

Meetings of the Board

All meetings of the Board of Directors shall be public meetings and shall be open to the public at all times with exception of closed session as described in the Iowa Code.

Advance public notice of the time, date, and place of each meeting, and the tentative agenda shall be given. When it is necessary to hold an emergency meeting without notice, the nature of the emergency shall be stated in the minutes.

Regular Meetings

Regular meetings of the Board shall be held at The Forum, 2300 Chaney Road, on the second Monday of each month at 7:00 p.m., with the exception of election years (even numbered years) in September, when the Board meetings shall be held on the first Monday following the school board election.

Organizational Meetings

At the organizational meeting of the Board of Directors, held at the first regular meeting after the canvass of votes of the regular school election, the Board shall be called to order by the Secretary acting as temporary chairperson.

The first order of business shall be to swear into office any new members unless they have been so sworn previously. The Board shall then elect from its membership a President and a Vice President.

Annual Meetings

At a regular or special meeting held after August 31 but before the organizational meeting, the Board shall examine the books of the Secretary and Treasurer for the year ending on 30th day of June preceding, and transact such other business as may properly come before it. The Treasurer shall furnish the Board with a statement from each depository showing the balance.

Special Meetings

Special meetings of the Board may be called at any time by the President or by the Secretary of the Board upon the written request of the majority of the Board, or as determined by the Board.

Written notice, stating the time and place of any special meeting and the purpose for which it is called, shall be delivered to each member in person or sent by registered letter in sufficient time to allow for delivery of notice in advance of such meeting.

No business other than that stated in the notice shall be transacted at such meeting. Attendance shall be a waiver of notice.

Electronic Meetings

The Board of Education may conduct a meeting by electronic means such as a telephone conference call only “in circumstances where such a meeting in person is impossible or impractical.” Public access to the conversation must be provided “to the extent reasonably possible.” Public notice must be given for the electronic meeting and minutes kept, which include the reason for not holding a meeting in person.

Closed Meetings

The Board of Education may hold a closed meeting only by affirmative public vote of either two-thirds of the members of the body or all of the members present at the meeting. The Board may hold a closed meeting for any of the reasons listed in Chapter 21.5 of the Iowa Code.

In accordance with that code, closed meetings may be held only when it is necessary to prevent irreparable and needless injury to the reputation of an individual whose employment or discharge is under consideration, or to prevent premature disclosure of information on real estate transaction, or for some other exceptional reason so compelling as to override the general public policy in favor of public meetings. The reason for the closed meeting shall be entered in the minutes, but the statement of such reason need not state the name of any individual or the details of the matter discussed.

No formal action of any kind may be taken in a closed meeting.

Instructional Meetings

The Board may also schedule an Instructional Board Meeting on the fourth Monday of each month at 5:00 p.m. at the Forum or a site to be determined.

Workshop Meetings

Workshop meetings may be held by the Board of Directors as a Committee-of-the-Whole or by any of the standing committees to investigate and study matters of Board concern.

Adopted: May 8, 1989
Revised: April 10, 2006
Revised: October 11, 2010

Legal Reference:
Code of Iowa, Ch. 21, 279