



ROLE OF THE BOARD OF DIRECTORS

In this series of the board policy manual, the board shall define 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 North Scott 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.

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

The board will hold its annual/organizational meeting after August 31 in even numbered years. In odd-numbered years, the annual/organizational meeting will be held following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

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

Meeting Procedure

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

1. Final Meeting of the Retiring Board

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

2. Organizational Meeting of the New Board

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



ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

- (6) Election of the Vice-President. The president of the board will call for nominations; nominations need not be seconded. The board votes on the nominations. The president will announce the results and administers the oath of office to the newly elected vice-president.

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of Meetings.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- (11) Visitors.
- (12) Appoint Legal Counsel.
- (13) Resolution to Designate Financial Depository Institutions.
- (14) Review of Board Policies.
 - 211.7R1 – Rules of Order Regulation
 - 503.1 – Student Conduct
 - 505.9 – Parent and Family Engagement
 - 606.9 – Insufficient Classroom Space
- (15) Approval of Booster Groups to Operate Concession Stands.
- (16) Naming Official Newspaper.
- (17) Approval of Equity Report.
- (18) Approval of High School Course Enrollment Data.
- (19) Consent Agenda.
- (20) Reports.
- (21) New Business.
- (22) Superintendent's Report.
- (23) Adjournment.

NOTE: Board members elected at a regular school election must take the oath of office at or before the organizational meeting. Failure to do so results in a vacancy.

NOTE: The board president and vice president are each elected to a one year term at the organizational meeting in odd-numbered years and at the annual meeting in even numbered years.

Approved: April 24, 2019
Reviewed: November 9, 2020
Revised: December 16, 2019



ORGANIZATION OF THE BOARD OF DIRECTORS

The North Scott Community School District Board of Directors 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.

The board is organized for the purpose of setting policy and providing general direction for the North Scott Community School District. The board shall hold its organizational meeting at or before the first regular meeting following the canvas 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 minutes of its previous meetings, complete unfinished business necessary to be completed by the out-going board, and review the school election results. The newly-elected board shall then begin. The secretary will administer the oath of office to the newly-elected board members. The superintendent will preside while the newly-elected board elects the president and vice-president.

NOTE: Iowa law establishes the organizational meeting at or before the first regular meeting following the canvas of votes. Board members elected at a general election must qualify at or before the organizational meeting.

Legal Reference: Iowa Code §§274.2; 275.23A; 277.23; .28, .31; 279.1, .5, .7, .8, .33.
281 I.A.C. 12.3(2).

Cross Reference:	100	Legal Status of School District
	200.3	Powers of the Board of Directors
	202	Board of Directors Members
	211.1	Annual Meeting

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: February 28, 2022



POWERS OF THE BOARD OF DIRECTORS

The board of directors of the North Scott Community School District, acting on behalf of the school district shall have jurisdiction over school matters in the territory of the school district.

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

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

Legal Reference: Iowa Code §§28E, 274.1-.2, 279.8 (2015).
281 Iowa Admin. Code 11.1(3).
281 Iowa Admin. Code 12.1(2).

Cross Reference: 100 Legal Status of the School District
200.4 Responsibilities of the Board of Directors
210 Board of Directors Management Procedures

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RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board of directors is authorized to govern the school district which it oversees. The board is entrusted with public funds and is responsible for overseeing the improvement of student outcomes, including student academic achievement and skill proficiency. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and its evaluative duty.

As a representative of the citizens of the district community, the board is responsible for legislating policy for the school district. 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 the administrative details in a manner which supports and is consistent with board policy.

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

Legal Reference: Iowa Code §§274.1, 279.1, .8, .20; 280.12.
281 I.A.C. 12.3(2)

Cross Reference:	106	Educational and Operational Planning
	210.6	Review and Revision of Policy
	210.7	Review of Administrative Regulations
	600	Goals and Objectives of the Education Program

Approved: September 24, 1990
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BOARD OF DIRECTORS ELECTIONS

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 shall be filled in accordance with law and board policy.

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

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

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

Approved: September 24, 1990

Reviewed: May 9, 2016

Revised: November 9, 2020



QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, the students, and the staff and satisfaction from knowing each board member contributed to the success of the students 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 resident of the district, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §68B, §§277.4, .27 (2015).

Cross Reference: 201 Board of Directors Elections
203 Board of Directors Member Conflict of Interest

Approved: September 24, 1990

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Revised: June 8, 1992



OATH OF OFFICE

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

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

The oath of office shall be administered by the board secretary. In the event the board secretary is absent, the oath shall be administered by another board member.

Legal Reference: Iowa Code §§277.28, 279.1 (2015).

Cross Reference: 200.2 Organization of the Board of Directors
201 School Elections

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TERM OF OFFICE

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

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

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6; 279.7

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members
202.4 Vacancies

Approved: September 24, 1990

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Revised: November 9, 2020



VACANCIES

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 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 of the notice requiring the vacancy be filled by a special election.

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

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

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

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

Approved: September 24, 1990
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INDIVIDUAL AUTHORITY

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

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

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

Legal Reference: Iowa Code §274.7, 279.8 (2015).

Cross Reference: 204 Board of Directors Member Code of Ethics
211 Board of Directors Meetings

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BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$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 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 money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

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:



BOARD OF DIRECTORS' CONFLICT OF INTEREST

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

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: Iowa Code §§ 39.1, .2; 68B, 71.1; 277.27; 279.7A; 301.28 (2015).
1990 Op. Att'y Gen. 37.
1988 Op. Att'y Gen. 21.
1986 Op. Att'y Gen. 10.P
1984 Op. Att'y Gen. 23.
1982 Op. Att'y Gen. 302.
1978 Op. Att'y Gen. 295.
1976 Op. Att'y Gen. 89.
1974 Op. Att'y Gen. 137.
1936 Op. Att'y Gen. 237.

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

Approved: October 8, 1990
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CODE OF ETHICS

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

Each 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 students of my community in the best possible way.
5. I will not use the schools or any part of the school program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on educational programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have all decisions made for the best interests of the students 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.

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 students of my community the educational facilities that are as complete and adequate as it is possible to provide.



CODE OF ETHICS

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 people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND STAFF:

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

TO COOPERATE WITH OTHER SCHOOL BOARDS:

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



CODE OF ETHICS

Legal Reference: Iowa Code §§21.6(3)(d), 69, 277.28.

Cross Reference: 202 Board of Directors Members
203 Board of Directors Member Conflict of Interest

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Revised: June 8, 1992



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.

Legal Reference: Iowa Code §§21.7, 279.8, .28 (2015).

Cross Reference:	211	Board of Directors Meetings
	215	Public Participation in Board of Directors Meetings

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

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).
 20 U.S.C. §§794, 1401 et seq.
 42 U.S.C. §§1983, 1985 et seq.
 Iowa Code §613A (2015).
 1972 Op. Att'y Gen. 52.

Cross Reference: 710 Insurance Program

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Revised:



PRESIDENT

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

The president of the board is elected to serve a one-year term by a majority vote at the organizational meeting in odd-numbered years, or even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting.

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

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

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

Legal Reference: Iowa Code §§279.1-.2, 291.1.

Cross Reference: 200.2 Organization of Board of Directors
203.2 Oath of Office
206.2 Vice-President

Approved: September 24, 1990

Reviewed: November 9, 2020

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PRESIDENT - REGULATION

All contracts shall be signed by the Board President.

A. Contracts under \$10,000

All contracts under \$10,000 shall be recommended by a district administrator for approval to the Superintendent or Director of Business Affairs. After approval, the Board Secretary shall affix the Board President's signature by stamp or other mechanical means.

B. Contracts \$10,000 and over

Contracts of \$10,000 or more in value, excluding those listed in item C below, will be placed on a board agenda for approval.

C. Other Contracts/Agreements

Special education contracts, regular program tuition contracts, utility contracts, maintenance contracts, and renewals of agreements for monthly services shall be recommended by a district administrator for approval to the Superintendent or Director of Business Affairs. After approval, the Board Secretary shall affix the Board President's signature by stamp or other mechanical means.

Contracts for items or services that were bid and approved by the board shall be signed by the Board President, or have the Board President's signature affixed on the contract by stamp or other mechanical means by the Board Secretary after the contract has been reviewed by the Superintendent or Director of Business Affairs.

Approved: May 10, 2010
Reviewed: November 9, 2020
Revised: April 24, 2017



VICE-PRESIDENT

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

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 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 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 school board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code §279.5.

Cross Reference: 200.2 Organization of Board of Directors
202.2 Oath of Office
206.1 President

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SECRETARY

The board shall appoint a school board secretary from the 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 at the meeting at which the individual was appointed or no later than ten days thereafter.

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 of directors, to keep complete minutes for special and regular school board meetings, 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 the 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 board president or designee shall appoint someone to 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 a public employee bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§277.27, 279.3, .5, .7, 291.2-.4, .6-.11, .15 (2015).
281 Iowa Admin. Code 12.3(l).

Cross Reference: 202.2 Oath of Office
206.3E1 Board Secretary Job Description
206.4 Treasurer
501.10 Student Absences - Unexcused
710 Insurance Program

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised: January 12, 2004



BOARD SECRETARY JOB DESCRIPTION

TITLE: Board Secretary

QUALIFICATIONS: Such qualifications as the board may find appropriate and acceptable.

REPORTS TO: Board President

JOB GOAL: To serve as the legal secretary for the school corporation.

PERFORMANCE RESPONSIBILITIES:

Meetings/Minutes

1. Attend all meetings of the board.
2. Keep full and accurate minutes of all meetings of the board. (Ch. 291.6) (Policies 206.3, 211.8, 213, 218)
3. Send a copy of such minutes to each member of the board at least three days prior to the next regular meeting of the board.
4. In the event both the president and vice-president are absent, the secretary shall serve as temporary chairman for the purpose of selecting a president pro-tempore.

Notices/Publications

5. Give public notice of all meetings and work sessions of the board. Call special meetings and work sessions of the board at the request of a majority of the board. (Ch. 279.2) (Policies 211.3, 211.4, 211.5, 212)
6. Publish the minutes following each board meeting in accordance with the Iowa Code. Maintain a database of minutes of the board. (Ch. 279.35) (Policy 218)
7. Publish at least once monthly a schedule of bills approved by the board in accordance with the Iowa Code. (Ch. 279.35) (Policies 218, 707.3)
8. Annually publish the listing of salaries paid to individuals regularly employed by the district. (Ch. 279.35) (Policy 707.3)
9. Publish the proposed budget and public hearing information at least ten days prior to the public hearing. File the adopted and certified budget with the county auditor and other proper authorities by April 15. (Policy 703.1)



BOARD SECRETARY JOB DESCRIPTION

10. Publish legal notices concerning district business.

Records/Reports

11. Preserve and maintain the records and documents pertaining to the business of the district. (Ch. 291.6) (Policy 206.3)
12. File the Certified Annual Report (CAR) with the director of the department of education. (Ch. 291.10) (Policy 206.3)

Elections

13. Keep a record of all regular or special elections. (Ch. 291.6) (Policy 206.3)
14. Arrange for all board of director's elections with the County Commissioner of Elections (county auditor). (Policy 201)
15. Process nomination papers for all board of director's elections. Accept nomination papers for filing until 5:00 p.m. on the last day of filing. (Ch. 260C.15) (Policy 201)
16. Administer the oath of office to newly-elected board members. (Policy 202.2)
17. If a vacancy or vacancies occur among the elective officers or members of a school board and the remaining members of the board have not filled the vacancy within thirty days after the vacancy occurs, or when the board is reduced below a quorum, the secretary of the board shall call a special election to fill the vacancy or vacancies. (Ch. 279.7) (Policy 202.4)

Policy

18. Update the board policy manual as changes or additions are made, and distribute these updates to appropriate personnel and agencies. (Policy 210.3)

Financial/Investments

19. 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. (Policy 219.3)
20. Keep an accurate accounting record of each payment or electronic funds transfer from each fund, which shall be provided monthly to the board of directors. (Ch. 291.6) (Policy 206.3)



BOARD SECRETARY JOB DESCRIPTION

21. File monthly financial reports with the board of directors. (Ch. 291.7) (Policy 707.1)
22. Countersign checks and present a bill list to the board for audit and payment. (Ch. 291.6, 291.8) (Policy 206.3, 705.5)
23. In conjunction with the board treasurer and the director of business affairs, oversee the investment portfolio, coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district. (Policies 206.4, 704.3)
24. Annually prepare and present to the board a resolution stating the name, location, and maximum deposit amount of the financial depository institutions to serve as the official school district depositories. Include the resolution in the minutes of the meeting. (Policy 701.2)
25. Obtain and present affidavits from depository banks at the annual meeting of the board. Prepare the Treasurer's Annual Report for the district treasurer. (Ch. 279.33, 291.6) (Policy 206.4, 211.1)
26. If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the board secretary and the director of business affairs to carry out the duties of the treasurer. (Policy 206.4)
27. Issue anticipatory warrants when authorized. (Policy 705.6)

General

28. Take the oath of office at the meeting at which the individual was appointed or no later than ten days thereafter. (Policy 206.3)
29. Annually report the name and address of the president, secretary, and treasurer of the board to the director of the department of education, county auditor, and the county treasurer. (Ch. 291.11)
30. Call to the attention of the board legal requirements in those matters for which the secretary is responsible.
31. Sign documents as board secretary as required. Affix the board president's signature by stamp or other mechanical means on contracts under \$10,000, and other contracts and agreements. (Policy 206.1R1)
32. Attend local and state meetings to keep current with job responsibilities.



BOARD SECRETARY JOB DESCRIPTION

33. Maintain proficiency in operation of computer software (including word processing, spreadsheet, and database), calculators, copiers, and facsimile machines.
34. Work with and provide requested information to the district's auditors in conjunction with preparation of the district's Comprehensive Annual Financial Report.
35. Perform such other duties as may from time to time be required by the board of directors, the superintendent, or the law.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the board.

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

(This job description contains only measurable performance responsibilities.)

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: April 24, 2017



TREASURER

The board shall appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer shall take the oath of office at the meeting or no later than ten days thereafter.

It shall be the responsibility of the treasurer, in conjunction with the board secretary and the director of business affairs, 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 annually regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the treasurer to work with the secretary and the director of business affairs 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 to carry out the duties required, it shall be the responsibility of the board secretary and the director of business affairs to carry out the duties of the treasurer until the treasurer is able to resume the responsibility or a new treasurer is appointed.

The treasurer shall be covered by a public employee 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 Iowa Admin. Code 12.3(l).
1978 Op. Att’y Gen. 328.

Cross Reference: 202.2 Oath of Office
206.3 Secretary
704 Revenues

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 16, 2019



BOARD OF DIRECTORS LEGAL COUNSEL

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

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

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

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).
Iowa Code §279.37 (2015).

Cross Reference: 202.5 Individual Authority

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 13, 1993



BOARD OF DIRECTORS SELF-EVALUATION

Annually, the board shall conduct an evaluation of itself. The goal of the self-evaluation is not to criticize fellow board members but rather to point out to the board its strengths and areas to improve upon.

The evaluation will focus on board policies, board meetings, the education program, the financial management, the board member's 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.

Legal Reference: Iowa Code §§279.8, 280.12 (2015).

Cross Reference: 106 Educational and Operational Planning
217 Board of Directors Relationships

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised:



STANDING COMMITTEES

In order to facilitate an efficient administration of the district, the board will establish standing committees of the board.

The board, as a committee of the whole, shall appoint one or more board members to sit on each committee. These appointments will be made on a yearly basis. These standing committees exist in an administrative and advisory capacity. The board, as a whole, retains the authorization to make the final decision on any issue.

Legal Reference: Iowa Code §279.8 (2015).
281 Iowa Admin. Code 23.3 (3).
1988 Op. Att’y Gen. 87-3-6.

Cross Reference: 209.2 Ad Hoc Committee
209.3 Citizens’ Advisory Committee

Approved: October 8, 1990
Reviewed: November 9, 2020
Revised: May 9, 2016



AD HOC COMMITTEES

The board may from time to time require committees made up of citizens, staff or students to assist the board in studying an issue. Committees formed by the board shall be ad hoc committees.

Ad hoc committees will be formed by board resolution which shall outline the duties and goals of the committee. The committee shall have no authority to take any action other than that specifically stated in the resolution. The committees shall automatically dissolve upon the delivery of their 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 authorization to make the final decision about the issue.

The board president shall appoint, or the board shall elect, the necessary members to these committees to achieve the purpose stated by the board resolution. Board members may serve on ad hoc committees. The superintendent will serve on all ad hoc committees as an ex-officio member. The committee will select its own chairperson, unless the board designates otherwise.

Legal Reference: Iowa Code §279.8, 280.12 (2015).
281 Iowa Admin. Code 23.3 (3).
1988 Op. Att'y Gen. 87-3-6.

Cross Reference: 209.1 Standing Committees
209.3 Citizens' Advisory Committee

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



CITIZENS' ADVISORY COMMITTEE

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

The purpose and duties of the ad hoc committee shall be stated in the board resolution. The recommendation to the board shall be advisory in nature, and the board will receive the recommendation for consideration. The board retains discretion to make the final decision about the issue.

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

Legal Reference: Iowa Code §279.8 (2015).
281 Iowa Admin. Code 12.3 (3).
1988 Op. Att'y Gen. 87-3-6.

Cross Reference: 209.1 Standing Committees
209.2 Ad Hoc Committees

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



CITIZENS' ADVISORY COMMITTEE INFORMATION

Advisory Committee Purpose and Function

The specific purpose of each advisory committee varies; however, the primary function of every advisory committee is to give advice and suggestions regarding that particular committee's area of responsibility to the local board of directors. The democratic system is oftentimes slow in changing items, and it can seem frustrating to members of an advisory committee. When the legislature passed legislation creating advisory committees, it did **not** provide any financial resources to assist in implementing the recommendations of a committee. Please remember that as an advisory committee member, **YOU PROVIDE INPUT; THE BOARD OF DIRECTORS TAKES ACTION**. Please be patient. Change does take time; concerns worth discussing do not lend themselves to quick solutions. Your efforts **will** make a difference.

Role of Advisory Committee Member

The primary role of an advisory committee member is to be a productive, positive member of the committee. In doing so, it is important to listen and respect the opinions of others. In an exchange of ideas, individuals will have different thoughts; however, when the committee makes a recommendation to the board of directors, it is important to support the majority decision of the committee. A committee will function best when all of its members work within the framework, bringing items of business to the committee.

Advisory Committee Membership

All advisory committee members are appointed by the local board of directors. The board may request input from individuals or committees, or it may seek volunteers to serve; however, the board retains the authority, and is the **only** authority, to appoint members to an advisory committee. Board of directors are also, by law, provided certain limitations or requirements regarding the membership of an advisory committee. One of the areas, for example, is the requirement of gender balance.

Approved: November 9, 1992
Reviewed: November 9, 2020
Revised:



DEVELOPMENT OF 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 written policy statements contained in this document 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 standing committee for policy for placement on the agenda of a board of directors meeting. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§274.1-.2, 279.8, 280.12 (2015).
281 Iowa Admin. Code 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board
210.2 Adoption of Policy
210.3 Dissemination of Policy
210.4 Suspension of Policy
210.5 Administration in Absence of Policy
210.6 Review and Revision of Policy
210.7 Review of Administrative Regulations

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: January 12, 2004



ADOPTION OF 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.

Legal Reference: Iowa Code §279.8 (2015).
281 Iowa Admin. Code 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board
210.1 Development of Policy
210.3 Dissemination of Policy
210.4 Suspension of Policy
210.5 Administration in Absence of Policy
210.6 Review and Revision of Policy
210.7 Review of Administrative Regulations

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



DISSEMINATION OF POLICY

A board policy manual shall be housed at the central administration office. It shall be the responsibility of the board secretary to insure policies and revisions to board policies are updated within 30 days of approval by the board. All policies will be maintained and updated at the district's web page, <https://www.north-scott.k12.ia.us/school-board/policy/>. Copies of new or revised board policies shall also be attached to the official minutes of the meetings in which the final action was taken to adopt the new or revised policy.

Legal Reference: Iowa Code §§277.31, 279.8 (2015).
281 Iowa Admin. Code 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board
210.1 Development of Policy
210.2 Adoption of Policy
210.4 Suspension of Policy
210.5 Administration in Absence of Policy
210.6 Review and Revision of Policy
210.7 Review of Administrative Regulations

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: February 11, 2008



SUSPENSION OF POLICY

Generally, the board shall follow board policy and enforce it equitably. 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.

Board policy shall not be suspended by the administration or school district personnel. Policy may only be suspended by the board.

Legal Reference: Iowa Code §279.8 (2015).
281 Iowa Admin. Code 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board
210.1 Development of Policy
210.2 Adoption of Policy
210.3 Dissemination of Policy
210.5 Administration in Absence of Policy
210.6 Review and Revision of Policy
210.7 Review of Administrative Regulations

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



ADMINISTRATION IN ABSENCE OF POLICY

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

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

Legal Reference: Iowa Code §279.8 (2015).
Iowa Admin. Code 12.3(2).

Cross Reference: 101 Educational Philosophy of the School District
200.4 Responsibilities of the Board
210.1 Development of Policy
210.2 Adoption of Policy
210.3 Dissemination of Policy
210.4 Suspension of Policy
210.6 Review and Revision of Policy
210.7 Review of Administrative Regulations

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: June 22, 1992



REVIEW AND REVISION OF POLICY

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

It shall be the responsibility of the superintendent to keep the board informed as to the law changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement revisions in compliance with new laws to the board's attention. The board of directors shall notify all employees whenever revisions, additions, amendments and/or deletions are made.

Legal Reference: Iowa Code §279.8 (2015).
281 Iowa Admin. Code 12.3(2).

Cross Reference: 101 Educational Philosophy of the School District
200.4 Responsibilities of the Board
210.1 Development of Policy
210.2 Adoption of Policy
210.3 Dissemination of Policy
210.4 Suspension of Policy
210.5 Administration in Absence of Policy
210.7 Review of Administrative Regulations

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: April 28, 2008



REVIEW OF ADMINISTRATIVE REGULATIONS

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

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

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

Legal Reference: Iowa Code §279.8 (2015).

Cross Reference:	101	Educational Philosophy of the School District
	200.4	Responsibilities of the Board
	210.1	Development of Policy
	210.2	Adoption of Policy
	210.3	Dissemination of Policy
	210.4	Suspension of Policy
	210.5	Administration in Absence of Policy
	210.6	Review and Revision of Policy
	306	Development and Enforcement of Administrative Rules

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised:



ANNUAL MEETING

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

In even-numbered years, the annual meeting will include the election of officers.

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

Legal Reference: Iowa Code §§279.3, .3, .33

Cross Reference: 206.3 Secretary
206.4 Treasurer
207 Board of Directors Legal Counsel
211.7R1 Rules of Order Regulation
701.2 Depository of Funds
707 Fiscal Reports

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 16, 2019



ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

The board will hold its annual/organizational meeting after August 31 in even-numbered years. In odd-numbered years, the annual/organizational meeting will be held following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the annual meeting portion of the meeting is to examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The purpose of the organizational meeting portion of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president and a vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the board.

Final Meeting of the Retiring Board

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

Organizational Meeting of the New Board

1. The Superintendent, as president pro-term, will preside over the meeting until a new board president is elected.
2. Call to Order.
3. Roll Call.



ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

4. Oath of office. The board secretary will administer the oath to new members.
5. Election of President. The superintendent calls for nominations; nominations need not be seconded. The board votes on the nominations. The secretary announces the result of the vote, and administers the oath of office to the newly elected president. The newly elected president assumes the chair.
6. Election of Vice-President. The president of the board calls for nominations; nominations need not be seconded. The board votes on the nominations. The president will announce the result and administers the oath of office to the newly elected vice-president.

Other items of business at the organizational meeting may include:

7. Board resolution of appreciation recognizing the public service rendered by retiring board members.
8. Declaration of Meetings.
9. Board resolution to define the operating rules and practices that will be followed by the new board.
10. Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
11. Visitors.
12. Appointment of Legal Counsel.
13. Resolution to Designate Financial Depository Institutions.
14. Review of Board Policies.
 - 211.7R1 – Rules of Order Regulation
 - 503.1 – Student Conduct
 - 505.9 – Parent and Family Engagement
 - 606.9 – Insufficient Classroom Space



ANNUAL/ORGANIZATIONAL MEETING PROCEDURES

15. Approval of Booster Groups to Operate Concession Stands.
16. Naming Official Newspaper.
17. Approval of Equity Report.
18. Approval of High School Course Enrollment Data.
19. Consent Agenda.
20. Reports.
21. New Business.
22. Superintendent's Report.
23. Adjournment.

Approved: April 24, 2017
Reviewed: November 9, 2020
Revised: December 16, 2019



REGULAR MEETING

The regular meeting time and date will be set by the board at its annual or organizational meeting. These meetings will normally be held in the boardroom in the Administration Office, 251 East Iowa Street, Eldridge, or other designated locations.

Board meetings of North Scott Community School District are generally broadcasted live when held in the Board Room at the district administrative office. In instances where meetings are not broadcasted live, the public is still invited to attend and minutes are always available following the meeting.

When board meetings are held at a site other than the Board Room, the district will explore the technical requirements for filming the meeting in its location and determine the feasibility of doing so. When possible, the district will record meetings in other locations and post them for online viewing.

Legal Reference: Iowa Code §§21.4, 279.1

Cross Reference: 200.2 Organization of the Board of Directors
211.3 Special Meeting
211.5 Meeting Notice

Approved: September 24, 1990

Reviewed: April 24, 2017

Revised: November 23, 2020



SPECIAL MEETING

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, or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice shall be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give 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.

Legal Reference: Iowa Code §§21.4, 279.2 (2015).

Cross Reference:	200.2	Organization of Board of Directors
	211.2	Regular Meeting
	211.5	Meeting Notice

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised:



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.

Legal Reference: Iowa Code §§21.4, 279.2 (2015).

Cross Reference: 200.2 Organization of Board of Directors
211.2 Regular Meeting
211.5 Meeting Notice

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised: June 22, 1992



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 or another prominent place clearly designated for posting agendas in the superintendent's office at least twenty-four 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. A copy of the notice will also be accessible to employees and students.

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.

Legal Reference: Dobrovolny v. Reinhardt, 173 N. W.2d. 837 (Iowa 1970)
Iowa Code §§21.4, 279.1, .2.
1952 Op. Att'y Gen. 133.

Cross Reference: 200.2 Organization of the Board of Directors
211.2 Regular Meeting
211.3 Special Meeting
214 Board of Directors Meeting Agenda

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 16, 2019



QUORUM

Action regarding the affairs of the school district by the board may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While in person participation is encouraged, board members may attend meetings either in person or electronically provided each member can hear and be heard in real time by all members present and the public.

While board members are encouraged to attend board meetings, four members shall constitute a quorum and be 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 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.

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

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

Cross Reference: 211.7 Rules of Order
211.8 Methods of Voting

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised: December 16, 2019



RULES OF ORDER

An orderly board meeting allows the board members to participate in the discussion and decision about 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.

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 within these rules.

The board shall follow Robert's Rules of Order as modified by the board.

Legal Reference: Iowa Code §§21.7, 279.8 (2015).

Cross Reference: 206.1 President
211.6 Quorum
211.8 Method of Voting

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised:



RULES OF ORDER REGULATION

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.

Cross Reference: 211.1 Annual Meeting

Approved: May 9, 2011
Reviewed: November 9, 2020
Revised:



METHOD OF VOTING

In keeping with the public nature of the meeting, votes by the board, except those required by law to be roll call, shall be by voice vote unless a board member requests a roll call vote.

It shall be the responsibility of the board secretary to record the vote of each board member in the minutes of the school board meetings.

Legal Reference: Iowa Code §§21.3, 279.8 (2015).

Cross Reference: 211.6 Quorum
211.7 Rules of Order
213 Closed Meetings of the Board of Directors

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised: June 22, 1992



EXEMPT MEETINGS

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 recording the gathering or taking minutes, and be held without a vote or motion. The board may also hold an exempt session for the following reasons, or as may be otherwise authorized by law:

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

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16.

Cross Reference: 209.2 Ad Hoc Committees
212 Open Meetings
213 Closed Sessions

Approved: February 28, 2022

Reviewed:

Revised:



OPEN MEETINGS

A gathering of a majority of school board members either in person or electronically in which deliberation, of an issue within scope of the board's policy-making duties takes place is a school board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting when there is no discussion of policy or not intent to avoid the purpose of the open meetings law. Meetings of the board shall be conducted in open session unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

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

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

Cross Reference: 211 Board of Directors Meetings
213 Closed Meetings of the Board of Directors
214 Board of Directors Meeting Agenda

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 16, 2019



CLOSED SESSIONS

Generally, board meetings shall be open meetings, unless a closed session or exempt meeting is provided for under the law.

Closed sessions take place as part of an open meeting. The board may enter into closed session for any reason permitted by law.

The item for discussion in the closed session shall be listed as part of the tentative agenda on the public meeting notice with the full text of the Iowa Code citation reference stated on the agenda. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. A minimum of five members of the board, or all of the board members present if any are absent, must vote in favor of the motion on a roll call vote. Closed sessions shall be recorded and have detailed minutes kept by the board secretary. No voting will take place in the closed session. Final action on matters discussed in the closed session will be taken in an open meeting.

The minutes and the 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 recordings and the written minutes shall be kept for one year from the date of the meeting. Real estate related minutes and recordings will be made public after the real estate transaction is completed.

The detailed minutes and recording will be sealed and will not be public records open to public inspection. The minutes and recording will only be available to board members or opened upon court or administrative 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, but generally closed sessions will be limited to the board, a recording secretary and the superintendent if indicated. The board has discretion to nominate the board secretary or any board member to serve as recording secretary for the closed session.

Legal Reference: Iowa Code §§21; 22.7; 279, .24 (2015).
1982 Op. Att’y Gen. 162.
1980 Op. Att’y Gen. 167.
1976 Op. Att’y Gen. 384, 514, 765.
1972 Op. Att’y Gen. 158.
1970 Op. Att’y Gen. 287.

Cross Reference: 209.2 Ad Hoc Committees
211 Board of Directors Meetings
212 Open Meetings of the Board of Directors
212.1 Exempt Meetings
214 Board of Directors Meeting Agenda

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: February 28, 2022



BOARD MEETING AGENDA

The tentative agenda for each regular board meeting stating the topics for discussion and action for the board meeting is part of the public notice of the board meeting. The agenda will be posted on the district web page and at the superintendent's office 24 hours prior to the meeting.

Persons wishing to place an item on the board meeting agenda must make a request to the superintendent 6 working days 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.

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 why. The board shall exercise this discretionary authority with great care.

It shall be the responsibility of the board president and superintendent to develop the agenda for each school board meeting. Any board member may place an item on the next regular agenda with the consent of a majority of the board. Board members wishing to do so should provide notice to the Superintendent and board president 6 days prior to the scheduled meeting.

Legal Reference: Iowa Code §21, §279.8 (2015).

Cross Reference:	206	Board of Directors Officers
	211	Board of Directors Meetings
	214.2	Order of Regular Board of Directors Meeting
	215	Public Participation in Board of Directors Meetings
	218	Board of Directors Records
	901.1	Examination of School District Records

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised: February 28, 2022



ORDER OF REGULAR BOARD OF DIRECTORS MEETING

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

1. Call to Order
2. Approval of Agenda
3. Comments and Suggestions from Citizens
4. Consent Agenda
5. Reports
6. Old Business
7. New Business
8. Superintendent's Report
9. Board Comments & Correspondence
10. 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.

Legal Reference: Iowa Code §21 (2015).

Cross Reference:	211	Board of Directors Meetings
	214.1	Board of Directors Agenda
	215	Public Participation in Board of Directors Meetings
	218	Board of Directors Minutes
	901.1	Examination of School District Records

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised: June 22, 1992



CONSENT AGENDAS

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

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

The superintendent in consultation with the board president and board secretary shall place items on the consent agenda. By using a consent agenda, the board has consented to the consideration of certain items as a group under one resolution. Should a consent agenda be used, each item will be allowed sufficient discussion time to review the item. Items may be removed from the consent agenda by request.

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

Legal Reference: Iowa Code §21, §279.8 (2015).

Cross Reference:	206	Board of Directors Officers
	211	Board of Directors Meetings
	214.2	Order of Regular Board of Directors Meetings
	215	Public Participation in Board of Directors Meetings
	218	Board of Directors Records
	901.1	Public Examination of School District Records

Approved: December 13, 1993

Reviewed: November 9, 2020

Revised:



GENERAL COMPLAINTS BY CITIZENS

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 broad 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 shall be in writing, signed and explain the process followed by the complainant prior to the appeal to the board.

Parents, guardians and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education.

Legal Reference: Iowa Code §279.8.

Cross Reference:	214.1	Board Meeting Agenda
	215	Public Participation in Board of Directors Meetings
	402.5	Public Complaints about General Personnel
	502.6	Student Complaints and Grievances

Approved: December 13, 1993
Reviewed: November 9, 2020
Revised: September 27, 2021



PUBLIC PARTICIPATION IN BOARD OF DIRECTORS MEETINGS

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.

Public Comment During Board Meetings

Citizens wishing to address the board during public comment must notify the board secretary prior to the board meeting. The presiding officer 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 that not act upon them or their contents. who have a place on the agenda may address the board on the issue of their concern during the discussion of that issue.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to 3 minutes with a total allotted time for public participation of 60 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.

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

Petitions to Place a Topic on the Agenda

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular board meeting, or special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds a public hearing to discuss the curriculum.



PUBLIC PARTICIPATION IN BOARD OF DIRECTORS 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.

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 citizens' complaints.

Legal Reference: Iowa Code §§21; 22; 279.8B.

Cross Reference:	205.1	Board of Directors Member Security and Protection
	211	Board of Directors Meetings
	216	Public Hearings
	402.5	Public Complaints about General Personnel
	904	Public Participation in the School District

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: September 27, 2021



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 days before the hearing is to be held. Public notice of a public hearing for a public improvement project shall be published at least once weekly not less than four and not more than twenty days before the public hearing.

At public hearings citizens who register at the door will be allowed to speak to the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible and no longer than three 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.

Legal Reference: Iowa Code §§24.9, §279.8

Cross Reference:	211	Board of Directors Meetings
	215	Public Participation in Board of Directors Meetings
	703.3	Public Review of the Budget

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: April 24, 2017



BOARD OF DIRECTORS AND SUPERINTENDENT

The superintendent is hired by the board 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.

Legal Reference: Iowa Code §§279.8, 279.20 (2015).

Cross Reference: 302.1 Administration and Board of Directors
 303 Superintendent
 305 Reduction in Administrative Personnel

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



BOARD OF DIRECTORS AND DISTRICT PERSONNEL

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.

Legal Reference: Iowa Code §§ 20, 279.8, 279.12-.18 (2015).

Cross Reference:	401.5	Staff Complaints
	401.7	Relations to Administration and to the Board
	401.8	Involvement in Decision-Making

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



BOARD OF DIRECTORS AND ADJOINING DISTRICT BOARDS OF DIRECTORS

The board may work with adjoining school district boards to provide additional opportunities in the school district's education 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.

Legal Reference: Iowa Code §§ 28E, 279.8, 280.15, 442.39 (2015).
1978 Op. Att'y Gen. 64.

Cross Reference: 410.2 Shared Certified Personnel

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: April 9, 2012



BOARD OF DIRECTORS AND AREA EDUCATION AGENCY

The board shall utilize the resources of Mississippi Bend 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 psychologists, speech- language pathologists, 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.

Legal Reference: Iowa Code §§ 28E, 273, 279.8 (2015).
1978 Op. Att'y Gen. 64.

Cross Reference: 610 Special Education

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised:



BOARD OF DIRECTORS AND ELECTED OFFICIALS

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

It shall be the responsibility of the board to maintain contact with the elected official representing the school district.

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

Legal Reference: Iowa Code § 279.8 (2015).
Iowa Code § 68B (Iowa Acts, 1992).

Cross Reference: 603.3 Special Education
302.4 Administration and Area Education Agency

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: January 24, 1994



BOARD OF DIRECTORS 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 the schedule of bills allowed attached. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. This information shall be furnished within two weeks of the meeting, to be published in a newspaper designated as a newspaper for official publication. The permanent records of the board minutes may include more detail than is required for 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 typewritten material which has been proofread for errors and corrected.

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36, 291.6, .7; 618.3.
281 I.A.C. 12.3(1).
1982 Op. Att'y Gen. 215.
1974 Op. Att'y Gen. 403.
1952 Op. Att'y Gen. 133.

Cross Reference: 213 Closed Meetings of the Board of Directors
903 Duplicated or Printed Materials

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 16, 2019



ASSOCIATION MEMBERSHIPS

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.

Legal Reference: Iowa Code § 279.38 (2015).

Cross Reference: 219.2 Board of Directors Member Development and Training
219.4 New Board of Directors Member Orientation

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised:



BOARD OF DIRECTORS MEMBER DEVELOPMENT AND TRAINING

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

The board will work closely with the Iowa Association of School Boards and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.

Legal Reference: Iowa Code §§279.8, .38.

Cross Reference: 219.1 Association Membership
219.4 New Board of Directors Member Orientation

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: December 16, 2019



BOARD OF DIRECTORS MEMBER COMPENSATION AND EXPENSES

As a locally-elected public official, the board of directors member is a public servant who serves without compensation. No board member shall receive compensation for their 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.

Legal Reference: Iowa Code §§ 277.27, 279.8, .32 (2015).

Cross Reference:	203	Conflict of Interest
	401.11	General Personnel Travel Compensation
	401.16	Credit Cards
	705.5	Payment for Goods and Services

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: June 22, 1992



NEW BOARD OF DIRECTORS MEMBER ORIENTATION

To acquaint new board members with the duties and role of the board of directors, each new board member shall participate in an in-house orientation program to become familiar with the responsibilities and the role of being a board of directors member for the school district.

Legal Reference: Iowa Code § 279.8 (2015).

Cross Reference: 219.1 Association Membership
 219.2 Board of Directors Member Development and Training

Approved: September 24, 1990

Reviewed: November 9, 2020

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.

Legal Reference: Iowa Code §§ 273.1, 279.8 (2015).

Cross Reference: 219 Board of Directors Member Services

Approved: September 24, 1990

Reviewed: November 9, 2020

Revised:



SCHOOL VISITATION BY BOARD OF DIRECTORS MEMBERS

Board of Directors members are always welcome to visit the school building to observe the operations of the school district. Board of Directors members shall notify the superintendent and principal when they are in the building or virtual for board-related business.

Legal Reference: Iowa Code § 279.8 (2015).

Cross Reference: 202.5 Individual Authority
 904.5 Visitors to the School Facility

Approved: September 24, 1990
Reviewed: May 9, 2016
Revised: November 23, 2020



GIFTS TO BOARD OF DIRECTORS MEMBERS

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

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

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

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

- Contributions to a candidate or a candidate's committee;
- Informational 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;



GIFTS TO BOARD OF DIRECTORS MEMBERS

- 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 services;
- Non-monetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- 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;
- 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,



GIFTS TO BOARD OF DIRECTORS MEMBERS

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 a custom of the other country and is of personal value only to the board member.

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

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

It shall be the responsibility of each board member to know when it is appropriate to accept or reject gifts or an honorarium.

Legal Reference: Iowa Code ch. 68B (2015).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross Reference: 203 Board of Directors' Conflict of Interest
401.3 Employee Conflict of Interest
402.4 Gifts to Employees
704.4 Gifts - Grants – Bequests

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: April 10, 1995



NEGOTIATIONS

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

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

The superintendent, in conjunction with the board's chief spokesperson, shall determine the composition of the school district's collective bargaining team. In developing this team, the board shall consider the nature of the employee group, the individual's familiarity with or expertise in the area represented by the employee groups, and team continuity and consistency.

The board shall set the parameters and goals for the negotiations process. Periodic strategy sessions shall be conducted with the entire board to maintain open communications between the board team and the chief spokesperson throughout the negotiation process.

Legal Reference: Burlington Community School District v. Public Employment Relations Board, 268 N.W.2d 517 (Iowa 1978).
621 Iowa Admin. Code 6.
1982 Op. Att'y Gen. 162.
Iowa Code §§ 20.17, 21.9 (2015).

Cross Reference: Series 400 Personnel

Approved: September 24, 1990
Reviewed: November 9, 2020
Revised: June 12, 1995