



Red Oak Community School District

604 S Broadway

Red Oak, Iowa 51566

712.623.6600

www.redoakschooldistrict.com

Regular Board of Directors Meeting

Meeting Location: Red Oak Jr./Sr. Virtual Learning Center OR
VIA Internet and phone -visit website for information

Monday, October 11, 2021 – 5:30 pm

- Agenda -

- 1.0 Call to Order – Board of Directors President Bryce Johnson
- 2.0 Roll Call – Board of Directors Secretary Deb Drey
- 3.0 Approval of the Agenda – President Bryce Johnson
- 4.0 Communications
 - 4.1 Good News from Red Oak Schools
 - 4.2 Visitors and Presentations
 - 4.2.1 Cassandra Pullen, Marketing Director of the Red Oak Chamber of Commerce and Industry, to discuss ROCCI the Rebranding Initiative
- 5.0 Consent Agenda
 - 5.1 Review and Approval of Minutes from September 27, 2021 *pg 1-2*
 - 5.2 Review and Approval of Monthly Business Reports *pg 3-10*
 - 5.3 Open Enrollment Requests Consideration
 - 5.3.1 Open Enrollment for 10th grader Cassie Bisbee from Red Oak Community School District to CAM Community School District for the 2021-2022 school year due to a move on 9-23-2021
 - 5.4 Personnel Consideration
 - 5.4.1 Hiring of Tiegen Podliska, Josh Kippley, Deb Blomstedt as Innovation and Design Leads at the Jr./Sr. High School for the 2021-2022 school year
 - 5.4.2 Hiring of Jacki Viner, Ashley Gacke, Mark Haufle as Innovation and Design Leads at the Inman Elementary School for the 2021-2022 school year
 - 5.4.3 Hiring of Mary Carlson and Curt Adams as Mentor Teachers at the Jr./Sr. High School for the 2021-2022 school year
 - 5.4.4 Hiring of Tracy Vannausdle as Student Intervention Lead at the Jr./Sr. High School for the 2021-2022 school year
 - 5.4.5 Hiring of Alex Nelson as Student Intervention Lead at the Inman Elementary School for the 2021-2022 school year
 - 5.4.6 Hiring of Barb Sims and Cheri Klimek as Student Interventionists at the Jr./Sr. High School for the 2021-2022 school year

- 5.4.7 Hiring of Kristina Chilton, Angie Montgomery, Sonia Kunze as Student Interventionists at the Inman Elementary School for the 2021-2022 school year
- 5.5 Field Trip Request
 - 5.5.1 School Beyond School to travel to Bellevue Berry and Pumpkin Ranch in Bellevue Nebraska on 10-23-2021
 - 5.5.2 Red Oak FFA to travel to Indianapolis, Indiana from October 26th-October 31st 2021 for National FFA Convention
- 5.6 Use of Esser Funds
 - 5.6.1 Purchase of Outdoor Furniture for Jr/Sr High and Inman Elementary at the cost of 10,971.29
- 6.0 General Business for the Board of Directors
 - 6.1 Old Business
 - 6.1.1 Discussion/Approval of 2nd reading of Board Policy 210-218 *pg 11-27*
 - 6.2 New Business
 - 6.2.1 Discussion/Approval of resolution in support of sanctioning girls wrestling as an official Iowa sport, and submitting a letter of support to the IGHSAU indicating the intent of the Red Oak CSD to host a girls' wrestling team, upon sanctioning of the sport
- 7.0 Reports
 - 7.1 Administrative
 - 7.2 Future Conferences, Workshops, Seminars
 - 7.3 Other Announcements
 - 7.4 Board Member Requested Item(s) for next meeting agenda
- 8.0 Next Board of Directors Meeting: Monday, October 25, 2021 – 5:30 pm
Red Oak Virtual Learning Center
Red Oak Jr./Sr. High
- 9.0 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
September 27, 2021

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

Present

Directors: Bret Blackman (5:35 p.m.), Roger Carlson (5:45 p.m.), Jackie DeVries, Bryce Johnson, Kathy Walker
Superintendent Ron Lorenz, Business Manager Deb Drey

Approval of Agenda

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

Good News from Red Oak Schools

The varsity football team defeated Shenandoah but lost to Des Moines Christian.
The varsity volleyball team was the runner up at the Red Oak Tournament and defeated Creston in 3 sets. The freshman volleyball team won the Harlan tournament.
The cross-country teams will be in action on Thursday and the high school marching band will participate in the Clarinda Band Jamboree this weekend.
Homecoming is next week with many activities planned. The homecoming court was named last week.

Director Blackman arrived at the meeting.

Consent Agenda

Motion by Director Walker, second by Director DeVries to approve the consent agenda including meeting minutes, monthly business reports, open enrollment requests, personnel considerations, use of ESSER funds, and field trip request. Motion carried unanimously.

Weight Room Equipment

Motion by Director DeVries, second by Director Walker to approve the purchase of weight room equipment in the amount of \$6,172. Motion carried unanimously.

Fund Raising Activities

Information was presented and discussed regarding the approved fund raising requests for first semester.

Non-bargaining Sick/Emergency Bank

Motion by Director Blackman, second by Director Walker to approve the creation of sick and emergency leave banks for the non-bargaining staff as presented. Motion carried unanimously.
Director Carlson arrived at the meeting.

Board Policy Series 210-218

Motion by Director Walker, second by Director Blackman to approve the first reading of Board Policy Series 210-218. Motion carried unanimously.

Continuation of September 27, 2021, Meeting Minutes-Page 2

Closed Session

Motion by Director Carlson, second by Director Walker to enter closed session at 6:00 p.m. per Iowa Code Section 21.5(1)(i). Motion carried unanimously.

Exited closed session at 7:20 p.m.

Adjournment

Motion by Director Carlson, second by Director DeVries to adjourn the meeting at 7:21 p.m. Motion carried unanimously.

Next Board of Directors Meeting

Monday, October 11, 2021 – 5:30 p.m.
Virtual Classroom/Phone/Internet
Red Oak Junior Senior High School Campus

Bryce Johnson, President

Deb Drey, Board Secretary

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Checking Account ID 1	Fund Number 10	OPERATING FUND
AHLERS & COONEY	809966	931.50
10 9010 2310 000 0000 342	Legal Fees-Real Estate September 2021	931.50
AHLERS & COONEY	809967	519.00
10 9010 2310 000 0000 342	Real Estate Sale Legal	519.00
AHLERS & COONEY	810326	76.50
10 9010 2310 000 0000 342	September 2021 Legal Fees	76.50
Vendor Name AHLERS & COONEY		<u>1,527.00</u>
AMPLIFIED IT	35891	1,250.00
10 9010 1000 100 4055 618	Little SIS Web Standalone- Domaine 1 Yr	1,250.00
Vendor Name AMPLIFIED IT		<u>1,250.00</u>
BATTEN SANITATION SERVICE	10112021BS	5,795.00
10 0109 2630 000 0000 421	Jr/Sr High Sanitation Services Sept 2021	1,833.33
10 0418 2630 000 0000 421	Inman Elem Sanitation Services Sept 2021	1,848.34
10 0445 2630 000 0000 421	ROECC Sanitation Services Sept 2021	1,833.33
10 9010 2630 000 0000 421	Admin Office Sanitation Services Sept 20	280.00
Vendor Name BATTEN SANITATION SERVICE		<u>5,795.00</u>
BI STATE ELECTRONICS	20211006	40.25
10 9010 2700 000 0000 618	Vhf Short Antenna	40.25
Vendor Name BI STATE ELECTRONICS		<u>40.25</u>
BUSINESS SOLVER.COM INC	REDOAK1121	5,957.21
10 9010 1000 100 8018 270	Retiree Insurance Prem Oct 2021	5,957.21
Vendor Name BUSINESS SOLVER.COM INC		<u>5,957.21</u>
Cambium Assessment, Inc	D-Iowa-147	55.00
10 9010 2240 100 0000 325	ELPA21 Assessments	55.00
Vendor Name Cambium Assessment, Inc		<u>55.00</u>
CAMBLIN MECHANICAL INC	21-3325	300.00
10 0109 2620 000 0000 432	Jr/Sr High Power Reset	300.00
CAMBLIN MECHANICAL INC	21-3330	75.00
10 0445 2620 000 0000 432	ROECC Cooling Power Failure	75.00
Vendor Name CAMBLIN MECHANICAL INC		<u>375.00</u>
CAPITAL SANITARY SUPPLY CO.	20211006	409.15
10 9010 2620 000 4055 618	Hand Sanitizer Foam	409.15
CAPITAL SANITARY SUPPLY CO.	20211006- 0001	371.52
10 9010 2620 000 0000 618	Football Field Restroom Toilet Paper	371.52
Vendor Name CAPITAL SANITARY SUPPLY CO.		<u>780.67</u>
CDW GOVERNMENT, INC.	20211006	9,327.97
10 9010 2235 000 0000 358	Microsoft License for Education	8,071.92

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 9010 2235 000 0000 358	Microsoft SQL Server License	157.84
10 9010 2235 000 0000 358	Microsoft Datacenter License	1,098.21
Vendor Name CDW GOVERNMENT, INC.		<u>9,327.97</u>
CENTRAL PLAINS ELECTRIC	2021	255.00
10 0109 2600 350 0000 430	Jr/SR HS Furnace Motor Rewind	255.00
Vendor Name CENTRAL PLAINS ELECTRIC		<u>255.00</u>
CENTURY LINK	10112021CL	569.50
10 9010 2490 000 0000 530	Districtwide Long Distance	569.50
Vendor Name CENTURY LINK		<u>569.50</u>
CHEMSEARCH	7531049	434.17
10 9010 2640 000 0000 433	Water Treatment Sept 2021	434.17
CHEMSEARCH	7534699	432.13
10 9010 2640 000 0000 433	Water Treatment for Boilers 9/2021	432.13
Vendor Name CHEMSEARCH		<u>866.30</u>
CITY OF RED OAK	10112021CRO	1,685.54
10 9010 2620 000 0000 411	Admin District Water Sewer Sept 2021	525.66
10 0109 2620 000 0000 411	Jr/Sr High Water Sewer Sept 2021	427.87
10 0418 2620 000 0000 411	Inman Elem Water Sewer Sept 2021	535.92
10 0445 2620 000 0000 411	ROECC Water Sewer Sept 2021	196.09
Vendor Name CITY OF RED OAK		<u>1,685.54</u>
COUNSEL OFFICE & DOCUMENTS	23AR792519	12.99
10 9010 2520 000 0000 618	Steady Serve Sept 2021	12.99
COUNSEL OFFICE & DOCUMENTS	23AR792520	2,568.92
10 9010 2520 000 0000 618	Admin Office Copier Clicks	180.77
10 0109 1000 100 0000 359	Jr/Sr High Copier Clicks	597.53
10 0418 1000 100 0000 359	Inman Copier Clicks Sept 2021	1,436.95
10 0445 1000 100 0000 359	ROECC Copier Clicks Sept 2021	353.67
Vendor Name COUNSEL OFFICE & DOCUMENTS		<u>2,581.91</u>
CREXENDO BUSINESS SOLUTIONS, INC	2042523192	2,280.53
10 9010 2510 000 0000 532	Montly Phone SVC Sept 2021	2,280.53
Vendor Name CREXENDO BUSINESS SOLUTIONS, INC		<u>2,280.53</u>
DICKEL DUIT OUTDOOR POWER, INC.	20211006	238.85
10 9010 2640 000 0000 618	Mower Repair	238.85
Vendor Name DICKEL DUIT OUTDOOR POWER, INC.		<u>238.85</u>
DOVEL REFRIGERATION	6006046	190.00
10 0109 2620 000 0000 432	Jr/Sr High Freezer Repair	190.00
Vendor Name DOVEL REFRIGERATION		<u>190.00</u>
FAREWAY FOOD STORES	20211006	65.00
10 0109 1300 310 0000 612	Plant Cell Model Material	50.00

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
10 0109 1300 310 0000 612	Soil Horizons Material	15.00
Vendor Name FAREWAY FOOD STORES		<u>65.00</u>
FBG SERVICE CORPORATION	909963	31,867.25
10 9010 2630 000 0000 340	Custodial Services Sept 2021	31,867.25
Vendor Name FBG SERVICE CORPORATION		<u>31,867.25</u>
GLENWOOD COMMUNITY SCHOOLS	10112021GCSD	3,170.70
10 9010 1200 217 3303 320	Apex X 1 Sept 2021	3,170.70
Vendor Name GLENWOOD COMMUNITY SCHOOLS		<u>3,170.70</u>
HEARTLAND AEA #1	128075	259.20
10 0109 2410 000 0000 618	Envelope Printing	259.20
Vendor Name HEARTLAND AEA #1		<u>259.20</u>
INTECONNEX	20211006	473.28
10 9010 1000 100 4055 739	Camera Licensing for 2 Cameras Inman	428.90
10 9010 1000 100 4055 739	Upgrades for Jr/Sr High	44.38
Vendor Name INTECONNEX		<u>473.28</u>
KOONTZ, ELIZABETH	10042021-48	50.00
10 9010 2134 000 0000 271	Physical Reimbursement	50.00
Vendor Name KOONTZ, ELIZABETH		<u>50.00</u>
LEARNING A-Z	4364484	1,274.40
10 0418 1200 431 4501 612	Learning A-Z for Title Teachers' Classro	1,274.40
Vendor Name LEARNING A-Z		<u>1,274.40</u>
LEARNING SCIENCES INTL	20211006	5,000.00
10 9010 1000 100 4055 320	Marzano iObservation Renewal 2021-2022	5,000.00
Vendor Name LEARNING SCIENCES INTL		<u>5,000.00</u>
Loving Guidance, LLC dba Conscious Discipline	20211006	710.70
10 0418 1000 100 4055 618	Creating the School Family - 10 copies;	710.70
Vendor Name Loving Guidance, LLC dba Conscious Discipline		<u>710.70</u>
MATHESON TRI-GAS	20211006	73.97
10 0109 1300 370 0000 612	C25 Welding Gas Refill	73.97
MATHESON TRI-GAS	20211006-0001	89.18
10 0109 1300 370 0000 612	Oxygen Tank Refill	27.02
10 0109 1300 370 0000 612	C25 Welding Gas Refill	62.16
Vendor Name MATHESON TRI-GAS		<u>163.15</u>
McGraw-Hill	119747500001	1,023.60
10 9010 1000 100 8017 641	Glencoe Chemistry - 5 1-year online subs	1,023.60
Vendor Name McGraw-Hill		<u>1,023.60</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
MIDAMERICAN ENERGY	10112021MEC	34,237.28
10 0109 2620 000 0000 622	Jr/Sr High Elec Sept 2021	19,226.03
10 0418 2620 000 0000 622	IES Elec Sept 2021	9,995.85
10 0445 2620 000 0000 622	ROECC Elec Sept 2021	4,030.66
10 9010 2620 000 0000 622	Admin Elec Sept 2021	101.58
10 9010 2620 000 0000 622	FBF/BBF Elec Sept 2021	23.22
10 9010 2620 000 0000 622	Bancroft Elec Sept 2021	139.83
10 9010 2620 000 0000 622	Bus Barn Elec Sept 2021	720.11
Vendor Name MIDAMERICAN ENERGY		<u>34,237.28</u>
Montgomery County Memorial Hospital	20211006	600.00
10 0418 1000 100 0000 320	IES Basic Life Support Class	600.00
Vendor Name Montgomery County Memorial Hospital		<u>600.00</u>
NASSP	20211006	385.00
10 0109 2410 000 0000 810	National Honor Society Dues	385.00
Vendor Name NASSP		<u>385.00</u>
NSIP, SAM PROCESS	20211006	2,995.00
10 0418 2310 000 0000 320	Elementary SAM Prof Development	2,995.00
Vendor Name NSIP, SAM PROCESS		<u>2,995.00</u>
ONESOURCE THE BACKGROUND CHECK COMPANY	IASB3330-20210930	15.00
10 9010 2310 000 0000 340	Background Checks	15.00
Vendor Name ONESOURCE THE BACKGROUND CHECK COMPANY		<u>15.00</u>
OREILLY AUTO PARTS	20211006	87.85
10 9010 2640 000 0000 618	Deep Cycle Battery	87.85
OREILLY AUTO PARTS	20211006-0001	5.99
10 9010 2650 000 0000 434	Battery Bolt for Suburban	5.99
Vendor Name OREILLY AUTO PARTS		<u>93.84</u>
QUILL CORP.	20211006	193.20
10 9010 2310 000 0000 611	Binder Clips, Receipt Books, Notebooks	193.20
Vendor Name QUILL CORP.		<u>193.20</u>
RAMIREZ, DANA	10112021DR	52.00
10 9010 2700 000 0000 626	Mr Vernon Varsity Volleyball	52.00
Vendor Name RAMIREZ, DANA		<u>52.00</u>
RANDY'S BODY SHOP	20211006	62.30
10 9010 2650 000 0000 434	Service on Vehicle #25	62.30
Vendor Name RANDY'S BODY SHOP		<u>62.30</u>
RED OAK GRAND THEATER	1083	109.50
10 0109 1000 421 3227 618	Movie and Snacks for SBS	109.50
RED OAK GRAND THEATER	1085	121.50
10 0109 1000 421 3227 618	Movie - Black Widow for SBS students	121.50
Vendor Name RED OAK GRAND THEATER		<u>231.00</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
RIVERSIDE TECHNOLOGIES, INC	0331237-IN	177.50
10 9010 2235 000 4055 618	Tripplite Wall Rack 6U	177.50
RIVERSIDE TECHNOLOGIES, INC	0331476-IN	520.00
10 9010 2235 000 4045 359	Managed Svcs Oct 2021	520.00
Vendor Name RIVERSIDE TECHNOLOGIES, INC		<u>697.50</u>
ROGERS PLUMBING & HEATING	34061	397.90
10 0418 2620 000 0000 432	IES Water Line Break Repair	397.90
Vendor Name ROGERS PLUMBING & HEATING		<u>397.90</u>
SCHOOL ADMINISTRATORS OF IOWA	20211006	568.00
10 0109 2410 000 0000 810	School Admin membership	568.00
SCHOOL ADMINISTRATORS OF IOWA	20211006-0001	110.00
10 0418 2410 000 0000 320	SAI for Membership	110.00
Vendor Name SCHOOL ADMINISTRATORS OF IOWA		<u>678.00</u>
SCHOOL SPECIALTY LATTA DIV.	1011886552	227.47
10 0445 1000 100 0000 611	Office Supplies	227.47
SCHOOL SPECIALTY LATTA DIV.	1011886572	788.22
10 0445 1000 100 0000 618	ROECC Classroom Supplies	788.22
SCHOOL SPECIALTY LATTA DIV.	20211006	873.83
10 0418 1000 102 0000 612	IES Art Supplies	873.83
SCHOOL SPECIALTY LATTA DIV.	208128690121	43.19
10 0418 1000 100 0000 618	IES Supplies Office 6th Grade	43.19
SCHOOL SPECIALTY LATTA DIV.	208128696032	2.98
10 0418 1000 100 0000 618	IES Supplies Office & 6th Grade	2.98
SCHOOL SPECIALTY LATTA DIV.	20812874478/4	32.95
10 0418 1000 100 0000 618	2nd Grade School Supplies	32.95
SCHOOL SPECIALTY LATTA DIV.	308103880486	412.31
10 0418 1000 100 0000 618	IES Playground Items	412.31
SCHOOL SPECIALTY LATTA DIV.	308103883598	275.76
10 0418 1000 100 0000 618	6th Grade Supplies/Science	275.76
Vendor Name SCHOOL SPECIALTY LATTA DIV.		<u>2,656.71</u>
SELLERS PEST CONTROL-ART SELLERS	29766	175.00
10 9010 2620 000 0000 425	Districtwide Pest Control	175.00
Vendor Name SELLERS PEST CONTROL-ART SELLERS		<u>175.00</u>
SOUTHWESTERN COMMUNITY COLLEGE	RED1003	959.92
10 0109 1000 100 0000 641	Cengage Codes Book Fees	959.92
Vendor Name SOUTHWESTERN COMMUNITY COLLEGE		<u>959.92</u>
US CELLULAR	0461883530	487.50
10 9010 2236 000 4051 536	Student MiFis	487.50
Vendor Name US CELLULAR		<u>487.50</u>
VANDERHOOF, LORI	20211006	23.96
10 0418 1000 100 0000 618	Reimbursement to Lori for Supplies	23.96
Vendor Name VANDERHOOF, LORI		<u>23.96</u>



RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Wells Fargo Financial Leasing, Inc.	1055633327	1,215.50
10 0445 1000 100 0000 359	ROECC Copier Lease Sept 2021	221.00
10 0418 1000 100 0000 359	IES Copier Lease Sept 2021	331.50
10 0109 1000 100 0000 359	Jr/Sr High Coper Lease Sept 2021	552.50
10 9010 2520 000 0000 618	Admin Copier Lease Sept 2021	110.50
Vendor Name Wells Fargo Financial Leasing, Inc.		<u>1,215.50</u>
WESTLAKE ACE HARDWARE	ACE2533085-1	13.98
10 0418 1000 100 0000 618	Large Zip Ties for IES	13.98
WESTLAKE ACE HARDWARE	ACE2533085-3	648.93
10 0109 2620 000 0000 618	Districtwide HS Maintenance	434.99
10 0418 2620 000 0000 618	Districtwide IES Maintenance	44.55
10 0445 2620 000 0000 618	Districtwide ROECC Maintenance	14.86
10 9010 2620 000 0000 618	Districtwide Maintenance	154.53
Vendor Name WESTLAKE ACE HARDWARE		<u>662.91</u>
Fund Number 10		<u>124,652.53</u>
Checking Account ID 1		124,652.53
Checking Account ID 2	Fund Number 61	SCHOOL NUTRITION FUND
OPAA! FOOD MANAGEMENT INC	IA00036119	69,226.59
61 9010 3110 000 0000 570	Food Expenses Sept 2021	68,768.95
61 9010 3110 000 4557 631	FFVP Sept 2021	457.64
Vendor Name OPAA! FOOD MANAGEMENT INC		<u>69,226.59</u>
Fund Number 61		<u>69,226.59</u>
Checking Account ID 2		69,226.59
Checking Account ID 3	Fund Number 21	STUDENT ACTIVITY FUND
ANDERSON, MIKE	20211006	120.00
21 0109 1400 920 6720 340	Varsity Football Official	120.00
Vendor Name ANDERSON, MIKE		<u>120.00</u>
BAXTER, RANDY	20211006	100.00
21 0109 1400 920 6720 340	Jr High Football Official	100.00
Vendor Name BAXTER, RANDY		<u>100.00</u>
BIRD, MATT	20211006	120.00
21 0109 1400 920 6720 340	Varsity Football Official	120.00
Vendor Name BIRD, MATT		<u>120.00</u>
Carpenter, Ray	20211006	100.00
21 0109 1400 920 6720 340	Jr Football Official	100.00
Vendor Name Carpenter, Ray		<u>100.00</u>
CLUB'S CHOICE	20211006	3,230.66
21 0109 1400 910 6210 618	Vocal Fundraising Items	3,230.66
Vendor Name CLUB'S CHOICE		<u>3,230.66</u>
COLE, JON	20211007	120.00
21 0109 1400 920 6720 340	High School Football Official	120.00
Vendor Name COLE, JON		<u>120.00</u>

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Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
COMER, DAN	20211006	120.00
21 0109 1400 920 6720 340	Varsity Football Official	120.00
Vendor Name COMER, DAN		<u>120.00</u>
DRAMATIC PUBLISHING COMPANY	20211006	35.85
21 0109 1400 910 6110 618	Radium Girls Playbook	35.85
Vendor Name DRAMATIC PUBLISHING COMPANY		<u>35.85</u>
DUSENBERRY, STUART	20211006	120.00
21 0109 1400 920 6815 340	High School Volleyball Official	120.00
Vendor Name DUSENBERRY, STUART		<u>120.00</u>
ERICKSON, MARK	20211006	18.81
21 0109 1400 920 6600 618	VB Tournament Officials Room	18.81
Vendor Name ERICKSON, MARK		<u>18.81</u>
GREBERT, RON	20211006	120.00
21 0109 1400 920 6720 340	High School Football Official	120.00
Vendor Name GREBERT, RON		<u>120.00</u>
IA GIRLS H.S. ATHLETIC UNION	20212022IGHS AU	200.00
21 0109 1400 920 6600 810	HS and JH Membership 2021-2022	200.00
Vendor Name IA GIRLS H.S. ATHLETIC UNION		<u>200.00</u>
JOHNSON, BOB	20211006	100.00
21 0109 1400 920 6720 340	Jr High Football Official	100.00
Vendor Name JOHNSON, BOB		<u>100.00</u>
KEISER, TERRY	20211006	100.00
21 0109 1400 920 6720 340	Jr High Football Official	100.00
Vendor Name KEISER, TERRY		<u>100.00</u>
LEWIS CENTRAL ACTIVITIES	H10-2020- 2021	85.00
21 0109 1400 920 6600 810	Hawkeye 10 Athletic Banquet	85.00
Vendor Name LEWIS CENTRAL ACTIVITIES		<u>85.00</u>
MUSIC THEATRE INTERNATIONAL	9702016	400.00
21 0109 1400 910 6210 618	Security Fee	400.00
Vendor Name MUSIC THEATRE INTERNATIONAL		<u>400.00</u>
NATIONAL FFA ORGANIZATION	20211006	810.00
21 0109 1400 950 7407 580	Convention Registration	810.00
Vendor Name NATIONAL FFA ORGANIZATION		<u>810.00</u>
PEPPER & SON, INC.	3635631288/3 63566914	519.98
21 0109 1400 910 6121 618	JH Music	67.98
21 0109 1400 910 6121 618	JH Music	452.00

RED OAK BOARD REPORT

Vendor Name	Invoice Number	Amount
Account Number	Detail Description	Amount
Vendor Name	PEPPER & SON, INC.	<u>519.98</u>
Steffens, Kyle	20211006	120.00
21 0109 1400 920 6815 340	High School Volleyball Official	120.00
Vendor Name	Steffens, Kyle	<u>120.00</u>
WESTLAKE ACE HARDWARE	ACE2533085	57.98
21 0109 1400 920 6600 618	Box Fans	57.98
WESTLAKE ACE HARDWARE	ACE2533085-2	18.99
21 0109 1400 920 6600 618	Flag Pole	18.99
Vendor Name	WESTLAKE ACE HARDWARE	<u>76.97</u>
Fund Number	21	<u>6,617.27</u>
Checking Account ID	3	<u>6,617.27</u>

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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 ~~March 26, 2018~~ **September 27, 2021**

Revised ~~March 26, 2018~~

210.2 - Organizational Meeting

The board will hold its organizational meeting ~~annually~~ **in odd-numbered years** at the first regular meeting following the canvass of votes ~~in every year~~. 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. Current claims and accounts (for the retiring board to authorize).

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: ~~March 26, 2018~~ **September 27, 2021**

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 Mondays 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 ~~7:00~~ **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

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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.

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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.

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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 at least 24 hours before it 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).

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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.

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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.

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Regulation 210.8R1 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

Reviewed **September 27, 2021**

Revised

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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.

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Revised March 26, 2018

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 ~~March 26, 2018~~ **September 27, 2021**
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211 - Open Meetings

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.

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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 item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present,

must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

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

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

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

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

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

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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. The board may also hold an exempt session for the reasons outlined in Iowa law.

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.

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Reviewed March 26, 2018

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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 may set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation. If the pressure of business or other circumstances dictate, the board president may decide to not set time aside for citizen participation or to eliminate this practice.

Citizens wishing to address the board on a certain agenda item must notify the superintendent or board president prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

If the board has set time aside for citizen participation and citizens wish to address the board, the board president will recognize these individuals to make their comments at the appropriate time. 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.

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.

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

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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

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.

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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).

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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:

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

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34. 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.
35. 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).

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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.

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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" as outlined in Iowa law or the gift or honorarium does not meet the definition of "gift" or "honorarium" as outlined in Iowa law. 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.

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.

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