

STATEMENT OF GUIDING PRINCIPLES FOR THE BOARD OF DIRECTORS

It is the policy of the Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative, governing body of the school district and those administrative activities which are to be performed by the superintendent of schools and his/her staff in the exercise of delegated administrative authority. The function of the Board can best be described as policy-making, appraisal, and evaluation.

The Board of Directors shall have the duty of providing the financial means by which the educational program is carried on. It shall further ensure that the community is informed on the needs, purposes, value, and status of the school.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 1/12/05

ORGANIZATION OF THE BOARD OF DIRECTORS

The West Liberty Community School District Board of Directors is authorized by and derives its organization from Iowa law. The Board shall consist of five members elected at-large.

The Board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

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

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 3/16/09

Code No. 201.1

NAME OF THE SCHOOL DISTRICT

The school district is organized and known as The West Liberty Community School District, located in the Counties of Muscatine, Cedar, and Johnson, State of Iowa.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 11/20/00

LEGAL STATUS OF THE BOARD

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

The school district exists as a school corporation and as such may sue and be sued, hold property, and exercise all the powers granted by law. It has the exclusive jurisdiction in all school matters in the school corporation territory.

The affairs of the corporation will be conducted by the Board of Directors consisting of five members.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 6/28/04

GENERAL POWERS AND DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall provide for a school system and establish general policies in keeping with the wishes of the community, the rules and regulations of the State Board of Directors, and the requirements of the state laws as set out in the school code. In carrying out this function the Board has three general duties: Formulating and interpreting education policies, delegating administrative duties, and making a continuous appraisal of progress. In fulfilling these three general duties, the Board of Directors has certain, more specific responsibilities:

1. To select a superintendent and support him/her in the discharge of his/her duties.
2. To hire, upon approval, school personnel nominated and recommended by the superintendent.
3. To delegate to the superintendent responsibility for all executive functions: to refrain from handling directly administrative details, and to give the superintendent authority commensurate with his/her responsibilities.
4. To negotiate and approve collective bargaining agreements with the West Liberty Education Association and set salary and benefit schedules for employees not represented by the West Liberty Education Association.
5. To consider and adopt an annual school budget recommended by the superintendent.
6. To consider and decide upon professional recommendations for expansion of school services, school buildings, and school facilities.
7. To provide by the exercise of its legal powers the funds necessary to finance the operation of its school.
8. To refer all applications, complaints, and other communications, oral and written, to the superintendent, except when such may come to the Board in a meeting or on appeal from decision of the superintendent.
9. To refer all Open Enrollment "as a sending district" applications to the superintendent, except when such may come to the Board in an appeal from a decision of the superintendent. Appeals must be completed within 30 days of the superintendent's decision.

10. To provide adequate safeguards for the superintendent and other personnel so that they may perform their proper functions on a professional basis, thereby protecting personnel and schools from individuals and organizations seeking to exploit the schools for selfish reasons.
11. The Board is empowered with the right to expel any student whose conduct is detrimental to the general welfare of the student body or to the school district. The length of expulsion will be determined by the Board.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 6/28/04

BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the first Tuesday after the first Monday in November of odd-numbered years. Each school election is used to elect citizens to the board to maintain a 5 member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, in accordance with the timelines established by law.

If a vacancy occurs on the board it shall be filled in accordance with the law and the board policy.

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

Approved:

Reviewed: 12/4/17

Revised: 1/15/18

MEMBERSHIP OF THE BOARD

Qualifications of Board Candidates

Any qualified elector of the school district is eligible to serve on the Board of Directors. A "qualified elector" is a person who is:

- a citizen of the United States;
- eighteen years of age or older;
- a registered elector of the school district.

Nomination petitions must be filed in the manner prescribed by law.

Oath of Office

Each director elected in a regular election will qualify by taking the oath of office on or before the time set for the organization meeting of the Board. Each director appointed or elected at a special election will qualify within ten (10) days by taking the oath of office. The election or appointment and qualification will be entered by the Board secretary. The oath may be administered by any qualified member of the board or by the Board secretary in the manner and form prescribed by law.

Number of Members

The Board of Directors shall consist of five members.

Approved: 11/16/87

Reviewed: 12/4/17

Revised:

TERM OF OFFICE

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

A board member elected to fill a vacancy will serve out the unexpired term.

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

Approved:

Reviewed: 12/4/17

Revised: 1/15/18

CODE OF ETHICS OF THE BOARD

School Board members, as public officials, should strive to perform all the duties of office in an ethical manner.

In general, the Board members should operate within the code of ethics established by the Iowa Association of School Boards which includes the following:

It is unethical for a Board member to:

1. Seek personal advantage.
2. Make disparaging remarks about other Board members.
3. Discuss confidential business with the public.
4. Place the interests of individuals or groups ahead of the interests of the district.
5. Assume unauthorized authority away from School Board meetings.

Approved: 11/16/87

Reviewed: 12/4/17

Revised:

PRESIDENT OF THE BOARD

The President of the Board of Directors presides at all of its meetings, signs all warrants and drafts, respectively, drawn upon the county treasurer for money apportioned from other sources and taxes collected and belonging to the school corporation, and all orders on the treasurer drawn as provided by law. He/she shall sign all contracts made by the Board, and shall appear on behalf of the school in all actions brought by or against it. The President shall be entitled to vote.

Approved: 11/16/87

Reviewed: 12/4/17

Revised:

VICE-PRESIDENT OF THE BOARD

In the absence of the President, the Vice-president shall serve and, in so doing, shall exercise all the powers and bear all the responsibilities of the President. In the absence of the Vice-president, the senior member of the Board shall serve as President when he/she is absent.

Approved: 11/16/87

Reviewed: 12/4/17

Revised:

VACANCIES

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

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

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

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

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 3/16/09

SECRETARY/TREASURER OF THE BOARD

1. File and preserve copies of all reports made to the appropriate agency and all papers transmitted to those agencies pertaining to the business of the corporation.
2. Keep a complete record of all the proceedings of the meetings of the Board and of all regular or special elections in the corporation in separate books.
3. Keep an accurate, separate account of each fund with the treasurer; and, charge him/her with all warrants and drafts drawn in his/her favor, and credit him/her with all orders drawn on each fund.
4. Keep an accurate account of all expenses incurred by the corporation and present the same to the Board for audit and payment.
5. File, monthly, with the Board of Directors, a complete statement of all receipts and disbursements from the various funds during the preceding month, and also the balance remaining on hand in the various funds at the close of the period covered by said statement, which monthly statements shall be open to public inspection.
6. Countersign all warrants and drafts upon the county treasurer drawn or signed by the President; draw each order on the treasurer, specify appropriated; countersign and keep a register of the same, showing the number, date, to whom drawn, the fund upon which drawn, the purpose, and the amount; and, at each regular annual meeting, furnish the Board with a copy of the same.
7. Prepare specifications and issue bid calls when authorized.
8. Keep informed as to the conduct and procedure applied to the business affairs of school districts in other communities for the purpose of securing information for the benefit of the West Liberty Community School District.

The treasurer shall receive all moneys belonging to the School District and pay the same out only upon order of the President countersigned by the secretary. He/she shall keep an accurate account of all receipts and expenditures.

At the annual meeting, he/she shall report to the Board, showing the amount of the general fund and the schoolhouse fund received, disbursed, and the balance left on hand, separately stated.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 1/12/05

TREASURER

It shall be the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities.

If the treasurer is unable to carry out the duties required, it shall be the responsibility of the superintendent to carry out the duties of treasurer.

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

Approved: 9/14/92

Reviewed: 12/4/17

Revised: 1/12/05

RESOLUTION COMBINING OFFICES OF SECRETARY AND TREASURER

WHEREAS, Section 279.3 of the Code of Iowa provides that the Board of Directors shall appoint a Secretary and a Treasurer who shall perform duties as prescribed by the Code of Iowa; and,

WHEREAS, Section 279.3 provides that the Board may appoint one person to serve as the Secretary and Treasurer to perform such duties as the Board deems necessary in addition to those prescribed by the Code of Iowa; and,

WHEREAS, Section 279.8 of the Code of Iowa further provides that if one person serves as the Secretary and the Treasurer only one bond is necessary for that person; and,

WHEREAS, it is deemed necessary, advisable, and in the best interests of the West Liberty Community School District that the offices of Secretary and Treasurer be combined;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS of the West Liberty Community School District that:

Section 1. As of the 24th day of July, 1985, the offices of Secretary and Treasurer are hereby combined, and the district business manager is designated and appointed to serve as Secretary-Treasurer until further action of this Board and until a successor shall have been appointed and qualified.

Section 2. Only one bond shall be required for the office of Secretary-Treasurer in the penal sum of \$100,000, which shall be filed with the President of the Board of Directors, conditioned for the faithful performance of the official duties as prescribed by the rules and regulations of this Board for the office of Secretary-Treasurer, and shall be included under the single blanket bond covering other employees of the West Liberty Community School District.

Section 3. The Secretary-Treasurer shall perform the duties prescribed by the Code of Iowa and the additional duties prescribed by the rules and regulations of this Board for the office of Secretary and the office of Treasurer, and further shall perform such additional duties as this Board shall deem necessary and prescribe from time to time.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 2/15/93

DEVELOPMENT OF POLICY

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

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

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

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 1/15/18

REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review the policy statements in the board policy manual. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made in the policy manual.

If a policy is revised because of a legal change over which the board has no control or a change which is minor, the policy may be approved at one meeting at the discretion of the board.

Approved: 2/13/89

Reviewed: 12/4/17

Revised: 10/16/00

ADMINISTRATION IN ABSENCE OF POLICY

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

The superintendent shall draft a policy recommendation if deemed appropriate.

Approved: 2/13/89

Reviewed: 12/4/17

Revised:

DISSEMINATION OF POLICY

A board policy manual shall be housed at the central administration office. It shall be the responsibility of the board secretary to insure policies and revisions to board policies are updated with 30 days of approval by the board. All policies will be maintained and updated at the district's web page,

www.wl.k12.ia.us/districtinformation/boardofeducation/boardpolicies

Copies of new or revised board policies shall also be attached to the official minutes of the meetings in which the final action was taken to adopt the new or revised policy.

Approved: 2/13/89

Reviewed: 12/4/17

Revised: 1/15/18

ADOPTION OF POLICY

The adoption of new policies or amending or rescinding an existing policy is the exclusive responsibility of the Board. Any formal action to add, modify, or change existing Board policy will be by a majority vote of the membership of the Board during an open meeting. The proposed change must appear as an agenda item in normal situations at least two times before the Board may take official action to approve suggested change to Board policy.

If passed, the proposal will become effective upon the date of passage or at a time stated in the proposal, which ever occurs last.

Approved: 11/16/87

Reviewed: 12/4/17

Revised:

APPROVAL OF ADMINISTRATIVE REGULATIONS

Administrative regulations shall be developed by the superintendent of schools or a designee.

Although the Board wishes to receive copies of new and revised regulations as they are written to implement its policies, it will not be required to formally review, change, or veto administrative regulations unless they are, in the Board's judgment, contrary to the intent of established Board policy.

Approved: 11/16/87

Reviewed: 12/4/17

Revised:

STANDING COMMITTEES OF THE BOARD

The following standing committees shall be appointed at the organizational meeting of the Board of Education: Building and Grounds, Transportation, Negotiations (2 members offset years), Policy Review Committee (2 members), Foundation (2 members), Chamber of Commerce, Wellness Committee and Muscatine County Conference Board. Cedar/Johnson County Conference Board will be added if applicable

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 1/15/18

TEMPORARY COMMITTEES OF THE BOARD

Temporary committees of the Board may be appointed by the President of the Board of Directors; their duties shall be outlined at the time of appointment. A temporary committee shall be considered dissolved when its final report is made and accepted by the Board of Directors. The function of the advisory committee is to provide information and recommendations as directed by the Board to assist the Board in its decision-making capacity. The recommendations and reports of all committees will be advisory in nature with final decision-making authority retained by the Board.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 11/21/88

CITIZEN'S ADVISORY COMMITTEES

Whenever it seems advisable, the Board of Directors may appoint a temporary citizen's advisory committee for specific or general purposes. The duties of such committees shall be outlined at the time of appointment. Recommendations and reports from citizens' advisory committees shall be distributed via the office of the superintendent of schools. All recommendations and reports will be advisory in nature with final decision-making authority retained by the Board.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 11/21/88

LEGAL COUNSEL

The Board of Directors will annually appoint legal counsel to represent the school corporation as necessary for their proper conduct of legal affairs of the school corporation. Counsel will attend regular and special meetings of the Board when requested to do so, and will be available for consultation as needed.

Because it is often necessary to consult legal counsel and receive its expert opinion as part of background information to be used by the Board in making decisions, and because at times the school district may be involved in litigation or other legal matters, the superintendent and the Board secretary are authorized to seek counsel's services as needed. However, the Board wishes to be kept informed of legal matters that are other than routine, and of any legal services that may involve unusual expense to the district.

Individual Board members are expected to consult school legal counsel only when the full Board has given permission for such consultation. Otherwise, the Board member will pay any legal fees that may result.

Approved: 11/16/87

Reviewed: 12/4/17

Revised: 11/21/88

BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member shall not act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office. It shall not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

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

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

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

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

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

It shall be a conflict of interest for the board to hire the spouse of a board member or do business with the spouse of a board member during the term of the board member, except for substitute employees, which the board has no control over hiring. The payment of compensation to any other family member shall be within the discretion of the board.

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

Approved: 12/10/82

Reviewed: 12/4/17

Revised: 8/5/13

GIFTS TO BOARD OF DIRECTORS

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

A "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;

Is engaged in activities which are regulated or controlled by 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 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 or periodicals;

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 public generally without regard to the official status of the board member;

Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;

Plaques or items of negligible resale value given as recognition for public services;

Items of food and drink 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 political subdivision of the state of Iowa is a member;

Items or services received as part of a regularly scheduled event that is part of a conference, seminar or other meeting that is sponsored and directed by any state, national or regional organization in which the state of Iowa or a political subdivision of the state of Iowa is a member.

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

Actual expenses of a board member for food, beverages, travel or 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;

A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, a bona fide educational or charitable organization or the department of general services;

A payment made to a board member for services rendered as part of a bona fide private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but rather, because of some special expertise or other qualification.

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

Approved: 12/10/92

Reviewed: 12/4/17

Revised:

MEETINGS OF THE BOARD

Meetings of the Board are conducted for the purpose of carrying on the business of the schools. The meetings are usually held in public with a few exceptions or exemptions. Only Board members have the authority to make and second motions, and vote on issues before the Board. The Board may establish rules for its own government and determine procedures that will be followed during Board meetings. Meetings may be closed to the public to allow the Board to discuss a specific topic from a narrow list of reasons and following the procedures defined by law (see Code No. 204.4).

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

OPEN MEETINGS

Any gathering of a majority of Board members, either formal or informal, in which deliberation of a policy matter takes place, is defined as a meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open Board discussion, and voting by the Board members on the issues properly before the Board, as well as a public record of the proceeding in the form of written minutes.

All public Board meetings shall be conducted in accordance with the provisions of Iowa law. The Board secretary shall be responsible for public notification of all meetings, arranging for audio-recording (when necessary), making minutes of all meetings, and retaining appropriate minutes and records as required by law.

The minutes shall be kept on file as the permanent official records of school legislation for the district. The secretary shall act as custodian of the minutes, and shall make them available to any citizen who wishes to examine them during usual office hours of the district.

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

REGULAR BOARD MEETINGS

The regular meeting time and date shall be set by the Board at its organizational meeting each November. The regular meetings of the Board for the months of December through October will be held on the third Monday of each month whenever possible, and on an additional posted date when a second meeting is necessary during any month. The regular meeting will be held as required by law for the month of November at the Administrative Offices, 1103 N Elm Street, unless otherwise stated and advertised.

The meetings shall begin promptly at 6:00 p.m.

All meetings of the Board will end no later than 12:00 midnight unless a vote by the Board to continue beyond midnight is unanimous.

The Board shall adhere to this meeting date unless the Board requires additional meetings or due to circumstances beyond the Board's control the meeting could not be held on the regular meeting date. Public notice shall be given for any special or additional meetings.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 2/20/18

SPECIAL BOARD MEETINGS

Special meetings for business which is different from the usual routine may be held at any time and any place so designated by the Board of Directors. Special meetings shall be called by the Board President when, in his/her opinion, it is necessary, or when requested by a majority of the members of the Board.

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

CLOSED SESSIONS OF THE BOARD

In general, all meetings of the Board of Directors shall be conducted in open, public sessions. This standard has two categories of meetings which are excluded, allowing the Board to meet in sessions closed to the public. The first category is known as "exceptions" to the open meetings law. The second category is known as "exemptions" to the open meetings law.

Exceptions to the Open Meetings Law

This form of a closed session takes place during an open meeting. A specific motion stating the reason for the closed meeting must be made and seconded, followed by a two-thirds affirmative roll call vote of the total membership of the Board or all members present. The Board may enter into a closed session based on Iowa Code 21.5(1). The common exceptions are:

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 to the disadvantage of the Board.
3. To discuss suspension or expulsion of a student, unless an open session is requested by the student or his parent or guardian.
4. To discuss specific law enforcement matters which, if disclosed, would enable law violators to avoid detection.
5. To evaluate the professional competence of an individual whose appointment, hiring, performance, or discharge is being considered, when a closed session is necessary to prevent needless or irreparable injury to that individual's reputation and when the individual requests a closed session.
6. To discuss the purchase of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the Board would have to pay for the property. (Once the transaction is complete, however, the minutes and tape of the closed session will be available to the public.)

The vote of each member on the question of holding the closed session, and the reason for holding the session, shall be announced publicly in open session and entered in the minutes. Final action on all matters discussed in closed session shall be taken in open session.

All closed sessions shall be audio-recorded and have detailed minutes kept. The tape recordings shall be kept for one year from the date of the meeting. Real estate-related minutes and tapes must be released after the transaction is complete.

Exemptions to the Open Meetings Law

A meeting that is exempt from the open meetings law can be held without public notice, and may be separate from any open public meeting.

The Board may meet at any time to discuss negotiation strategy regarding a certified bargaining unit, to discuss negotiation strategy for groups of employees not included in a certified bargaining unit, and to conduct a private hearing relating to the recommended termination of a teacher's contract and the teacher requested said private hearing.

There are no legal requirements for any type of a record to be maintained of the negotiation strategy sessions. The private hearing in the teacher's contract termination shall be recorded verbatim by a court reporter.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 1/12/05

ANNUAL MEETING OF THE BOARD

Each year after August 31 and prior to the organizational meeting of the board, 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. As part of the annual reports, the treasurer will present affidavits from depository banks.

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

Note: The requirement that the treasurer present an affidavit for depositor banks is a legal requirement.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 5/5/04

ORGANIZATIONAL MEETING OF THE BOARD

The meeting for the organization of the Board will be held annually in September anytime between the Friday following the regular school election and the next regularly scheduled board meeting in September. All members of the new board must be present. Notice of the meeting's place and time will be given by the secretary to each member and member-elect of the Board and to the public according to Policy No. 204.7.

The purpose of the meeting is to transfer material and responsibility from the retiring Board to the new Board. At the meeting, the Board will elect a president, who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the Board.

The election of the president and other officers of the Board may, if the Board so chooses, be by written ballot; however, each member will identify his/her ballot. Each ballot will be attributed to appropriate board member as it is tallied, in order to comply with the requirements of the open meetings law.

Meeting Procedure

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

Retiring Board

Roll Call and Determination of Quorum

Call To Order-Welcome

Approval of Agenda

Central Administration/Action

 Canvas and Acceptance of Election Results/Action

 Other Central Administration Items

Consent Agenda Items

Adjournment

New Board

Roll Call and Determination of Quorum

Re-organizational Activities

 A. Administer Oath of Office to Newly Elected Members.

 B. Nomination and Election of President and Vice-President.

- C. Administer Oath of Office to Newly Elected Members.
- D. Approve Rules of Order (204.11)
- E. Determine standing Board Committees as defined in policy 203.4.

Recognition of Visitors/Placement on Agenda as Requested

Approval of Agenda

Communications and Visitors

Central Administration

Consent Agenda Items

Future Agenda Items

Adjournment

Vacancies in Office 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 the same fashion as outlined in the policy above.

Approved: 11/16/87

Reviewed: 11/3/04

Revised: 1/12/05

Legal Ref.: Iowa Code Sections 277.28; 277.31; 279.1; 279.5 et seq.

Cross Refs.: 201.4, "Elections to the Board"
201.7, "Organization of the Board"
202.2, "President of the Board"
202.3, "Vice-President of the Board"
202.5.1 "Secretary/Treasurer of the Board"

NOTICE FOR BOARD MEETINGS

Public notice of regular or special meetings of the Board of Directors shall be provided by posting the agenda on a bulletin board at the central administration office and at each school building. Notice shall be given at least 24 hours prior to the commencement of each meeting, and should include the time, date, place, and tentative agenda. Notice shall be provided to the news media and to others who have filed a request for notice with the secretary of the Board. All requests for notice must be renewed annually.

Each Board member will be notified of a special meeting at least 24 hours before the meeting. The notice shall specify the time, date, place, and purpose (tentative agenda) of the meeting. Attendance at the special meeting shall constitute a waiver of notice.

An emergency meeting may be called with less than 24-hour notice when the Board is required to meet for good cause to take immediate action. In an emergency, when it is not possible to give 24 hours notice, the Board secretary will notify the media who have requested notification, by telephone, and post the meeting notice, as far in advance of the meeting as possible. The minutes of such an "emergency" meeting should clearly state the good cause justifying the emergency meeting.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 1/15/01

QUORUM FOR BOARD MEETINGS

The majority of the full membership of the Board of Directors constitutes a quorum and must be present for the transaction of business. An affirmative vote of those present and voting shall be sufficient to pass any motion or take any action, unless the law or Board policy requires the vote of a greater number in a particular case.

A quorum need not be present to adjourn a meeting.

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

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

The purposes of modified rules adopted by the Board are:

1. To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. To organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an orderly and reasonable manner;
3. To insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made; and
4. To insure that 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.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 1/12/05

BOARD MEETING AGENDA

The tentative agenda for each board meeting shall 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.

Persons wishing to place an item on the agenda must make a request to the superintendent prior to the posting of the public notice. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests received after the deadline may only be added to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to the board members in advance of the scheduled board meeting to allow sufficient time for study and review.

The board shall take action only on these agenda items, 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 shall state the reason for immediate action. The board shall exercise this discretionary authority with great care.

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

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 12/10/92

ORDER AND RULES OF REGULAR BUSINESS MEETINGS OF THE BOARD

The tentative agenda, to be included with the notice given at least twenty-four hours before meetings of the Board, shall be specific enough to properly inform the public of the business before the Board. The tentative agenda can be amended within the twenty-four hour notice period only if good cause exists requiring action on additional matters. This is not meant to prevent the Board or members of the public and staff from introducing items for discussion only; action on discussion items, however, must normally be deferred to a subsequent meeting when the legal notice is given.

In so far as it is practicable, the order of business at all meetings shall be as follows:

1. Call To Order - Roll Call - Welcome
2. Recognition of Visitors/Placement on Agenda as Requested
3. Approval of Agenda
4. Communications and Visitors
5. Central Administration
6. Superintendent's Report
7. Consent Agenda Items
8. Future Agenda Items
9. Adjournment

Under the current practice of scheduling two board meetings per month, the superintendent's report is given only at the first meeting of the month, and consent agenda items typically are included only for the second meeting of the month.

RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual 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: 11/16/87

Reviewed: 1/15/18

Revised: 8/4/14

COMPLAINTS BEFORE THE BOARD

A. Complaints by or about Personnel.

Communications and complaints from personnel shall first be brought to the attention of the superintendent of schools before being brought before the Board of Directors.

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

Complaints against any employee which arise from within the membership of the Board, or which come to the attention of the Board, except through the superintendent, shall be referred to the superintendent of schools for investigation and action.

In case either the employee or the complainant is not satisfied with the action of the superintendent, appeal may be taken to the Board. No anonymous complaint shall be considered by the Board in any manner.

Any complaint procedure adopted by the Board for classified or certified employees will not apply to an issue that is covered by definition of a grievance in the master contract.

B. Citizens' Complaints.

Whenever a citizen has a complaint about the action of any employee, such citizen should first address the concern to the employee. If satisfaction is not reached, the citizen may give information to the employee's immediate supervisor. If the matter is not resolved, the appeal process will follow this order:

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

The Board of Directors shall strongly encourage citizens to follow this chain of appeal.

No appeals will be heard by the Board of Directors, and no charges against the employees will be investigated or acted upon by the Board, unless they are reduced to writing, signed by the party bringing them, and presented to the Board through the superintendent of schools.

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

MINUTES OF MEETINGS OF THE BOARD

Minutes of Open Meetings

Records of all transactions of the Board shall be set forth in full in the official minutes. The minutes shall include the time, date, and location of each meeting, the members present and absent, all motions made, the name of the Board member making the motion, the name of the Board member who seconded the motion, a summary statement of the discussion, and a record of the vote. The record of the vote should show how individual members voted, but it need not be by roll call vote.

The minutes shall be kept on file as the permanent official record of school legislation in the district. The secretary shall act as custodian of the minutes, and shall make them available to any citizen who desires to examine them during the usual office hours of the district. Minutes that are awaiting approval at the next board meeting become public documents after the board secretary transcribes his/her notes in typewritten material, which is then proof-read for typographical errors and retyped.

Minutes of Closed Sessions

Detailed minutes shall be kept of all closed sessions which are exceptions to the open meetings law. The minutes should show the time, date, and place of the meeting, members present, and issues discussed. An audio recording of the session must be made. The audio recordings of closed sessions are sealed records that may be reviewed by a judge. The tape recordings and written minutes shall be maintained for a one-year period. Minutes and recordings pertaining to real estate purchases are open to the public after the real estate transaction has been completed.

Publication of Board Meeting Proceedings and Financial Records

The board shall keep the members of the school district community informed about the actions taken at board meetings. The proceedings of each open board meeting will be published in a newspaper designated as a newspaper for official publication within two weeks of the date of the meeting.

Each month the schedule of bills allowed by the board shall be published in a newspaper designated as a newspaper for official publication. Annually, the total salaries paid to school district personnel regularly employed by the school district shall also be published in a newspaper designated as a newspaper for official publication.

It shall be the responsibility of the board secretary to publish in concert with this policy. It shall also be the responsibility of the board secretary to develop administrative regulations, if necessary in the board secretary's judgment, to carry out this policy.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 1/12/05

PARTICIPATION BY THE PUBLIC

It is the right of every citizen of the West Liberty Community School District and all the members of the public to be present at meetings of the Board of Education, except when the Board holds a closed session pursuant to the authority of the Iowa open meeting Law (Chapter 21 of the code of Iowa). To assure the protection of the rights of members of the public, rules of conduct for persons attending and wishing to participate in Board meetings have been established and will be enforced. To speak on any issue at a regularly scheduled Board meeting, members of the public will either:

1. Participate during the Open Forum portion of each regularly scheduled Board meeting in accordance with the following:
 - a. An Open Forum will be placed at or near the beginning of the agenda for each regularly scheduled Board meeting. A person may speak to any topic when recognized by the Board President during Open Forum.
 - b. Any person addressing the Board during Open Forum will state his or her name and address. He or she may speak for up to four (4) minutes, unless additional time is authorized by the Board President, subject to appeal by the Board.
 - c. Any person addressing the Board during Open Forum will conduct himself/herself with respect and decorum.
 - d. The Board reserves the right to limit the time allotted to the Open Forum portion of each regular Board meeting's agenda to a total of 30 minutes. Additional time may be authorized by the Board as it deems appropriate.
 - e. The Board may ask questions and engage in discussion on the item. The Board will generally take a subject raised during the Open Forum under advisement and will respond if appropriate, as soon as possible.
 - f. The Board will not discuss specific employees or their job performance per Iowa code. The Board will not allow complaints against employees of the West Liberty Community School District during the open board meeting.
2. Previously have submitted an item for the agenda (in accordance with the provisions of Board Policy 203.1) and then address that issue when recognized by the Board.

The Board reserves the right to limit the number of persons who attend Board meetings, should the safety or health of those present be in danger. The Board recognizes the rights of all members of the public to be a part of the democratic processes involved in administering the public schools and will do all that is reasonably possible to encourage such participation.

Approved: 11/16/87

Reviewed: 1/15/18

Revised: 2/20/18

OATH OF OFFICE, BOARD MEMBERS

The oath may be administered by a qualified Board member or by the Board secretary during the Board meeting, usually the organizational meeting, in the following form:

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa, and that you will faithfully and impartially, to the best of your ability, discharge the duties of the office of

_____ in _____
(naming the office) naming the district)

as now and hereafter required by law?"

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

CONSENT AGENDA

Very often the board must 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 such 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. Should a consent agenda be used, each item will be allowed sufficient discussion time to review the item. Items may be removed from the consent agenda 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.

Approved: 1/16/95

Reviewed: 1/15/18

Revised:

COMPENSATION FOR EXPENSES TO BOARD MEMBERS

Members of the Board of Directors shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties as members of the Board.

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

MEMBERSHIP IN STATE AND NATIONAL ASSOCIATIONS

It shall be the policy of the Board of Directors to maintain active membership in the Iowa Association of School Boards. At the pleasure of the Board, the district may maintain membership in additional state and national associations.

Approved: 11/16/87

Reviewed: 1/15/18

Revised:

BOARD OF DIRECTORS AND ELECTED OFFICIALS

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

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

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

Approved: 12/10/92

Reviewed: 1/15/18

Revised: 1/15/01

BOARD OF DIRECTOR'S MEMBER DEVELOPMENT AND TRAINING

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

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

Approved: 4/20/09

Reviewed: 1/15/18

Revised: