down the list with the last name called to be the first person called on the previous vote.
  - c. A person's absence will have no effect on the rotation.
  - d. The president's name will be called in the same rotation.
  - e. The board secretary will maintain the record of rotation for roll-call votes. The sequence will continue from meeting to meeting. In the event the roll-call list is not available, the secretary may assign a new list.
10. The chair has the same authority and responsibility as each board member to vote on all issues.
11. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

**METHOD OF VOTING**

In keeping with the public nature of the meetings, votes by the board, except those required by law to be roll call, shall be by voice vote of yes or no unless a board member requests a roll call vote.

Date of Adoption: April 25, 1990

Date of Revision: April 11, 2000

**OPEN MEETINGS**

It shall be the responsibility of the board secretary to provide public notice according to board policy.

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 shall not constitute a board meeting unless a discussion of policy takes place. Meetings of the board shall be conducted in an open meeting unless a closed session is authorized by law and approved by the board.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

## CLOSED MEETINGS

Generally, board meetings shall be open meetings, unless a closed session is provided for by law. The board shall hold a closed session 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 shall 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, shall 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 shall be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session shall 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 shall 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 shall be sealed and shall not be public records open to public inspection. The minutes and tape recording shall only be 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 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 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.

**CLOSED MEETINGS**

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 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; and
3. To conduct a private hearing relating to the recommended termination of a teacher's contract. However, the private hearing in the teacher's contract termination shall be recorded verbatim by a court reporter.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

## MEETING AGENDA

The superintendent, in conjunction with the secretary of the board of directors, shall submit to the board of directors for its consideration an agenda which shall set forth the order of business for that meeting. Generally, the agenda should be distributed at least three days before the meeting. Additional items may be added if at least twenty-four hours advance notice is given, or upon shorter notice, in the event of an emergency.

The agenda may contain supporting data for the suggested items of business together with recommendations of the superintendent or recommendations from staff members designated by the superintendent.

Persons wishing to place an item on the board agenda must make a written request to the superintendent by noon on Tuesday preceding the regularly scheduled board meeting. The request must include name, address, telephone number, organization represented (if any), purpose of the presentation, action desired, and pertinent background information. Requests received after Tuesday will be scheduled for a subsequent board meeting.

The board shall take action only on items on the tentative agenda posted with the public meeting notice and posted on website. Items added to the agenda may be discussed or taken under advisement by the board. If an item is added for action for good cause, the minutes of the board meeting shall state the reason why. The board shall exercise this discretionary authority with great care.

Copies of agendas shall be distributed to other persons who desire them at no charge and a copy shall be posted in the board of education office.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

Date of Revision: April 11, 2000

Date of Revision: June 14, 2005

Date of Revision: June 9, 2009

Date of Revision: August 11, 2014

**ORDER OF BUSINESS**

The board shall conduct an orderly board meeting. The board will, at all regular board meetings, follow an agenda format similar to:

1. Call to order
2. Welcome Visitors
3. Special Reports
4. Approval or change of tentative agenda
5. Approval of minutes
6. Old Business
7. New Business
8. Reports
9. Financial Reports
10. Adjournment

The public notice at the board of education office 24 hours prior to the regular board meeting during regular business hours will offer more detail of the issues the board will discuss in the order stated above.

Date of Adoption: April 25, 1990

Date of Revision: September, 1991

Date of Revision: April 11, 2000



## PUBLIC PARTICIPATION AT BOARD MEETINGS

It is the right of every citizen of the Centerville Community School District and all members of the public to be present at meetings of the Board of Education, except when the Board holds a closed session pursuant to the authority of the Iowa Open Meetings Law (Chapter 21 of the Code of Iowa) or the meeting is exempt from the requirements of the Iowa Open Meetings Law. The Board encourages the involvement and interest of members of the public. The Board encourages public attendance and participation in its meetings. To assure the orderly conduct of Board meetings and the protection of the rights of members of the public, rules of conduct for persons attending and wishing to participate in Board meetings have been established and will be enforced.

To speak on any issue within the general jurisdiction of the Board at a regularly scheduled Board meeting, members of the public will either:

1. Participate during the Open Forum portion of each regularly scheduled Board meeting in accordance with the following:
  - a. An Open Forum will be placed at or near the beginning of the agenda for each regularly scheduled Board meeting. A person may speak to any topic within the general jurisdiction of the Board when recognized by the Board President during Open Forum.
  - b. Any person addressing the Board during Open Forum will state his or her name and address. He or she may speak for up to five (5) minutes, unless additional time is authorized by the Board.
  - c. Any person addressing the Board during Open Forum will conduct himself/herself with respect and decorum.
  - d. The Board reserves the right to limit the time allotted to the Open Forum portion of each regular Board meeting's agenda to a total of 30 minutes. Additional time may be authorized by the Board as it deems appropriate. The time limit is intended to allow others to address the Board and allow timely completion of meetings. The Board reserves the discretion to extend, limit, or suspend public participation during the Open Forum.
  - e. The Board will generally take a topic raised during the Open Forum under advisement and will respond if appropriate, as soon as possible. Only topics that are publicly posted in advance of the Board meeting for the entire community to review may be considered for deliberation and action by the Board, except in emergency situations.
  - f. Citizens wishing to present petitions to the Board may do so at this time. However, the Board will only receive the petitions and not act upon them or their contents during the Open Forum.
2. Previously have submitted an item for the agenda in accordance with the provisions of Board Policy No. 215.1 and then address that item when recognized by the Board President.

Individuals who have a complaint about employees may bring their complaint to the Board only after they have followed the provisions of Board Policy No. 906.2 addressing citizen concerns about employees. Students who have a complaint may only bring their complaint to the Board after they have followed Board Policy No. 502.6 addressing student concerns.

The Board reserves the right to limit the number of persons who attend Board meetings, should the safety or health of those present be in danger. The Board recognizes the rights of all members of the

public to be a part of the democratic processes involved in administering the public schools and will do all that is reasonably possible to encourage such participation.

Date of Adoption: April 25, 1990

Date of Revision: September, 1991

Date of Revision: December 12, 2016

## PUBLIC HEARINGS

A "public hearing" is a gathering called by the board to hear public reactions to a specific subject, topic, or proposal before the board takes final action. Public hearings shall be in the same manner as a school board meeting, except notice shall be given at least 4 days prior to the hearing or earlier, if required by law.

At public hearings, citizens who register with the board secretary will be allowed to speak to the issue for which the hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks to three minutes or less.

Prior to the beginning of the hearings, speakers and spectators will be apprised of any rules of order to be followed in regard to time limitations, questions, remarks, rebuttals, and so forth. A speaker will be allowed to speak only once and may not take the time of another recognized speaker. Persons may present a written statement to the board secretary.

The board shall conduct public hearings in an orderly fashion. At the beginning of the hearing, statements and support and background materials will be presented. The board president shall then recognize the speakers. A board member may ask questions of the speakers after receiving permission from the chair. Only speakers recognized by the chair will be allowed to speak, and comments by others are out of order. Individuals who interfere with or interrupt speakers or the board shall be asked to leave.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

**SCHOOL BOARD AND SUPERINTENDENT**

The superintendent is employed by the board as the chief executive officer of the board to manage the day-to-day operation of the district. The board shall set policy to guide the superintendent, but shall not be involved in the day-to-day operations. The superintendent shall work closely with the board, particularly the board president, to carry out and implement the policies of the board.

The superintendent shall advise the board, provide information to the board, offer alternative solutions, make recommendations, and do other such duties the board determines.

The superintendent shall attend all board meetings unless the superintendent has been excused by the board president.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

**ADMINISTRATIVE/MANAGEMENT TEAM**

The board of directors accepts and endorses the administrative and management team concept for the conduct of administrative relations in the district. The administrative management team will function according to mutually agreed upon written procedures under the leadership of the superintendent of schools, the district's chief administrator.

The general purpose of this policy is to foster mutual support and loyalty of the administrative team and the board of directors working within the state's statutes, rulings of the Department of Education, and the rules and regulations established by the board. The administrative team and the board recognize the need for cooperation, understanding, and mutual support to operate an effective program of educational opportunity in the Centerville Community School District.

The management team includes the school district board of directors, the superintendent of schools, and all other administrators employed by the district as designated by the superintendent.

The administrative team includes the superintendent, all building administrators, and central staff personnel designated by the superintendent.

It is the philosophy of the Centerville Community School District to provide an efficient management system, and this can best be attained through a team effort. Joint participation by administrators and board members in the management of a school system can only result in a more effective educational program. The degree of cooperation and the quality of input by each member are directly related to the quality of the "product." The development of the team concept is recognized to be an evolutionary process subject to annual review and revisions.

In order to attain maximum efficiency, the administrative staff must be guided by sound democratic principles of school administration. These principles include the following:

1. The goals and purposes of the school district must be cooperatively determined and clearly understood by those responsible for carrying out the purposes and achieving the goals.
2. All team members should know what their responsibilities are and to whom they are responsible.
3. When a responsibility is delegated to a team member, that person should also be given the necessary authority to carry out the responsibility.
4. All team members within the school district should be held accountable for the efficient execution of the responsibilities delegated to them.
5. Decisions to resolve issues or problems should be made as close to the source of the issue or problem as possible.
6. Personnel policies and practices should provide for the selection of competent people, in-service opportunities, and incentives for all employees.
7. Organizational procedures should be developed that will ensure involvement and encourage cooperation among staff members.

**ADMINISTRATIVE/MANAGEMENT TEAM**

8. Maximum efficiency will result only if the functions, assignments, interests, and activities of the district are coordinated.
9. District practices and programs should provide for consistency, equality, continuity, and flexibility.
10. Members of the school district administrative team should be allowed to function in a framework that will provide each individual with a feeling of security and that will promote feelings of mutual faith and trust.
11. Each administrative and supervisory staff member should make every effort to understand and respect the role of others, including their right to exercise judgment on matters for which they are responsible.
12. Channels of two-way communication must be provided that will facilitate the resolution of problems.
13. Maximum effectiveness will result if all team members operate in a climate of openness that will foster honesty and a free contest of ideas.
14. Team members to be affected by decisions will be involved in the decision-making process whenever possible.
15. Members of the administrative team may have direct input in any negotiations with bargaining units who may have to be supervised, directed, or evaluated by members of the team.
16. Administrative decisions must be guided by sound educational practices that benefit students served.
17. Team members shall make recommendations to the superintendent regarding the programs of the school; the condition of the buildings, grounds, equipment, and materials; and other factors important to the efficient management of a school plant or program.

The superintendent shall schedule regular meetings with the administrative team to receive input on proposed policies and procedures for the district.

All members of the administrative team are accountable to the superintendent, and it is the responsibility of the board of directors to make the final decisions on all matters regarding policies.

Date of Adoption: September 16, 1988

Date of Revision: March 11, 1997

**SCHOOL BOARD/DISTRICT PERSONNEL**

School district personnel may be used for their expertise in providing information to the board and may be asked to take part on advisory committees.

The board must remain objective about each employee.

Personnel with complaints must first go to their immediate supervisor, building principal, and then the superintendent for resolution.

The board shall only become involved with personnel issues when the board is hiring and when the board is acting as a hearing panel to discuss termination of a staff member.

Date of Adoption: April 25, 1990

**Code No. 218.4**

**ADJOINING DISTRICT SCHOOL BOARD**

The board may work with adjoining school district boards to provide additional opportunities in the education program and to operate school districts more economically and efficiently.

Date of Adoption: April 25, 1990



**AREA EDUCATION AGENCY AND BOARD**

The board and the school district may use the resources of the Great Prairie Area Education Agency in areas such as educational materials, staff resources, cooperative purchasing, regional programming, special education, and other services made available to the school district or specifically to school board members

Date of Adoption: April 25, 1990

Date of Revision: April 11, 2000

Date of Revision: June 9, 2009

**SCHOOL BOARD 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 officials representing the school district. 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.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

Date of Revision: April 11, 2000

## BOARD 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 of the board.

It shall be the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed attached. This information shall be furnished within two weeks of the board meeting to the newspaper designated for official publication but not necessarily published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. 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 for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

Date of Adoption: April 25, 1990

Date of Revision: October 12, 1993

Date of Revision: March 11, 1997

### **Board Records/Board Meeting Minutes**

Since the official minutes of the board are the only basic 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 person who makes and who seconds the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. 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.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. 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.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

**Board Records/Board Meeting Minutes**

BOARD MEETING MINUTES

At the organizational meeting in September/October, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.
31. A resolution to automatically disburse payroll along with a roster of all employees under contract.
32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.
35. Voting rotation when a roll call vote is used if so desired by the board.

Date of Adoption: July 10, 2001

Date of Revision: June 14, 2005

**MEMBERSHIP AND ATTENDANCE AT STATE AND NATIONAL ASSOCIATIONS**

It shall be the policy of the board of directors to maintain active membership in the Iowa Association of School Boards and if desired, in the National Association of School Boards.

In an attempt to keep current on local, state, and national trends in educational programs, materials, and technology, the board shall be encouraged to attend any and all state and local meetings. In addition, board members who are in their second year of a four-year term will be given priority in attending national conferences. In the event they choose not to attend, other members may attend as determined by the board.

Date of Adoption: April 25, 1990

Date of Revision: August 11, 2014

**BOARD MEMBER TRAINING**

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions. The board may work closely with the Iowa Association of School Board's Academy of Board Learning Experiences and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.

Board members may, and are encouraged to, attend local strategy and planning work sessions as determined annually by the board.

The board may work closely with the AEA for information on educational issues and trends.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

Date of Revision: April 11, 2000

**BOARD MEMBER EXPENSES/REIMBURSEMENT**

Locally elected public officials serve without compensation, and school board members shall receive no compensation for serving in a board capacity. However, board members may be reimbursed for actual and necessary expenses incurred in the performance of their official duties. It shall be the responsibility of the board secretary to compile the expenses of board members and bring them to the attention of the board in the same manner as any other bill of the school district.

Date of Adoption: April 25, 1990



### NEW BOARD MEMBER ORIENTATION

Board members, superintendent, and secretary will assist each newly elected or appointed board member to understand the board's functions, policies, and procedures. New members are encouraged to attend workshops designed specifically for the orientation of new members. In addition, explanations will be provided for:

- a. how board meetings are conducted, notices, agendas, motions made, seconds, minutes, petitions, complaints, etc.;
- b. the management structure of the district;
- c. the board policies and critical administrative rules and regulations;
- d. Iowa's school foundation plan;
- e. the district budget and enrollment;
- f. the scope and history of local tax levies;
- g. the funding for area education agencies;
- h. the district's overall educational and activities program, needs assessment, and evaluations;
- i. student achievement;
- j. the programs covering special need students;
- k. pupil-teacher ratios and class size and enrollment projections;
- l. the number, age and condition of facilities, equipment, instructional and media materials;
- m. AEA services;
- n. recruiting procedures;
- o. salary schedules, wages, and benefit programs;
- p. collective bargaining history and procedures;
- q. the board's role in employee contracting, evaluation, and dismissal;
- r. evaluation criteria and procedures;
- s. the boundaries, age, number and conditions of district facilities;
- t. the district's maintenance program; and,
- u. the district's transportation program.

Date of Adoption: April 25, 1990

**SCHOOL VISITATION BY BOARD MEMBERS**

Board members shall always be welcome to visit any school facility to observe the operation of the district.

Date of Adoption: April 25, 1990

## NEGOTIATIONS

The board shall endeavor to bargain in good faith on mandatory subjects of collective bargaining. The board shall select a chief spokesperson who shall have the authority to represent the board in the phases of collective bargaining, including, but not limited to, reaching tentative agreement. Only the board has the authority to ratify the master labor agreements.

Upon appointment of the chief spokesman, negotiations between the certified bargaining unit and its members shall be directed to the board's chief spokesperson. Individual board members shall not be contacted directly by members of or representatives for the bargaining unit concerning issues relating to the negotiation process.

The board shall determine the composition of management's collective bargaining team. In determining these teams, the board shall consider the nature of the employee group, the individuals' familiarity with and expertise in the area represented by the employee group, administrative team input, and team consistency.

The board shall set the parameters, goals, and meet-and-confer process for negotiations. Strategy sessions may be held with the entire board to maintain open communications between the board, the meet-and-confer teams, and the spokesperson throughout the negotiations process.

Date of Adoption: April 25, 1990

Date of Revision: March 11, 1997

## GIFTS TO BOARD MEMBERS

Board members may receive a gift on behalf of the school district. Board members shall not, either directly or indirectly, solicit, accept or receive gift, series of gifts, or honorariums 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 a 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 a 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 within 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 of negligible resale value given as recognition for public service;
- Non-monetary 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 items or services 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 MEMBERS**

- 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 received at such an event by members or representatives of members of state, national, 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 organization;
- 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 sub-unit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other sub-unit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district; or
- 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 as a result of a custom of the other country and is of personal value only to the board member.
- 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 a 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, or 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, or lodging for a meeting, which is given in return for participation 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 non-monetary gift or series of non-monetary gifts donated within thirty days to a public body, an educational or charitable organization or 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 an honorarium.

Date of Adoption: April 25, 1990  
Date of Revision: October 12, 1993  
Date of Revision: October 11, 1994  
Date of Revision: March 11, 1997