

**BOARD OF DIRECTORS**  
**Series 200**

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## **BOARD OF DIRECTORS**

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**Board of Directors**

**Series 200**

Policy Title **STATEMENT OF GUIDING PRINCIPLES FOR  
THE BOARD OF DIRECTORS**

Code No. 200

The board will organize and maintain the distinction between those activities which are appropriate to the board as the legislative governing body of the school district, and those administrative activities which are to be performed by the superintendent and staff in the exercise of a delegated administrative authority. The function of the board can be described as policy-making, appraisal, and evaluative.

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

Date of Adoption 11/22/67

Revised: 11/17/84

Revised: 9/16/92

Reviewed: 10/9/96

Reviewed: 11/19/01

Reviewed: 09/20/06

Reviewed: 10/21/09

Reviewed: 3/18/15

Reviewed: 10/16/19

## **Board of Directors**

### **Series 200**

Policy Title **ORGANIZATION OF THE BOARD**

Code No. 200.1

The Benton Community School District board is authorized by and derives its organization from Iowa Law. The board will consist of seven board members. Board members are elected by director district.

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 will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve the 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 Board Secretary will administer the oath of office to the newly elected board members. The Board Secretary will preside while the new board elects the president and vice-president of the new board.

***NOTE: Iowa law establishes the organizational meeting at or before the first regular meeting following the canvass of votes.***

***Board members elected at a general election must qualify at or before the organizational meeting.***

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Revised: 11/13/96

Reviewed: 11/19/01

Revised: 1/17/07

Revised: 12/17/08

Revised: 7/17/13

Revised 10/16/19

**Board of Directors**

**Series 200**

Policy Title **BENTON COMMUNITY SCHOOL DISTRICT**

Code No. 200.2

The school district is organized and known as Benton Community School District located in the counties of Benton, Tama, and Iowa, State of Iowa.

Date of Adoption: 11/22/67

Reviewed: 12/17/84

Revised: 9/16/92

Reviewed: 10/9/96

Revised: 11/13/96

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Reviewed: 11/20/06

Reviewed: 10/21/09

Reviewed: 3/18/15

Reviewed: 12/18/19

## **Board of Directors**

### **Series 200**

Policy Title **LEGAL STATUS OF THE BOARD**

Code No. 200.3

The board derives its legal status from the constitution of the State of Iowa and the statutes enacted by the General Assembly. The board acts as an agent of the state in developing an educational program in accordance with the constitution and laws of the State of Iowa.

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

The affairs of the corporation will be conducted by the board consisting of seven (7) members.

Date of Adoption 11/22/67

Revised: 12/17/84

Revised: 09/16/92

Revised: 10/9/96

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Reviewed: 11/19/01

Reviewed: 1/17/07

Reviewed: 7/18/12

Reviewed: 5/15/19

## Board of Directors

### Series 200

Policy Title **GENERAL POWERS AND DUTIES**

Code No. 200.4

The board shall make rules for its own government and that of the employees and pupils, and for the care of the school buildings, grounds, and property of the school corporation and aid in the enforcement of these rules, and require the performance of duties of said persons imposed by the law and the rules.

The board has three major kinds of duties:

- Legislative: The board represents the people of the school district and shall function as a policy-making body. The board has complete jurisdiction over the school district and its employees.
- Executive: The board selects an executive officer, the superintendent of schools, and delegates to the superintendent authority for formulating and overseeing all regulations, plans, and administrative details necessary to ensure that the policies of the board are carried out in the daily operation of the schools.
- Evaluative: It is the board's duty to determine, through careful study and examination of facts and conditions, whether the school is being operated efficiently – not only in terms of dollars and cents, but in terms of effectiveness of the schools' instructional program, based on a sound philosophy of education as formulated by the board.

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.

Date of Adoption: 11/22/67

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Revised: 9/16/92

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Reviewed: 1/17/07

Reviewed: 7/18/12

Reviewed: 5/15/19

**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS ELECTIONS**

Code No. 201

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a seven-member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee in accordance with the timelines established by law

If a vacancy occurs on the board it may be filled in accordance with law and board policy. It is the responsibility of the county commissioner of elections to conduct school elections.

**NOTE: This policy states the legal requirements for school board elections and the filling of vacancies.**

Date of Adoption: 3/14/73

Revised: 12/17/84

Reviewed: 10/9/96

Revised: 11/13/96

Reviewed: 12/19/01

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Reviewed: 3/18/15

Revised: 7/20/16

Revised: 10/16/19



## **Board of Directors**

### **Series 200**

Policy Title: **QUALIFICATIONS**

Code No. 202.1

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

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly to 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.

Date of Adoption: 11/22/67

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**Board of Directors**

**Series 200**

Policy Title **OATH OF OFFICE**

Code No. 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.201.1

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

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

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

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of \_\_\_\_\_ (naming the office) in Benton Community School District as now and hereafter required by law?”

Date of Adoption: 12/17/84

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Revised: 12/19/01

Reviewed: 1/17/07

Revised: 12/17/08

Reviewed: 3/18/15

Reviewed: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **TERM OF OFFICE**

Code No. 202.3

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

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

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Revised: 7/20/16

## Board of Directors

### Series 200

Policy Title **BOARD VACANCIES**

Code No. 202.4

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

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within thirty (30) days of the vacancy. The board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition within 14 days of the publication requiring the vacancy be filled by a special election.

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

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

*NOTE: Special elections called because the board is unable to fill a vacancy by appointment within 30 days or called because a valid petition has been submitted are to be held 60-70 days after the vacancy occurs. These special elections are different than the special school elections (commonly called public measure elections), which are held on four specific dates each year as outlined in Iowa Code. The special elections called to fill a vacancy can be held at any time of the year.*

Legal Reference: Iowa Code §§ 69; 277.29; 279.

Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).

Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965)

Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).  
1944 Op. Att'y Gen. 39.

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Revised: 7/20/16

Revised: 12/18/19

## **Board of Directors**

### **Series 200**

Policy Title **CONFLICT OF INTEREST**

Code No. 203  
Page One of Two

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services which benefits a board member, or to compensate for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by a 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 are not limited to, any of the following:

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

**Board of Directors**

**Series 200**

Policy Title **CONFLICT OF INTEREST**

Code No. 203  
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If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the activity or employment falls under (3), then the board member must:

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

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

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

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

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Reviewed: 8/20/2008  
Revised: 1/15/14  
Revised: 12/18/19

**Board of Directors**  
**Series 200**

Policy Title **CODE OF ETHICS**

Code No. 204  
Page One of Three

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

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

**AS A SCHOOL BOARD MEMBER:**

1. I will listen.
2. I will respect the 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 school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered, is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on 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 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 children and the education program..
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 school district.
15. I will not discuss the confidential business of the board in my home, on the street, or in my office; the place for such discussion is the board meeting.
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.

## **Board of Directors**

### **Series 200**

Policy Title **CODE OF ETHICS**

Code No. 204  
Page Two of Three

#### **IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:**

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods, and attitudes of the school district 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 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 EMPLOYEES:**

1. I will function in meeting the legal responsibility that is mine, as a part of a legislative, evaluative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see that the schools are properly run-not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the 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.



**Board of Directors**

**Series 200**

Policy Title **CODE OF ETHICS**

Code No. 204  
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**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 superintendent.
3. I will associate myself with board members of other school districts for the purpose of discussing school district business and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28.

Date of Adoption: 3/14/75

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 12/11/96

Reviewed: 1/16/02

Reviewed: 2/21/07

Revised: 1/16/13

Revised: 12/18/19

**Board of Directors**

**Series 200**

Policy Title **BOARD MEMBER LIABILITY**

Code No. 205.1

Board members will 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 will act in good faith.

The school district will 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. The school district, however, cannot save harmless or indemnify board members for punitive damages.

Date of Adoption: 9/16/92  
Reviewed: 12/11/96  
Reviewed: 1/16/03  
Reviewed: 11/19/07  
Reviewed: 6/19/13  
Revised & Reviewed: 12/18/19

## **Board of Directors**

### **Series 200**

Policy Title **PRESIDENT**

Code No. 206.1

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

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

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

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

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

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Revised: 9/16/92

Reviewed: 12/11/96

Revised: 1/16/02

Reviewed: 2/21/07

Revised: 7/17/13

Reviewed: 12/18/19

**Board of Directors**

**Series 200**

Policy Title **VICE PRESIDENT**

Code No. 206.2

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

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

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

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Reviewed: 12/11/96

Revised: 1/16/02

Reviewed: 2/21/07

Revised: 7/17/13

Revised: 12/18/19

**Board of Directors**

**Series 200**

**Policy Title: BOARD OFFICERS-SECRETARY**

**Code No. 206.3**

It shall be the responsibility of the school board to annually appoint a board secretary. A board secretary shall be appointed from the school district staff, other than a position requiring a teaching certificate, or from the public.

To finalize the appointment, the board secretary shall take the oath of office during the meeting at which the individual was appointed on or later than ten days thereafter. It shall be the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed meetings; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students.

The Board secretary shall also be responsible for filing the required reports with the Iowa Department of Education. In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, the Director of the district office or Superintendent will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed.

The board secretary will give a bond in an amount set by the board

The cost of the bond will be paid by the school district.

Date of Adoption: 5/14/73

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Revised: 9/16/92

Reviewed: 12/11/96

Reviewed: 2/20/02

Reviewed: 2/21/07

Reviewed: 1/16/13

Revised 6/17/20

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8, .10-.11; 299.10.  
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office  
206.4 Treasurer  
210.1 Annual Meeting  
215 Board of Directors' Records  
501.10 Truancy - Unexcused Absences  
707.1 Secretary's Reports  
708 Care, Maintenance and Disposal of School District Records

## Board of Directors

### Series 200

**Policy Title: TREASURER**

**Code No. 206.4**

It is the responsibility of the board to annually appoint a treasurer. The board may annually appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is 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. (It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.)

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Board Secretary to carry out the duties of the treasurer. The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11, 12, 14.  
281 I.A.C. 12.3(1).

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

Date of Adoption: 3/14/73

Revised: 11/19/84

Revised: 9/16/92

Reviewed: 12/11/96

Revised: 2/20/02

Revised: 1/17/07

Reviewed: 1/16/13

Revised & Reviewed: 6/17/20

## Board of Directors Series 200

### Policy Title TREASURER

Code No. 206.4

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It is 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. (It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.)

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Board Secretary to carry out the duties of the treasurer. The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11, 12, 14.  
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office  
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Date of Adoption: 3/14/73  
Revised: 11/19/84  
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Reviewed: 12/11/96  
Revised: 2/20/02  
Revised: 1/17/07  
Reviewed: 1/16/13  
Revised & Reviewed: 6/17/20

**Board of Directors**

**Series 200 Policy**

**Title: BOARD SECURITY AND PROTECTION**

**Code No. 206.7**

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 from the board meeting.

The board shall hire a security officer if the board members' concern for safety or actions by spectators' warrant it.

Date of Adoption: 9/16/92

Reviewed: 12/11/96

Reviewed: 2/20/02

Reviewed: 2/21/07

Reviewed: 6/17/20

Date of Adoption: 9/16/92

Reviewed: 12/11/96

Reviewed: 2/20/02

Reviewed: 2/21/07



## **Board of Directors Series**

### **200 Policy**

**Title: NEW BOARD OF DIRECTORS MEMBER ORIENTATION**

**Code No. 206.8**

To acquaint new board members with the duties and role of the board each new board member shall meet with the superintendent and the board secretary to become familiar with the responsibilities and the role of being a board of director member for the school district.

New board members shall have an opportunity to attend the IASB New Board Member Development Conference during the first year of their term of office. It shall be the responsibility of the superintendent to ensure that new board members have an opportunity to attend an orientation conference and meet the superintendent.

It shall also be the responsibility of the superintendent to ensure that each new board member has necessary documents and board materials.

Date of Adoption: 9/16/92

Reviewed: 12/11/96

Reviewed: 2/20/02

Reviewed: 03/21/07

Reviewed: 2/20/13

Reviewed: 6/17/20

## Board of Directors

### Series 200

**Policy Title: BOARD OF DIRECTORS' LEGAL COUNSEL**

**Code No. 207**

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believes it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board president shall not exceed five hours of legal consultation and other related legal expenses during a fiscal year without approval from the majority of the board.

It is the responsibility of the board president and district legal counsel to monitor and account for these expenditure limitations. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent.

Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

It is the responsibility of the superintendent and/or board president 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.

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 1/8/97

Reviewed: 2/20/02

Reviewed: 03/21/07

Revised: 2/20/08

Revised: 10/21/09

Reviewed: 1/15/14

Reviewed: 6/17/20

***NOTE: It is recommended that both the superintendent and board president have authority to contact the board's legal counsel without prior approval of the board. If other individuals have this authority, the board secretary for example, then they, too, should be listed in this policy.***

Legal Reference: *Bishop v. Iowa State Board of Public Instruction*, 395 N.W.2d 888 (Iowa 1986).  
Iowa Code § 279.37.

Cross Reference: 200 Legal Status of the Board of Directors

## **Board of Directors**

### **Series 200**

Policy Title: **AD HOC COMMITTEES**

Code No. 208

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will 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 will 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 method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will 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: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 1/8/97

Revised: 3/20/02

Reviewed: 03/21/07

Revised: 12/19/07

Reviewed: 1/15/14

## **Board of Directors**

### **Series 200**

Policy Title: **AD HOC COMMITTEES EXHIBIT**

Code No. 208.E1

#### **Ad Hoc Committees 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 meeting's 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 and to 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 committees.

#### **Ad Hoc Committee Membership**

Ad hoc committee members may be 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: 1/16/08

Reviewed: 1/15/14

## Board of Directors

### Series 200

Policy Title: AD HOC COMMITTEES

Code No. 208.1

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An ad hoc committee may be formed by board resolution which will 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 will 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 method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will 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.

**NOTE:** *Most, if not all, board committees are subject to the open meetings law just as the board is. The only difference between the two bodies is that committees are not required to publish their minutes. That is only a requirement specifically for school boards, not a requirement of the open meetings law.*

Date of Adoption: 11/23/67

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 1/8/97

Reviewed: 3/20/02

Reviewed: 03/21/07

Reviewed: 2/20/13

Revised: 12/18/19

**Board of Directors**

**Series 200**

Policy Title **DEVELOPMENT OF POLICY**

Code No. 209.1

The board has jurisdiction to legislate policy for the school district with the force and effect of the law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

NOTE: This is a mandatory policy.

Date of Adoption: 3/14/73

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 1/8/97

Revised: 3/20/02

Reviewed: 03/21/07

Reviewed: 2/20/13

**Board of Directors**

**Series 200**

Policy Title **ADOPTION OF POLICY**

Code No. 209.2

The board will give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes will be distributed and public comment will be allowed at both meetings prior to final board action. This notice procedure will 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 will be included in the minutes. The board will have complete discretion what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will 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.

Adopted: 4/10/02  
Reviewed: 03/21/07  
Reviewed: 2/20/13

**Board of Directors**

**Series 200**

Policy Title: **DISSEMINATION OF POLICY**

Code No. 209.3

A board policy manual is housed in the central administration office. The board policy manual is also available electronically on the District website. Persons unable to access the policy manual electronically should contact the board secretary for assistance.

Each board member will have a personal copy of the board policy manual. It is the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Adopted: 4/10/02  
Reviewed: 4/11/2007  
Revised: 2/20/13



**Board of Directors**

**Series 200**

Policy Title **SUSPENSION OF POLICY**

Code No. 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 the board minutes.

Date of Adoption: May 15, 2002

Reviewed: 4/11/2007

Reviewed: 2/20/13

**Board of Directors**

**Series 200**

Policy Title **ADMINISTRATION IN THE ABSENCE OF POLICY**

Code No. 209.5

When there is no board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

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

Date of Adoption: May 15, 2002

Reviewed: 04/11/2007

Reviewed: 2/20/13

**Board of Directors**

**Series 200**

Policy Title: **REVIEW AND REVISION OF POLICY**

Code No. 209.6

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

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

- Board of Directors (Series 200)
- Administration, Employees (Series 300 and 400)
- School District, Education Program (Series 100 and 600)
- Students (Series 500)
- Non-instructional Operations and Business Services, Buildings and Sites, School-District Community Relations (Series 700, 800, and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will 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: 3/14/73  
Revised: 12/17/84  
Revised: 9/16/92  
Reviewed: 1/8/97  
Revised: 4/10/02  
Revised: 3/16/05  
Reviewed: 10/21/09  
Reviewed: 11/19/12  
Reviewed: 5/15/19

**Board of Directors**

**Series 200**

Policy Title **APPROVAL OF ADMINISTRATIVE REGULATIONS**

Code No. 209.7

Administrative rules and regulations will be drawn by the superintendent and will be submitted to the board in writing prior to a regularly scheduled meeting. The proposed rule and regulation will be read at the regular meeting with final action scheduled for the next regular meeting.

In general, administrative rules and regulations serve to implement the policies of the board.

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 1/8/97

Reviewed: 4/10/02

Revised: 1/17/07

Reviewed: 1/16/13

**Board of Directors**

**Series 200**

Policy Title **BOARD POLICY**

Code No. 209.8

The primary responsibility for proposing board policies rests with the – superintendent, however, policies may be proposed by any member of the board, by a personnel member with the approval of the superintendent or by any citizen or group of citizens in the district.

Policy proposals shall be submitted to the board, through the superintendent, prior to a regularly scheduled meeting. Final action on new policies or amended policies shall take place only after it has appeared as an agenda item at two board meetings.

The superintendent shall periodically review the policies and make suggestions in writing for new policies or changes.

Date of Adoption: 3/14/73

Revised: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Reviewed: 4/10/02

Reviewed: 04/11/2007

Revised: 2/20/13

**Board of Directors**

**Series 200**

Policy Title: **ANNUAL MEETING**

Code No. 210.1

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

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

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 09/16/92

Revised: 1/8/97

Revised: 4/10/02

Reviewed: 03/21/07

Revised: 03/22/13

Revised: 7/17/13

Reviewed: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **REGULAR BOARD MEETING**

Code No. 210.2

The regular meeting time and date will be set by the board at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years. The regular meetings of the board will be held on the third Wednesday of each month (unless otherwise noted and approved by the board).

Meetings shall begin promptly at 6:00 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 in accordance with law and policy. Public notice of the meetings will be given.

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

Date of Adoption: 2/12/97

Revised: 11/15/99

Reviewed: 4/10/02

Reviewed: 03/21/07

Revised: 7/21/10

Revised: 7/17/13

Revised: 10/16/19

Revised: 4/13/20

**Board of Directors**

**Series 200**

Policy Title **SPECIAL BOARD MEETING**

Code No. 210.3

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

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

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

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Revised: 1/8/97

Revised: 5/15/02

Reviewed: 04/11/2007

Reviewed: 3/22/13

Revised: 10/16/19



**Board of Directors**

**Series 200**

Policy Title **WORK SESSIONS**

Code No. 210.5

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide 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 and retreats will be conducted in open session. However, no board action will take place at the work session.

***NOTE: Work sessions are considered open board meetings for which all of the requirements of the open meetings law apply including the requirement that board minutes be published.***

Legal Reference:           Iowa Code §§ 21; 279.8 (2013).  
                                  1982 Op. Att'y Gen. 162.  
                                  1980 Op. Att'y Gen. 167.  
                                  1976 Op. Att'y Gen. 384, 514, 765.  
                                  1972 Op. Att'y Gen. 158.  
                                  1970 Op. Att'y Gen. 287.

Date of Adoption: 2/12/97  
Reviewed: 5/15/02  
Reviewed: 04/11/2007  
Reviewed: 3/22/13  
Revised: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **MEETING NOTICE**

Code No. 210.7

Public notice will be given for meetings and work sessions held by the Board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the school webpage and in the central administration office at least 2 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 filed a request for notice with the secretary. A copy of the public notice will also be accessible to employees and students.

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

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

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

Iowa Code §§ 21.2-.4; 279.1, .2.

1952 Op. Att'y Gen. 133.

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Reviewed: 1/8/97

Reviewed: 6/19/02

Reviewed: 5/16/07

Reviewed: 3/22/13

Revised: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **QUORUM**

Code No. 210.8

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

While board members are encouraged to attend board meetings, 4 members shall constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

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

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

Legal Reference: Iowa Code §§ 21.5(1); 279.4.

Adopted: 11/22/67  
Revised: 12/17/84  
Revised: 9/16/92  
Revised: 2/12/97  
Reviewed: 6/19/02  
Reviewed: 5/16/07  
Reviewed: 3/22/13  
Revised: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **INDIVIDUAL AUTHORITY**

Code No. 210.9

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 regarding the educational 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 decisions 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 when voting in a school board meeting.

Date of Adoption: 9/16/92

Revised: 2/12/97

Reviewed: 6/19/02

Reviewed: 5/16/07

Reviewed: 3/22/13

Reviewed: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **MEETINGS OF THE BOARD**

Code No. 210.10

Meetings of the board are conducted for the purpose of carrying on the business of the school corporation. The meetings are usually held in public with a few exceptions or exemptions. Only board members have the authority to make and second motions, and vote on issues before the board. The board may establish rules for its own government and determine procedures that will be followed during board meetings. Meetings, or portions of meetings, may be closed to the public to allow the board to discuss a specific topic from a narrow list of reasons and following the procedures defined by law.

Regular meeting of the board shall be held on the third Wednesday of each month. Special meetings will be held when necessary.

Meetings of the board shall be held in District Office in Van Horne, Iowa, unless otherwise approved by the board.

Date of Adoption: 3/14/73 (as 204.1)

Revised: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Revised: 6/19/02

Reviewed: 5/16/07

Reviewed: 3/22/13

Revised: 10/16/19



## **Board of Directors**

### **Series 200**

Policy Title **RULES OF ORDER**

Code No. 210.11

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

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

The purpose of modified rules adopted by the board are:

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

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

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Revised: 7/08/98

Revised: 7/17/02

Reviewed: 5/16/07

Revised: 7/21/10

Reviewed: 2/15/17

**Board of Directors**

**Series 200**

Policy Title **RULES OF ORDER REGULATION**

Code No. 210.11R1

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

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues

Date of Adoption: 11/22/67

Revised: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Revised: 7/08/98

Revised: 7/17/02

Reviewed: 5/16/07

Revised: 7/21/10

Reviewed: 2/15/17



## **Board of Directors**

### **Series 200**

Policy Title **BOARD MEETING AGENDA**

Code No. 210.12

The board shall conduct an orderly board meeting. The tentative agenda for each board meeting will 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. The tentative agenda and supporting documents will be sent to the board members. These should reach the members of the board sufficiently in advance of the meeting to allow adequate time for study and review. 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 administration office.

The board will 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 will state the reason justifying the immediate action.

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 not later than six calendar days prior to the meeting or with Superintendent's discretion. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

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

**NOTE: There is no legal requirement for the method used in developing the board agenda. This policy states the common procedure for drafting the board agenda. If a board uses another procedure, it should be reflected in this policy.**

Legal Reference: Iowa Code §§ 21; 279.8 (2013).  
1980 Op. Att'y Gen. 269.

Date of Adoption: 03/14/73

Revised: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Review: 3/16/05

Revised: 10/21/09

Reviewed: 3/18/15

Revised: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **OPEN MEETINGS**

Code No. 211

A gathering of a majority of board members, either in person or electronically in which deliberation of an issue within the scope of the board's policy making duties takes place is a board meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open board discussion and voting by the board members on the issues properly before the board, and a public record of the proceeding in the form of written minutes. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or no intent to avoid the purpose of the open meetings law.

Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law. All public board meetings shall be conducted in accordance with the provisions of Iowa law.

The minutes shall be kept on file as permanent official records of school legislation for the district. The secretary shall act as custodian of the minutes, and shall make them available to all citizens who wish to examine them during usual office hours of the district. Such examination and copying is to be done under the supervision of the board secretary or designee.

Legal Reference:       Iowa Code §§ 21, 279.1-.2.  
                              1982 Op. Att'y Gen. 162.  
                              1980 Op. Att'y Gen. 167.

Date of Adoption: 12/17/84  
Revised: 9/16/92  
Revised: 2/12/97  
Revised: 7/17/02  
Reviewed: 5/16/07  
Revised: 3/22/13  
Revised: 10/16/19

## **Board of Directors**

### **Series 200**

Policy Title **CLOSED SESSION**

Code No. 212

Page 1 of 2

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

#### **Exceptions to the Open Meetings Law**

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

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

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

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

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

#### **Exemptions to the Open Meetings Law**

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

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

***NOTE: This policy reflects the exceptions and exemptions to the open meeting law. Any deviation from this policy should be addressed to legal counsel prior to action.***

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013).  
1982 Op. Att'y Gen. 162.  
1980 Op. Att'y Gen. 167.  
1976 Op. Att'y Gen. 384, 514, 765.  
1972 Op. Att'y Gen. 158.  
1970 Op. Att'y Gen. 287.

Date of Adoption: 11/22/67  
Revised: 12/17/84  
Revised: 9/16/92  
Reviewed: 1/8/97  
Reviewed: 5/15/02  
Revised: 04/11/2007  
Revised: 3/22/13  
Revised: 10/16/19

## **Board of Directors**

### **Series 200**

Policy Title **PUBLIC PARTICIPATION IN BOARD MEETINGS**

Code No. 213

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set aside a specific time for public comment.

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The board president will recognize these individuals to make their comments at the appropriate time during public comment. Citizens wishing to present petitions to the board may also do so at this time. The board, however, will only receive the petitions and not act upon them or their contents.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to 5 minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

A public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

Date of Adoption: 8/21/02

Reviewed: 07/16/07

Revised: 02/18/09

Reviewed: 6/19/13

Revised: 8/15/18

**RESCINDED**

**Board of Directors**

**Series 200**

Policy Title **GENERAL COMPLAINTS BY CITIZENS**

Code No. 213.1R1

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, will be signed and will explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.

Date of Adoption: 8/21/02

Reviewed: 07/16/07

Revised: 02/18/09

Reviewed: 6/19/13

Rescinded: 8/15/18 – Replaced by 213.1

**Board of Directors**

**Series 200**

Policy Title **PUBLIC COMPLAINTS**

Code No. 213.1

The board recognizes situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action, however, the following should be completed:

- (a) Matters should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.
- (c) Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.

It is within the discretion of the board to address complaints from the members of the school district community, and the board will only consider whether to address complaints if they are in writing, signed, and the complainant has complied with this policy. The board is not obligated to address a complaint and may defer to the decision of the superintendent. If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Date of Adoption: 8/15/18

**Board of Directors**

**Series 200**

Policy Title **PUBLIC HEARINGS**

Code No. 214

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

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

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

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch. 24; 279.8, .10; 297.22 (2013).

Date of Adoption: 9/16/92

Revised: 2/12/97

Reviewed: 8/21/02

Reviewed: 07/16/07

Revised: 4/10/13

Reviewed: 10/16/19



## **Board of Directors**

### **Series 200**

Policy Title **BOARD OF DIRECTORS' RECORDS**

Code No. 215

The board will 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 is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at 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 will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be 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: 12/21/05

Reviewed: 10/21/09

Reviewed: 3/18/15

## **Board of Directors**

### **Series 200**

Policy Title **BOARD MEETING MINUTES**

Code No. 215.1  
Page One of Two

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

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

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. 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. A record of all delegations appearing before the board and a record of all petitions.
21. 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.

**Board of Directors**

**Series 200**

Policy Title **BOARD MEETING MINUTES**

Code No. 215.1  
Page Two of Two

- 22. The election or appointment of board officers.
- 23. The appointment of auditors to examine the books.

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

- 24. Appointment of a temporary chairperson if not specified in policy.
- 25. Oath of office administered to newly elected board members.
- 26. Nominations taken for the office of president and vice-president.
- 27. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
- 28. The resolution to pay bills when the board is not in session.
- 29. A resolution to automatically disburse payroll along with a roster of all employees under contract.
- 30. A resolution naming depositories along with the maximum deposit for each depository.
- 31. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
- 32. 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.

Date of Adoption: 11/22/67  
Revised: 12/17/84  
Revised: 9/16/92  
Revised: 2/12/97  
Reviewed: 8/21/02  
Reviewed: 07/16/07  
Revised: 7/21/10  
Revised: 12/19/18

**Board of Directors**

**Series 200**

Policy Title **COMPENSATION FOR EXPENSES**

Code No. 216.1

Members of the board shall serve without pay. They may be reimbursed for expenses incurred in the performance of their duties as members of the board.

Expenses allowed for state and national conventions will include airfare or current district rate per mile reimbursements when using own auto. Other miscellaneous transportation expenses necessary to attend sessions may be claimed when expense vouchers and supportive evidence are submitted. Expenses for meals and lodging are also provided for the board members.

Board members may be reimbursed current district rate per mile for travel to and from regular or special board meetings.

Date of Adoption: 3/14/73

Revised: 8/8/74

Revised: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Reviewed: 8/21/02

Revised: 07/16/07

Reviewed: 4/10/13

Reviewed: 10/16/19

**Board of Directors**

**Series 200**

Policy Title **MEMBERSHIP IN STATE & NATIONAL ASSOCIATIONS**

Code No. 216.2

Participation in board member associations are beneficial to the board. The board will maintain an active membership in organizations the board determines will be of benefit to the board and the school district.

Date of Adoption: 12/17/84

Revised: 9/16/92

Revised: 2/12/97

Reviewed: 8/21/02

Reviewed: 07/16/07

Revised: 04/10/13

**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS MEMBER**  
**DEVELOPMENT & TRAINING**

Code No. 216.3

The board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

Date of Adoption: 9/16/92  
Revised: 2/12/97  
Reviewed: 8/21/02  
Reviewed: 07/16/07  
Reviewed: 04/10/13

**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS AND SUPERINTENDENT** Code No. 217.1

The superintendent is hired 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 and shall not be involved in the day-to-day operations of the school district.

The superintendent shall work closely with the board, particularly the board president, to carry out and implement the policies of the board, to advise the board, to provide information to the board, to offer alternative solutions to the board with a recommendation, and to 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: 9/16/92

Revised: 3/12/97

Reviewed: 9/18/02

Reviewed: 8/22/2007

Reviewed: 4/10/13

**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS AND DISTRICT PERSONNEL**

Code No. 217.2

School district personnel will be utilized for their expertise to provide information to the board and to take part on advisory committees when necessary.

The board must remain objective about each employee. Personnel complaints, requests for changes and so forth must go first to the building principal and then to the superintendent unless the superintendent is the employee's immediate supervisor. 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 the termination of an employee.

Date of Adoption: 9/16/92

Revised: 3/12/97

Reviewed: 9/18/02

Reviewed: 8/22/2007

Reviewed: 4/10/13



**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS AND ADJOINING  
DISTRICT-SCHOOL BOARD**

Code No. 217.3

The board may work with adjoining school district boards to provide additional opportunities in the school district's educational programs as well as to operate the school district more economically and efficiently as part of this joint effort. The board shall pay particular attention to opportunities to share students, programs and school district personnel.

Date of Adoption: 9/16/92

Revised: 3/12/97

Reviewed: 9/18/02

Reviewed: 8/22/2007

Reviewed: 4/10/13

**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS AND AREA  
EDUCATION AGENCY**

Code No. 217.4

The board shall utilize the resources of Grant Wood Area Education Agency (AEA) such as educational materials and staff resources, particularly in the area of special education. Support may include, but not be limited to: school psychologist, speech therapists, nurses; physicians; dentists; and aides who work directly with students in the educational process.

The board may also utilize the AEA to work with other school districts in the region for program offerings as well as purchase of supplies.

Date of Adoption: 9/16/92

Revised: 3/12/97

Reviewed: 9/18/02

Reviewed: 8/22/2007

Reviewed: 4/10/13

**Board of Directors**

**Series 200**

Policy Title **BOARD OF DIRECTORS AND ELECTED OFFICIALS**

Code No. 217.5

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

It shall be the responsibility of the board to remain in contact with the elected official 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: 9/16/92

Revised: 3/12/97

Reviewed: 9/18/02

Reviewed: 8/22/2007

Reviewed: 4/10/13

## **Board of Directors**

### **Series 200**

Policy Title **GIFTS TO BOARD OF DIRECTORS MEMBERS**

Code No. 218  
Page One of Two

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

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

- ❖ Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- ❖ Will be directly and substantially affected financially by the performance or nonperformance of the board member's official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- ❖ Is a lobbyist or 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, a "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;
- ❖ Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- ❖ Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting;

## Board of Directors

### Series 200

Policy Title GIFTS TO BOARD OF DIRECTORS MEMBERS

Code No. 218  
Page Two of Two

- ❖ 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 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 subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- ❖ Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of custom of the other country and is of personal value only to the board member; or
- ❖ Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which 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 related directly to the day or days on which the board member has participation or presentation responsibilities;
- ❖ A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization 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 honorariums.

**NOTE: This policy is a reflection of the law.**

Date of Adoption: 9/16/92

Revised: 3/12/97

Revised: 10/16/02

Review: 10/17/07

Reviewed: 1/15/14

## **Board of Directors**

### **Series 200**

Policy Title: **ANNUAL NOTICE OF NONDISCRIMINATION**

Code No. 219

The *Benton Community School District* offers career and technical programs in the following areas of study:

- Business
- Industrial Technology
- Agriculture
- Pre-Engineering
- Project Lead the Way

It is the policy of the *Benton Community School District* not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Mr. Phillip Eastman [for employment] at [peastman@benton.k12.ia.us](mailto:peastman@benton.k12.ia.us), or Mr. Ryan Junge [for programs] [rjunge@benton.k12.ia.us](mailto:rjunge@benton.k12.ia.us) , *Equity Coordinators, Benton Community School District, 304 1st Street, Van Horne. 319-228-8701.*

*NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.*

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