

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

**Policy Title: STATEMENT OF GUIDING PRINCIPLES**

**Code No. 200**

It is the policy of the board of Directors to organize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative governing body of the School District, and those administrative activities which are to be performed by the Superintendent of Schools and his/her staff in the exercise of a delegated administrative authority. The function of the Board can be described as policy-making, appraisal, and evaluation.

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

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July 1, 1985

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October 17, 1994  
January 5, 1998  
May 21, 2001  
March 7, 2006  
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**Board of Directors**  
**Series 200**

**Policy Title: Organization of the Board of Directors**

**Code No. 200.1**

The Colfax-Mingo Community School District board is authorized by and derives its organization from Iowa law. The board shall consist of 7 [seven] board members. Board members shall be elected by director district.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board shall hold its organizational meeting at the first regular meeting following the canvass of votes.

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

Legal Reference: Iowa Code 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33 (2009) 281 I.A.C. 12.3 (2)

Date of Adoption:  
February 2, 1998

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

**Policy Title: OATH OF OFFICE**

**Code No. 200.2**

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

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is 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 will take the oath of office within ten days of the appointment or election.

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

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

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

***NOTE: Board members elected at the regular election do not need to take the oath of office within 10 days. Those elected at a special election or appointed to fill a vacancy, however, must take the oath of office within 10 days.***

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2007).  
Cross Reference: 200.1 Organization of the Board of Directors  
201 Board of Directors' Elections  
202 Board of Directors Members  
204 Code of Ethics  
206 Board of Directors' Officers

Date of Adoption:  
September 2014

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March 21, 2016

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

**Policy Title: TERM OF OFFICE**

**Code No. 200.3**

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

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

***NOTE: This policy states the terms of office established by law for board members elected at a regular or special election or appointed to fill a vacancy.***

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2007).

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

Date of Adoption:  
September 2014

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March 21, 2016

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

**Policy Title: BOARD VACANCIES**

**Code No. 200.4**

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office.

A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The newly-appointed board member will hold the position until the next scheduled school election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, 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.

Any person so appointed as an officer or member of the Board of Directors shall qualify within ten days thereafter in the manner required by law

***NOTE: This policy reflects Iowa law on what constitutes a board vacancy and the filling of board vacancies.***

Legal Reference:     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).  
                          Iowa Code §§ 21.6(3)(d); 69; 277.29-.30; 279.6-.7 (2007).  
                          1944 Op. Att'y Gen. 39.

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

Date of Adoption:  
September 2014

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March 21, 2016

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

**Policy Title: LEGAL STATUS OF THE BOARD**

**Code No. 201.2**

The Board of Directors of Colfax-Mingo Community School District derives its legal status from the constitution of the State of Iowa and the statutes enacted by the General Assembly. The Board of Directors acts as an agent of the state in developing an educational program in accordance with the Constitution and laws of the State of Iowa.

**Date of Adoption:**

July 1, 1985

Legal Reference: (Code of Iowa)

Chapter 279

**Reviewed & Revised:**

September 3, 1991

October 17, 1994

January 5, 1998

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: GENERAL POWERS AND DUTIES**

**Code No. 201.3**

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

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

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

**Executive:** The Board of Directors selects an executive officer, the Superintendent of Schools, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

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

Legal Reference:

Board of Directors of Ind. School District of Waterloo v. Green, 259 Iowa 1260, 147 N.W. 2d 854 (1967) Iowa Code 28E; 274.1-.2; 279.8 (2009) 281 I.A.C. 12.1(2)

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September 3, 1991

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March 7, 2006

March 7, 2011

March 21, 2016



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

**Policy Title: BOARD OF DIRECTORS' ELECTIONS**

**Code No. 201.4**

The school election takes place on the second Tuesday in September of odd-numbered years and shall be elected as follows: One from District I, one from District II, one from District III, one from District IV, one from District V, one from District VI, and one from District VII. All eligible voters of the Colfax-Mingo Community School District may vote for all seven directors and to address other questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the Board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

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

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

Legal Reference: Iowa Code 39; 45, 63, 274.7; 277; 278.1, 279.7 (2009)

**Date of Adoption:**

July 1, 1985

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October 17, 1994

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May 21, 2001

March 21, 2016

## **Board of Directors**

Series 200

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

**Code No. 201.8**

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 68B; 279.8 (1993)

#### **Date of Adoption:**

November 15, 1993

#### **Reviewed & Revised:**

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March 7, 2011

March 21, 2016

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

**Policy Title: BOARD MEMBER LIABILITY**

**Code No. 201.9**

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 official duties, unless the act 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 vs. Strickland, 420 U.S. 308 (1975), 42 U.S.C. 19893. 1985 (2006); Iowa Code ch. 670 (2009)

**Date of Adoption**

January 5, 1998

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March 7, 2011

March 21, 2016

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

**Policy Title: CODE OF ETHICS**

**Code No. 202.1**

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

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

**AS A SCHOOL BOARD MEMBER:**

1. I will listen.
2. I will respect the 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 school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on education 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 decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will insist that all members of the board make an extended effort to attend and participate in all regular and special scheduled board meetings, as well as all sub-committee meetings as assigned.

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March 21, 2016

**Board of Directors  
Series 200**

**Policy Title: PRESIDENT**

**Code No. 202.2**

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

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

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

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

The President of the Board of Directors shall sign employment contracts and sign other contracts and warrants approved by the board and appear in behalf of this school corporation in all actions involving the school district..

Legal Reference: Iowa Code 279.1 - .2; 291.1 (2009)

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November 6, 1995

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May 21, 2001

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March 7, 2011

March 21, 2016

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

**Policy Title: VICE-PRESIDENT**

**Code No. 202.3**

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

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

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

Legal Reference:  
Iowa Code 279.5 (2009)

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March 7, 2011  
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**Board of Directors**  
**Series 200**

**Policy Title: SECRETARY**

**Code No. 202.4**

It shall be the responsibility of the board to annually appoint a board secretary.

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after July 1 and no later than August 15, to serve a one year term of office. To finalize the appointment, the board secretary shall take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. It shall be the responsibility of the superintendent to evaluate the board secretary annually.

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

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, a designee shall assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary shall be bonded in an amount recommended by the district insurance agent and approved by the Board. The cost of the bond will be paid by the school district.

Legal Reference:

Iowa Code 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-8, .10-.11; 299.10, .16 (2009)

**Date of Adoption:**

January 8, 1996

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May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016



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

**Policy Title: TREASURER**

**Code No. 202.5**

The Treasurer of the Board shall be appointed annually by the Board at the annual meeting in July and salary will be established at this meeting. To finalize the appointment, the treasurer will take the oath of office at the meeting or no later than ten days thereafter.

The Treasurer of the Board shall:

- \* Furnish surety bond in amount determined by the Board, the same to be paid by the district.
- \* Take the oath required. (291.4)
- \* Keep an accurate record of all receipts and expenditures of school funds.
- \* Register all orders drawn and reported to him/her by the Secretary showing the number, date, to whom drawn, fund upon which it is drawn, the purpose and amount.
- \* Keep an accurate separate account for all funds.
- \* Render a financial statement whenever required by the Board and keep books open for inspection at all times.
- \* Arrange for accounts at banks designated by the board.
- \* Furnish to the Board a sworn statement from each depository bank, showing balance as of June 30th.
- \* Account for receipts of school funds and monthly payment of taxes from the County Treasurer.
- \* Keep a record to whom interest bearing school bonds are sold.

(Sample policy is narrative, which is more in line with secretary policy)

Legal Reference:

Iowa Code 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.14 (2009)

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

**Policy Title: BOARD OF DIRECTORS' CONFLICT OF INTEREST**

**Code No. 202.6**

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member 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 shall not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$1,500 in a fiscal year or if the contracts are made by the board upon competitive bid in writing, publicly invited and opened. The payment of compensation to another family member shall be within the discretion of the board.

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 shall also be a conflict of interest for a board member to engage in any outside employment or activity, which is in conflict with the board member's official duties and responsibilities. Determining whether outside employment or activity of a board member creates a conflict of interest shall include, but is not be limited to, any of the following:

(1) The outside employment involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

(2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.

(3) The outside employment or activity is subject to the official control, inspection, review, audit or enforcement authority of the board member during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment fails under (3), then the board member must:

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

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

**Legal Reference:**

Iowa Code 39.1, .2; 68B, 71.1; 277.27; 279.7A; 301.28 (2009)

- 1990 Op Att'y Gen. 37
- 1988 Op Att'y Gen. 21.
- 1986 Op Att'y Gen. 10.
- 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.

*Page -3- Board of Directors Conflict of Interest Code No 202.6*

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March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: ADOPTION OF POLICY**

**Code No. 203.1**

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final board action. This notice procedure shall be required except for emergency situations.

If the board adopts a policy in an emergency situation, a statement of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

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

In the case of 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.

1. Initiation: Persons residing within or employed by the school district may suggest or recommend policies to the superintendent. The superintendent will obtain from the initiator a statement of the need for the proposed policy. The superintendent will be the primary person for initiating policy development directed by state officials or law.

2. Assembly of background material: Within one month of policy initiation, the superintendent will gather the following types of information to prepare for further discussions:

- a. The effect the proposed policy will have on administrators, students, teaching staff, the community and others;
- b. The fiscal consequences of adopting the proposed policy;
- c. The specific need for the policy;
- d. Samples of similar policies of other boards, if any;
- e. Provisions of state law, where applicable; and,
- f. Suggestions as to how the policy will be implemented, enforced and evaluated.

3. Work Sessions: The superintendent will prepare a summary of the background material, which will be distributed to each board member. Within two weeks after this distribution, a work session will be held. Notice of work sessions will be posted like any other meeting. Work sessions will provide the board with an opportunity to hear opinions and to weigh the merits of proposals from various groups.

4. Board formal action: When the draft policy has been prepared, the policy will be placed on the board's agenda for a first reading no sooner than two weeks after the policy statement has been distributed to the board. If no serious objections are raised at this reading, the policy will be scheduled for a second, final reading and adoption at a subsequent regular board meeting not less than one month after the first reading. If serious objections are raised at the first or second readings, the board may refer the proposed policy for review. [Each reading of the policy will constitute a public hearing before the board, and public discussion will be permitted at that portion of the regular agenda in which the proposed policy is introduced.]

5. Promulgation: Adopted policies will be given publicity. The superintendent may arrange for brief press releases concerning policy adoptions. The superintendent will inform parents and the public of policy adoptions in district publication. Policy manuals will be kept for public reference in each building administrator's office. Each board member will be issued a policy manual, and will be sent new policies as adopted.

6. Implementation: The superintendent will outline the actions to be taken to implement the policy and, where appropriate, issue administrative regulations concerning the policy. Often these administrative regulations will be developed, if required, as the policy is developed.

7. Evaluation: The policy committee will arrange for a review of major policies and request periodic reports from the superintendent to answer such questions as: Are the policies working? Are they in tune with the changing times? Do they need revision? Which should be eliminated? The entire board policy manual will be reviewed every five years in compliance with the educational standards.

Legal References: Iowa Code 279.8 (2009) 281 I.A.C. 12.3(2) 1970 Op. Att'y Gen. 287

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*Page -3- Adoption of Policy Code No 203.1*

May 21, 2001

March 7, 2006

March 7, 2011

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

**Policy Title: LEGAL COUNSEL**

**Code No. 203.7**

It is the responsibility of the board to employ legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The Board of Directors at the annual organizational meeting held in September shall appoint an attorney to represent the corporation and advise the Board.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the board's legal counsel. The board's legal counsel shall attend regular and special meetings of the Board when requested and be available for consultation as needed. He/She shall be paid on a "time" or "retainer" basis as determined by the Board. Board members may contact legal counsel upon approval from the majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the mater.

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

Legal reference:

Bishop v. Iowa State Board of Public Instruction, 395 N.W. 2d 888 (Iowa 1986)  
Iowa Code 279.37 (2009)

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June 6, 2005

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

**Policy Title: AD HOC COMMITTEES**

**Code No. 203.8**

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

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

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

**Ad Hoc Committee Purpose and Function**

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

**Role of an Ad Hoc Committee Member**

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

**Ad Hoc Committee Membership**

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

Legal Reference: Iowa Code 21; 279.8; 280.12(2) (2009)  
281 I.A.C. 12.3(3), .3(8); .5(8).

**Date of Approval:**

December 4, 1995

**Reviewed & Revised:**

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

**Board of Directors  
Series 200**

**Policy Title: REGULAR MEETINGS**

**Code No. 204.1**

Regular meetings of the Board of Directors shall be held on the third Monday of each month, unless otherwise approved by the Board. The board will reserve the first Monday of each month for committee meetings if needed.

All meetings shall be held in the meeting place officially designated by the Board, which shall be in the High School Media Center unless otherwise approved by the Board in regular session. Meetings will be held in accessible locations and auxiliary aids will be provided upon request. Regular meetings shall commence at times designated by a majority of voting board members.

Legal Reference:

Iowa Code 21.3, .4; 279.1

**Date of Adoption:**

July 1, 1985

**Reviewed/Revised:**

September 3, 1991

March 21, 1994

February 21, 2000

May 21, 2001

March 7, 2006

October 1, 2007

March 7, 2011

March 21, 2016

December 19, 2016

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

**Policy Title: SPECIAL MEETINGS**

**Code No. 204.2**

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

Notice may be oral or written and will specify the time and place of the meeting. Notification of meeting will accord to Board Policy 204.4

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

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

Legal Reference: Iowa Code 21.3, .4; 279.2 (2009) 1980 Op. Att’y Gen 148.

**CLOSED SESSIONS**

**Exceptions to the Open Meetings Law**

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

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

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

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

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

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

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

- 1) negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;

- 2) to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
- 3) to conduct a private hearing relating to the recommended termination of a teacher's contract. However, the private hearing in the teacher's contract termination shall be recorded verbatim by a court reporter; and
- 4) to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

**Legal Reference:**

Iowa Code 20.17; 21; 22.7; 279.15, .16, .24 (2009)

1982 Op. Att'y Gen. 162

1980 Op. Att'y Gen. 167

1976 Op. Att'y Gen. 384, 514, 765.

1972 Op. Att'y Gen. 158

1970 Op. Att'y Gen. 287.

**Date of Adoption:**

December 21, 1987

**Reviewed & Revised:**

September 3, 1991

February 22, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: NOTIFICATION OF BOARD MEETING**

**Code No. 204.5**

It is the policy of the Colfax-Mingo Community School District to provide public notice of the time, date, and place of each meeting of the Board of Directors or any multi-member committee formally created by the Board, along with a tentative agenda. Such notice shall be provided to the news media who have filed a written request for notice with the secretary of the Board. The notice shall also be posted in the administrative offices of the school district for at least 2 days before it is scheduled, but, at the minimum, twenty-four hours notice needs to be given.

A copy will be furnished to the Colfax-Mingo Education Association. The designated places for publicizing the notice shall be:

School Website  
Jasper County Tribune (Weekly)  
and/or  
Newton Daily News (Daily)  
and/or  
Radio - K.C.O.B. in Newton for Special Meetings

Legal Reference:

Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970)  
Iowa Code 21.2-.4; 279.1, .2 (2009)  
1952 Op. Att’y Gen. 133.

Date of Adoption:  
December 21, 1987

Reviewed/Revised:  
September 3, 1991  
December 5, 1994  
February 21, 2000  
May 21, 2001  
March 7, 2006  
March 7, 2011  
March 21, 2016

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

**Policy Title: RULES OF ORDER**

**Code No. 204.6**

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

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

The purpose of modified rules adopted by the board are:

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

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

**Date of Adoption:**

July 1, 1985

**Reviewed/Revised:**

September 3, 1991

December 5, 1994

March 27, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016



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

**Policy Title: AGENDA**

**Code No. 204.7**

The superintendent of schools shall submit to the Board of Directors for its consideration, at least three days before a regular meeting, an agenda, which shall set forth the order of business for that meeting.

The agenda shall contain supporting data for the suggested items of business together with recommendation of the superintendent, or recommendation from staff members designated by him/her.

All board members may telephone for agenda items prior to publication of the agenda.

**Date of Adoption:**

July 1, 1985

**Reviewed/Revised:**

September 3, 1991

December 5, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: ORDER OF REGULAR BUSINESS MEETINGS      Code No. 204.8**

The order of business at all meetings, except as otherwise directed by the Board or by its president, shall be as follows:

**Meeting Agenda**

1. Call to Order
2. Recognition of guests
3. Approval of the agenda
4. Consent agenda
5. Action items
6. Discussion items
7. Adjourn

Legal Reference:  
Iowa Code 21; 279.8 (2009)

**Date of Adoption:**  
December 21, 1987

**Reviewed/Revised:**  
September 3, 1991  
December 5, 1994  
February 21, 2000  
May 21, 2001  
March 7, 2006  
March 7, 2011  
March 21, 2016

**Board of Directors  
Series 200**

**Policy Title: HANDLING GRIEVANCES**

**Code No. 204.9**

A. Personnel Grievances

Communications, grievances, and complaints from personnel shall first be brought to the attention of the superintendent of schools before being brought before the Board of Directors. An employee or group of employees may at any time appeal a decision of the superintendent to the Board.

Personnel desiring to address the Board on any matter shall direct their communication to the superintendent of schools and not to the individual members of the Board, except that copies of any communication to the superintendent will be sent to all members.

Complaints against any employee which arises from within the membership of the Board, or which come to the attention of the Board, except through the superintendent, shall be referred to the superintendent of schools for decision. In case either the employee or the complainant is not satisfied with the decision of the superintendent, appeal may be taken to the Board. No complaint shall be considered by the Board in any other manner.

Whenever a citizen is aggrieved at the action of any employee, such citizen may give information to the employee's immediate supervisor. In the event that the matter is not satisfactorily resolved, the appeal process will follow this order:

1. Other supervisor or administrative personnel in the line of responsibility
2. The superintendent of schools
3. The Board of Directors

No appeal will be heard by the Board of Directors and no charges against the employee will be investigated or acted upon by the Board unless reduced to writing, signed by the party bringing the same, and presented to the Board through the superintendent of schools. (Alternate wording: If the complainant appeals to the board, the appeal will be in writing, signed, and explain the process followed by the complainant prior to the appeal to the board. It is within the board's discretion to determine whether to hear the complaint.)

**Date of Adoption:**  
December 21, 1987

**Reviewed/Revised:**

September 3, 1991

December 5, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

COLFAX-MINGO COMMUNITY SCHOOL DISTRICT  
 COMPLAINT FORM  
 (Discrimination, Anti-Bullying, and Anti-Harassment)

204.9A

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else):  
 \_\_\_\_\_  
 \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)?  
 \_\_\_\_\_

Date and place of alleged incident(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Names of any witnesses (if any):  
 \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

\_\_\_\_\_  
 \_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

COLFAX-MINGO COMMUNITY SCHOOL DISTRICT  
WITNESS DISCLOSURE FORM

204.9B

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee):  
\_\_\_\_\_  
\_\_\_\_\_

Date and place of alleged incident(s):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color	<input type="checkbox"/>	
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed	<input type="checkbox"/>	

Description of incident witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

**Policy Title: Board of Directors Records**

**Code No. 204.10**

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

It shall be the responsibility of the board secretary to keep the minutes of the 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, and the schedule of bills allowed shall be attached. This information shall be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary has prepared them.

**Legal Reference:**

Iowa Code 21; 22; 279.8, .35, .36; 291.6, .7; 618.3 (2009)

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

**Date of Adoption:**

September 3, 1991

**Reviewed/Revised:**

December 5, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: CMEA PARTICIPATION IN BOARD MEETINGS**

**Code No. 204.11A**

All meetings of the board shall be open to the Colfax-Mingo Education Association. CMEA members are invited to attend board meetings and will be given appropriate time to voice opinions or concerns.

The board has a responsibility to conduct its business in an orderly and efficient manner so that all business may receive proper consideration.

The board shall place as either an informational or action item on the agenda at a regular scheduled board meeting any matters brought to its consideration by the CMEA provided that such matters are made known to the Superintendent's office a minimum of seven (7) days prior to said meeting.

**Date of Adoption:**

June 25, 2001

**Reviewed & Revised:**

March 7, 2006

March 7, 2011

March 21, 2016



**Board of Directors**

**Series 200**

**Policy Title: PUBLIC PARTICIPATION IN BOARD MEETINGS**

**Code No. 204.11**

All meetings of the board shall be open to the public. The public is invited to attend Board meetings and will be given limited time (3 minutes) to voice opinions or problems.

The Board has a responsibility to conduct its business in an orderly and efficient manner so that all business may receive proper consideration, and so confusion and waste of time and effort can be eliminated.

A person wishing to be heard by the Board shall first be recognized by the President. He/She shall then identify himself/herself and proceed with his/her comments within the allotted time. The President is responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the suitability of the time for such presentation.

The Board as a whole shall have the final decision in determining the appropriateness of all such rulings, pursuant to Roberts Rules of Order. There shall be specified as part of each agenda a time when members of the public wishing to address the Board on a particular subject on the agenda shall file with the Secretary prior to the commencement of the meeting, their name, and the item on the agenda about which they wish to speak.

**Date of Adoption:**

December 21, 1987

**Reviewed & Revised:**

September 3, 1991

July 18, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: MULTI-CULTURAL, GENDER FAIR POLICY STATEMENT**

**Code No. 204.12**

It is the policy of the Colfax-Mingo Community School District not to discriminate on the basis of race, national origin, age, marital status, color, sexual orientation, gender identity, religion, or disability its educational programs, activities, or physical employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments and the Federal Rehabilitation Act of 1973. The requirement not to discriminate in educational programs and activities extends to employment therein and to admission thereto.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, national origin, age, marital status, color, sexual orientation, gender identity, religion, or disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and the responsibilities of each individual as a member of multi-cultural, gender fair society.

Inquiries regarding compliance with federal or state regulations requiring non-discrimination in programs or employment may be directed to the equity coordinator of the district or to the Superintendent at the Central Administrative Services Offices, 1000 North Walnut, Colfax, IA 50054; or to the Director of the Regional VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

**Date of Adoption:**

July 1, 1985

**Reviewed & Revised:**

September 3, 1991

December 5, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: MINUTES**

**Code No. 204.13**

Records of all transactions not exempt from Chapter 28A, Code of Iowa, of the Board will be set forth in full in the official minutes of the Board. The minutes at a minimum, should contain the motion, the second, and the vote by individual members on each issue. The minutes of open meetings will be kept on file as the permanent official records of school legislation. The secretary will act as custodian of the minutes and will make them available to any citizen to examine during the district's office hours. A summary of open meetings will be published in the local newspaper.

**Closed Meeting**

Detailed minutes and complete tape recordings will be made of all closed meetings of the Board. Detailed minutes will include a synopsis of the discussion, the persons present, and any action occurring during the closed session. The Board secretary will be custodian of the detailed minutes and tapes which will be maintained in a securely locked depository, separate from the regular Board minutes, for a period of one year after which they will immediately and routinely be destroyed (tapes will be erased). Access to these documents will be available only to Board members, appropriate administrative personnel and/or judicial review.

Detailed minutes and tape recordings of closed sessions held under the purchase of real estate exception to open meetings, must be made available for public examination when the transaction discussed is completed. There shall be separate detailed minutes and a tape recording for each real estate transaction.

**Date of Adoption:**

July 1, 1985

Legal Reference: (Code of Iowa) Chapter 291.6.28A

Iowa Code 21.3, .4; 279.2 (2009) 1980 Op. Att'y Gen 148.

**Reviewed/Revised:**

September 3, 1991

December 5, 1994

February 21, 2000

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: COMPENSATION FOR EXPENSES**

**Code No. 205.1**

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

**Date of Adoption:**

July 1, 1985

**Reviewed & Revised:**

September 3, 1991

December 4, 1995

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: MEMBERSHIP IN STATE AND NATIONAL ASSOCIATIONS**

**Code No. 205.2**

Participation in board member associations are beneficial to the board. It shall be the policy of the Board of Directors to maintain an active membership in The Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

**Date of Adoption:**

July 1, 1985

**Reviewed & Revised:**

September 3, 1991

December 4, 1995

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

**Policy Title: BOARD ATTENDANCE AT STATE & NATIONAL  
CONFERENCES**

**Code No. 205.3**

It is the policy of the Board of Directors to send representatives to state and national school board conferences and/or the state and national administrator's conference each year. Attendance at these conferences is intended to make the board aware and knowledgeable of national education trends, policies, issues, and programs.

The Board will pay all expenses for IASB in-state meetings for those Board members who attend. Arrangements for attendance shall be through the central office. Receipts for all expenses are required for reimbursement.

The Board will pay the registration and expenses for two board members to attend National Conferences or meetings held outside the state. The Board will pay all reasonable expenses directly related to attendance at the National Conference/ Convention. Receipts for all expenses are required for reimbursement.

A priority schedule maintained by the superintendent based on past attendance and board seniority will determine, by rank order, board members who may attend National Conferences/Conventions.

Board members attending National Conferences are expected to present a report on the conference proceedings to the Board.

**Date of Adoption:**

July 1, 1985

**Reviewed & Revised:**

September 3, 1991

December 20, 1993

December 4, 1995

March 15, 1999

May 21, 2001

March 7, 2006

March 7, 2011

March 21, 2016

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

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

**Code No. 205.4**

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

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

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

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

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to a board member’s official function, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational, or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or position held outside the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities.

- Plaques or items of negligible resale value given as recognition for public service;
- Non-monetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national, or regional organization in which the State of Iowa or a school district is a member for purposes of a business or educational conference, seminar, or other meeting or solicited by or given for the same purposes 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 education 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 ore received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council, or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district; or
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member.
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.



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

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

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

Legal References:

Iowa Code Ch. 68B (2009),  
1972 Op. Att’y Gen 276,  
1970 Op. Att’y Gen 319

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