

BOARD OF DIRECTORS

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Policy Title: Voting Precincts

Code 100.1

The County Auditor for each election will determine the voting precincts of the Corning Community School District.

Approved: 4-10-00

Reviewed: 11-10-08

Revised:

Policy Title: Mission/Vision Statement

Code 101.1

Mission: The Corning Community Schools will provide each student with educational skills and knowledge necessary to become a lifelong learner and productive member of society.

Vision: Improving teaching and learning is the heart of the Corning Community School's Plan. Our vision for learners revolves around the concept of "school is everywhere" with community learners actively engaged in collaborative, real world tasks anytime, anyplace. The curriculum in these new learning environments is dynamic, flexible, and evolving with student experiences focused on pursuing solutions to relevant problems. "All students can learn, teachers facilitate learning, and success breeds success," will be our motto.

Approved: 4-10-00

Reviewed: 11-10-08

Revised:

**Policy Title: Belief Statements/
Exit Outcomes and Student Achievement Goals**

Code 101.2

Belief Statements

We use the following belief statements to guide our district-wide, building, and classroom decision-making:

- A good education equals good citizenship.
- Everyone has self worth and should be allowed to take pride in his or her uniqueness and accomplishments.
- Educating everyone takes everyone.
- A safe, secure environment helps nurture high expectations and achievements.
- Setting realistic goals, accompanied by challenge and hard work, promotes success.
- Co-operation among family, school, and community is essential.
- Everyone shall respect for individual rights, authority, and leadership.
- The family as a functioning unit is essential to compliment school programs.
- Honesty and integrity are essential for success.

Exit Outcomes and Student Achievement Goals

All Corning graduates will have:

Foundation Skills - Competent workers in the high performance work place need:

- Basic skills...reading, writing, arithmetic, speaking and listening.
- Thinking skills...the ability to learn, to reason, to think creatively, to make decisions, and to solve problems.
- Personal qualities...individual responsibilities, self-esteem, and self-management, anger management, social skills, and integrity.

Workplace competencies – Effective workers can productively use:

- Resources...they know how to allocate time, money, material, space and staff.
- Interpersonal skills...they can work on teams, teach others, serve costumers, lead, negotiate, and work well with people from culturally diverse backgrounds.
- Information...they can acquire and evaluate data, organize and maintain files, interpret and communicate, and use computers to process information.
- Systems...they understand social, organizational, and technological systems; they can monitor and correct performance; and they can design or improve systems.
- Technology...they can select equipment and tools, apply technology to specific tasks, and maintain and troubleshoot equipment.

Policy Title: District Instructional Organization

Code 102

The school district offers an education program for grades kindergarten through twelve. The following levels organize the levels of instruction:

Grades kindergarten through six shall be the Elementary School.

Grades seven through eight shall attend the Junior High School.

Grades nine through twelve shall attend the High School.

The school district will have a secondary and an elementary principal administering the education programs.

Organizational Chart

Policy Title: Equal Educational Opportunity

Code 103

The board will not discriminate in its educational activities on the basis of: race, color, national origin, religion, sex, disability, or marital status.

The board requires all persons, agencies, vendors, contractors and other persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

The board is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, religion, sex, marital status, national origin, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm and harassment.

Harassment or discriminatory behavior that denies civil rights or access to equal educational opportunities includes comments, name-calling, physical conduct or other expressive behavior directed at an individual or group that intentionally demeans the race, color, religion, national origin, sex or disability of the individual or individuals or creates an intimidating, hostile or demeaning environment for education.

Policy Title: Section 504 Notice of Nondiscrimination

Code 103.1

Students, parents, employees and others doing business with or performing services for the Corning Community School district are hereby notified that this school district does not discriminate on the basis of race, color, national origin, sex, marital status or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with and the regulations implementing Title IV, Title VII, Title IX, the Americans with Disabilities Act (ADA), 504 or Iowa Code 280.3 is directed to contact:

(Title) High School Principal

(Where Located) High School

(Telephone Number) 1-641-322-4245

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, 504 and Iowa Code 280.3.

Policy Title: Long-Range Needs Assessment

Code 104

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students and determines how well students are meeting student-learning goals. The board shall conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, high education and community members requesting their expectations of adequate student preparation as responsible citizens and successful wage earners.

In conjunction with in-depth needs assessment of the school district, the board shall authorize the appointment of a committee, representing administrators, employees, parents, students and community members to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

This committee annually will review and solicit information from local patrons of the district.

It shall be the responsibility of the superintendent to ensure the school district community is informed of student's progress on state and locally determined indicators. The superintendent shall report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress towards meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community, and Iowa Department of Education.

Policy Title: Organization of School Board

Code 200.01

The Corning School District Board of Directors is authorized by and derives its organization from Iowa law. The Board shall consist of five (5) Board members elected from the school district community. The Board is organized for the purpose of setting policy and providing general direction for the school district.

The Board shall hold its organizational meeting each year at its first regular meeting following the school board election. The old school board shall transfer materials, including the board policy manual, and responsibility to the new school board.

The organizational meeting allows the old board to approve minutes of its previous meetings, complete unfinished business necessary to be completed by the old board and review the school election results. The new Board shall then begin. The board secretary shall administer the oath of office to the newly elected board members. With the board secretary acting as temporary chairman, the Board shall elect the president of the board. The vice-president shall be the senior of the remaining members.

Policy Title: General Powers and Duties

Code 200.2

The board of the Coming Community School District, acting on behalf of the school district, shall 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.

Policy Title: Responsibilities of the Board of Directors

Code 200.3

The board is authorized to govern the school district, which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner, which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expanded and the education program's ability to achieve the board's educational philosophy for the school district.

Policy Title: Board of Directors' Elections

Code 201

The annual school election takes place on the second Tuesday in September. Each annual school election shall be used to elect at least one citizen to the board to maintain a five (5)-member board and to address other questions that must be 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 may be filled by appointment within thirty days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary shall 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.

It shall be the responsibility of the county commissioner of elections to conduct school elections.

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 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.

Policy Title: Oath of Office

Code 202.2

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 shall be 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 shall take the oath of office within ten days of the appointment or election.

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

“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 Board of Director in the Corning district as now and hereafter required by law?”

Policy Title: Term of Office

Code 202.3

Board members elected for a full term at a regularly scheduled school election in September serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school 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.

Policy Title: Vacancies

Code 202.4

In the event of a director vacancy caused by resignation, death, or removal from sub-district, the board may appoint a director to fill the vacancy within (30) thirty days of notification of vacancy.

The director appointed by the board to fill a vacancy must be a legal resident of the sub-district in which the director lives and will represent.

The director appointed to fill a vacancy shall hold office until the next September school board election, at which time a successor shall be elected to fill the unexpired term.

In the case where a vacancy occurs among the elective members of a school board and the remaining members of such board have not filled such vacancy within the (30) thirty days after the occurrence thereof, a special election is required by law.

Board members must be able to make decisions objectively. It shall be 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 shall not act an agent for a school textbook or school supply company during the board member's term of office. It shall 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 or if the board, upon competitive bid in writing, makes the contracts publicly invited and opened.

It shall 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 shall be deemed to exist shall include, but not limited to, any of the following:

1. The outside employment or activity involves the use of the 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, or acceptance of more 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.

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 an official duty that would be 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 shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be 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.

Ethical Code for Board Members

With the public school system accepted as the principal common agency for building and sustaining the American way of life, the Iowa Association of School Boards recommends this Ethical Code to guide its members in providing free public education to all the children of all the people.

As a School Board Member

1. I will listen.
2. I will respect the opinions 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 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 of 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 the board meetings, 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 upon them 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 discussions being the school board meetings.
16. I will endeavor to keep informed on all local, state, and national educational developments of significance so that I may become a better school board member.

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

My Relationship With Superintendent and Staff

1. I will function, in meeting the legal responsibility that is mine, as 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 school is properly run—not to run it myself.
3. I will expect the school 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 his responsibility and will not in any way interfere with, or seek to undermine, his 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 bid for the services of a teacher or pursue any procedure calculated to embarrass a neighboring board or superintendent.
3. I will not recommend a teacher for a position in another school unless I would employ said teacher under similar circumstances.
4. I will answer all inquires about the standing and ability of a teacher to the best of my knowledge and judgment, with complete frankness, being careful not to over praise nor be unduly critical.

5. I will associate myself with school board members of other districts, both personally and in conferences, for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

Policy Title: Board Member Liability

Code 205

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.

Policy Title: President

Code 206.1

It shall be the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president shall 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 shall be elected by a majority vote at the organizational meeting each year to serve a one-year term of office.

The president, in addition to presiding at the board meetings, shall 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. However, before making or seconding a motion, the board president shall 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 shall consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, shall sign employment contracts and may 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.

Policy Title: Vice-President

Code 206.2

The Vice-President (senior board member) shall serve in the absence of the President and shall perform such other duties as may be assigned by the President or Board of Directors.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

Policy Title: Secretary/Treasurer

Code 206.3

It shall be the responsibility of the Board to annually appoint a Secretary/Treasurer at the annual Board meeting held each year after July 1 and prior to August 15, to serve a one year term of office.

The Secretary-Treasurer shall keep a complete and accurate record of the proceeding of the Board of Education, which records shall be open for inspection at all times.

The Secretary/Treasurer shall mail each Board member a copy of the minutes of each regular and special meeting by Wednesday preceding the next regular Board meeting and shall notify each member of the Board of the time and place of each meeting.

It shall be the responsibility of the Secretary/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 status of each fund and to file required reports with the appropriate state agencies and other entities.

Warrants of general fund and schoolhouse fund nature shall be issued by the Secretary/Treasurer only as authorized by the Board of Education except for those expenses for which pre-payment is allowed by law, such as freight, postage, utility costs and salaries pursuant to the terms of a written contract.

The Secretary/Treasurer shall keep all bills, invoices, and cancelled warrants for a period of (5) five years after which all of the same may be destroyed by the approval of the Board of Education.

The Secretary/Treasurer shall be required to furnish a surety bond in the sum as may be required by the Board. The cost of the bond will be paid by the school district.

The Secretary/Treasurer shall keep informed as to the conduct and procedure applied to the business affairs of the school districts in other communities, and through attendance at meetings for the purpose of securing information for the benefit of the Corning Community School District.

If the Secretary/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 Secretary/Treasurer or to appoint someone to carry out those duties.

It shall be 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 board may appoint legal counsel at its annual meeting.

The Superintendent shall have the authority to contact the board's legal counsel on behalf of the board when the superintendent 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 shall 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 the majority of the board. It shall be 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 shall be 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 expense for the school district.

Policy Title: Standing Committees

Code 208

There shall be no standing committees (exception—needs assessment committee). Whenever it seems advisable, a special committee shall be appointed by the President or elected by the Board to investigate a specific situation or problem and to report to the Board. All board members are privileged to attend meetings of such committees. Reports of special commits shall be circulated in advance through the Superintendent's office like other agenda items except in cases of emergency, or where otherwise ordered by the Board President.

Policy Title: Development of Policy

Code 209.1

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, administrations, staff and the students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration.

A member of the Board, administration, school district personnel, students, or any other member of the district community may propose policy statements. 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 of a school board meeting. It shall be the responsibility of the Superintendent to bring these proposals to the attention of the Board.

Policy Title: Adoption of Policy

Code 209.2

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 available for public comment to 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 the complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the propose 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.

Policy Title: Dissemination of Policy

Code 209.3

The board policy manual shall be housed in the administrative office of each school attendance center and each school board member shall have a personal copy of the board policy manual. Persons wishing to inspect the board policy manual shall contact the board secretary, who shall have a board policy manual available for the public inspection.

It shall be the responsibility of the board secretary to ensure that copies of new and revised policy statements are distributed to the custodians of the board policy manuals within ten working days of the change or addition to the manual. Copies of changes in the board policy shall also be attached to the minutes of the meeting at which the final action as taken to adopt the new or changed policy.

It shall be the responsibility of each board member, during their term of office, to keep the manual up-to-date and to surrender the manual to the board secretary at the conclusion of their term of office.

Policy Title: Suspension of Policy

Code 209.4

Generally, the board shall follow board policy and enforce it equitably. The board, and only the board, may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy shall be documented in board minutes.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

Policy Title: Administration In Absence of Policy

Code 209.5

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.

The Superintendent shall draft a policy recommendation if deemed appropriate.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

Policy Title: Review and Revision of Policy

Code 209.6

The Board shall, at least once every three years, review the policy statements in the board policy manual. 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-third of the policy manual annually according to the following subject areas:

- Administration, Employees (Series 300 and 400)
- School District, Students, Education Program (Series 100, 500 and 600)
- Board of Directors, Non-instructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 200, 700, 800 and 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, the policy may be approved at one meeting at the discretion of the board.

Policy Title: Review of Administrative Regulations

Code 209.7

Board policy sets the direction of 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, where necessary, to implement the board policies. The Board prior to their use in the school district will review the regulations.

The administrative regulations will be available no later than ten days from the date of review by the Board.

Policy Title: Annual Meeting

Code 210.1

Each year after July 1 and no later than August 15, the board shall hold its annual meeting.

At the annual meeting, the board shall 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 shall present affidavits from depository banks. Should the secretary or treasurer fail to provide this information, the board may take the action necessary to secure the information.

The board, at this meeting, shall also appoint a board secretary and a treasurer. In the board's discretion, one individual may serve as both secretary and treasurer. The board may also appoint the board's legal counsel.

Policy Title: Regular Meeting

Code 210.2

The board at its organizational meeting shall set the regular meeting time and date. The regular meetings of the board will be held on the second Monday of each month.

Meetings shall begin promptly at 7:00 p.m. The board shall adhere to this meeting date 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 at the board's convenience. Public notice of the meetings shall be given.

Policy Title: Special Meetings

Code 210.3

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meeting may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice shall be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes.

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

Policy Title: Work Sessions

Code 210.4

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 mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions in order to provide its 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 will be conducted in open session. However, no board action will take place at the work session.

Policy Title: Meeting Notice

Code 210.5

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 board meetings. The public notice shall be posted on the bulletin board in the central administration office at least (6) six days before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice will be provided to those who have files 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 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 in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or board members shall constitute a waiver of notice.

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

Policy Title: Quorum for Meetings

Code 210.6

The majority of the Board of Directors shall be necessary to constitute a quorum for the transaction of business. A majority vote of those present shall be necessary and sufficient to pass any motion or to take any action of the Board unless the vote of a greater number with respect to the particular subject matter shall be required by law or other board policy.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

Policy Title: Rules of Order

Code 210.7

“Robert’s Rules of Order shall govern the rules of order” except that in each decision calling for a vote, the President of the Board shall cast a vote.

The general method of voting shall be viva voice (word of mouth), but any vote shall be by a call of ayes and nays or by poll vote whenever any member so demands and the results thereof shall be recorded in the minutes.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

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 requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. 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 add to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to the board members (6) six days prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administrative office.

The board shall take action only on the items listed 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 justifying the immediate action.

It shall be the responsibility of the board president and superintendent to develop the agenda for each board meeting.

Policy Title: Open Meetings

Code 211

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 or the meeting is exempt from the open meeting law.

Generally, board meetings shall be open meetings, unless law provides for a closed session or exempt meeting. The board shall hold a closed session or exempt meeting in the situations stated below.

Exemptions 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 would 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 who 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 and 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 likely 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.

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 meeting law, are exempt from the open meeting law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from 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. However, the private hearing in the teacher's contract termination shall 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.

Citizens who have or do not have a place on the agenda may address the Board on the issue of their concern during the “communications” agenda item of a regular board meeting. One of the first items on the agenda is the recognition of any visitors and representatives who may wish to address the Board. The Board voluntarily makes this time available to residents of the district. If the pressure of business or other circumstances dictates, the board president may decide to curtail this policy. The presiding officer will recognize these individuals to make their comments at the appropriate time. Speakers are asked to keep their remarks brief and no more than (5) five minutes in length with a maximum of (15) minutes per agenda topic and a maximum of three speakers per agenda issue.

The orderly process of the board meeting shall not be interfered with or disrupted. Board members may ask questions of the speakers. Only those speakers recognized by the chair shall be allowed to speak. Comments by others are out of order, and the individual making the comments or an individual causing the disruption may be asked to leave the board meeting.

Comments and questions at a regular meeting may deal with any topic related to the Board’s conduct of the schools. Comments of special meetings must be related to the call of the meeting.

The president will not recognize members of the public as the Board conducts its official business except when the Board schedules in advance an interim public discussion period on a particular agenda item.

Anyone wishing to speak before the Board, either as an individual or as a member of a group, should inform the Superintendent of the desire to do so and of the topic to be discussed as early as possible, but at least by noon of the Wednesday prior to any regular meeting. This will permit orderly scheduling of public remarks on the meeting agenda.

Any individual desiring to speak shall give his or her name and the group, if any that is represented.

Public hearings may be held by the Board on school district matters at the discretion of the Board. Public notice of a public hearing shall be in the same manner as for a school board meeting, except that the notice shall be given ten days prior to the hearing.

At public hearings citizens who register at the door will be allowed to speak to 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, and no longer than four minutes in length. Prior to the beginning of the hearing, speakers and spectators will be apprised of the rules of order to be followed in regard to time limitations, questions, remarks, rebuttals, etc. In no event will a speaker be allowed to take the time of another recognized speaker.

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 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 of the Board will be asked to leave.

Very often the board must consider agenda items, which are non-controversial or similar in consent. Such agenda items include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approvals of various schedules.

In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of non-controversial items or items of a similar nature.

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Items may be removed from the consent agenda at the request of a board member.

Nothing in this policy is to be construed as an attempt to void full compliance with laws dealing with open meetings or public notice of the agenda and meeting.

Legal Reference: Iowa Code 21;279.8 (2003).

Cross Reference: 211 Board of Directors' Meetings
214.2 Order of the Regular Board of Directors' Meeting

Policy Title: Board of Director's Records

Code 215

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. The minutes shall be preserved in accordance with policy, "School District Records".

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 submitted for publication within two weeks of the meeting in a newspaper designated as a newspaper for official publication. The permanent records of the board minutes may include more detail than is required for publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection after the board secretary transcribes the notes and makes them available to board members.

Policy Title: Membership in State and National Associations

Code 216.1

It shall be the policy of the Board of Directors to maintain active membership in the Iowa Association of School Boards. Members shall, when practical, attend functions at the local, regional, state, and national levels, in order to be informed of issues pertinent to their duties.

If connection with such attendance, Board members shall be reimbursed for actual expenses incurred upon submitting an expense account form and supporting receipts.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

Policy Title: Board of Directors' Compensation and Expenses

Code 216.2

Members of the Board of Directors shall serve without pay; however, they shall be reimbursed for expenses incurred in the performance of their duties as members of the Board.

Approved: 2-12-01

Reviewed: 11-10-08

Revised:

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

A “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;
- Is engaged in activities which are regulated or controlled by 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 g=region; or,
- Is 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, records, documents or periodicals;
- 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 public generally without regard to the official statue of the board member;
- 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 related 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 services;
- Items of food and drink with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or service solicited or given to a state, national or regional organization in which the state of Iowa is a member;
- Items or services received as a part of a regularly scheduled event that is part of a conference, seminar or other meeting that is sponsored and directed by any state, national or regional organization in which the state of Iowa or a political subdivision of the state of Iowa is a member.

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 food, beverages, travel or 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;
- A no monetary gift or series of no monetary gifts donated within thirty days to a public body, a bona fide educational or charitable organization or the department of general services;
- A payment made to a board member for services rendered as part of a bona fide 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 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.