

Red Oak Community School District
604 S Broadway
Red Oak, Iowa 51566
712.623.6600
www.redoakschooldistrict.com

Special Board of Directors Meeting

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR
VIA Internet and phone -visit website for information
Go To Meeting Link: <https://meet.goto.com/984797821>

Wednesday, January 8, 2025 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bret Blackman
- 2.0 Roll Call – Board of Directors Secretary Heidi Harris
- 3.0 Approval of the Agenda – President Bret Blackman
- 4.0 Consent Agenda
 - 4.1 Review and Approval of Minutes from December 18, 2025 Board Meetings
 - 4.2 Review and Approval of Monthly Business Reports
 - 4.3 Personnel Considerations
 - 4.3.1 Resignation of Chris Koontz as Paraprofessional at Inman Elementary School
Effective January 3, 2025
- 5.0 General Business for the Board of Directors
 - 5.1 Old Business
 - 5.1.1 Discussion/Approval of Second Reading of Board Policies 210-218
 - 5.2 New Business-None
- 6.0 Appoint Individual to Fill Vacant Board Seat in Accordance with Iowa Code § 279.6(1)(a)
 - 6.1 Interview Prospective Candidates Who Expressed Interest in Filling Vacant Board Seat
 - 6.1.1 Rev. Ricky Rohrig
 - 6.2 Discussion/Approval of Entering Closed Session to Discuss the Qualifications of
Prospective Candidates to Fill Vacant Board Seat
Iowa Code § 21.5(1)(i) authorizes school boards to enter closed session “To evaluate
the professional competency of an individual whose appointment, hiring, performance,
or discharge is being considered when necessary to prevent needless and irreparable
injury to that individual’s reputation and that individual requests a closed session.”
Final action on matters discussed in closed session must be taken in open session.
 - 6.3 Discussion/Approval of Appointing Individual to Fill Vacant Board Seat
 - 6.4 Oath of Office
- 7.0 Next Board of Directors Meeting: Wednesday, January 15, 2025 – 5:30 pm
 Red Oak Virtual Learning Center
 Red Oak Jr./Sr. High
- 8.0 Adjournment

Red Oak Community School District
Meeting of the Board of Directors
Meeting Location: Virtual Classroom/ Phone/Internet
Red Oak Junior Senior High School Campus
December 18, 2024

The regular meeting of the Board of Directors of the Red Oak Community School District was called to order by President Bret Blackman at 5:30 p.m. at the Red Oak Junior Senior High School Virtual Classroom.

Present

Directors: Bret Blackman, Kathy Walker, Bryce Johnson, and Scott Bruce
Superintendent Ron Lorenz, Board Secretary/Business Manager, Heidi Harris

Approval of Agenda

Motion by Director Walker, second by Director Johnson to approve the agenda with the order of agenda items at the discretion of the meeting chair. Motion carried unanimously.

Good News

Congratulations to Coy Wilson who finished third in the Junior National Rodeo Saddle Bronc Championship.

Congratulations to Adam Baier as he was invited to participate in the Iowa Shrine Bowl as part of the South Squad on July 19, 2025.

Thank you to the Red Oak Minisingers for a wonderful performance for the Board with a few of their best holiday songs.

Consent Agenda

Motion by Director Walker, second by Director Bruce to approve the consent agenda as presented including meeting minutes, monthly business reports, and personnel considerations. Motion carried unanimously.

Board Policies 210 - 218

Motion by Director Bruce, second by Director Walker to approve the first reading of Board Policies 210 – 218. Motion carried unanimously.

Interscholastic Activity Sharing for Boys and Girls Soccer with East Mills CSD

Motion by Director Bruce, second by Director Johnson to approve the Interscholastic Activity Sharing Agreement for Boys and Girls Soccer with the East Mills Community School District for the 2024-2025 school year. Motion carried unanimously.

2025–2026 Pre-Service/Orientation Training Speaker

Motion by Director Bruce, second by Director Johnson to approve using professional development funds to pay a speaker for the 2025-2026 pre-service training and orientation for \$10,500. Motion carried unanimously.

Approval of FY2023 Independent Audit

Motion by Director Walker, second by Director Bruce to approve the FY 2023 Audit as presented. Motion carried unanimously.

Topographic and Partial Boundary Surveys

Motion by Director Walker, second by Director Johnson to approve the topographic and partial boundary survey at Inman Elementary School for \$4,520.00. Motion carried unanimously.

Resolution Requesting Proposals to Purchase Real Property

Motion by Director Johnson, second by Director Walker to resolution requesting proposals to purchase real property (i.e. Bancroft and Webster Parcels). Motion carried unanimously.

Public Hearing for Potential Conveyance of Real Property

Motion by Director Walker, second by Director Bruce to approve setting a public hearing date of January 29, 2025, for the potential conveyance of real property (i.e. Bancroft and Webster Parcels). Motion carried unanimously.

Discussion of Board Goals for Proposed Capital Improvement Projects

Ron Lorenz, Superintendent, discussed the goals, objectives, priorities, preferences, and timelines for proposed capital improvement projects.

Adjournment

Motion by Director Bruce, second by Director Walker to retire to the regular board meeting at 6:47 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Wednesday, January 8, 2025
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bret Blackman, President

Heidi Harris, Board Secretary

Board Policies 210-218
5 Year Review: December 2024/January 2025

210 - Board of the Directors' Meetings

210.1 - Annual Meeting

Each year at a regular or special meeting held after August 31, but before the organizational meeting the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30 and transact such other business as may properly come before it. As part of the annual reports, the treasurer will present affidavits from depository banks.

The board may also appoint the board's legal counsel.

Legal Reference: ~~Iowa Code §§ 279.1, .3, .33.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~ **December 18, 2024**

Revised September 27, 2021

210.2 - Organizational Meeting

The board will hold its organizational meeting in odd-numbered years at the first regular meeting 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 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 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.

- I. Call to Order
- II. Roll Call

III. Communications

- A. Visitors
- B. Correspondence
- C. Other

IV. Consent Agenda

- A. Agenda
- B. Approval of Minutes from Previous Meeting
- C. Claims
- D. Financial Reports

V. Business of the Retiring Board of Directors

- A.
- B.

VI. 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.

VII. Adjournment of the Retiring Board of Directors

VIII. Business of the New Board of Directors

- A. Organizational Meeting of the Board of Directors (The board secretary, as president pro tem, will preside over the meeting until a new board president is elected.)
 - 1. Call to Order
 - 2. Roll Call
 - 3. Oath of office. The board secretary will administer the oath to new members.
 - 4. Election of Board Officers (Election of a president of the board. The president pro tem will call for a motion to elect the board president, with the process to continue until a board member is elected as board president following a motion and second. The board secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair. Election of the vice-president. The president of the board will call for a motion to elect the board vice-president, with the process to continue until a board member is elected as board vice-president following a motion and second. The board president will administer the oath of office to the newly elected vice-president.)
 - 5. Review of Board Member Code of Ethics
 - 6. Appoint Board Member to County Conference Board(s)
 - 7. Make Appointments to Other Board Committees
 - 8. Reaffirm Dates, Place, & Time of Regular Board Meetings

B. New Business

- 1.
- 2.

IX. Reports

- A. Administrative
- B. Upcoming Events and Meetings

X. Adjournment

Vacancies in Officer Positions

If any office of the board should become vacant between organizational meetings, such office will be filled by the remaining members of the board in accordance with this policy.

Approved: March 26, 2018

Reviewed: ~~September 27, 2021~~

December 18, 2024

Revised: March 26, 2018

210.3 - Regular Meeting

The regular meeting time and date will be set by the board at its annual meeting in even-numbered years or organizational meeting in odd-numbered years.

~~In general, ¶~~ The regular meetings of the board will be held on the ~~second and fourth~~ **third Mondays Wednesdays** of each month. ~~The board will adopt the official meeting schedule through September of each year at its organizational meeting. ¶~~ Meetings will begin promptly at 5:30 p.m. The board will adhere to this meeting date schedule unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the board's convenience.

Meetings will be held in the meeting place officially designated by the board, which will be accessible to the public. Public notice of the meetings will be given.

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

Approved: March 26, 2018

Reviewed: ~~September 27, 2021~~

December 18, 2024

Revised: ~~March 26, 2018~~

January 15, 2025

210.4 - Special Meeting

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

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

Legal Reference: Iowa Code §§ ~~21.3, .4; 279.2.~~

Approved March 26, 2018
Reviewed ~~September 27, 2021~~ **December 18, 2024**
Revised March 26, 2018

210.5 - Work Sessions

The board, as a decision making body, is confronted with a continuing flow of problems, issues and needs which require action. While the board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming and thoughtful discussion without action. Therefore, the board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no board action will take place at the work session.

Legal Reference: Iowa Code §§ ~~21; 279.8.~~

Approved March 26, 2018
Reviewed ~~September 27, 2021~~ **December 11, 2024**
Revised March 26, 2018

210.6 - Meeting Notice

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted ~~on the bulletin board in the central administration office~~ **in a prominent place clearly**

designated for posting agendas in the central administration office, and on an exterior facing door/window so that community members may see the agenda when the building is physically closed. The agenda will be posted at least 24 hours before ~~it~~ the meeting is scheduled.

A copy of the public notice will be provided to those who have filed a request for notice with the secretary. ~~These requests for notice must be in writing.~~ A copy of the public notice will also be accessible to employees and students.

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

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

~~Legal Reference: Iowa Code §§ 21.2-.4; 279.1, .2.; Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

Revised ~~March 26, 2018~~

December 18, 2024

January 15, 2025

210.7 - Quorum

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While 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, three (3) members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is 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.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~ December 18, 2024

Revised March 26, 2018

210.8 - Rules of Order

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:

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

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

~~Legal Reference: Iowa Code §§ 21.2, .7; 279.8.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

December 18, 2024

Revised March 26, 2018

210.8R1-Regulation Rules of Order

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

Approved September 27, 2021

Reviewed ~~September 27, 2021~~

December 18, 2024

Revised

210.9 Board Meeting Agenda

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

It is the responsibility of the board president and superintendent to develop the agenda for each board meeting. Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests from the public may be added to the tentative agenda at the discretion of the superintendent after consultation with the board president. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents will be sent to the board members prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the central administration office.

The board will take action only on the items listed on the tentative agenda posted with the public notice. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting will state the reason justifying the immediate action.

~~Legal Reference: Iowa Code §§ 21; 279.8.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

December 18, 2024

Revised March 26, 2018

210.9E1 - 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 the following:

REGULAR SCHOOL BOARD MEETING
RED OAK COMMUNITY SCHOOL DISTRICT
MEETING LOCATION: High School Media Center
2011 N 8th St
RED OAK, IOWA 51566
MONDAY, ----, 20--
7:00 P.M.

MEETING AGENDA

- I. Call to Order
- II. Roll Call
- III. Communications
 - A. Visitors
 - ~~B. Correspondence~~
 - C. Other
- IV. Consent Agenda
 - A. Agenda
 - B. Minutes from Previous Meeting
 - C. Claims
 - D. Financial Reports
 - E. Personnel Considerations
 - F. Out of State Trips
 - G. Contract Renewals
- V. General Business of the Board of Directors

Old Business

1.

B. New Business

1.

VI. Reports

A. Administrative

B. Upcoming Events and Meetings

VII. Adjournment

210.10 - Consent Agenda

The board must often consider agenda items which are noncontroversial 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, open enrollment requests 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 noncontroversial items or items of a similar nature.

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

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

~~Legal Reference: Iowa Code §§ 21; 279.8.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

December 18, 2024

Revised March 26, 2018

211 - Open Meetings

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within the jurisdiction of the board takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting unless a discussion of policy takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

~~Legal Reference: Iowa Code §§ 21, 279.1-2.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

December 18, 2024

Revised March 26, 2018

212 - Closed Sessions

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting only when a closed session or exempt meeting is permitted under Iowa law.

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

¶The item for discussion in the closed session will be listed as part of the tentative agenda on the public 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, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be ~~tape~~ recorded and have detailed minutes kept by the board secretary. **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 ~~tape~~ recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The ~~tape~~ recordings and the written minutes will be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

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

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

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

Legal Reference: ~~Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

December 18, 2024

Revised ~~September 27, 2021~~

January 15, 2025

213 - Exempt Meetings

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting only when a closed session or exempt meeting is permitted under Iowa law.

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

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.

Legal Reference: ~~Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24.~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

Revised ~~March 26, 2018~~

December 18, 2024

January 15, 2025

214 - Public Hearings

214.1 - Public Participation in Board 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 specific time for public comment.

Public Comment During Board Meetings

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

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to two (2) minutes with a total allotted time for public participation of thirty (30) 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 or board work sessions.

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 meeting, or a 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 the public hearing to discuss the curriculum.

The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual making the comments or any other individual causing disruption may be asked to leave the board meeting.

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 making the comments or any other 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 employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Approved March 26, 2018

Reviewed ~~August 2, 2023~~ December 18, 2024

Revised August 2, 2023

~~214.1R1 – General Complaints by Citizen Regulations~~

~~The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the~~

~~education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.~~

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

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

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

~~When a complaint requiring attention is received by the board or a board member, it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal will be in writing, 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.~~

~~Legal Reference: [Iowa Code § 279.8](#)~~

214.2 Public Complaints (new policy)

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

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

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

president or board secretary in writing, who may bring it to the attention of the entire board.

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.

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

Approved
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Revised

215 - Public Hearings

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

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

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

The board may take action on the subject at the public hearing, after all presentations have been made, or at a later meeting.

Legal Reference: ~~Iowa Code §§ 21; 24.9; 26.12; 279.8; .10; 297.22.~~

Approved March 26, 2018
Reviewed ~~September 27, 2021~~
Revised March 26, 2018

December 18, 2024

216 - Board of Directors' Records

216.1 - Board of Directors' Records

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

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of the date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available within two weeks of the board meeting and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the central administration office after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

~~Legal Reference: Iowa Code §§ 21; 22; 279.8; .35; .36; 291.6; .7; 618.3
281 I.A.C. 12.3(1).~~

Approved March 26, 2018
Reviewed ~~September 27, 2021~~
Revised March 26, 2018

December 18, 2024

216.1E1 - Board Meeting Minutes

A complete and accurate set of minutes of each regular and special board meeting shall be kept to comply with all legal requirements.

The board minutes should reflect the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.

6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions, numbered consecutively for each fiscal year.
12. A record of all contracts entered into, with the contract documents kept in a separate file.
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record, by number, of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Board policy and administrative guides should be made a part of the minutes by exhibit.
20. Adoption of textbooks and establishment of bus routes by the board for the school year as well as the school calendar should become a part of the minutes.
21. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
22. A record of all delegations appearing before the board and a record of all petitions.
23. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
24. The election or appointment of board officers.
25. The appointment of auditors to examine the books.

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

1. Appointment of a temporary chairperson if not specified in policy.
2. Oath of office administered to newly elected board members.
3. Nominations taken for the office of president and vice-president.
4. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
5. The resolution to pay bills when the board is not in session.
6. A resolution to automatically disburse payroll along with a roster of all employees under contract.
7. A resolution naming depositories along with the maximum deposit for each depository.
8. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
9. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.
10. Voting rotation when a roll call vote is used if so desired by the board.

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

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

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

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3
281 I.A.C. 12.3(1).

Approved March 26, 2018

Reviewed ~~September 27, 2021~~ **December 18, 2024**

Revised March 26, 2018

217 - Board of Directors' Members Compensation and Expenses

As an elected public official, the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties as allowed by law.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt will make the expense nonreimbursable. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense.

It is the responsibility of the board secretary to compile the expenses of board members and bring them to the board for audit and approval in the same manner as other claims of the school district. It is the responsibility of the board to determine through the audit and approval process of the board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Legal Reference: ~~Iowa Code §§ 68B; 277.27; 279.7A, .8, .32.~~

Approved March 26, 2018

Reviewed September 27, 2021 **December 18, 2024**

Revised March 26, 2018

218 - Gifts to Board of Directors

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of “restricted donor” **stated below** ~~as outlined in Iowa law~~ or the gift or honorarium does not meet the definition of “gift” or “honorarium” as ~~outlined in Iowa law~~ **stated below**. Board members may receive nonmonetary gifts of a value less than \$3.00 if the donor does not intend to influence the board member’s professional judgment.

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;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions

held outside of the organization and if the dues paid are not inconsequential when compared to the items received;

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

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

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

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

~~Legal Reference: [Iowa Code ch. 68B.](#)~~

Approved March 26, 2018

Reviewed ~~September 27, 2021~~

Revised ~~March 26, 2018~~

December 18, 2024

January 15, 2025