

BOARD OF EDUCATION
Series 200

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ROLE OF THE BOARD OF EDUCATION

In this series of the board policy manual, the board defines its role in the governance of the school district and how it will carry out that role in the school district community and in the school district.

The ultimate goal of the board shall be to achieve the educational philosophy of the school district. As school officials elected by the members of the school district community, the board shall strive to represent the needs and wishes of the members of the school district community in its deliberations and actions.

While the board shall be aware of the desires of the school district community, the needs of the students in the Garner-Hayfield-Ventura Community School District shall be considered above others. The board shall strive to meet the needs of the students through evaluation of the financial and educational benefits of the various alternatives available to the board and the school district.

The board hires the superintendent as the chief executive officer of the board to manage the day-to-day operation of the school 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.

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ORGANIZATION OF THE BOARD OF EDUCATION

The Garner-Hayfield-Ventura Community School District Board of Education is authorized by and derives its organization from Iowa law. The board shall consist of seven board members. All board members shall be elected at large for a term of four (4) years, or for the length of time it takes to complete the unexpired term of a regularly elected member who has left the board.

The board is organized for the purpose of setting policy and providing general direction for the Garner-Hayfield-Ventura Community School District. The board shall hold its organizational meeting each year on the first regular meeting following the canvass of votes. The old school board shall transfer materials, including the board policy manual, and responsibility to the new school board.

The organizational meeting allows the old board to approve minutes of its previous meetings, complete unfinished business necessary to be completed by the old board, and review the school board election results. The new board shall then begin. The board secretary will preside while the new board elects the president of the new board.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

POWERS OF THE BOARD OF EDUCATION

The board of education of the Garner-Hayfield-Ventura Community School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of the school district.

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

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

Because all powers of the board derived from the state statutes are granted in terms of action as a group, individual board members exercise authority over district affairs only as they vote to take action at a legal meeting of the board. In other instances, an individual board member, including the president, will have power only when the board, by vote, has delegated authority. The board will make its members, the district staff, and the public aware that only the board acting as a whole has authority to take official action. Therefore, the board may transact business only with a quorum present during a regular or special meeting.

Pursuant to the state law, no board member shall seek, individually, to influence the official functions of the school district. The board and its members shall deal with administrative services through the superintendent and shall not give orders to any subordinates of the superintendent either publicly or privately, but may make suggestions and recommendations.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

RESPONSIBILITIES OF THE BOARD OF EDUCATION

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

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

It is the responsibility of the board, under the board's executive duty, to select its executive officer, the superintendent, and to operate the school district on the board's behalf. The board shall delegate to the superintendent its authority to carry out board policy, to formulate and carry out all rules and regulations, and to handle administrative details in a manner which support board policies.

The board has a responsibility to review the educational program's performance under its evaluative duty. The board shall review the educational program and ancillary services periodically. This review is concerned with, not only the amount of funds received or expended, but also with the educational program's ability to achieve the mission statement of the board for the school district. The review shall include a careful study and examination of the facts, conditions, and circumstances surrounding the program or service.

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BOARD OF EDUCATION ELECTIONS

The election of citizens to serve on the board shall take place on the second Tuesday of September of odd-numbered years. Each school election shall be used to elect citizens to the board to maintain a seven (7) member school board of directors and to address other questions that must be put before the voters.

Citizens of the school district community seeking a school board seat must have filed their nomination papers with the school board secretary consistent with the deadlines provided in Iowa law.

If a vacancy occurs on the board, it may be filled by an appointment consistent with Iowa law. If the board does not fill the vacancy by appointment, the board secretary will call for a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers with the board secretary consistent with the deadlines provided in Iowa law.

All elections will be held as provided in Iowa law. It shall be the responsibility of the county commissioner of elections to conduct school elections.

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QUALIFICATIONS

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

Individuals who are willing to put forth an effort to serve on the school board believe public education is important, support the democratic process, willingly devote time and energy to school 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 school board seat must be a citizen of the district, an eligible elector of the district, free from a conflict of interest with the position, and possess the characteristics required pursuant to Iowa law.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

OATH OF OFFICE

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

Each newly elected board member shall take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new board member elected at the annual school election at or before the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member shall take the oath of office within ten (10) days of the appointment or election.

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

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

The oath of office shall be as follows:

“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 (name the office) in the Garner-Hayfield-Ventura Community School District as now and hereafter required by law?”

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

CONFLICTS OF INTEREST

Board members must be able to make decisions objectively. No member of the board shall have an interest, direct or indirect, in a contract for the purchase of goods, including materials and profits, or the performance of services for the district. A member of the board may not do the following:

1. Receive direct compensation from the school district unless the board member receives less than \$2,500 per fiscal year or receives the compensation through a contract competitively bid in writing, publicly invited, and open;
2. Act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office;
3. Be a statewide elected official or a state legislator;
4. Engage in outside employment or activity that is in conflict with the board member's duties and responsibilities; or
5. Otherwise engage in activities constituting a conflict of interest under Iowa law.

No member of the board or their family members may accept any gratuities, financial or otherwise, from any supplier of materials or services to the school district.

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CODE OF ETHICS

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

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

AS A SCHOOL BOARD MEMBER:

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

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CODE OF ETHICS

IN MEETING MY RESPONSIBILITY TO MY COMMUNITY

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

IN MY RELATIONSHIP WITH SUPERINTENDENT AND STAFF

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

CODE OF ETHICS

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not help to employ a superintendent, principal, or teacher who is already under contract with another school without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school unless I would employ said employee under similar circumstances.
4. I will associate myself with school board members of other districts for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

BOARD SECURITY AND PROTECTION

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 warrants it.

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BOARD MEMBER LIABILITY

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

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

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PRESIDENT

It shall be the responsibility of the school board president to lead a well-organized board in an efficient and effective manner. The school board president shall set the tone of the school 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 school board shall be 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. A member may be elected to successive one-year terms as president.

The president, in addition to presiding at the school board meetings, shall take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members. However, before making or seconding a motion, the board president shall pass the gavel to either the vice president or another member of the board.

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

The board president, as the chief officer of the school district, shall sign employment contracts and may sign other contracts and school district warrants approved by the board. The board president will appear on behalf of the school corporation in causes of action involving the school district, unless the board president must appear individually as a party, in which case, this duty shall be performed by the secretary.

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VICE-PRESIDENT

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

The vice-president of the school board shall be elected by a majority vote at the organizational meeting each year to serve a one-year term of office. A member may be elected to successive one-year terms as vice-president.

The vice-president shall serve until the next organizational meeting when a new vice-president shall be elected. The vice-president shall accept the gavel from the president when the president wishes to make or second a motion. The vice-president shall take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members.

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SECRETARY

It shall be the responsibility of the school board to appoint a board secretary. This position shall remain in effect until the board chooses to make a change.

A school board secretary shall be appointed from the district staff, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after August 31, and prior to the board's organizational meeting, if the position is designated as a one-year position. To finalize the appointment, the board secretary shall take the oath of office at the meeting at which the individual was appointed or no later than ten (10) days thereafter. It is the responsibility of the board to evaluate the board secretary annually.

It shall be the responsibility of the secretary, as custodian of the school district's records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes for special and regular school board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; and to sign warrants drawn on the school funds after board approval. The secretary shall also be responsible for filing required reports with the State Department of Education.

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

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

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TREASURER

It shall be the responsibility of the school board to appoint a board treasurer from the district staff, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after August 31, and prior to the board's organizational meeting, if the position is designated as a one-year position. Once appointed, this appointment shall remain in effect until the board chooses to make a change. To finalize the appointment, the board treasurer shall take the oath of office at the meeting or no later than ten (10) days thereafter.

The primary responsibility of the treasurer, as an appointed school officer, is to administer and maintain compliance with statutory duties as outlined throughout the Iowa Code pertaining to schools. It will also be the responsibility of the treasurer to receive funds of the school corporation, to pay out the funds for expenses approved by the board, and to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs, and the investment portfolio of the district.

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

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

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BOARD OF EDUCATION LEGAL COUNSEL

It shall be the responsibility of the board to employ legal counsel on an "as needed" basis to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The board will appoint legal counsel at its annual meeting.

The superintendent, board secretary, business manager, and board president shall have the authority to contact the school district's legal counsel on behalf of the board when one of the mentioned parties believes it is necessary in the management of the school district. The board president, with the authority of the board, may contact and seek advice from the school district's legal counsel. The school district's legal counsel shall attend both regular and special school board meetings upon the request of the board or the superintendent.

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

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

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BOARD OF EDUCATION SELF-EVALUATION

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

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

It shall be the responsibility of the board president to develop a board evaluation program.

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ADVISORY COMMITTEES

The board will rely on various advisory committees comprised of citizens, staff, and/or students to counsel it as one way to learn about the needs and desires of the school district and its residents. The central purpose of all advisory committees is to contribute to the educational program by conducting studies, identifying problems, and developing recommendations that will help the board in the decision-making process. The ultimate authority to make decisions will continue to rest with the board.

The board may form advisory committees at such times and for such specific purposes as the board deems necessary. They will function until their assigned goal has been accomplished, or until the board dissolves the committee. Generally, advisory committees will be assigned to investigate areas of the educational program that need development, change, or reorganization, and areas of community involvement in district affairs.

The board president shall appoint or elect necessary members to these committees to achieve the committee's stated purpose.

Once activated, the committee will report periodically to the board, keeping it informed of progress and problems. The board may designate the intervals at which it will hear from the committee, but any significant developments will be reported as they occur. No announcement may be made by any committee or its members to the public or press until such release has been cleared with the board. The board will provide citizens' advisory committees with a suitable meeting place and other required facilities until the board dissolves the committees.

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STANDING BOARD COMMITTEES

The board may determine from time to time that board committees may be required to assist the board in its discharge of duties. In addition to any legally required committees, the board may appoint standing committees with specific charges.

If the board creates or appoints a standing committee, the board and the committee will follow all applicable federal and state laws including state open meetings and public records requirements. The board and the committee will also follow state and federal requirements regarding gender balance on committees.

In no case shall a committee constitute a quorum of the board.

Reports of board committees shall be circulated in advance through the superintendent's office, except in an emergency or as directed by the board or its president.

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BOARD POLICY

Development of Board Policy

As a policymaking body, the board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy shall provide the general direction as to what the board wishes to accomplish while allowing the superintendent the professional prerogative to implement board policy.

The board shall develop and maintain a policy manual that provides a codification of its policy actions. Copies of the policy manual shall be available in all administrative offices of the school district. They shall also be available on the school district's website.

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

Policy statements may be proposed by a member of the board, administration, school district personnel, students, or any other member of the district community. Proposed policy statements or ideas shall be submitted to the board through the office of the superintendent for placement on the agenda of a board of education meeting. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Adoption of Board Policy

Prior to final action to change current or adopt new policy, the board shall give notice by placing the proposal on the agenda for one board meeting, distribute the policy at the meeting, and allow for comment on the proposed policy at the meeting. This notice procedure shall be required except for emergency situations. The board shall have complete discretion to determine what constitutes an emergency.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at the next 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 an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Suspension of Board Policy

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 board policy. It is within the discretion of the board to determine when such an extreme and unique emergency exists. Reasons for suspension of board policy shall be documented in the board's minutes.

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REVIEW AND REVISION OF BOARD POLICY

The board shall, at least once every five years, meet as a committee of the whole to review the board policy manual. Each year the board may make a determination about the sections and/or series of the policy manual and the specific policies in the policy manual to be reviewed.

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GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION

ADMINISTRATIVE REGULATIONS

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

It shall be the responsibility of the superintendent, as delegated by the board, to develop administrative regulations, where necessary, to implement the board policies. The regulations will be reviewed and formally adopted by the board prior to their use in the school district.

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

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BOARD MEETINGS

All meetings of the board shall be public meetings and shall be open to the public at all times with the exception of closed session as described under Iowa law.

Advance public notice of the time, date, and place of each meeting and reconvened meeting, and the tentative agenda shall be provided. When it is necessary to hold an emergency meeting without notice, the nature of the emergency shall be stated in the minutes.

Regular Meetings

The regular meeting time and date shall be set by the board at its organizational meeting each September. The regular meetings of the board will be held on the second Monday of each month except in September when the regular meeting shall be held on the Monday following the canvass of the election results. These meetings will be held at the High School Media Center in Garner.

If the second Monday should fall on a day designated for a specific purpose by the local, state, or federal governments, the board shall meet the following Monday.

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 could not be held on the regular meeting date. Public notice shall be given for meetings in compliance with the law.

Organizational Meetings

An organizational meeting shall be held during the first regular meeting after the canvass of votes of the regular school election.

The meeting shall be called to order by the secretary acting as temporary chairperson.

The first order of business during the organizational meeting shall be to swear into office any new members unless they have been so sworn previously. During the organizational meeting, the board shall then elect from its membership a president and a vice-president and may appoint a new secretary and/or treasurer.

Special Meetings

From time to time, it may be necessary to conduct a board meeting instead of or in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board at the request of a majority of the board. Should a special meeting be called, public notice shall be given.

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

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

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BOARD MEETINGS

Annual Meetings

Each year in July and prior to the organizational meeting of the board, the board will hold its annual meeting.

The board, at this meeting, will also appoint a board secretary and a treasurer if the position is designated as a one-year position. In the board's discretion, one individual may serve as both the secretary and treasurer. The board may also appoint the board's legal counsel.

Reconvened Meetings

At a reconvened meeting, where the meeting was reconvened within four (4) hours of the start of the recess of the scheduled meeting and the date, time and place of the reconvened meeting is announced at the scheduled meeting in open session and recorded in the minutes of the meeting, the board is not required to provide further notice of the meeting.

Closed Session

The board may hold a closed session only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. The board may hold a closed session for any of the reasons listed in Chapter 21.5 of the Iowa Code. No formal action of any kind may be taken in a closed session.

Electronic Meetings

The board may conduct a meeting by electronic means such as a telephone conference call only in circumstances where such a meeting in person is impossible or impractical. Public access to the conversation must be provided to the extent reasonably possible. Public notice must be given for the electronic meeting and minutes kept, which include the reason for not holding a meeting in person.

Work Sessions

Work sessions for the board may be conducted to discuss issues in depth. A work session may be called by a majority of the board, the board president, or the board secretary upon the written request of a majority of the board. Should a work session be called, public notice shall be given.

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

MEETING NOTICE

Public notice shall be given for meetings and work sessions held by the board. Public notice shall indicate the time, place, date, and tentative agenda of school board meetings on the bulletin board in the administrative office of each building and the superintendent's office at least 24 hours before it is scheduled to begin.

A copy of the posted notice will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing and renewed annually. School district personnel will also be provided with a copy of the posted notice.

In the case of special meetings, notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the circumstances surrounding the emergency. The media and others who have requested notice shall be telephoned of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or any other individual shall constitute a waiver of notice by the attendee.

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

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

QUORUM

Action regarding the affairs of the school district by the board may be taken only when a quorum, constituting of a majority of the board members, is in attendance at the board meeting. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the board members present shall be sufficient to pass a motion or take action, unless law or board policy requires a vote of a greater number on a particular issue.

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

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

RULES OF ORDER

An orderly board meeting allows all board members to participate in discussions and decisions involving the school district. Rules of order for board meetings allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable, and consistent manner and also allow school district business and the relevant information to be brought to the attention of the board.

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

The board shall follow Robert's Rules of Order, Revised.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

METHOD OF VOTING

In keeping with the public nature of the meetings votes, on all motions and resolutions will be by "ayes" and "nays" and will be recorded based upon the individual member who is voting. All motions will be carried by a majority of the members present and voting or as otherwise required by law.

Final action on any matter before the board may be taken only in open session, unless some other provision of the Code of Iowa permits action to be taken in closed session.

When the board votes on the question of holding a closed session, the vote of each member, and the reason for holding the closed session by reference to a specific exemption, must be announced publicly at the open session and entered into the minutes.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised: 8-11-14

BOARD MEETING MINUTES

A complete and accurate set of minutes of each regular and special board meeting shall be kept to comply with all legal requirements. The board secretary will follow the following guidelines in writing board minutes.

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 part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year, as well as the school calendar, should become a part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year, the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

At the organizational meeting, the minutes should reflect the following:

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

Approved: 12-9-02 Reviewed: 02-13-2017 Revised: 8-11-14

BOARD MEETING MINUTES

34. Motion designating a member of a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.
35. Voting rotation when a roll call vote is used if so desired by the board.

Minutes leading to a closed session shall include the vote of each member on the question of holding the closed session and the reason for the closed session, but the statement of such reason need not state in the minutes the name of any individual or the details of the matter discussed in the closed session.

A copy of the minutes shall be sent to each member of the board before the next regularly scheduled meeting. The secretary of the board shall furnish a copy of the proceedings as indicated by the minutes within a reasonable amount of time following the adjournment of the meeting to the school district's official newspaper for publication.

Minutes shall be kept in an official record book specified for that purpose and shall be kept on file as the official record of legislation of the school district and shall be open to public inspection. Examination of the official record book by any citizen or group of citizens must be made at the location where the school district maintains the records, and under the jurisdiction of the secretary of the board.

A complete and accurate set of minutes will be made of each meeting and/or session of the board as required by law. A complete and accurate set of minutes and complete audio recordings will be made of each closed session of the board as required by law. The board secretary shall be custodian of the minutes and audio recordings from a closed session, which shall be maintained as required by law.

MEETING AGENDA

The tentative agenda for each board meeting stating the topics for discussion, and action for the board meeting is part of the public notice of the board meeting. It will be posted and distributed.

Persons wishing to place an item on the board meeting agenda must make a request to the superintendent ninety-six hours prior to the regularly scheduled board meeting. The person making the request must state the person's name, address, purpose of the presentation, action desired, and pertinent background information. 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 ninety-six hours prior to the board meeting may only be added to the agenda for good cause. Late submissions may be considered for a subsequent board meeting.

The tentative agenda and supporting documents shall be sent to the board members three days prior to the next scheduled board meeting. These documents are the private property of the board member.

The board shall take action only on items, other than an item added for good cause, on the tentative agenda posted with the public meeting notice. Items added to the agenda may be discussed or taken under advisement by the board. If an item is added for action, the minutes of the board meeting shall state the reason justifying immediate action.

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

Approved: 10-9-89 Reviewed: 02-13-2017 Revised: 8-11-14

ORDER OF REGULAR BOARD OF EDUCATION MEETING

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

1. Call to order
2. Adopt agenda
3. Approval of minutes
4. Approval of bills
5. Recognition of visitors/open forum
6. Report on educational items
7. Administrative reports
8. Action upon administrative recommendations
9. Open bids
10. Miscellaneous reports and concerns
11. Adjournment

The public notice at the superintendent's office twenty-four hours prior to the regular board meeting during regular business hours will offer more detail of the issues the board will discuss in the order stated above.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised: 11-14-94

PUBLIC PARTICIPATION IN BOARD MEETINGS

Citizens who do not have a place on the agenda may address the board on the issue of their concern during the agenda item identified as Recognition of Visitors/Open Forum. The board voluntarily makes this time available to residents of the school district. If the pressure of business or other circumstances dictate, the board president may decide to not set time aside for citizen participation. If the board has set time aside for citizen participation and citizens wish to address the board, the presiding officer will recognize these individuals to make their comments at the appropriate time. Speakers are asked to keep their remarks brief and no more than five minutes in length. The board reserves the right in its discretion to further limit the amount of time set aside for public participation.

Citizens who have a place on the agenda may address the board on the issue of their concern during the discussion of that issue. The presiding officer will recognize these individuals to make their comments when the item of their concern is addressed during the meeting.

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

Individuals who have a complaint about school district personnel may bring their complaint to the school board only after they have followed board policy on the bringing of citizen's complaints. Individuals who have a complaint may ask the board to hear their complaint only after they have followed board policy addressing students' complaints.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised: 8-11-14

PUBLIC HEARINGS

Public hearings may be held by the board on school district matters at the discretion of the board. Public notice of a public hearing shall be in the same manner as for a school board meeting, except that the notice shall be 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 who register at the door will be allowed to speak to the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible, and take no longer than five minutes in length. Prior to the beginning of the hearing, speakers and spectators will be apprised of any rules of order to be followed in regard to time limitations, questions, remarks, rebuttals, and so forth. In no event will a speaker be allowed to take the time of another speaker.

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

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BOARD OF EDUCATION AND AREA EDUCATION AGENCY

The board shall utilize the resources of Area Education Agency 267 (AEA267), such as educational materials and staff resources, particularly in the area of special education.

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.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

BOARD OF EDUCATION AND ELECTED OFFICIALS

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.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

BOARD OF EDUCATION RECORDS

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

It shall be the responsibility of the board secretary to keep the minutes of the school board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken and the vote of each member, with financial records of receipts and expenditures attached. This information 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 office of the superintendent after the board secretary transcribes the notes into type-written material which has been proofread for errors and retyped.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised: 8-11-14

ASSOCIATION MEMBERSHIP AND CONFERENCE PARTICIPATION

Participation in board member associations can assist the board. The board shall maintain an active membership in organizations the board determines will be of benefit to the board and the school district and encourage participation in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work session.

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BOARD OF EDUCATION MEMBER COMPENSATION AND EXPENSES

As a locally elected public official, each board of education member is a public servant who serves without compensation. No board member shall receive compensation for time spent as a school board member.

Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties. It shall be the responsibility of the board secretary to compile the expenses of board members and bring them to the attention of the board in the same manner as any other claim of the school district.

Approved: 10-9-89 Reviewed 02-13-2017 Revised:

NEW BOARD OF EDUCATION MEMBER ORIENTATION

To acquaint new board members with the duties and role of the board of education, each new board member shall meet with the superintendent to become familiar with the responsibilities and the role of being a board of education member for the school district. New board members shall have an opportunity to attend the IASB New Board Member Development Conference or similar 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 with the superintendent. It shall also be the responsibility of the superintendent to ensure that each new board member has necessary documents and board materials.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

ACTIVITY PASSES FOR BOARD MEMBERS

In recognition of the great amount of time, energy, and talent as well as the interest of board members in the school district, past and present board members and their spouses shall receive lifetime activity passes to school-sponsored activities.

It shall be the responsibility of the superintendent to ensure board members and their spouses receive activity passes.

Approved: 10-9-89 Reviewed 02-13-2017 Revised:

SCHOOL VISITATION BY BOARD OF EDUCATION

Board of education members are always welcome to visit the school building to observe the operations of the school district. Board of education members shall notify the administrative office when they are in the building for board related business.

Approved: 10-9-89 Reviewed: 02-13-2017 Revised:

GARNER-HAYFIELD-VENTURA COMMUNITY SCHOOL BOARD OF EDUCATION