

ROLE OF THE BOARD OF DIRECTORS

In this series of the board policy manual, the board shall define its role in the governance of the school district and how it will carry out that role in the school district community and in the school district.

The ultimate goal of the board shall be to achieve the educational philosophy of the school district. As school officials elected by the members of the school district community, the board shall strive to represent the needs and wishes of the members of the school district community in its deliberations and actions.

While the board shall be aware of the desires of the school district community, the needs of the students in the Carlisle Community School District shall be considered above others. The board shall strive to meet the needs of the students through evaluation of the financial and educational benefits of the various alternatives available to the board and the school district.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ORGANIZATION OF THE BOARD OF DIRECTORS

The Carlisle Community School District Board of Directors is authorized and derives its organization from Iowa law. The board shall consist of five (5) board members. One director shall be elected at large from the entire school district. The remaining four directors shall be elected from director districts and shall reside in such director districts, but shall be elected by the vote of the electors of the entire school district.

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

The organizational meeting allows the old board to approve minutes of its previous meetings, complete unfinished business necessary to be completed by the old board, and review the school election results. The new board shall then begin. The secretary-treasurer will administer the oath of office to the newly-elected board members. The superintendent will preside while the new board elects the president and vice-president of the new board.

Legal Reference: Iowa Code §§274.2, 275.23A, 277.22,.28,.31, 279.1,.5,.7,.8,.33 (2007).
281 Iowa Admin. Code 12.3(2)

Cross Reference: 100 Legal Status of School District
200.3 Powers of the Board of Directors
202 Board of Directors Members
211.1 Annual Meeting
200.2E1 Boundaries of Director Districts

APPROVED 5-11-04 **Revised 11-10-2008**
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BOUNDARIES OF DIRECTOR DISTRICTS

DIRECTOR DISTRICT NO. 1:

To include: that portion of the Carlisle Community School district located in Des Moines & Allen townships, Polk Co., Iowa, but not to include that portion of the City of Carlisle located in Polk County, Iowa; and that portion of Allen Township, Warren County, Iowa that is bordered on the east by 140th and Scotch Ridge Road, but not to include that portion of the City of Carlisle located in Warren Co., Iowa.

DIRECTOR DISTRICT NO. 2:

To include: that portion of the Carlisle Community School district located in Allen Township, Warren County, Iowa that is bordered on the west by 140th and Scotch Ridge Road continuing to Hwy #5. Boundary to circumvent the city limits of the City of Carlisle and to continue northward to the Warren/Polk County line; and that portion of Richland and Union Townships in the Carlisle Community School District; and that portion of the Palmyra Township, except sections 22, 27 and 34, in the Carlisle Community School District, Warren County, Iowa.

DIRECTOR DISTRICT NO. 3:

To include: the south portion of the City of Carlisle, Iowa, bound on the south by the corporate limits; bound on the east and west by the corporate limits; and on the north beginning at the intersection of Highway 5 and School Street thence easterly to Lindhardt Road; thence north to Market Street; thence east to Fourth Street; thence south to School Street; thence east to the corporate limits.

DIRECTOR DISTRICT NO. 4:

To include: the north portion of the City of Carlisle, Iowa, bound on the east, north and west by the corporate city limits and on the south beginning at the intersection of Highway 5 and School Street thence easterly to Lindhardt Road; thence north to Market Street; thence east to Fourth Street; thence south to School Street; thence east to the corporate limits.

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POWERS OF BOARD OF DIRECTORS

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

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

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

Legal Reference: Iowa Code §§28E, 274.1-.2, 279.8 (1993).
281 Iowa Admin. Code 12.1, .(2)

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board of directors is authorized to govern the school district which it oversees. As the governing board of the school district, the board has three (3) duties to perform: legislative duty, executive duty and its evaluative duty.

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

It is the responsibility of the board, under the board's executive duty, to select its executive officer, the superintendent, and to operate the school district on the board's behalf. The board shall delegate to the superintendent its authority to carry out board policy, to formulate and carry out all rules and regulations and to handle the administrative details in a manner which supports board policies.

The board has a responsibility to review the educational program's performance under its evaluative duty. The board shall review the educational program and ancillary services periodically. This review is concerned with not only the amount of funds received or expended but also with the educational program's ability to achieve the mission statement of the board for the school district. The review shall include a careful study and examination of the facts, conditions and circumstances surrounding the program or service.

Legal Reference: Iowa Code §§274.1, 279.1, .8, .15-.16, .20, .23-.25 (1993).

Cross Reference:	105	Educational and Operational Planning
	210.6	Review and Revision of Policy
	210.7	Review of Administrative Regulations
	600	Goals and Objectives of the Educational Program

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS ELECTIONS

The annual school election shall take place on the second (2nd) Tuesday of September of odd-numbered years. Each annual school election shall be used to elect citizens to the board to maintain a five (5) member school board of directors and to address questions that must be put before the voters.

Citizens of the school district community seeking a school board seat must have filed their nomination papers with the school board secretary-treasurer, or their designee, between sixty-four (64) and forty (40) days before the school election unless directed otherwise.

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

It shall be the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2007).

Cross Reference: 202 Board of Directors
203 Board of Directors' Conflict of Interest

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, the students, and the staff and satisfaction from knowing each board member contributed to the success of the children in your district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a school board seat.

Individuals who are willing to put forth an effort to serve on the school board believe public education is important, support the democratic process, willingly devote time and energy to school board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a school board seat must be a citizen of the director district, an eligible elector of the director district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §68B, §§277.4, .27 (1993).
281 Iowa Admin. Code 12.1, .3(11). .5

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

OATH OF OFFICE

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

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new board member elected, at the school election, at, or before, the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member shall take the oath of office within ten (10) days of the appointment or election.

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

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

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

Legal Reference: Iowa Code §§277.28, 279.1, .6 (2007).

Cross Reference:	200.2	Organization of the Board of Directors
	201	Board of Directors' Elections
	202	Qualifications
	204	Code of Ethics
	206	Board of Directors' Officers

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

TERM OF OFFICE

Board of Directors members elected for a full term at the regularly scheduled school election in September, of odd-numbered years, will serve for four (4) years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one (1) term.

Legal Reference: Iowa Code §§6.12, 274.7; 279.6-.7 (2007).

Cross Reference:	201	Board of Directors Elections
	202.1	Qualifications
	202.4	Vacancies

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

VACANCIES

A vacancy requiring board action shall occur when the board member resigns, forfeits or otherwise leaves the office. A vacancy shall also include, but is not limited to, the following: failure to be properly elected, failure to qualify within time fixed by law, failure to reside in the school district and director district, a court order declaring the seat vacant, conviction of an infamous crime, three (3) violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

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

If the board is unable to fill a vacancy by appointment within thirty (30) days after the vacancy occurs, the board secretary-treasurer shall call a special election to be held no sooner than sixty (60) days and not later than seventy (70) days after the vacancy occurs. The board member elected at the special election shall serve the remaining portion of the unexpired term.

Legal Reference: Iowa Code §§21.6(3)(d), 69, 277.29-.30, 279.6-.7 (2007).
Good v. Crouch, 397 N.W. 2d 757 (Iowa 1986).
Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965)
Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
1944 Op. Att’y Gen. 39.

Cross Reference: 201 Board of Directors Elections
202.1 Qualifications
202.3 Term of Office

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

INDIVIDUAL AUTHORITY

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

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

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

Legal Reference: Iowa Code §274.7, 279.8 (1993).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTOR'S 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 will not act as an agent for a school textbook or school supply company during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$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 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 of the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but 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.

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

Legal Reference: Iowa Code §§55, 71.1, 274.7, 277.27, 279.7A, 301.28 (1993).
Iowa Code Supp. Ch. 68B (1993).
1990 Op. Att'y Gen. 8-16-89.
1988 Op. Att'y Gen. 21.
1986 Op. Att'y Gen. 10.
1984 Op. Att'y Gen. 23.
1982 Op. Att'y Gen. 302.
1978 Op. Att'y Gen. 295.
1976 Op. Att'y Gen. 89.
1974 Op. Att'y Gen. 137
1936 Op. Att'y Gen. 237.

Cross Reference 201 Board of Director's Elections
202.1 Qualifications
204 Code of Ethics
219.3 Board of Directors' Member Compensation and Expense
221 Gifts to Board of Directors
401.4 Nepotism

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

CODE OF ETHICS

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

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

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my district and the children of my community in the best possible way.
5. I will not use the schools or any part of the school program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in board meetings, to spend more time on educational programs and procedures than on business details.
9. I will recognize that authority rests with the board in legal session and not with individual members of the board, except as authorized by law.
10. I will make no disparaging remarks in or out of the board meeting, about other members of the board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have all decisions made for the best interest of the children and the schools.
12. I will insist that all members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigating and advisory capacity.

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13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act upon the best interests of the schools.
15. I will not discuss the confidential business of the board in my home, on the street or in my office; the place for such discussion being the school board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so that I may become a better school board member.

IN MEETING MY RESPONSIBILITY TO MY COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the schools to the community.
3. I will earnestly try to interpret the needs and attitudes of the community and do my best to translate them into the educational program of the schools.
4. I will attempt to procure adequate financial support for the schools.
5. I will represent the entire district rather than individual electors, patrons or groups.
6. I will not regard the schools as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND STAFF

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see that the schools are properly run and not to run them myself.
3. I will expect the schools to be administered by the best-trained technical and professional people it is possible to procure.
4. I will recognize the superintendent as executive officer of the board.
5. I will work through the administrative employees of the board, not over or around them.
6. I will expect the superintendent to keep the school adequately informed through oral and written reports.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

7. I will vote to employ personnel only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on the teacher and the school board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS.

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

Legal Reference: Iowa Code §§21.6(3)(d), 69, 277.28 (1993).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD SECURITY AND PROTECTION

Public bodies must feel free to meet in the public setting as required by law without concern of risk of personal injury. The board shall take whatever action is necessary to maintain an orderly school board meeting, free from interference or interruption by spectators, and to keep the board members safe while complying with the open meetings law.

Individuals who threaten the board with violence or who are continuously disruptive may be asked to leave the meeting. If the individuals do not leave, the board may have law enforcement officials escort the individual from the board meeting. The board shall hire a security officer if the board members' concern for safety or actions by spectators warrants it.

Legal Reference: Iowa Code §§21.7, 279.8, .28 (1993).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD MEMBER LIABILITY

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

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

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).
20 U.S.C. §§794, 1401 et seq.
42 U.S.C. §§1983, 1985 et seq.
Iowa Code §613A (1993).
1972 Op. Att’y Gen. 52.

Cross Reference: 710.1 Insurance Program

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PRESIDENT

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

The president of the school board shall be elected by a majority vote at the organizational meeting or September board meeting of even numbered years to serve a one (1) year term of office.

The president, in addition to presiding at the school board meetings, shall take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president shall pass the gavel to either the vice president or another member of the board.

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

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

Legal Reference: Iowa Code §§279.1-.2, 291.1 (2007).

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

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VICE-PRESIDENT

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

The vice-president of the school board shall be elected by a majority vote at the organizational meeting or September board meeting of even numbered years to serve a one (1) year term of office.

The vice-president shall serve until the next organizational meeting when a new vice-president shall be elected. The vice-president shall accept the gavel from the president when the president wishes to make or second a motion. The vice-president shall take an active role in school board decisions by discussing and voting on each motion before the board in the same manner as other board members.

Legal Reference: Iowa Code §279.5 (2007).

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

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SECRETARY-TREASURER

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

A school board secretary-treasurer shall be appointed from the district staff, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after July 1 and no later than August 15, to serve a one (1) year term of office. To finalize the appointment, the board secretary-treasurer shall take the oath of office at the meeting at which the individual was appointed or no later than ten (10) days thereafter.

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

It shall also be the responsibility of the secretary-treasurer to receive funds of the school corporation, to pay out the funds for expenses approved by the board, to maintain accurate accounting records for each fund, to report the status of each fund at the annual board meeting and whenever the board requests, and to file required reports with the State Department of Education and other appropriate entities. 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.

In the event that the secretary-treasurer is unable to fulfill the responsibilities set out by the board and the law, the superintendent shall assume those duties until the board secretary-treasurer is able to resume the responsibility or a new secretary-treasurer is appointed.

The secretary-treasurer shall be covered by the single blanket bond that covers the employees of the district. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§277.27, 279.3, .5, .7, 291.2-.4, .6-.15 (1993).
281 Iowa Admin. Code 11.3.
281 Iowa Admin. Code 12.3.

Cross Reference: 202.2 Oath of Office
705.5 Payment for Goods and Services

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BOARD OF DIRECTORS LEGAL COUNSEL

It shall be the responsibility of the board to retain legal counsel to assist the board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district.

The superintendent, board president, and/or the superintendent's or board president's designee shall have the authority to contract the school district's legal counsel on behalf of the district when it is deemed necessary in the management of the school district. The necessity of the contact may be determined by the superintendent or the board president without board authorization. The school district's legal counsel shall attend both regular and special school board meetings upon the request of the board or the superintendent.

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

In order to maintain control of legal fees, it shall be the responsibility of each board member, other than the board president, to pay the fees, if any, of an attorney they visit regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

Legal Reference: Iowa Code §279.37 (1993).

Cross Reference: 202.5 Individual Authority

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS SELF-EVALUATION

Periodically, the board may conduct an evaluation of itself. The goal of the self-evaluation is not to criticize fellow board members but rather to point out to the board, its weaknesses and its strengths.

The evaluation will focus on board policies, board meetings, the educational program, the financial management, the board members' personal qualities, and the board's relationship with the superintendent, community, and personnel.

It shall be the responsibility of the board president to develop a board evaluation program.

Legal Reference: Iowa Code §§279.8, 280.12 (1993).

Cross Reference: 105 Educational and Operational Planning
217 Board of Directors Relationships

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

AD HOC COMMITTEES

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

Ad hoc committees will be formed by board resolution which shall outline the duties and goals of the committee, or the president of the board may determine a need for a committee. The committee shall have no authority to take any action other than that specifically stated in the resolution or in the directions given by the board president. The committees shall automatically dissolve upon the delivery of their final recommendation to the board or upon completion of the duties outlined. The board will receive the report of the committee for consideration. The board retains authorization to make the final decision about the issue.

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

Legal Reference: Iowa Code §279.8, 280.12 (1993).
281 Iowa Admin. Code 23.3 (3).
1988 Op. Att'y Gen. 87-3-6.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 manual 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 office of the superintendent for placement on the agenda of a board of directors meeting. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

Legal Reference: Iowa Code §§274.1-.2, 279.8, 280.12 (1993).
281 Iowa Admin. Code 12.3(2).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ADOPTION OF POLICY

Prior to final action to change current or adopt new policy, the board shall give notice by placing the proposal on the agenda for one board meeting, distribute the policy at the meeting, and allow for comment on the proposed policy at the meeting. This notice procedure shall be required except for emergency situations. The board shall have complete discretion to determine what constitutes an emergency.

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

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third (3rd) regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Legal Reference: Iowa Code §279.8 (1993).
281 Iowa Admin. Code 12.3(2).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

DISSEMINATION OF POLICY

A board policy manual shall be housed in the administrative office of each school attendance center. Each school board member shall have their own personal copy of the board policy manual.

It shall be the responsibility of the board secretary-treasurer to ensure that copies of new and revised policy statements are distributed to the custodians of board policy manuals within ten (10) working days of the change or addition to the manual. Copies of changes in board policy shall also be attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It shall be the responsibility of each board member, during their term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary-treasurer at the conclusion of their term of office.

Legal Reference: Iowa Code §§227.31, 279.8 (1993).
281 Iowa Admin. Code 12.3(2).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SUSPENSION OF POLICY

Generally, the board shall follow board policy and enforce it equitably. The board may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the board to determine when an extreme emergency of a very unique nature exists.

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

Legal Reference: Iowa Code §279.8 (1993).
281 Iowa Admin. Code 12.3(2).

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

Approved _____ Reviewed 02-11-2008 Revised _____

ADMINISTRATION IN ABSENCE OF POLICY

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

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

Legal Reference: Iowa Code §279.8 (1993).
281 Iowa Admin. Code 12.3(2).

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

Approved _____ Reviewed 02-11-2008 Revised _____

REVIEW AND REVISION OF POLICY

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

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

A technical non-substantive policy change or change mandated by law may be adopted upon first reading by board.

Legal Reference: Iowa Code §279.8 (1993).
281 Iowa Admin. Code 12.3(2).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

REVIEW OF ADMINISTRATIVE REGULATIONS

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

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

The administrative regulations will be available no later than fourteen (14) days from the date of review by the board.

Legal Reference: Iowa Code §279.8 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ANNUAL MEETING

Each year after July 1 and no later than August 31, the board shall hold its annual meeting.

At the annual meeting, the board shall examine the financial books and settle the secretary-treasurer's statements for the school year ending the preceding June 30. As part of the annual reports, the secretary-treasurer shall present affidavits from depository banks. Should the secretary-treasurer fail to provide this information, the board may take the action necessary to secure the information.

The board, at this meeting, shall also appoint a board secretary-treasurer.

Legal Reference: Iowa Code §§279.3, .10, .33, 291.15 (1993).

Cross Reference: 206.3 Secretary-Treasurer

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

REGULAR MEETING

The regular meeting time and date shall be set by the board at its organizational meeting each September. In September, the organizational meeting shall be held on the regular meeting night following the canvass of the election results. Regular meetings will be held in the District facilities.

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 meetings in compliance with the law.

Legal Reference: Iowa Code §21.4, 279.1 (1993).

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

Approved 5-11-04 Revised 2-11-08

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SPECIAL MEETING

From time to time, it may be necessary to conduct a board meeting instead of or in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary-treasurer at the request of a majority of the board. Should a special meeting be called, public notice shall be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give advance public notice of the meeting as soon as practical and possibly in light of the circumstances surrounding the emergency. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes.

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

Legal Reference: Iowa Code §§21.4, 279.2 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

WORK SESSIONS

Work sessions for the board may be conducted to discuss issues in depth. A work session may be called by a majority of the board, the board president or the board secretary-treasurer upon the written request of a majority of the board. Should a work session be called, public notice shall be given.

Action will not be taken on an issue in a work session. Minutes will be kept of the discussion on the issues discussed by the board.

Legal Reference: Iowa Code §§21.4, 279.2 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

MEETING NOTICE

Public notice shall be given for meetings and work sessions held by the board. Public notice shall indicate the time, place, date and tentative agenda of school board meetings on the bulletin board in the administrative office of each building and the District office at least twenty-four (24) hours before it is scheduled to begin.

A copy of the posted notice will be provided to those who have filed a request for notice with the secretary-treasurer. These requests for notice must be in writing and renewed annually.

In the case of special meetings, notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the circumstances surrounding the emergency. The media and others who have requested notice shall be telephoned of the emergency meeting. Attendance at a special meeting or emergency meeting by the media or any other individual shall constitute a waiver of notice by the attendee.

It shall be the responsibility of the board secretary-treasurer to give public notice of board meetings and work sessions.

Legal Reference: Iowa Code §§21.4, 279.1 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

QUORUM

Action regarding the affairs of the school district by the board may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting.

While board members are encouraged to attend board meetings, three (3) members shall constitute a quorum and be a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the board members present shall be sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

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

Legal Reference: Iowa Code §279.4 (1993).

Cross Reference: 211.7 Rules of Order
211.8 Methods of Voting

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

RULES OF ORDER

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

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

The board shall follow Robert's Rules of Order.

Legal Reference: Iowa Code §§21.7, 279.8 (1993).

Cross Reference: 206.1 President
211.6 Quorum
211.8 Methods of Voting

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

METHOD OF VOTING

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

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

Legal Reference: Iowa Code §§21.3, 279.8 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

OPEN MEETINGS

A gathering of a majority of school board members in which deliberation, rather than socialization or ministerial action, of an issue within the jurisdiction of the board takes place is a school board meeting. Meetings of the board shall be conducted in open session unless the meeting is specifically closed.

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

Legal Reference: Iowa Code §21, §§ 279.1-.2 (1993).
1980 Op. Att'y Gen. 146.

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

Approved _____ Reviewed 02-11-2008 Revised _____

CLOSED MEETINGS

Generally, board meetings shall be open meetings, unless a closed meeting is provided for under the law. The board shall hold a closed meeting in the situations stated below.

Exceptions to the Open Meetings Law

The following closed meetings take place as part of an open meeting. The time for discussion in the closed meeting shall be listed as part of the tentative agenda on the public meeting notice. The motion for a closed meeting, stating the purpose for the closed meeting, shall be made and seconded during the open meeting. In order to enter into a closed meeting from an open meeting, a minimum of two-thirds (2/3) of the members of the board, or all of the board members present if only a bare quorum rather than the entire board is present, must vote in favor of the motion on a roll call vote. Closed meetings shall be taped recorded and have detailed minutes kept by the board secretary-treasurer.

The minutes of the tape recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes shall be kept for one (1) year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

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

Final action on matters discussed in the closed meeting shall be taken in an open meeting. Reasons for the board entering into a closed meeting from a public 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 eminent, if disclosure would be to the disadvantage of the board.

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

3. To discuss whether to conduct a hearing for 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 and 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.

Exemptions to the Open Meetings Law

As meetings of this type are exempt from the open session requirements, they can be held without public notice, be separate from any open public meeting, be held without taping the meeting or taking minutes, and be held without a vote or motion. The board may hold a closed meeting for the following purposes:

1. To discuss strategy in matters relating to employment conditions, such as wages, hours, vacations, insurance, holidays, leaves of absence, shift differentials, overtime compensation, supplemental safety matters, evaluation procedures, procedures for staff reduction and in-service training; and
2. To conduct a private hearing relating to the recommended termination of a teacher's contract, and the teacher requested said private hearing.

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

Legal Reference: Iowa Code §20, 21, §§22.7, 279.15, 279.16 (1993).
1982 Op. Att'y Gen. 162.

Cross Reference: 211 Board of Directors Meetings
212 Open Meetings of the Board of Directors
214 Board of Directors Meeting Agenda

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

MEETING AGENDA

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

Persons wishing to place an item on the board meeting agenda must make a request to the board secretary-treasurer five (5) days prior to the regularly scheduled board meeting. The person making the request must state the person's name, address, purpose of the presentation, action desired and pertinent background information. Requests received after five (5) days prior to the board meeting, unless the board determines otherwise, will be scheduled for a subsequent board meeting.

The tentative agenda and supporting documents shall be sent to the board members two (2) days prior to the next scheduled board meeting. These documents are the private property of the board member.

The board shall take action only on items, other than an item added for good cause, on the tentative agenda posted with the public meeting notice. Items added to the agenda may be discussed or taken under advisement by the board. If an item is added for action, the minutes of the board meeting shall state the reason why. The board shall exercise this discretionary authority with great care.

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

Legal Reference: Iowa Code §21, §279.8 (1993).

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

APPROVED 5-11-04

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ORDER OF REGULAR BOARD OF DIRECTORS MEETING

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

1. Call to order
2. Roll Call
3. Approval of Agenda
4. Approval of prior meeting minutes
5. Communications
6. Update/Information
7. Business/Action Items
8. Reports
9. Presentation of Bills
10. Financial Reports
11. Adjournment

Legal Reference: Iowa Code §21 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PUBLIC PARTICIPATION IN BOARD MEETINGS

Citizens who have a place on the agenda may address the board on the issue of their concern during the discussion of that issue. The presiding officer will recognize these individuals to make their comments when the item of their concern is addressed during the meeting.

Citizens who do not have a place on the agenda may address the board on the issue of their concern during the visitors agenda time of a regular board meeting. One of the first (1st) items on the agenda is the recognition of any visitors and representatives who may wish to address the board. The board voluntarily makes this time available to residents of the district. If the pressure of business or other circumstances dictate, the board president may decide to curtail this policy. The presiding officer will recognize these individuals to make their comments at the appropriate time. Speakers are asked to keep their remarks brief and no more than five (5) minutes in length.

The orderly process of the board meeting shall not be interfered with or disrupted. Board members may ask questions of the speakers after receiving permission from the chair. Only those speakers recognized by the chair during the open forum and for agenda items shall be allowed to speak. Comments by others are out of order, and the individual making the comments or an individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about school district personnel may bring their complaint to the school board only after they have followed board policy on the bringing of citizens' complaints.

Legal Reference: Iowa Code §21, §279.8 (1993).

Cross Reference: 205.1 Board of Directors Member Security and Protection
 211 Board of Directors Meetings
 216 Public Hearings
 402.5 Citizens' Complaints
 904 Public Participation In the School District

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

PUBLIC HEARINGS

Public hearings may be held by the board on school district matters at the discretion of the board. Public notice of a public hearing shall be in the same manner as for a school board meeting except that the notice shall be ten (10) days before the hearing is to be held.

At public hearings citizens who register at the door will be allowed to speak to the issue for which the public hearing is being held. Others may be allowed to speak at the board's discretion. Speakers are asked to keep their remarks as brief as possible and no longer than five (5) minutes in length. Prior to the beginning of the hearing, speakers and spectators will be apprised of any rules of order to be followed in regard to time limitations, questions, remarks, rebuttals and so forth. In no event will a speaker be allowed to take the time of another speaker.

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

Legal Reference: Iowa Code §§24.9, 279.8 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS AND SUPERINTENDENT

The superintendent is hired by the board as the chief executive officer of the board to manage the day-to-day operation of the school district. The board shall set policy to guide the superintendent and shall not be involved in the day-to-day operations of the school district.

The superintendent shall work closely with the board, particularly the board president, to carry out and implement the policies of the board, to advise the board, to provide information to the board, to offer alternative solutions to the board with a recommendation, and to do other such duties the board determines,

The superintendent shall attend all board meetings unless the superintendent has been excused by the board president.

Legal Reference: Iowa Code §§279.8, 279.20 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS AND DISTRICT PERSONNEL

School district personnel will be utilized for their expertise to provide information to the board and to take part on advisory committees when necessary.

The board must remain objective about each employee. Personnel complaints, requests for changes and so forth must go first to the building principal and then to the superintendent unless the superintendent is the employee's immediate supervisor. The board shall only become involved with personnel issues when the board is hiring and when the board is acting as a hearing panel to discuss the termination of an employee.

Legal Reference: Iowa Code §§20, 279.8, 279.12-.18 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS AND ADJOINING DISTRICT SCHOOL BOARD

The board may work with adjoining school district boards to provide additional opportunities in the school district's educational programs as well as to operate the school district more economically and efficiently. As part of this joint effort, the board shall pay particular attention to opportunities to share students, programs and school district personnel.

Legal Reference: Iowa Code §§28E, 279.8, 280.15, 442.39 (1993).
1978 Op. Att'y Gen. 64.

Cross Reference: 410.2 Shared Certified Personnel

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS AND AREA EDUCATION AGENCY

The board shall utilize the resources of Heartland Area Education Agency (AEA) such as educational materials and staff resources, particularly in the area of special education. Support may include, but not be limited to, school psychologists; speech therapists; nurses; physicians; dentists; and aides who work directly with students in the educational process.

The board may also utilize the AEA to work with other school districts in the region for program offerings as well as purchase of supplies.

Legal Reference: Iowa Code §§28E, 273, 279.8 (1993).
1978 Op. Att'y Gen. 64

Cross Reference: 610 Special Education

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

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 educational program to meet the needs of the school district community.

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

Legal Reference: Iowa Code §279.8 (1993).

Cross Reference: 604.6 Special Education
302.4 Administration and Area Education Agency

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS RECORDS

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

It shall be the responsibility of the board secretary-treasurer to keep the minutes of the school board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken and the vote of each member with the schedule of bills allowed attached. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. This information shall be furnished within two (2) weeks of the meeting, to be published in a newspaper designated as a newspaper for official publication. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection at the office of the superintendent after the board secretary-treasurer 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 (1993).
1974 Op. Att'y Gen 403.
1988 Op. Att'y Gen 87-3-6.
281 Iowa Admin. Code 11.3(1).
281 Iowa Admin. Code 12.3(1).

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

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ASSOCIATION MEMBERSHIP

Participation in board member associations can assist the board. The board shall maintain an active membership in the Iowa Association of School Boards and in organizations the board determines will be of benefit to the board and the school district.

Legal Reference: Iowa Code §279.38(1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS MEMBER DEVELOPMENT AND TRAINING

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

The board shall work closely with the Iowa Association of School Boards' Better Boardsmanship Award program and encourage the board members to attend conferences to achieve this award.

Legal Reference: Iowa Code §279.8 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

BOARD OF DIRECTORS MEMBER COMPENSATION AND EXPENSES

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

Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their official duties. It shall be the responsibility of the board secretary-treasurer to compile the expenses of board members and bring them to the attention of the board in the same manner as any other claim of the school district.

Legal Reference: Iowa Code §§277.27, 279.32 (1993).

Cross Reference: 203 Conflict of Interest

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

NEW BOARD OF DIRECTORS MEMBER ORIENTATION

To acquaint new board members with the duties and role of the board of directors, each new board member may meet with the superintendent and the board secretary-treasurer to become familiar with the responsibilities and the role of being a board of directors member for the school district. Board members shall have an opportunity to attend the IASB New Board Member Development Conference during their term of office.

It shall be the responsibility of the superintendent to ensure that new board members have an opportunity to attend an orientation conference and meet the superintendent. It shall also be the responsibility of the superintendent to ensure that each new board member has necessary documents and board materials.

Legal Reference: Iowa Code §279.8 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

ACTIVITY PASSES FOR BOARD MEMBERS

In recognition of the great amount of time, energy, and talent as well as the interest of board members in the school district, past and present board members and their spouses shall receive lifetime activity passes to school-sponsored activities.

It shall be the responsibility of the superintendent to ensure board members and their spouses receive activity passes.

Legal Reference: Iowa Code §§273.1, 279.8 (1993).

Cross Reference: 219 Board of Directors Member Services

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

SCHOOL VISITATION BY BOARD OF DIRECTORS

Board of Directors members are always welcome to visit the school building to observe the operations of the school district. Board of Directors members should notify the administrative office when they are in the building for board-related business.

Legal Reference: Iowa Code §279.8 (1993).

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

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

GIFTS TO BOARD OF DIRECTORS MEMBERS

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

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

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

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

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient.

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CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public services;
- Non-monetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, or council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district; or

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- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member.

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

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

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

Legal Reference: Iowa Code Ch. 68B (1993).
Iowa Code Supp. Ch. 68B (1993).
1972 Op. Att'y Gen. 276.
1970 Op. Att'y Gen. 319.

Cross Reference: 401.3 Employee Conflict of Interest

Approved _____ Reviewed 02-11-2008 Revised _____

CARLISLE COMMUNITY SCHOOL BOARD OF DIRECTORS

NEGOTIATIONS

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

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

The board, in conjunction with their chief spokesperson, shall determine the composition of management's bargaining team.

The board shall be responsible for determining the composition of the school district's collective bargaining meet and confer teams. In developing these teams, the board shall consider the nature of the employee group, the individuals' familiarity with or expertise in the area represented by the employee groups, and team continuity and consistency.

The board shall set the parameters and goals for the negotiations and meet and confer process. Periodic strategy sessions shall be considered with the entire board to maintain open communications between the board, the meet and confer teams, and the chief spokesperson throughout the negotiation process.

Legal Reference: Burlington Community School District v. Public Employment Relations Board,
268 N.W.2d 517 (Iowa 1978).
621 Iowa Admin. Code 6.
1982 Op. Att'y Gen. 162.
Iowa Code §§20.17, 21.9 (1993).

Cross Reference: 400 Personnel

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