

Shenandoah Community School District Board of Directors  
 Shenandoah Administrative Board Room  
 September 13, 2021 – 5:00 p.m.

Board Agenda

1. Call to Order
2. Roll Call and Determination of Quorum
3. Mission Statement: Read by Director Hiser
  - a. *The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximized his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.*
4. Welcome to Audience
5. Public Forum
6. Administrative Reports
  - a. High School MTSS Gayle Allensworth
7. Consent Agenda
  - a. Minutes
  - b. Treasurer's Report
    - i. Account Balances
    - ii. Unspent Authorized Budget Report
    - iii. Accounts Payable

c. Personnel Requests:

Contracts:

Krystal Adams	HS Associate	\$12.19/hr probationary
Tanya Barlow	Sub Van Driver	\$14.72/hr
Jessica Bell	Executive Secretary	\$14.70/hr
Christopher Chamberlain	K8 Associate	\$12.19/hr probationary
Ryan O'Rourke	MS Boys Basketball	\$2,635
Kerra Ratliff	MS Girls Basketball	\$2,635

Resignation:

Natalie Kirsch	Executive Secretary	effective September 30, 2021
Pierre Taylor	Custodian	effective September 15, 2021
Reagan Whitehill	9 <sup>th</sup> Grade Softball	

Transfers:

Candice Gates	HS to K8 Associate
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Modifications:

Associate Level I to Level II/III (\$.15/hr differential)

Brittany Comstock	Juliane LaRock	Morgan Sickman
Melissa Crawford	Katherine Larson	Amber Taylor
Janet Dukes	Jordyn Lembrick	Shaylee Taylor-Schoonover
Megan Dukes	John Novinger	Kristian Vance
Amber Fichter	Holly Olson	Sara Wilcox
Candice Gates	Susan Opal	Brandie Woodyard
Kaylee Greene	Shari Pitman	Pamela Wright
Terri Henderson	Hannah Rodgers	

Risa Graham	Associate to Associate with Para Cert.	\$13.69
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Early Retirement (effective June 30, 2022):

Connie McGinnis

AD Secretary

Frank Clark

HS Custodian/Maintenance

d. Early Graduation Requests – December 2021 (pending all requirements are met):

Chase Braymen

Derek Miller

Jay Sessions

Treyveon Dwyer

Katie Morris

Dryden Thompson

Dylan Greene

Bentley Palmer

Felicity Volner

Johnathan Heming

Noah Paris

Kristopher Wilson

e. Fundraising Requests

\*on attached sheet

8. Action Items

a. Approve 2021 Irrigation Contract with Lawn World for Football Field

b. Approve 2021-22 Snow Removal Bid

c. Approve ISFIS Write to Learn Program Participant Agreement

d. Approve First Reading of the 100 & 200 section of Board Policy

9. Informational Items:

Next Regular Meeting –October 11, 2021 at 5:00 p.m.

10. Adjournment

**Shenandoah Community School District**  
**Minutes of the Regular Meeting of the Board of Directors – August 9, 2021**  
**Administration Board Room**

**Call to Order:**

Board President Jean Fichter called the meeting to order at 5:00 pm.

**Roll Call:**

Roll Call was answered by Directors Jean Fichter, Jeff Hiser, Kathy Langley and Adam Van Der Vliet. Also present were Superintendent Dr. Kerri Nelson, School Business Official Sherri Ruzek and Board Secretary Lisa Holmes. Absent was Director Benne Rogers.

**Mission Statement:**

The SCSD Mission Statement was read by Director Van Der Vliet.

**Welcome to Audience:**

President Fichter welcomed everyone to the meeting.

**Open Forum:**

President Fichter read the rules for speaking during the open forum. There was no public comment.

**Consent Agenda:**

Approve the consent agenda to include previous minutes, the financial accounts, the payment of bills and fundraising requests. Personnel Requests: Contracts: Brent Ehlers, MS Football - \$2,898; Kelsey Potratz, K8 After School Coordinator - \$25/hr; Morgan Schmitz, K8 Associate - \$12.19/hr probationary; Norma Olinger, K8 Associate - \$12.19/hr probationary; Pamela Wright, K8 Associate - \$12.19/hr probationary; Risa Graham, HS Associate - \$13.54/hr; Tahrae Bonnes, PK After School Coordinator - \$25/hr. Resignations: Jacqie Nelson, MS Associate. Transfers: Holly Olson, MS Associate to HS Associate. Volunteer Coaches: John Connell, MS Football; Logan Roberts, HS Football. Early Retirement Incentive (effective June 30, 2022): Theresa Swank. Out of State Travel Request: JV Football to Falls City, NE – September 7, 2021. Motion to approve by Director Langley, second by Director Van Der Vliet. Ayes – Langley, Van Der Vliet, Fichter; Nays – Hiser. Motion carried 3-1.

**Action Items:**

***Approve Final Reading of the 300 and 400 Sections of Board Policies:***

Motion to approve by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

***Approve Teacher Handbook:***

Motion to approve by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

***Approve Teacher Personnel Handbook:***

Motion to approve by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

***Approve Support Staff Handbook:***

Motion to approve by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

***Approve School Improvement Advisory Committee:***

Member to include: Paul Berning (pending final confirmation), Abby Delong, Kari Martin, Christi Slater, Jason Rystrom, Michael Waite, Teacher Leaders (Instructional Coaches, Mentor Teachers), HS Principal, JK-8 Principal, Curriculum Director. Motion to approve by Director Van Der Vliet, second by Director Langley. Motion carried unanimously.

***Approve Southwest Iowa Apex Consortium Agreement with Glenwood CSD:***

Motion to approve by Director Langley, second by Director Van Der Vliet. Motion carried unanimously.

**Discussion Items (pending action if necessary):**

**ESSER Funding and COVID Mitigation Plans:**

The board reviewed and discussed the Leveled Response Guide, Return to Learn Plan and the ESSER Funding Plan. Director Langley made a motion approve with the addition of citing House File 847, which prohibits schools from requiring masks, in the Leveled Response Guide and Return to Learn Plan, second by Director Fichter. Motion carried 3-0 with Director Van Der Vliet abstaining.

**IASB Legislative Priorities:**

Director Van Der Vliet made a motion to submit Mental Health, Teacher Recruitment and Licensure, Supplemental State Aid and COVID 19 Mitigation as the top priorities, second by Director Hiser. Ayes – Hiser, Van Der Vliet, Fichter; Nays – Langley. Motion carried 3-1.

Director Van Der Vliet nominated himself to serve as the delegate for the IASB Delegate Assembly, second by Director Langley. Motion carried 3-0 with Director Hiser abstaining.

**Informational Items:**

Next Regular Meeting – September 13, 2021 at 5:00 pm.

**Adjournment:**

Motion by Director Van Der Vliet, second by Director Langley to adjourn the meeting at 5:38 pm. Motion carried unanimously.

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Board Secretary

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Board President

SHENANDOAH ACCOUNT BALANCES						
ACCOUNT	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
<b>General Fund (10)</b>						
Beg Balance Checking (FNBC)	\$129,006.49	\$129,031.80	\$129,058.86	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)	\$320,150.16	\$484,369.36				
Beg Balance Savings (BI)	\$3,004,505.60	\$2,227,700.94				
Revenues	\$266,888.56	\$485,579.89				
Expenditures	-\$879,448.71	-\$1,409,931.64				
End Balance Checking (FNBC)	\$129,031.80	\$129,058.86				
End Balance Checking (BI)	\$484,369.36	\$90,687.25				
End Balance Savings (BI)	\$2,227,700.94	\$1,670,004.24				
<b>Total General Fund</b>	<b>\$2,841,102.10</b>	<b>\$1,889,750.35</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Management Fund (22)</b>						
Beg Balance Checking (BI)	\$3,476.54	\$3,476.54				
Beg Balance Savings (BI)	\$971,974.89	\$971,974.89				
Revenues Checking	\$6,950.40	\$337.29				
Expenditures Checking	-\$315,363.70	-\$4,864.01				
End Balance Checking (BI)	\$3,476.54	-\$2,005.47				
End Balance Savings (BI)	\$971,974.89	\$972,312.18				
<b>Total Management Fund</b>	<b>\$975,451.43</b>	<b>\$970,306.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>SAVE Fund (33)</b>						
Beg Balance Checking (FNBC)	\$57,542.21	\$57,542.21	\$57,542.21	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)	\$236,888.35	\$236,987.95				
Beg Balance Savings (BI)	\$940,954.18	\$952,534.68				
Revenues Checking	\$88,916.78	\$92,977.32				
Expenditures Checking	-\$77,236.68	-\$83,839.68				
End Balance Checking (FNBC)	\$57,542.21	\$57,542.21				
End Balance Checking (BI)	\$236,987.95	\$228,949.87				
End Balance Savings (BI)	\$952,534.68	\$968,065.15				
<b>Total SAVE Fund</b>	<b>\$1,247,064.84</b>	<b>\$1,254,557.23</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>PPEL Fund (36)</b>						
Beg Balance Checking (FNBC)	\$13,319.26	\$13,319.26	\$13,319.26	\$0.00	\$0.00	\$0.00
Beg Balance Checking (BI)	\$24,899.69	\$24,899.69				
Beg Balance Savings (BI)	\$607,642.71	\$607,642.71				
Revenues Checking	\$4,766.17	\$194.54				
Expenditures Checking	-\$35,989.90	-\$5,880.98				
End Balance Checking (FNBC)	\$13,319.26	\$13,319.26				
End Balance Checking (BI)	\$24,899.69	\$20,026.33				
End Balance Savings (BI)	\$607,642.71	\$507,818.87				
<b>Total PPEL Fund</b>	<b>\$645,861.66</b>	<b>\$541,164.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Debt Service Fund (40)</b>						
Beg Balance Fiscal Agent (BI)	\$2,416.80	\$79,683.58				
Revenues Checking	\$77,266.78	\$76,790.96				
Expenditures Checking						
End Balance Fiscal Agent (BI)	\$79,683.58	\$156,474.54				
<b>Total Debt Service Fund</b>	<b>\$79,683.58</b>	<b>\$156,474.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Nutrition Fund (61)</b>						
Beg Balance Checking (BI)	\$100,376.21	\$82,950.93				
Beg Balance Savings (BI)	\$67,205.86	\$38,723.66				
Revenue	\$48,114.52	\$50,627.04				
Expenditure	-\$94,020.66	-\$47,543.84				
End Balance Checking (BI)	\$82,950.93	\$35,439.63				
End Balance Savings (BI)	\$38,723.66	\$89,316.73				
<b>Total Nutrition Fund</b>	<b>\$121,674.59</b>	<b>\$124,756.36</b>				







SHENANDOAH ACCOUNT BALANCES						
<b>Childare Fund (62)</b>						
Beg Balance Checking (BI)	\$0.00	\$0.00				
Beg Balance Savings (BI)	\$0.00	\$0.00				
Revenue	\$0.00	\$670.00				
Expenditure	\$0.00	-\$155.00				
End Balance Checking (BI)	\$0.00	-\$155.00				
End Balance Savings (BI)	\$0.00	\$670.00				
<b>Total Nutrition Fund</b>	<b>\$0.00</b>	<b>\$515.00</b>				
<b>Total Checking Acct 1</b>	<b>\$199,893.27</b>	<b>\$199,920.33</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Checking Acct 10</b>	<b>\$832,684.47</b>	<b>\$372,942.61</b>				
<b>Total Savings Acct 14</b>	<b>\$4,878,260.46</b>	<b>\$4,364,661.71</b>				
<b>Grand Total General and Schoo</b>	<b>\$5,910,838.20</b>	<b>\$4,937,524.65</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Reconciliation</b>						
Bank Statement Checking (FNBC)	\$204,400.64	\$205,927.70				
Bank Statement Checking (BI)	\$1,078,936.87	\$623,480.48				
Bank Statement Savings (BI)	\$4,878,260.46	\$4,362,875.49				
Less Outstanding Checks	-\$250,759.77	-\$256,545.24				
Outstanding Deposits/GJE		\$1,786.22				
<b>Total Reconciliation</b>	<b>\$5,910,838.20</b>	<b>\$4,937,524.65</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>ACCOUNT</b>						
	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>Activity Fund (21)</b>						
Beg Balance Checking (BI)	\$3,470.55	\$3,470.59	\$3,470.64	\$0.00	\$0.00	\$0.00
Beg Balance Checking (FNBC)	\$8,027.57	\$11,384.60				
Beg Balance Savings (FNBC)	\$87,807.04	\$94,158.18				
Revenues Savings	\$11,380.72	\$7,141.53				
Expenditures Checking	-\$1,672.51	-\$8,714.57				
End Balance Checking (BI)	\$3,470.59	\$3,470.64				
End Balance Checking (FNBC)	\$11,384.60	\$2,712.43				
End Balance Savings (FNBC)	\$94,158.18	\$101,257.26				
<b>Total Activity Fund</b>	<b>\$109,013.37</b>	<b>\$107,440.33</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Scholarships (81)</b>						
Beg Balance Savings FNBC	\$383,051.57	\$381,598.80				
Revenues Savings	\$47.23	\$50.20				
Expenditures Checking	-\$1,500.00	-\$1,750.00				
End Balance Savings (FNBC)	\$381,598.80	\$381,649.00				
End Balance Checking (FNBC)		-\$1,750.00				
<b>Total Scholarships</b>	<b>\$381,598.80</b>	<b>\$379,899.00</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Agency Fund (91)</b>						
Beg Balance Checking (FNBC)	\$174.78	\$174.78				
Beg Balance Savings (FNBC)	\$1,816.74	\$1,816.74				
Revenues Savings						
Expenditures Checking						
End Balance Checking (FNBC)	\$174.78	\$174.78				
End Balance Savings (FNBC)	\$1,816.74	\$1,816.74				
<b>Total Agency Fund</b>	<b>\$1,991.52</b>	<b>\$1,991.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 3</b>	<b>\$3,470.59</b>	<b>\$3,470.64</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Checking Acct 40</b>	<b>\$11,559.38</b>	<b>\$1,137.21</b>				
<b>Total Checking Acct 44</b>	<b>\$95,974.92</b>	<b>\$103,074.00</b>				
<b>Total Savings Acct 16</b>	<b>\$381,598.80</b>	<b>\$381,649.00</b>				
<b>Grand Total Activity Accounts</b>	<b>\$492,603.69</b>	<b>\$489,330.85</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>



SHENANDOAH ACCOUNT BALANCES						
<b>Total Checking Acct 1</b>	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Total Checking Acct 10</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Savings Acct 14</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total General and Sc</b>	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>Reconciliation</b>						
Bank Statement Checking						
Bank Statement Checking (BI)						
Bank Statement Savings (BI)						
Less Outstanding Checks						
Outstanding Deposits/GJE						
<b>Total Reconciliation</b>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Amount Reconciliation Off</b>	#REF!	#REF!	#REF!	#REF!	#REF!	#REF!
<b>ACCOUNT</b>	<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>
<b>Activity Fund (21)</b>						
Beg Balance Checking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Checking (FNBC)			\$0.00	\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)			\$0.00	\$0.00	\$0.00	\$0.00
Revenues Savings						
Expenditures Checking						
End Balance Checking						
End Balance Checking (FNBC)						
End Balance Savings (FNBC)						
<b>Total Activity Fund</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Scholarships (81)</b>						
			\$0.00	\$0.00	\$0.00	\$0.00
Revenues Savings						
Expenditures Checking						
End Balance Savings (FNBC)						
<b>Total Scholarships</b>	<b>#REF!</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Agency Fund (91)</b>						
Beg Balance Checking (FNBC)				\$0.00	\$0.00	\$0.00
Beg Balance Savings (FNBC)				\$0.00	\$0.00	\$0.00
Revenues Savings						
Expenditures Checking						
End Balance Checking (FNBC)						
End Balance Savings (FNBC)						
<b>Total Agency Fund</b>	<b>#REF!</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Checking Acct 3</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>Total Checking Acct 40</b>		\$0.00	\$0.00	\$0.00	#REF!	#REF!
<b>Total Savings Acct 44</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Savings Acct 16</b>			\$0.00	\$0.00	\$0.00	\$0.00
<b>Grand Total Activity Accour</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>



SHENANDOAH ACCOUNT BALANCES						
<b>Reconciliation</b>						
Bank Statement Checking	\$5,010.35	\$5,010.40				
Bank Statement Checking FNBC	\$14,212.60	\$2,807.43				
Bank Statement Savings FNBC	\$95,974.92	\$103,074.00				
Bank Statement Savings FNBC	\$383,098.80	\$381,649.00				
Less Outstanding Checks	-\$5,692.98	-\$3,209.98				
<b>Total Reconciliation</b>	<b>\$492,603.69</b>	<b>\$489,330.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>
<b>ACCOUNT</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>
<b>Nutrition (61)</b>						
Beg Balance Checking (FNBC Bar	\$10,758.72	\$10,760.06	\$10,761.49	\$0.00	\$0.00	\$0.00
Revenues Checking	\$1.34	\$1.43				
Expenditures Checking						
End Balance Checking (FNBC)	\$10,760.06	\$10,761.49				
<b>Reconciliation</b>						
Bank Statement Checking (FNBC	\$10,882.39	\$10,883.82				
Less Outstanding Checks	-\$372.33	-\$122.33				
Deposits in Transit	\$250.00					
<b>Total Reconciliation</b>	<b>\$10,760.06</b>	<b>\$10,761.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Amount Reconciliation Off</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>	<b>#REF!</b>





**SHENANDOAH COMMUNITY SCHOOL DISTRICT  
EXPENDITURES TO CERTIFIED BUDGET COMPARISON  
JULY 1, 2020 - JUNE 30, 2021**

JUNE									
	FUNCTION	GENERAL	MGMNT	TRUST	PPEL	EMG LEVY/ DISASTER RELIEF	PERL	ACTIVITY	
	INSTRUCTION	1XXX	\$8,618,711.60	\$223,818.34	\$4,350.00			\$193,961.03	
	SUPPORT SERVICES	2XXX	\$4,312,002.96	\$274,372.37		\$493,055.20			
	NON-INSTRUCTIONAL	3XXX							
OTHER	FACILITIES ACQ & CONST	4XXX			\$129,288.23				
	DEBT	5XXX							
	AEA FLOW THROUGH	6100	\$484,332.00						
	TRANSFERS								
		6900							
	<b>TOTAL</b>		\$13,415,046.56	\$498,190.71	\$4,350.00	\$622,343.43	\$0.00	\$0.00	\$193,961.03
	PUBLISHED BUDGET		\$13,797,336.00	\$544,000.00	\$0.00	\$710,000.00	\$0.00	\$0.00	\$235,000.00
	% USED		97.23%	91.58%	0.00%	87.65%	0.00%	0.00%	82.54%
	FUNCTION	CAPITAL PROJECTS	DEBT SERVICE	NUTRITION	OTHER AGENCY	TOTAL USED	PUB BUDGET	% OF BUDGET	
	INSTRUCTION	1XXX				\$9,040,840.97	\$9,500,000.00	95.17%	
	SUPPORT SERVICES	2XXX	\$7,799.26	\$1,189.34	\$288.23	\$5,088,707.36	\$5,700,000.00	89.28%	
	NON-INSTRUCTION	3XXX		\$810,084.09		\$810,084.09	\$825,000.00	98.19%	
	FACILITIES ACQ & CONST	4XXX	\$2,626,021.75			\$2,755,309.98	\$3,900,000.00	70.65%	
	DEBT	5XXX	\$2,550.00	\$927,901.60		\$930,451.60	\$930,000.00	100.05%	
	AEA FLOW THROUGH	6100				\$484,332.00	\$484,332.00	100.00%	
	TRANSFER	62xx	\$833,176.77	\$76,560.51		\$909,737.28			
	<b>TOTAL</b>		\$3,469,547.78	\$927,901.60	\$887,833.94	\$288.23	\$20,019,463.28	\$21,339,332.00	93.81%
	PUBLISHED BUDGET		\$4,689,755.00	\$930,000.00	\$750,000.00	\$0.00			
	% USED		73.98%	99.77%	118.38%	0.00%		93.81%	

**SHENANDOAH COMMUNITY SCHOOL  
CALCULATION OF MISCELLANEOUS INCOME  
2020-2021**

	STATE AID/ SRCIPVR (CNI) Source Codes 3112 3801, 3803, 3111	TLC/FOUR YEAR-OLD STATE AID/TSS/ INTERVENTION/PD/ TRANSPORTATION Source Code 3116, 3117, 3119 3204, 3216, 3376	SPED DEFICIT SUPPLEMENTAL STATE AID Source Code 3113	AEA FLOWTHROUGH Source Code 3214	PROPERTY TAX Source Codes 1110-1119	INSTRUCTIONAL SUPPORT THROUGH INCOME SURTAXES Source Codes 1134	EXCISE TAXES UTILITY REPL. Source Codes 1170-1179	** MISCELLANEOUS REVENUE	TOTAL REVENUE (Includes Flowthrough)	FY '20 Actuals
JUL				\$80,722.00				\$201,437.73	\$282,159.73	\$56,424.76
AUG				\$40,361.00	\$17,375.68			\$25,217.15	\$82,953.83	\$135,923.00
SEP	\$543,215.00	\$143,641.00		\$40,361.00	\$590,276.63		\$38.08	\$17,282.46	\$1,334,814.17	\$1,276,172.26
OCT	\$543,215.00	\$143,641.00		\$40,361.00	\$1,191,943.21		\$2,159.16	\$91,587.12	\$2,012,906.49	\$2,058,639.45
NOV	\$568,520.94	\$143,641.00		\$40,361.00	\$181,717.44		\$36,798.94	\$84,604.07	\$1,055,643.39	\$934,962.32
DEC	\$580,078.40	\$143,641.00		\$40,361.00	\$84,311.35	\$150,234.37		\$137,300.52	\$1,135,926.64	\$1,002,951.38
JAN	\$548,241.11	\$143,641.00		\$40,361.00	\$66,224.93			\$33,012.61	\$831,480.65	\$986,711.76
FEB	\$538,788.00	\$143,641.00		\$40,361.00	\$42,911.81	\$54,807.12		\$242,489.62	\$1,062,998.55	\$1,001,794.03
MAR	\$538,788.00	\$143,641.00		\$40,361.00	\$140,031.93		\$564.43	\$36,381.95	\$899,768.31	\$971,305.33
APR	\$605,989.34	\$143,641.00		\$40,361.00	\$1,062,029.12		\$38,393.67	\$47,563.71	\$1,937,977.84	\$1,738,242.95
MAY	\$538,788.00	\$143,641.00		\$40,361.00	\$119,555.20			\$239,535.43	\$1,081,880.63	\$1,240,285.46
JUN	\$538,793.00	\$143,634.00	\$1,461.00	\$0.00	\$122,266.19			\$888,867.11	\$1,695,021.30	\$1,203,329.49
<b>TOTAL</b>	<b>\$5,544,416.79</b>	<b>\$1,436,403.00</b>	<b>\$1,461.00</b>	<b>\$484,332.00</b>	<b>\$3,618,643.49</b>	<b>\$205,041.49</b>	<b>\$77,954.28</b>	<b>\$2,045,279.48</b>	<b>\$13,413,531.53</b>	<b>\$12,606,742.19</b>



<b>SHENANDOAH COMMUNITY SCHOOL</b>			
<b>UNSPENT AUTHORIZED BUDGET CALCULATION</b>			
<b>2020-2021</b>			
	REGULAR PROGRAM DISTRICT COST	\$7,459,603.00	
+	REGULAR PROGRAM BUDGET ADJUSTMENT	\$0.00	
+	SUPPLEMENTARY WEIGHTING DISTRICT COST	\$135,512.00	
+	SPECIAL ED DISTRICT COST	\$971,849.00	
+	TEACHER SALARY SUMMPLEMENT DISTRICT COST	\$674,095.00	
+	PROF DEV SUPPLEMENT DISTRICT COST	\$73,061.00	
+	EARLY INTERVENTION SUPPL DISTRICT COST	\$85,540.00	
+	TEACHER LEADERSHIP SUPP DISTRICT COST	\$360,798.00	
+	AEA SPECIAL ED SUPPORT	\$369,546.00	
+	AEA SPECIAL ED SUPPORT ADJUSTMENT	\$0.00	
+	AEA MEDIA SERVICES	\$61,421.00	
+	AEA EDUCATIONAL SERVICES	\$67,903.00	
+	AEA SHARING DISTRICT COST	\$834.00	
+	AEA TEACHER SALARY SUPPL DISTRICT COST	\$37,946.00	
+	AEA PROF DEV SUPPL DISTRICT COST	\$4,067.00	
+	DROPOUT ALLOWABLE GROWTH	\$269,426.00	
+	SBRC ALLOWABLE GROWTH OTHER #1	\$168,221.00	Increased Enrollment/ Open Enroll
+	SBRC ALLOWABLE GROWTH OTHER #2	\$68,718.00	LEP
+	SPECIAL ED DEFICIT ALLOWABLE GROWTH	\$263,953.00	(Determined when I did the SES at
-	SPECIAL ED POSITIVE BALANCE REDUCTION	\$0.00	
-	AEA SPECIAL ED POSITIVE BALANCE	\$0.00	
+	ALLOWANCE FOR CONSTRUCTION PROJECTS	\$0.00	
-	UNSPENT ALLOWANCE FOR CONSTRUCTION	\$0.00	
+	ENROLLMENT AUDIT ADJUSTMENT	\$0.00	
-	AEA PRORATA REDUCTION	\$57,385.00	
=	MAXIMUM DISTRICT COST	\$11,015,108.00	
+	PRESCHOOL FOUNDATION AID	\$229,060.00	
+	INSTRUCTIONAL SUPPORT AUTHORITY	\$546,267.00	
+	ED IMPROVEMENT AUTHORITY	\$0.00	
+	OTHER MISCELLANEOUS INCOME	\$2,045,279.48	\$ 1,404,271.00 Estimate on Budge
+	UNSPENT AUTH BUDGET - PREVIOUS YEAR	\$3,910,338.00	
=	MAXIMUM AUTHORIZED BUDGET	\$17,746,052.48	
-	EXPENDITURES	\$13,715,046.56	77.29%
=	UNSPENT AUTHORIZED BUDGET	\$4,031,005.92	
	<b>EXPENDITURES</b>	<b>FY 21</b>	<b>FY '20 Actuals</b>
	JULY	\$237,873.72	\$199,722.68
	AUGUST	\$507,123.63	\$384,876.61
	SEPTEMBER	\$1,053,480.60	\$1,011,518.98
	OCTOBER	\$1,136,957.50	\$1,008,378.85
	NOVEMBER	\$1,091,707.89	\$1,020,147.22
	DECEMBER	\$1,084,758.37	\$995,838.21
	JANUARY	\$1,051,604.51	\$1,011,435.69
	FEBRUARY	\$1,040,102.26	\$1,052,786.73
	MARCH	\$1,382,017.22	\$1,280,733.46
	APRIL	\$1,047,831.04	\$951,086.89
	MAY	\$1,167,556.08	\$993,718.57
	JUNE	\$2,914,033.74	\$2,570,936.36
	<b>TOTAL</b>	<b>\$13,715,046.56</b>	<b>\$12,481,180.25</b>

Vendor Name	Invoice Detail Amount	Invoice Detail Description
Checking Account ID 10	Fund Number 10	GENERAL FUND
95% GROUP INC.	668.80	Manipulative Kits and Workbooks
ACCO BRANDS USA LLC	306.08	NapLam I; 1.5Mil; 25"x500'; 1" core Clea
ACTION ED	600.00	Civic mirror 21/22 subscription
AHLERS & COONEY PC	145.00	LAWYER/NEGOTIATIONS
ASSETGENIE, INC.	898.00	LENOVO 500E G2 (TOUCH) SCREW SET
BARBARA FARWELL	61.15	ESL TRAVEL
BLICK ART MATERIALS	108.31	Art supplies 21/22
BMO MASTERCARD	361.35	MS PRINCIPAL WORKSHOP/CONFERENCE
BMO MASTERCARD	5,977.49	MS PE SUPPLIES
BMO MASTERCARD	1,013.00	HS PRINCIPAL DUES
BMO MASTERCARD	590.79	HS PRINCIPAL POSTAGE
BMO MASTERCARD	412.91	PLANT SALES/SUPPLIES
BMO MASTERCARD	131.99	HS BAND SUPPLIES
BMO MASTERCARD	1,240.53	SPED COMBINED WEIGHTED ELEM SUPPLIES
BMO MASTERCARD	673.03	ATHLETIC DIRECTOR PROFESSIONAL TRAINING
BMO MASTERCARD	1,369.69	SUPERINTENDENT SOFTWARE
BMO MASTERCARD	2,578.08	MS GENERAL ED SUPPLIES
BMO MASTERCARD	589.19	MAINTENANCE PARTS
BMO MASTERCARD	8,187.37	TECHNOLOGY COORDINATOR SUPPLIES
BMO MASTERCARD	175.00	BUSINESS MANAGER DUES
BMO MASTERCARD	686.63	PROFESSIONAL DEVELOPMENT SUPPLIES
BMO MASTERCARD	484.67	HS AT RISK SUPPLIES
BMO MASTERCARD	2,053.67	TEACHER LEADERSHIP TRAVEL
BROWN'S REPAIR & AUTO PARTS, INC.	3,076.51	VEHICLE REPAIR SERVICES
CABINETS BY STAC	4,436.19	MAINTENANCE BUILDING SUPPLIES
CENEX FLEET FUELING	1,843.44	MAINTENANCE GASOLINE
CENTURYLINK	620.71	HS PRINCIPAL TELEPHONE
CHAT MOBILITY	57.01	BUSINESS MANAGER TELEPHONE
CITY OF SHENANDOAH	6,285.90	WATER-SEWER
CLARINDA CHAMBER	125.00	Clarinda Band Day entry fees
COUNTY LINE DESIGN	1,877.00	T-shirts
CULLIGAN WATER	170.00	water softener
CURRICULUM ASSOCIATES	390.15	CARS Book E (Gr.5) Student Book 10-Pack
DEMCO	385.67	Paperfold Book Jacket Cover 9" x 300' 1.
DEPARTMENT OF ADMINISTRATIVE SERVICES	550.00	TSA ADMINISTRATION FEES
DINGES AUTO GLASS	250.00	VEHICLE REPAIR SERVICES
Filter Shop Inc, The	5,633.34	HVAC filters
GILLESPIE-JENSEN, KATIE	28.29	NONPUBLIC TRANSPORTATION
GLENWOOD BAND PARENTS ASSOCIATION	200.00	Loess Hill Field fest registration
GLENWOOD CSD	4,651.56	PURCHASE EDUCATIONAL/L3 IND COSTS
HAMMONS, KATHY	1,432.56	REFUND OF INSURANCE
HD PRO INSTITUTIONAL	6,485.16	supplies
HEGGERTY	359.91	myHeggerty Teacher Support: Primary - 1s
HOUGHTON MIFFLIN	3,188.70	Math Inventory Annual License Subscripti
IAMO COMMUNICATIONS	30.00	ESSER II TECHNOLOGY SUPPLIES
IOWA COMMUNICATIONS NETWORK	559.67	BUSINESS MANAGER TELEPHONE
IOWA HIGH SCHOOL MUSIC ASSOCIATION	25.00	IHSMA 21/22 dues -vocal
IOWA TESTING PROGRAMS	150.00	ELEM TESTING
JB PARTS & SUPPLY	499.92	batteries for the K8 floor machine
JKAY PHOTO AND DESIGN	589.00	Staff Photos
JOHN GOWING PLUMBING AND HEATING INC.	1,031.19	toilet repairs at the K8
KAPLAN EARLY LEARNING	661.25	C4L SCIENCE JOURNALS 25
KIM LEININGER	163.52	MENTOR TRAVEL
KMA BROADCASTING, LP	325.00	IGNITE ADVERTISING



Vendor Name	Invoice Amount	Invoice Detail	Description
LAKESHORE LEARNING	2,824.40	Shipping	
LAWN WORLD	815.00	treat football field	
LEARNING A-Z	236.00	Raz-Kids (renewal)	
MCGRAW HILL COMPANIES	2,115.98	SHIPPING	
MIDAMERICAN ENERGY	23,454.11	UTILITIES-ELECTRICITY	
MILLER BUILDING	604.23	resale supplies/invoice 359635	
MIND RESEARCH INSTITUTE	1,622.00	ST Math Annual Service Renewal	
MITEL NET SOLUTIONS	584.47	MS PRINCIPAL TELEPHONE	
N2Y	781.92	SUPPLIES	
NASCO	970.33	Art supplies for Marla Hart pricing requ	
O'REILLY AUTO	170.62	TRANSPORTATION REPAIR PARTS	
OUTDOOR RECREATION PRODUCTS	71,878.00	ESSER III GROUNDS REPAIR	
PAPER CORPORATION	2,605.18	Copy, Card Stock, & Colored Paper and En	
PAPER TIGER SHREDDING	107.25	PURCHASED PROFESSIONAL SERVICES	
PAPER TRAIL	41.50	Posters	
PETERSEN AUTO	196.85	VEHICLE REPAIR SERVICES	
PLANBOOKEDU	494.00	Premium Subscription	
PLUNKETT'S PEST CONTROL	480.00	pest control	
QUILL CORPORATION	155.02	Classroom order	
REALLY GOOD STUFF	22.94	Shipping	
REALLY GREAT READING	475.00	Blast Online One-Year Subscription	
RED OAK WELDING	664.20	supplies	
RIEMAN MUSIC DES MOINES	32.64	HS BAND SUPPLIES	
ROCSTOP - WHITEHILLS	40.00	invoice # 0008242021	
SAPP BROS.	540.68	mower fuel	
SCHOOL SPECIALTY, LLC	6,093.69	Level 2 Set	
SHENANDOAH ACTIVITY FUND	140.00	SCHOOL FEES COLLECTED	
SHENANDOAH SANITATION	780.54	MAINTENANCE GARBAGE COLLECTION	
SHERIDAN DECORATING	17.37	paint supplies	
SWIBA	25.00	21/22- SWIowa bandmaster membership	
SWIFT SERVICES LLC	1,174.94	ESSER II TECHNOLOGY SUPPLIES	
SYMMETRY ENERGY SOLUTIONS	2,497.17	UTILITIES-GAS	
TCI	11,778.00	High School Student License and Teacher	
TEACHER DIRECT	81.00	Shipping & Handling	
TRANE US INC	169.50	MAINTENANCE BUILDING REPAIR SERVICES	
TRUCK CENTER COMPANIES	166.11	TRANSPORTATION REPAIR PARTS	
US CELLULAR	1,774.08	ESSER II TECHNOLOGY SUPPLIES	
VALLEY PUBLICATIONS	3,584.58	ADVERTISING	
VAN'S DISTRIBUTING	319.70	walker mower repair	
VETTER EQUIPMENT CO	3.93	supplies	
WELLMARK BLUE CROSS BLUESHEILD	105,884.72	MEDICAL INSURANCE OTHERS	
ZANER-BLOSER	1,273.12	Shipping	
Fund Number 10	<u>323,073.15</u>		
Checking Account ID 10	Fund Number 22	MANAGEMENT FUND	
SU INSURANCE COMPANY	31,861.25	BUILDING INSURANCE	
WELLMARK BLUE CROSS BLUESHEILD	4,864.01	EARLY RETIREES MEDICAL INSURANCE	
Fund Number 22	<u>36,725.26</u>		
Checking Account ID 10	Fund Number 33	SAVE (SECURE AN ADVANCED VISION FOR ED.	
ALBIREO ENERGY	7,696.07	service contract for BAS	
ELEVATE ROOFING	78,121.16	BUILDING IMPROVEMENT	
JOHNSON CONTROLS	2,182.58	fire sprinkler inspection	
MIDWEST TENNIS & TRACK	107,500.00	LAND IMPROVEMENTS	
RASMUSSEN MECHANICAL SERVICES	2,263.15	HVAC REPAIRS	
Fund Number 33	<u>197,762.96</u>		
Checking Account ID 10	Fund Number 36	PHYSICAL PLANT & EQUIPMENT	
AMPLIFIED IT	1,000.00	North American Google Workspace for Educ	

Vendor Name	Invoice Amount	Invoice Detail	Description
BLUPOINTE DRS	750.00	Maintenance, Support and Services:BDR MA	
CDW GOVERNMENT	119.36	Peerless CMJ 455 - bracket - Trade Compl	
COUNSEL OFFICE & DOCUMENT	1,736.63	ADMIN COPIER LEASE	
CULLIGAN WATER	253.47	water softener	
DELL MARKETING	619.65	Support renewal on D9HZSD2	
DISCOUNT SCHOOL SUPPLY	465.64	Bilingual Paint by Numero 11'8" x 8'3" O	
DLT SOLUTIONS	1,351.11	KACE SYSTEMS DEPLOYMENT ADDTL MANAGED CO	
FELD FIRE	2,423.00	inspection	
GREAT AMERICAN FINANCIAL SERVICES	1,064.38	ELEMENTARY COPIER LEASE	
HEARTLAND BUSINESS SYSTEMS	5,640.64	CISCO MERAKI MR56 WIFI 6 INDOORWRLS AP	
INTRADO INTERACTIVE SERVICES CORP	1,998.00	Renewal SchoolMessenger Complete -- 12-m	
KAMI	3,600.00	Kami District Plan	
KID CARPET	1,494.00	Blocks Seating Rug Style: Blocks Seating	
LEPORTE ELECTRIC	1,076.10	hired electrical work	
MILLER BUILDING	17.50	shed supplies invoice-358431	
PLUM CREEK CUSTOMS	2,195.00	BUILDING IMPROVMENT FURNITURE&FIXTURES	
SCREENCASTIFY	2,000.00	Record Unlimited District License	
TRANE US INC	520.50	BUILDING REPAIR	
Fund Number 36	<u>28,324.98</u>		
Checking Account ID 10	Fund Number 61	SCHOOL NUTRITION FUND	
BMO MASTERCARD	5,960.06	PURCHASED FOOD FOR CATERING	
DFA DAIRY BRANDS CORPORATE, LLC	2,341.89	MILK - K8	
FAREWAY STORES	195.74	MILK	
HY-VEE	10.56	CATERING	
MARTIN BROS DIST	49,426.00	HS/FOOD	
MEYER LABORATORY INC	79.95	SUPPLIES	
Fund Number 61	<u>58,014.20</u>		
Checking Account ID 10	Fund Number 62	CHILDCARE FUND	
IOWA DEPARTMENT OF HUMAN SERVICES	75.00	2-Year License	
SHENANDOAH POLICE DEPARTMENT	80.00	Fingerprinting	
Fund Number 62	<u>155.00</u>		
Checking Account ID 10	<u>644,052.55</u>		
Checking Account ID 40	Fund Number 21	ACTIVITY FUND	
ANDY REGAN	75.00	GENERAL ATHLETICS OFFICIAL	
ATLANTIC HIGH SCHOOL	410.00	ENTRY FEE TO ANOTHER SCHOOL	
BMO MASTERCARD	30.35	SUPPLIES/GENERAL ATHLETICS	
BMO MASTERCARD	1,132.03	SUPPLIES/CHEERLEADERS	
BMO MASTERCARD	830.68	SUPPLIES/FFA	
BMO MASTERCARD	90.00	MAY MENTORING ACTIVITY SUPPLIES	
BMO MASTERCARD	45.22	SUPPLIES/MS STUDENT COUNCIL	
BRIAN WEDEMEYER	110.00	GENERAL ATHLETICS OFFICIAL	
CHRIS GIBSON	36.00	GENERAL ATHLETIC WORKERS	
DAN COMER	120.00	GENERAL ATHLETICS OFFICIAL	
DENNIS PERRY	260.00	GENERAL ATHLETICS OFFICIAL	
DON'S JOHNS & SEPTIC PUMPING	142.00	SUPPLIES/GENERAL ATHLETICS	
FAREWAY STORES	951.09	MUSTANG FIELD CONCESSION SUPPLIES	
GRAPHIC EDGE	9,198.55	SHIPPING	
GREG PULLIAM	75.00	GENERAL ATHLETICS OFFICIAL	
HAUFF SPORTS	55.26	100 Mouth Guards	
HUDL	3,999.00	Hudl Assist VB- Invoice#INV01161455	
IGCA	95.00	21/22 membership	
IOWA ASSOCIATION OF TRACK COACHES	50.00	21/22 membership	
JIM MARANVILLE	125.00	GENERAL ATHLETICS OFFICIAL	
JON COLE	120.00	GENERAL ATHLETICS OFFICIAL	
LEWIS CENTRAL HIGH SCHOOL	500.00	21/22 dues	
MATBOSS	599.00	21/22 subscription for wrestling season	



Shenandoah CSD  
 09/10/2021 10:14 AM  
 Vendor Name

**MONTHLY BOARD VENDOR BILLS**  
 September 2021 Accounts Payable

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 User ID: RUZEKSHE

Vendor Name	Invoice Amount	Detail	Invoice Amount	Description
MATT BIRD	120.00			GENERAL ATHLETICS OFFICIAL
NICOLE WENSTRAND	110.00			GENERAL ATHLETICS OFFICIAL
NORTHWEST AEA	4.37			21/22 activity tickets
OSBORN, CURTIS	50.00			GENERAL ATHLETICS OFFICIAL
PRESTON LAWSON	18.00			GENERAL ATHLETIC WORKERS
RAY WOOD	60.00			Umpires fees for 2021 baseball season
RICK PACE	125.00			GENERAL ATHLETICS OFFICIAL
RIDDELL/ALL AMERICAN SPORTS	327.02			MS Football supplies
ROCSTOP - WHITEHILLS	100.00			Concession : 8/5/21 invoice# 0008052021
RON GREBERT	120.00			GENERAL ATHLETICS OFFICIAL
RON HANSEN	90.00			GENERAL ATHLETIC WORKERS
STEVE LASTINE	75.00			GENERAL ATHLETICS OFFICIAL
TOM HARTIGAN	125.00			GENERAL ATHLETICS OFFICIAL
TOM OLSON	75.00			GENERAL ATHLETICS OFFICIAL
Fund Number 21			<u>20,448.57</u>	
Checking Account ID 40		Fund Number 81		TRUST FUNDS NON EXPENDABLE
BAILEY MAHER AND WAYNE STATE COLLEGE	250.00			SCHOLARSHIPS/I&C WILSON/ROLSCREEN
BRADEN KNIGHT AND METROPOLITAN COMM. COLLEGE	500.00			INGRIM SCHOLARHIP TUITION
Fund Number 81			<u>750.00</u>	
Checking Account ID 40			<u>21,198.57</u>	

First Name	Last Name	Organization	Start Date	End Date	Name of Fundraiser	What specific funds will be used for	Percentage of profit	Population
Amy	Nielsen	HS Cheer	9/28/2021	10/1/2021	Cheerleading Youth Camp	HS Camps, ICCA conference, paints & poster supplies, hotel stay, miscellaneous.	60%-70%	Students
Amy	Nielsen	HS Cheer	9/20/2021	10/4/2021	Flamingo a Friend	HS Camps, ICCA conference, paints & poster supplies, hotel stay, miscellaneous.	90%	Local or Regional Businesses
Amy	Toye	Speech	9/13/2021	9/17/2021	Silent Auction Gift Baskets	IHSSA membership, coaches' convention, royalties and entry fees, travel expenses	90%	Staff or General Public
Sarah	Martin	Shenandoah Community Schools	9/25/2021	9/25/2021	Car Show for the Industrial Tech Auto Department	Tools and entrance into CTSO activities	100	Staff or General Public
Crystal	Wittmer	High School Yearbook	9/13/2021	9/17/2021	HOCO Buttons - Making buttons with this years homecoming theme and selling them to the elementary/middle school and High School students.	Photography equipment and other photo related materials for the yearbook class.	around 50%	Students
Lindsey	Lundgren	Student Council	9/13/2021	9/18/2021	Homecoming Spirit Gear	Student Council	50%	Students



Lawn World LLC  
P.O. Box 531  
Shenandoah, IA 51601

2021 ANNUAL IRRIGATION  
SERVICE CONTRACT  
\$250.00

Shenandoah Schools Football Field  
1000 Mustang Dr  
Shenandoah, IA 51601

**Proposed Work.** Lawn World LLC will provide two (2) maintenance visits per year; the Spring Startup and the Fall Winterization. The Spring Startup visit will involve the irrigation system being turned back on and thoroughly checked for leaks. All zones are run, to make sure every sprinkler head is performing properly and covering its intended area. The system's control unit is checked to make sure it is programmed properly. This agreement covers all labor needed to run and inspect the system. Any parts and labor needed for repairs after the inspection is completed will be invoiced to the customer. Any return visits needed throughout the year will be subject to a service call, parts and labor. The Fall Winterization visit includes the water being turned off, the backflow prevention device and the lines to the house are drained.

**Period of Maintenance.** Lawn World LLC shall perform maintenance on the System in accordance with the terms and conditions of this agreement for a period of one (1) year.

**General Provisions.** Lawn World LLC agrees to complete the work listed above in a timely and professional manner. Upon acceptance of this agreement, Customer benefits with an annual service contract including discounted service call rate of \$50 (\$75 non-contract), \$50/hour (\$75/hr non-contract), 15% off parts cost and automatic scheduling for Spring Startups and Fall Winterizations.

**Acceptance:** I would like to participate in the annual service contract program and will send payment for the amount above along with this completed form.

\_\_\_\_\_  
CUSTOMER SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CELL PHONE #

\_\_\_\_\_  
EMAIL

\_\_\_ I would like my controller left programed and in the **run** postion after spring start up.

\_\_\_ I would like my controller left programmed but in the **off** position after spring start up.

**Return signed contract with payment**

**2021-22 Snow Removal Bids**

	Plowing per hour	Sand per ton	Salt per ton	50/50 Blend per ton	
Crowley Construction					did not bid
DLA Farms	\$ 75.00	\$ 58.00	\$ 200.00	\$ 150.00	
Lawn World	\$ 100.00	\$ 50.00	\$ 140.00	\$ 100.00	
Southwest Iowa Parking Lot					did not bid



**ISFIS WRITE TO LEARN PROGRAM PARTICIPANT AGREEMENT**

This Participant Agreement is entered into by and between Iowa School Finance Information Services (ISFIS) and Shenandoah CSD (the "District") effective this \_\_\_\_ day of \_\_\_\_\_, 2021.

WHEREAS, ISFIS operates a training program in conjunction with software service providers known as WriteToLearn™ (the "Program"); and

WHEREAS, District wishes to participate in the WriteToLearn™ Program;

NOW, THEREFORE, in consideration of mutual promises and warranties contained in this Agreement, the parties hereby agree to the following:

1. The following Services shall be performed by ISFIS or its subcontracting agent:
  - a. Software license for WriteToLearn™ from August 1, 2021 – July 31, 2022 as the contract period.
  - b. Up to 8 hours of onsite professional development and technical assistance, and ongoing email and phone support for principals and district staff. Additional training or assistance is available upon request for an additional fee.
  - c. Unlimited ongoing technical support by training staff and Program staff.
  - d. Provide usage reports, webinar training, newsletters, and various tools and templates for school improvement.
  
2. The Term of this Agreement shall commence on the effective date listed above and shall be in effect until July 31, 2022. District intends to purchase an estimate of \_\_\_\_\_ per student licenses at a price of \$13 per license, plus \$1,000 for ongoing technical support and program updates including 1 day of professional development at a maximum of 8 hours onsite. Unlimited phone/email support throughout the term of this Agreement. The total fee due from District shall be determined at least two weeks prior to the initial training date when the District shall communicate the exact number of licenses they shall purchase to ISFIS personnel in writing and shall not be lowered within 2 weeks of the initial training date. Payment shall be due and payable in full within 30 days of receipt of invoice, whichever is later. Additional services may be added if requested by District and mutually agreed upon.
  
3. District and ISFIS agree to indemnify, hold each other harmless against all claims for loss or damage to third parties and all injury to persons including all expenses incident thereto, including attorney's fees and costs, in any manner whatsoever arising out of the negligent performance of their respective obligations under this Agreement.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed as designated below.

**ISFIS, Inc.**

**District**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

Shenandoah CSD

\_\_\_\_\_  
*School District Name*

**SUBMIT COMPLETED AGREEMENT TO:**  
ISFIS, Inc.  
Attn: Write to Learn Program  
1201 63<sup>rd</sup> Street  
Des Moines, IA 50311

**ISFIS WriteToLearn™ PROGRAM PARTICIPANT AGREEMENT**  
Exhibit A: Information Form

(Please complete one page for each participating building in the District. Thank you.)

School Building:
School Address, Street, City, Zip (Please add mailing address as well if different than address):
School Primary Phone:
School Website:

**Administrative Accounts:** It's best to limit your school to a maximum of three or four admin accounts. There are privacy issues related to student information in the admin account.

- Function 1: Add new students as they register, add teachers to each others' classes, and other administrative functions. This is usually done by the school's administrative assistant or a teacher leader.
- Function 2: Receive implementation reports. This is usually a valuable report for the principal, curriculum director, instructional coach, etc.

Admin Account 1 Name:
Position:
Email Address:

Admin Account 2 Name:
Position:
Email Address:



Admin Account 3 Name:
Position:
Email Address:

Admin Account 4 Name:
Position:
Email Address:

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100 LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the Shenandoah Community School District.

This school corporation is located in Page, Fremont, Mills and Montgomery Counties, and its affairs are conducted by elected school officials, the Shenandoah Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Legal Reference: Iowa Code §§ 274.1, .2, .6, .7; ~~278.1(9)~~; 279.8; 594A ~~(2009)~~.

Cross Reference: 200 ~~Legal Status of the~~ Board of Directors

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09



101 EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT

As a school corporation of Iowa, the Shenandoah Community School District, acting through its board of directors, is dedicated to promoting an equal opportunity for a quality public education to its students. The board's ability may be limited by the school district's ability and willingness to furnish financial support in cooperation with student's parents and school district community. The board is also dedicated to providing the opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a learning environment that provides guidance to and encourages critical thinking in the students for a lifetime.

The board endeavors, through the dedication of the school district's resources, to encourage students, who come to the school district from a variety of backgrounds, to look forward to the time when they will have jobs, homes, families, places in the school district community, and attain recognition as individuals. In order to achieve this goal, the board will seek qualified employees dedicated to development of their professional skills for the betterment of the education program and for the expertise for educational productivity.

Instruction and curriculum are the key elements of a public education. Critical thinking and problem-solving skills that will assist the students' preparation for life is instructed as part of a sequentially coordinated curriculum. The school district strives to prepare students for employment, to discover and nurture creative talent and to prepare them to meet and cope with social change in an atmosphere conducive to learning.

The support and involvement of the home and the school district community are essential to achieve educational excellence in the school district. The school district strives to maintain an active relationship with the home and the school district community to create within the students an awareness of dignity and worth of the individual, civic responsibility and respect for authority.

Legal Reference: Iowa Code §§ 256.11, ~~11A (2009)~~.

Cross Reference: 103 Equal Educational Opportunity  
105 Long-Range Needs Assessment  
210 Board of Directors' Management Procedures  
600 Goals and Objectives of the Education Program  
602.1 Curriculum Development

Approved 8/8/94

Reviewed 11/07/16

Revised 9/14/09

Code No. 101.1

101.1 MISSION STATEMENT

The Shenandoah Community School District, in partnership with families and the community, will provide each student an educational environment that maximizes his or her potential to become responsible, successful citizens and lifelong learners in an ever-changing world.

Approved 8/8/94

Reviewed 11/07/16

Revised 11/11/13

102 SCHOOL DISTRICT INSTRUCTIONAL ORGANIZATION

The Shenandoah Community School District offers an educational program for grades pre-kindergarten through twelve. The levels of instruction are organized by the following levels:

Preschool: Preschool and pre-kindergarten will attend at the Logan Administration Building in Shenandoah.

Elementary: ~~JuniorPre~~ kindergarten through fourth grade will attend at the ~~PK~~-8 Building in Shenandoah.

Middle School: Fifth grade through eighth grade will attend at the ~~PK~~-8 Building in Shenandoah.

High School: Ninth grade through twelfth grade will attend at the Shenandoah High School in Shenandoah.

Alternative Middle School, otherwise known as the Middle School Flex Ed Center, will serve students in grades 5-8 at the Middle School.

Alternative High School, otherwise known as the High School Flex Ed Center, will serve students in grades 9-12 at the High School.

Each school level will have a principal or designee responsible for the administration and management of the school building, the school building employees and the education program. The principals and designees shall work closely with the superintendent, who shall oversee the administration and management of the school district.

Legal Reference: Iowa Code §§ 256.11, .11A; 275.1; 279.11; 280.14 (2009).

Cross Reference: 501 Student Attendance

Approved 8/8/94

Reviewed 7/10/17

Revised 7/10/17



### 103 EQUAL EDUCATIONAL OPPORTUNITY

It is the goal of the board to develop a healthy, social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student.

The Shenandoah Community School District does not discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. The belief in equal education opportunity serves as a guide for the board and employees in making decisions related to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students. There is a grievance procedure for processing complaints of discrimination. If you have any questions or a grievance related to this policy please contact Aaron Burdorf, Equity Coordinator, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712) 246-2520, [burdorfa@shencsd.com](mailto:burdorfa@shencsd.com).

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Inquires by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, Aaron Burdorf, Shenandoah Community School District, 601 Dr. Creighton Cir, Shenandoah, IA 51601; or by telephoning (712) 246-2520.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, U.S. Department of Education, John C. Kluczynski Federal Building, 230 S. Dearborn St., 37<sup>th</sup> Floor, Chicago, IL, 60604 (312) 730-1560, fax (312) 730-1576 [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), the Iowa Civil Rights Commissioner, <https://icrc.iowa.gov>, (515) 281-4121 or the Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA 50319. (515) 281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Legal Reference: 20 U.S.C. §§ 1221 *et seq.*  
20 U.S.C. §§ 1681 *et seq.*  
20 U.S.C. §§ 1701 *et seq.*  
29 U.S.C. § 206 *et. seq.*  
29 U.S.C. § 794.  
42 U.S.C. §§ 2000d and 2000e.  
42 U.S.C. §§ 12101 *et seq.*  
34 C.F.R. Pt. 100.  
34 C.F.R. Pt. 104.  
Iowa Code §§ 216.6; 216.9; 256.11; 280.3.  
281 I.A.C. 12.

Cross Reference: 101 Educational Philosophy of the School District  
401.1 Equal Employment Opportunity  
500 Objectives for Equal Educational Opportunities for Students  
506.1 Student Records

Approved 8/8/94

Reviewed 6/14/21

Revised 4/12/21

103.E1 ~~SECTION 504~~ ANNUAL NOTICE OF NONDISCRIMINATION

~~Students, parents, employees and others doing business with or performing services for the Shenandoah Community School District are hereby notified that this school district does not discriminate on the basis of age, race, color, national origin, religion, creed, gender, gender identity, marital status, sex, sexual orientation, socioeconomic status, or disability in admission or access to, or treatment in, its programs and activities. Any person having inquiries concerning the school district's compliance with the regulations implementing title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:~~

~~(Title) \_\_\_\_\_ Equity Coordinator, Monte Munsinger~~

~~(Where Located) \_\_\_\_\_ Shenandoah Administration Building~~

~~(Telephone Number) \_\_\_\_\_ (712) 246-1581~~

~~who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3. The Shenandoah Community School District offers career and technical programs in the following areas of study:~~

~~Agricultural Science, Automotive Technology, Business Education, Family Consumer Science, Health Science, and Industrial Technology.~~

~~It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712) 246-2520, burdorf@shencsd.com.~~



Code No. 103.E2

103.E2 CONTINUOUS NOTICE OF NONDISCRIMINATION

It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712) 246-2520, [burdorfa@shencsd.com](mailto:burdorfa@shencsd.com).

103.E34 NOTICE OF SECTION 504 STUDENT AND PARENTAL RIGHTS

The Shenandoah Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;
- Receipt of free educational services to the extent they are provided students without disabilities;
- Receipt of information about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee. You also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have the right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712) 246-2520, burdorfa@shencsd.com.

103.E42 ~~GRIEVANCE FORM FOR COMPLAINTS FORM OF DISCRIMINATION OR NON COMPLIANCE WITH FEDERAL OR STATE REGULATIONS REQUIRING NON DISCRIMINATION~~

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<u>Age</u>	<u>Physical Attribute</u>	<u>Sex</u>
<u>Disability</u>	<u>Physical/Mental Ability</u>	<u>Sexual Orientation</u>
<u>Familial Status</u>	<u>Political Belief</u>	<u>Socio-economic Background</u>
<u>Gender Identity</u>	<u>Political Party Preference</u>	<u>Other – Please Specify:</u>
<u>Marital Status</u>	<u>Race/Color</u>	
<u>National Origin/Ethnic Background/Ancestry</u>	<u>Religion/Creed</u>	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_, am filing this grievance because \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, Name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance Center \_\_\_\_\_



103.E53 ~~GRIEVANCE DOCUMENTATION~~ WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Individual Alleging Discrimination or Non-Compliance: \_\_\_\_\_

Grievance Date: \_\_\_\_\_

State the nature of the complaint and the remedy requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate Principal's or Supervisor's response or action to above complaint: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Principal or Supervisor: \_\_\_\_\_

103.E6 DISPOSITION OF COMPLAINT FORM

Date: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (Check all that apply)

<u>Age</u>	<u>Physical Attribute</u>	<u>Sex</u>
<u>Disability</u>	<u>Physical/Mental Ability</u>	<u>Sexual Orientation</u>
<u>Familial Status</u>	<u>Political Belief</u>	<u>Socio-economic Background</u>
<u>Gender Identity</u>	<u>Political Party Preference</u>	<u>Other – Please Specify:</u>
<u>Marital Status</u>	<u>Race/Color</u>	
<u>National Origin/Ethnic Background/Ancestry</u>	<u>Religion/Creed</u>	

Summary of investigation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

~~103.E4 SECTION 504 STUDENT AND PARENTAL RIGHTS~~

~~The Shenandoah Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:~~

- ~~• Participation of your child in school district programs and activities, including extracurricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability and at the same level as students without disabilities;~~
- ~~• Receipt of free educational services to the extent they are provided students without disabilities;~~
- ~~• Receipt of information about your child and your child's educational programs and activities in your native language;~~
- ~~• Notice of identification of your child as having a qualifying disability for which accommodations may need to be made and notice prior to evaluation and placement of your child and right to periodically request a re-evaluation of your child;~~
- ~~• Inspect and review your child's educational records including a right to copy those records for a reasonable fee. You also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;~~

~~Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 should be directed to:~~

~~(Title) Equity Coordinator, Monte Munsinger \_\_\_\_\_~~

~~(Where located) Shenandoah Administration Building (Telephone No.) 712-246-1581~~

~~who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 or Iowa Code § 280.3.~~



## 103.R1 GRIEVANCE PROCEDURE

It is the policy of the Shenandoah Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Aaron Burdorf, 601 Dr. Creighton Cir., Shenandoah, IA 51601, (712) 246-2520, [burdorfa@shencsd.com](mailto:burdorfa@shencsd.com).

Field Code Changed

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others. ~~under federal or state regulations requiring non-discrimination in programs and employment.~~

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedure is not a prerequisite to the pursuit of other remedies. Please note that informal processes and procedures are not to be used in certain circumstances (e.g., sexual harassment and sexual assault).

### Filing a Complaint

A Complainant who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint with the equity coordinator(s). An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 15 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The equity coordinator(s) shall assist the Complainant as needed.

### Investigation

Within [15?] working days, the equity coordinator will begin the investigation of the complaint or appoint a qualified person to undertake the investigation (hereinafter "equity coordinator"). If the Complainant is under 18 years of age, the equity coordinator shall notify his or her parent(s)/guardian(s) that they may attend investigatory meetings in which the Complainant is involved. The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. The investigation may include, but is not limited to the following:

- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the individual named in the complaint to provide a written statement;
- A request for witnesses identified during the course of the investigation to provide a written statement;
- Interviews of the Complainant, Respondent, or witnesses;
- An opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within [60?] working days, the equity coordinator shall complete the investigation and issue a report with respect to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within [5?]

Within [60?] working days, the equity coordinator shall complete the investigation and issue a report with respect

to the findings.

The equity coordinator shall notify the Complainant and Respondent of the decision within /5?/ working days of completing the written report. Notification shall be by U.S. mail, first class.

#### **Decision and Appeal**

The complaint is closed after the equity coordinator has issued the report, unless within 5 working days after receiving the decision, either party appeals the decision to the superintendent by making a written request detailing why he/she believes the decision should be reconsidered. The equity coordinator shall promptly forward all materials relative to the complaint and appeal to the superintendent. Within /30?/ working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinator to gather additional information. The superintendent shall notify the Complainant, Respondent, and the equity coordinator of the decision within /5?/ working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent shall be final.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

Retaliation against any person, because the person has filed a complaint or assisted or participated in an investigation, is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

**NOTE: A school district may have a different coordinator for each law or consolidate the responsibilities under one employee. The Iowa Department of Education encourages districts to have no more than two (2) coordinators: one for employment and one for programs. If the district has more than one coordinator, publications of this policy and notifications must include the name, contact address, contact phone number and email address for each coordinator.**

**NOTE: The sample grievance procedures include an appeal process that ends with the superintendent. If the board chooses to have a different practice that involves the board in these grievance procedures, the procedures should be updated to reflect this practice.**

**NOTE: The Office for Civil Rights requires that the procedures must designate reasonably prompt time frames for the major stages of the complaint process. The number listed in the italic brackets for each stage includes suggested time frames based on guidance from both the United States Office for Civil Rights and the Iowa Department of Education. Districts should ensure that the time frames selected are reasonable for the individual district.**

**NOTE: Some conduct that falls under a school's equal educational opportunity policy also may trigger responsibilities under the state's anti-bullying/anti-harassment laws. By limiting the response to a specific application of its equal educational opportunity policy and the accompanying grievance procedures, a school may fail to properly consider whether the alleged conduct also results in bullying and/or harassment.**

**Level One Principal, Immediate Supervisor or Personal Contact Person  
(Informal and Optional may be bypassed by the grievant)**

Employees with a complaint of discrimination based upon their age, race, color, national origin, gender, religion, creed, marital status, sexual orientation, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their age, race, color, national origin, gender, gender identity, religion, creed, marital status, sex, sexual orientation, or disability are encouraged to first discuss it with the personnel contact person.

A student, or a parent of a student, with a complaint of discrimination based upon their age, race, color, national origin, gender, gender identity, religion, creed, marital status, sex, sexual orientation, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator or personnel contact person directly involved.

**Level Two Compliance Officer**

If the grievance is not resolved at level one and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at level two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at that meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

**Level Three Superintendent/Administrator**

If the complaint is not resolved at level two, the grievant may appeal it to level three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process, rather, the parents have a right to an impartial hearing to resolve the issue.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the U.S. Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging discrimination.

**Level Four Appeal to Board**

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Equity Coordinator, Monte Munsinger

Office Address Shenandoah Administration Building

Phone Number (712) 246-1581

Office Hours 8:00 a.m. - 4:00 p.m.

104 THE PEOPLE AND THEIR SCHOOL DISTRICT

The board recognizes the value of interaction and participation of the citizens of the school district. The board will cooperate and participate, whenever possible, with residents in the district while carrying out its elected responsibilities.

It shall be the responsibility of the superintendent to keep the board apprised of opportunities for involvement with the school district.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 209.1 AD HOC Committee  
215 Public Participation in the Board Meetings  
401.15 Employee Political Activity  
402.6 Employee Relations to the Public  
504.7 Student Work/Intern Programs  
703.1 Budget Planning  
901 Public Communications  
904.2 Community Resource Persons and Volunteers

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Approved 8/8/94

Reviewed 11/07/16

Revised 9/14/09



#### 104.1 ANTI-HARASSMENT/BULLYING POLICY

The Shenandoah Community School District~~board~~ is committed to providing all students, employees, ~~officers, board directors~~ and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. ~~To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents~~ of bullying and harassment. Bullying and harassment of students, employees, officers, board directors or volunteers or by other students, employees, officers, board directors, or volunteers or by others such as parents, vendors, and persons doing business with the school district, will not be tolerated in the school or school district.

Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Harassment and bullying of or by students, employees, ~~officers, board directors~~ and volunteers ~~are~~is against federal, state and local policy, and ~~are~~is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

#### Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

#### Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- (1) Places the individual in reasonable fear of harm to the individual's person or property.
- (2) Has a substantial detrimental effect on the individual's physical or mental health?
- (3) Has the effect of substantially interfering with the individual's academic or career performance? Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school?

- "Trait or characteristic of the individual" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

### **Publication of Policy**

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) \_\_\_\_\_

**NOTE: This is a mandatory policy. School districts are required to integrate the anti-bullying and anti-harassment policy into the comprehensive school improvement plan and shall collect and report data regarding instances of bullying and harassment as required by law.**

**NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.**

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Legal References:    20 U.S.C. §§ 1221-1234i.  
                          29 U.S.C. § 794.  
                          42 U.S.C. §§ 2000d-2000d-7.  
                          42 U.S.C. §§ 12101 *et. seq.*  
                          Iowa Code §§ 216.9; 280.28; 280.3.  
                          281 I.A.C. 12.3(6).  
                          *Morse v. Frederick*, 551 U.S. 393 (2007)

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Cross References:    103    Equal Educational Opportunity  
                              502    Student Rights and Responsibilities  
                              503    Student Discipline  
                              506    Student Records

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Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

For the purpose of this policy, the term "volunteer" includes, but is not limited to, a person performing a service for the benefit of and at the request of the school district.

The board prohibits harassment, bullying, or hazing of students, employees, officers, board directors and volunteers based on any of the following actual or perceived traits or characteristics: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

This policy is in effect while students, employees, officers, board directors and volunteers are on property within the jurisdiction of the board; while on school owned or school operated vehicles; while attending or engaged in school sponsored or school approved activities or functions regardless of location; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures up to, and including, termination. If, after an investigation, a school officer or board director is found to be in violation of this policy, the officer or director shall be subject to appropriate measures which may include public reprimand or removal from office, in accordance with applicable board policies and procedures and the law. If, after an investigation, a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures up to, and including, exclusion from school grounds.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student, employee, officer, board director or volunteer which is based on any actual or perceived trait or characteristic of the individual and which creates an objectively hostile school or work environment that meets one or more of the following conditions:

Places the student, employee, officer, board director or volunteers in reasonable fear of harm to their person or property;

- Has a substantially detrimental effect on the student's, employee's, officer's, board director's or volunteer's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or an employee's, officer's, board director's or volunteer's work performance; or
- Has the effect of substantially interfering with the student's, employee's, officer's, board director's or volunteer's ability to participate in or benefit from the services, activities, or privileges provided by a

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school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of demeaning nature that have the effect of causing injury, discomfort, fear, or suffering to the victim;

- Implied or explicit threats concerning one's grades, achievements, property, etc. That have the effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning or work environment.

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits or the individual's work or employment;
- Submission to or rejection of the conduct by a student or school employee is used as the basis for academic decisions affecting that student or employment decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance or individual's work performance, or creating an intimidating, hostile or offensive education or work environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

To the extent provided in Iowa Code Section 280.28, any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report.

Retaliation, reprisal, or false accusation against any person because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. A school officer or board director found to have retaliated in violation of this policy shall be subject to measures up to, and

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including, public reprimand and removal from office, in accordance with applicable board policies and procedures and the law. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds. Other persons found to have retaliated in violation of this policy shall be subject to appropriate measures as determined by the school district.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints alleging bullying or harassment at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level.

It also is the responsibility of the superintendent, in conjunction with principals, to develop procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, employees, school officers, board directors and volunteers. The training will include how to recognize harassment and what to do in

ease someone is bullied or harassed. It will also include proven effective harassment prevention strategies. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall report to the board on the progress of reducing bullying and harassment.

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site;

And a copy shall be made available to any person at the central administrative office at 304 West Nishna, Shenandoah, IA 51601

Legal References: ~~20 U.S.C. §§ 1221-1234i (2004);~~  
~~29 U.S.C. § 794 (1994);~~  
~~42 U.S.C. §§ 2000d-2000d-7 (2004);~~  
~~42 U.S.C. §§ 12001 *et. seq.* (2004);~~  
~~Senate File 61, 1<sup>st</sup> Regular Session, 82<sup>nd</sup> General Assembly, (2007); Iowa Code~~  
~~§§ 216.9; 280.2 (2009);~~  
~~281 I.A.C. 12.3(6);~~  
~~Morse v. Frederick, 127 S.Ct. 2618 (2007)~~  
Cross References: ~~502 Student Rights and Responsibilities~~  
~~503 Student Discipline~~  
~~506 Student Records~~

Approved ~~10/8/07~~ Reviewed ~~11/07/16~~ Revised ~~11/07/16~~



## 104.1E1 ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Date of complaint: \_\_\_\_\_

Name of Complainant: \_\_\_\_\_

Are you filling out this form for yourself or someone else (please identify the individual if you are submitting on behalf of someone else): \_\_\_\_\_

Who or what entity do you believe discriminated against, harassed, or bullied you (or someone else)? \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Names of any witnesses (if any): \_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	<u>Physical/Mental Ability</u>	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	<del>Gender or</del> Gender Identity	<input type="checkbox"/>	<u>Political Party Preference</u>	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, harassed, or bullied. Please be as specific as possible and attach additional pages if necessary.

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I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Position of complainant:** \_\_\_\_\_

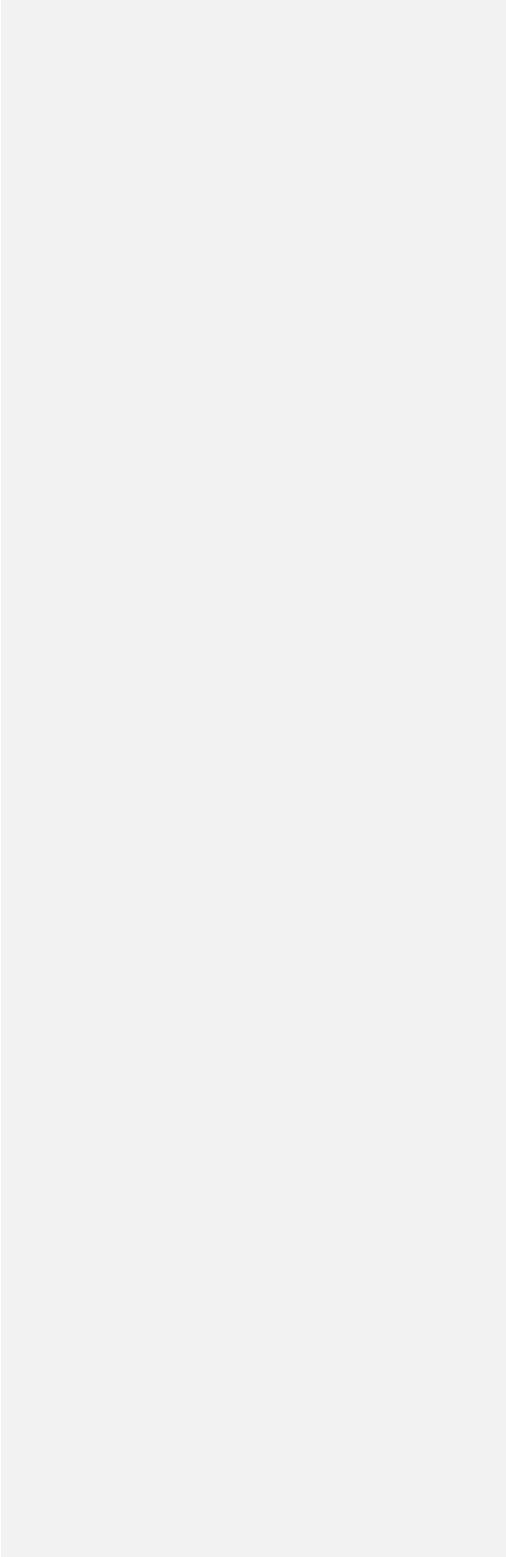
**Name of student or employee target:** \_\_\_\_\_

**Name of alleged harasser or bully:** \_\_\_\_\_

**Description of misconduct:** \_\_\_\_\_

**Evidence of harassment or bullying, i.e., letters, photos, etc. (attach evidence if possible):**

**Any other information:** \_\_\_\_\_



104.1E2 ANTI-BULLYING/HARASSMENT WITNESS DISCLOSURE FORM

Name of Witness: \_\_\_\_\_

Date of interview: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nature of discrimination, harassment, or bullying alleged (check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please Specify:
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of incident witnessed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Position of witness: \_\_\_\_\_

104.1E3 ~~DISPOSITION OF~~ ANTI-BULLYING/HARASSMENT DISPOSITION COMPLAINT FORM

Name of student or employee target: \_\_\_\_\_

Grade and building of student or employee: \_\_\_\_\_

Name and position or grade of alleged perpetrator /respondent: \_\_\_\_\_

Date: \_\_\_\_\_

Date of initial complaint: \_\_\_\_\_

Name of Complainant (include whether the Complainant is a student or employee): \_\_\_\_\_

Date and place of alleged incident(s): \_\_\_\_\_

Name of Respondent (include whether the Respondent is a student or employee): \_\_\_\_\_

Nature of discrimination, ~~or~~ harassment, or bullying alleged alleged (Check all that apply)

Age	Physical Attribute	Sex
Disability	<u>Physical/Mental Ability</u>	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identity	<u>Political Party Preference</u>	Other – Please Specify:
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	

Summary of investigation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## 104.1R1 ANTI-HARASSMENT/BULLYING INVESTIGATION PROCEDURES

### **Filing a Complaint**

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available [link to form on website or designate location such as building office]. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment or some other conflict of interest exists. Complaints shall be filed within [state number of days - 180] of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

### **Investigation**

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The [superintendent or the superintendent's designee or name the position if not the superintendent] (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigation may include, but is not limited to the following:

- Interviews with the Complainant and the individual named in the complaint ("Respondent")
- A request for the Complainant to provide a written statement regarding the nature of the complaint;
- A request for the Respondent to provide a written statement;
- Interviews with witnesses identified during the course of the investigation;
- A request for witnesses identified during the course of the investigation to provide a written statement; and
- Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in Board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Additional suggestions for administrative procedures regarding this policy include:

- Organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what to do if this behavior is witnessed; and
- Developing a process for evaluating the effectiveness of this policy in reducing bullying and harassing behavior.

### **Decision**

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.



Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

**NOTE: School districts must include a number of requirements in the district anti-bullying/anti-harassment policy. This regulation builds on the requirements addressed in IASB sample policy 104 by more specifically detailing sample investigation procedures. Districts should ensure that the district's practice is reflective of the policy and regulations that the district's leadership team has established. Please remember that the procedures outlined here should be consistent with the policy.**

**NOTE: Some conduct that falls under a school's anti-bullying/anti-harassment policy also may trigger responsibilities under one or more of the federal and state antidiscrimination laws. By limiting the response to a specific application of its anti-bullying/anti-harassment disciplinary policy and the accompanying procedures, a school may fail to properly consider whether the alleged conduct also results in discriminatory bullying and/or harassment.**

Individuals who feel that they have been harassed should:

Communicate to the bully/harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, principal, or superintendent to help.

If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:

1. tell a teacher, counselor, principal or superintendent; and
2. write down exactly what happened, keep a copy and give another copy to the teacher, principal or superintendent including:
  - what, when and where it happened;
  - who was involved;
  - exactly what was said or what the harasser did;
  - witnesses to the harassment;
  - what the complainant said or did, either at the time or later;
  - how the complainant felt; and
  - how the bully/harasser responded.

#### COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building principal or designee for all complaints at the school building level. The superintendent or designee will be responsible for handling all complaints of bullying and harassment at the district administration or board level. The alternate investigator is the Equity Coordinator, Assistant Principal or designee. The investigator may request that the

individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, tapes, or pictures. However, completion of a complaint on the Harassment/Bullying Complaint form is not mandatory for purposes of investigating a complaint. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

An investigator, with the approval of the principal or the superintendent has the authority to initiate an investigation in the absence of a written complaint.

## INVESTIGATION PROCEDURE

### Level One

The building principal (or designee), for harassment or bullying occurring at the school building level, and the superintendent (or designee), for harassment or bullying occurring at the district administration or board level, will assign an investigator. The investigator will be designated by the building principal or superintendent and can be a supervisor, a building or district administrator, or a designated level 1 investigator for Chapter 102 complaints. The complainant should be informed of these choices and given the opportunity for input into the choice of investigator assigned to the complaint. Once assigned, the investigator will reasonably and promptly commence the investigation. The investigator will interview the complainant and the alleged harasser/bully. The alleged harasser/bully may file a written statement in response to the complaint. The investigator may also interview

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witnesses and consider other evidence as deemed appropriate. Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment or bullying and report the findings and conclusions to the principal (or designee), superintendent (or designee) or board president (or designee), depending upon whether the alleged harassment or bullying occurred at the school building or district administration or board level. The investigator will provide a copy of the written findings and conclusions of the investigation to the principal (or designee), superintendent (or designee) or board president (or designee), as appropriate.

Following receipt of the investigator's report, the principal, superintendent, or board president designee, as appropriate, may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline or other remedial action.

Prior to the determination of the appropriate discipline or other remedial action, the principal, superintendent, or designee, as appropriate, may, at his/her discretion, interview the complainant and the alleged harasser/bully. The principal, superintendent, or designee, as appropriate, will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser/bully and the investigator will receive notice as to the conclusion of the investigation. The principal, superintendent, or designee, as appropriate will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

### Level Two

If the complaint is not resolved at level one to the satisfaction of the complainant or the alleged harasser/bully, the grievant(s) may appeal the findings to the superintendent or appropriate designee. The filing of the level two complaint must be within fifteen (15) working days from the date of the conclusion of the level one investigation and must be made in writing using the anti-harassment/bullying complaint form stating the nature of the grievance. The grievant may request a meeting concerning the complaint with the superintendent or designee. A parent or guardian may accompany a minor student. The superintendent or designee shall investigate the complaint and attempt to resolve it. A written report from the superintendent or designee regarding action taken

~~will be sent to the involved parties within fifteen (15) working days after receipt of the level two complaint.~~

#### ~~POINTS TO REMEMBER IN THE INVESTIGATION~~

- ~~Evidence uncovered in the investigation is treated as confidential, to the extent possible.~~
- ~~Complaints must be taken seriously and investigated.~~
- ~~No retaliation will be taken against individuals involved in the investigation process.~~
- ~~Individuals who retaliate will be subject to discipline as appropriate.~~
- ~~The totality of the circumstances will be considered in determining whether conduct constitutes harassment or bullying in violation of this policy.~~
- ~~Students, employees, officers, board directors, and volunteers are expected to fully and fairly cooperate in any investigation.~~

#### ~~CONFLICTS~~

~~If the designated investigator is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate investigator shall investigate the complaint. If the building principal, superintendent, or designee involved in the investigation procedure and resolution of the complaint is the subject of or a witness to the incident or is otherwise personally affected by the complaint procedures related to the incident, an alternate administrator shall serve as a substitute.~~

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~~This procedure in no way denies the right of a person to file a formal complaint with the Iowa Civil Rights Commission, the Federal Office of Civil Rights for the U.S. Department of Education, the Federal Equal Employment Opportunity Commission, and/or the Iowa Department of Education for mediation or rectification of civil rights grievances, or to seek private counsel for complaints alleging bullying, harassment, or discrimination.~~

~~The Superintendent for the school district is responsible for ensuring the proper implementation of this policy and procedures.~~

~~The Superintendent: Dr. Kerri Nelson  
Address: 304 West Nishna, Shenandoah, IA 51601  
Phone Number: (712) 246-1581~~

105 LONG-RANGE NEEDS ASSESSMENT

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectation of students and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessment, soliciting information from business, labor, industry, higher education and community members, regarding their expectations for adequate student preparation.

In conjunction with the in-depth needs assessment of the school district, the board will authorize the appointment of a committee, representing administrators, employees, parents, students and community members, to make recommendations and assist the board in determining the priorities of the school district in addition to the basic skills areas of the education program.

*(Insert a paragraph describing how your school district will provide opportunities for local feedback on an ongoing basis.)*

It is the responsibility of the superintendent to ensure the school district community is informed of students' progress on state and locally determined indicators. The superintendent will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the educational needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community and Iowa Department of Education.

***NOTE: This is a mandatory policy. Boards should add their local process in the third paragraph. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 13 #1 – February 15, 2000.***

Legal Reference: Iowa Code §§ 21; 256.7; 280.12,  
281 I.A.C. 12.8(1)(b).

Cross Reference: 101 Educational Philosophy of the School District  
200 Board of Directors  
209 Committees of the Board of Directors  
603.1 Basic Instruction Program  
801.1 Buildings and Sites Long Range Planning  
801.2 Buildings and Sites Surveys

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

105.R1 LONG-RANGE NEEDS ASSESSMENT

~~The School district's also need to develop a process for~~ long-range needs assessment. ~~The process~~ needs to include three items:

- Provisions for collecting, analyzing and reporting information derived from local, state and national sources;
- Provisions for reviewing information acquired on the following:
  - State indicators and other locally determined indicators,
  - Locally established student learning goals,
  - Specific data collection required by state and federal programs;
- Provisions for collecting and analyzing assessment data on the following:
  - State indicators,
  - Locally determined indicators,
  - Locally established student learning goals.

## 106 ASSISTANCE ANIMALS

It is the policy of Shenandoah Community School District to foster an equal education environment for all students, employees and community members within the district. The purpose of this policy is to provide guidance to the district on the proper use of assistance animals while on district property. The district shall allow the use of qualified service animals and assistive animals to accompany individuals with disabilities in all areas of district buildings where the public is normally allowed to go. This can include classrooms, cafeteria and school buses. Individuals with disabilities are people who have a physical or mental impairment that substantially limits one or more major life activities. Service animals are dogs and in some instances miniature horses trained to do work or perform tasks for individuals with disabilities. Assistive animals are simians or any other animal specially trained or in the process of being trained to assist a person with a disability.

Service animals and assistive animals must be current on all required vaccinations. Service animals and assistive animals also must be under control while on district grounds. The animal may be under control by either the individual with a disability, or a handler of the service or assistive animal. Under control means harnessed, leashed or tethered, unless these devices interfere with the animal's work, in which case under voice or other directive control.

### Miniature Horses as Service Animals

Miniature horses shall be allowed as service animals within the district whenever it is reasonable to allow them. Factors to consider when determining reasonableness include: whether the miniature horse is house broken; whether the miniature horse is under the owner's control; whether the facility can accommodate the miniature horse's type, size and weight; and whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.

### Establishing the Need for a Service Animal

When no prior notice is given to the district of the use of a service or assistive animal, the Superintendent and/or school administrators are permitted to ask the following questions:

*"Do you need/require this animal because of a disability?"*

If the animal's trained tasks are not readily apparent, the administrator may ask:

*"What work or task has the animal been trained to perform?"*

### Service and Assistive Animals in training

Assuming the handler and animal are otherwise allowed, individuals who train service and/or assistive animals will also be allowed access with their service animal in training to public areas of district buildings and property. The service or assistive animal in training is expected to abide by the same requirements as a service or assistive animal.

### Exclusion of Service and Assistive Animals

In certain limited circumstances, it may be reasonable to exclude the use of a service or assistive animal from district property. The Superintendent is permitted to exclude service and assistive animals from district buildings and property in the following circumstances: The presence of the animal poses a direct threat to the health and safety of others; the owner or handler is unable to control the animal; the animal is not house broken; the presence of the animal significantly disrupts or interferes with the educational process; or the presence of the animal would require a fundamental alteration to the program. If a service animal is properly excluded from district property, the district shall provide the student served by the animal the opportunity to participate in the program, service or activity without having the service animal on district property.



**Emotional Support Animals and Therapy Animals [Optional section as these animals are not commonly required to be accommodated]**

*Emotional support animals are medically prescribed to provide therapeutic benefit through dedicated companionship. Emotional support animals' sole function is to provide emotional support or comfort. Therapy animals are involved in an animal-assisted therapy program involving animals as a form of treatment.*

*Emotional support animals and therapy animals do not meet the definition of service or assistive animals. However, the district recognizes their value in our community. The superintendent shall evaluate the use of emotional support animals and therapy animals on a case-by-case basis. District employees may use therapy animals in the course of their regular duties only after receiving permission from the superintendent.*

**Student use of Emotional Support Animals and Therapy Animals**

*Factors the superintendent should consider in making the determination include but are not limited to:*

- a. Whether the animal is housebroken*
- b. Whether the animal has a current vaccination certificate*
- c. Whether the animal has been recommended through an individual education plan (IEP) or a 504 plan as necessary for the student to receive free access to public education*
- d. Whether the facility can accommodate the animal's type size and weight, and*
- e. Whether the animal's presence will not compromise legitimate safety requirements necessary for safe operation of the facility*

**Employee use of Therapy Animals as part of Education Environment**

*Before permission to use therapy animals is granted, staff members must provide:*

- 1. Proof that the animal is certified to be a therapy animal;*
- 2. An explanation of how the animal will be used, including research supporting the use of therapy animals;*
- 3. A plan for how the staff member will provide for the care and control of the animal;*
- 4. A plan for how the staff member will accommodate students with allergies to the animal; and*
- 5. A current vaccination certificate for the animal.*

Legal References: 29 U.S.C. §794  
42 U.S.C. §12132  
28 C.F.R. 35  
Iowa Code §216C

Cross References: 606.4 Animals in the Classroom

**NOTE: The use of service and assistive animals is a civil right established by federal and state laws. However, the use of emotional support and therapy animals does not necessarily have the same legal protections. The portion of this policy in italics reflects optional language for your district to consider.**

Approved \_\_\_\_\_

Reviewed \_\_\_\_\_

Revised \_\_\_\_\_

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200.1 ROLE OF THE BOARD OF DIRECTORS

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

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

While the board shall be aware of the desires of the school district, the needs of the students in the Shenandoah Community School District shall be considered above others. The board strives 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.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2009).  
281 I.A.C. 12.3(2)

Cross Reference: 202 Board of Directors' Members  
206.1 President  
206.2 Vice-President  
211 Board of Directors' Meetings

Approved 8/8/94

Reviewed 11/7/16

Revised 10/12/09

200.2 ORGANIZATION OF THE BOARD OF DRECTORS

The Shenandoah Community School District board is authorized by and derives its organization from Iowa law. The board will consist of five board members. Board members are 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 each year at the first regular meeting following the canvass of votes. The ~~outgoing-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 ~~outgoing-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.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, ~~.33-(2009)~~.  
281 I.A.C. 12.3(2).

Cross Reference: ~~202.40 Board of Directors' Members~~Legal  
~~206.12 President~~Powers of the Board of  
~~206.22 Vice-President~~Board of Directors'  
~~211.12 Annual Meeting~~President  
~~206.2 Vice President~~  
~~211.1 Annual Meeting~~

## 200.2R1 ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting ~~annually at~~ in odd-numbered years at or before the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

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

### Meeting Procedure

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

### Final Meeting of the Retiring Board

1. Call to order.
2. Roll call.
3. Approval of minutes of previous meeting(s).
- ~~Communications.~~
4. Visitors.
5. Unfinished business.
  - (a) Current claims and accounts (for the retiring board to authorize).
- ~~(-) Other items. If any members of the board feels the board should consider any unfinished business, even if only to identify it as unfinished business, the member should address the issue at this time.~~
6. Examine and settle the books for the previous year.
7. Review of election results. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
8. Adjournment of the retiring board.

### Organizational Meeting of the New Board

1. Board secretary, as president pro-tem, will preside over the meeting until a new board president is elected.
2. Call to order.
3. Roll call.
4. Oath of office. The board secretary will administer the oath to new members. ~~if the new members have not taken the oath office before the organizational meeting as stated in Board Policy 202.2~~
5. Election of a president of the board. The president pro-tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the secretary will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
6. Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice-president.

Other items of business at the organizational meeting may include:

7. Board resolution of appreciation recognizing the public service rendered by retiring board members.
8. Determination of dates, times, and places for regular meetings of the board.
9. Board resolution to define the operating rules and practices that will be followed by the new board.
10. Board resolution to authorize the interim payment of bills pursuant to policy 705.5.

~~Communications.~~



11. Visitors

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Page 2 of 2

12. Superintendent's report.

13. Adjournment.

Vacancies in Officer Positions

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

~~Legal Reference: Iowa Code §§274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2009);  
281 I.A.C 12.3(2)~~

~~Cross Reference: 202 Board of Directors' Members  
206.1 President  
206.2 Vice President  
211 Board of Directors' Meetings~~

~~Approved 12/13/01 Reviewed 11/7/16 Revised 10/10/01~~

200.3 POWERS OF THE BOARD OF DIRECTORS

The board ~~of the Shenandoah Community School District~~, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is empowered to make policy for its own governance, for employees, for students and for school district 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: Board of Directors of Ind. School Dist. Of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).  
Iowa Code §§ 28E; 274.1-2; 279.8 ~~(2009)~~  
281 I.A.C.12.1(2).  
~~1990 Op. Att'y Gen. 66.~~

Cross Reference: ~~210+0~~ Board of Directors' Management  
~~200.4~~ Responsibilities of the Board of Directors  
~~210~~ Board of Directors' Management Procedures

200.4 RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district which it oversees. The board is entrusted with public funds and is responsible for overseeing the improvement of student outcomes, including student academic achievement and skill proficiency. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making 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 chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services ~~at a minimum of every three years~~. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expensed and the education program's ability to achieve the boards' educational philosophy and goals for the school district.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12, ~~(2009)~~  
281 I.A.C.12.3(2).

Cross Reference: 101 Educational Philosophy of the School District  
105 Long-Range Needs Assessment  
210 Board of Directors' Management Procedures  
600 Goals and Objectives of the Education Program

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

201 BOARD OF DIRECTORS' ELECTIONS

The school election takes place on the ~~second first~~ Tuesday ~~in September~~ after the first Monday in November of odd-number years. Each school election is used to elect citizens to the board to maintain a five-member board and to address other questions that must be 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, ~~between sixty four and forty days before the school election unless otherwise directed~~ in accordance with the timelines established by law.

If a vacancy occurs on the board it ~~may shall~~ be filled ~~by appointment within 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 30 days before the special election in accordance with law and board policy.~~

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

Legal Reference: Iowa Code §§ 39; 45; ~~47-53; 56-57~~; 63, 69; 274.7; 277; 278.1, 279.7 ~~(2009)~~.

Cross Reference:	202	Board of Directors Members
	<u>202.3</u>	<u>Term of Office</u>
	<u>202.4</u>	<u>Vacancies</u>
	203	Board of Directors' Conflict of Interest

202.1 QUALIFICATIONS

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

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to 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 position on the board must be a citizen of the school district, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A\_-(2009)  
Cross Reference: 201 Board of Directors' Elections  
202.4 Vacancies  
203 Board of Directors' Conflict of Interest

Approved 8-8-94

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202.2 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 Constitution and carry out the responsibilities of the office to the best of the board member's 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 is taken by each new board member elected at the ~~annual~~ school election at or before the organizational meeting of the board. In the event of an appointment of special election to fill a vacancy, the new board member will take the oath of office within ten 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 is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

"Do you solemnly swear that you will support the Constitution of the United States and Constitution of the ~~S~~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 Shenandoah Community School District as now and hereafter required by law?"

Legal Reference: Iowa Code §§ 277.28; 279.1, .6; ~~(2009)~~

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

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09



202.3 TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in ~~September~~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 scheduled school election, unless there is an intervening special election for the school district, in which even 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.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6; ~~279-.7; (2009)~~

Cross Reference: 201 Board of Directors' Elections  
202 Board of Directors Members  
202.4 Vacancies

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

## 202.4 VACANCIES

A vacancy occurs ~~as provided by law, which includes but is not limited to~~ 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, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.~~ ~~resigns or leaves office, or fails to reside in the school district or director district.~~

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 board shall publish notice stating that the board intends to fill the vacancy by appointment, but the electors of the school district have the right to file a petition within 14 days of the publication of the notice requiring the vacancy be filled by special election.~~

~~The newly appointed board member will~~ ~~A person appointed to fill a vacancy shall hold the position~~ ~~office until a successor is elected and qualified at the next scheduled 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.~~ ~~At that time the appointed board member may run for three-year term, if one is available, or run for the remainder of the unexpired term.~~

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, ~~or if a valid petition is submitted,~~ the board secretary will call a special election to be held no sooner than 60 days and not later than ~~670~~ days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Legal Reference: Iowa Code §§ ~~21.6(3)(d)~~; 69; 277.29; 279.6-7 (2009).  
 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  
~~202.1202~~ ~~Qualifications~~ Board of Directors Members  
 202.3 Term of Office

202.5 INDIVIDUAL AUTHORITY

School districts of the public education system in Iowa are governed by an elected board of directors of the school corporation. The board operates as a corporate body, and only the board may make decisions regarding the education program and operations of the school district and to take action affecting the school district.

Individual board members exercise their authority as a board member when they vote to take action at a board meeting. Individual board members, alone, have no authority to make decisions or take 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 district or the board.

It shall be the responsibility of each board member and the superintendent to educate the public, the employees and the students of the limits of the board member's authority.

Legal Reference: School Dist. Of Soldier Tp., Crawford Co. v. Moeller, 247 Iowa 239, 73 N.W.2d 43 (1955).  
Beers v. Lasher, 209 Iowa 1158, 229 N.W. 821 (1930).  
Andrew v. Stuart Savings Bank, 204 Iowa 570, 215 N.W. 807 (1927).  
Iowa Code §§ 274.7; 379.8 (2009)

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

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

202.6 STUDENT SCHOOL BOARD REPRESENTATIVES

The Shenandoah Community School District Board of Education believes it is important to seek out and consider student ideas, viewpoints, and opinions regarding the district’s educational program. To provide student input, the Board shall include at least *[insert number]* non-voting representative(s) from the student body.

Student school board representative eligibility and duties:

- The student school board representative shall be a full-time high school student in the district *[include year in school if applicable (e.g., student shall be in his/her senior year)]*;
- The student school board representative shall participate in an orientation of board responsibilities and procedures as determined by the Superintendent;
- The student school board representative shall be eligible to participate in discussion, but not vote, at all regular board meetings held in open session;
- The student school board representative shall be responsible for communicating board decisions and information to the student body; and
- The student school board representative will be provided with and shall abide by all applicable sections of the Board Members’ Code of Ethics.

The term of office shall be from *[select one of following or include additional length of term]*:

- *The organizational meeting in odd-numbered years or the annual meeting in even-numbered years to the last regular board meeting in May;*
- *The first regular board meeting in September to the last regular board meeting in May; or*
- *July 1 of the first year to June 30 of the following year.*

If the student school board representative is unable to attend a board meeting, the student school board representative must notify the Superintendent of the absence. A student school board representative who neglects his/her duties may be removed from the position at the discretion of the Board.

**NOTE: This is an optional policy.**

**NOTE: The Board should determine a process for how students may apply or be selected to be the student school board representative(s). While the specific process does not need to be detailed in policy, the Board should know and have decided upon a process. Options may include:**

- *An application process;*
- *Vote of the student body; or*
- *Student school board representative is a responsibility of the president or other officer of the student council.*

Legal Reference: Iowa Code §§ 21; 279.8.

Cross Reference: 204 Code of Ethics  
211 Open Sessions

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

## 203 BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or 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 supplies ~~company including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district~~ 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~~ for the purchase goods or services which benefits a board member, if the benefit to the board member does not exceed ~~\$2,56,000~~ 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 awarded by competitive ~~ly~~ 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 are not 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 money 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 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, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, 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.

When procurement is supported by Federal Child Nutrition funds, ~~employees-board members~~ will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the ~~employeeboard member, employeeboard member~~'s immediate family, partner, or a non-school district employer of these individuals is a party to the contract.

It is the responsibility of each board member to be aware of and ~~actual or potential conflict of interest. It is also the responsibility of each board member to~~ take the action necessary to eliminate ~~such a~~ potential 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: 22 C.F.R. § 518.42  
~~Iowa Code §§ 55-68B, 71.1; 277.27; 279.7A; 301.28 (2009).~~  
~~1990 Op. Att'y Gen. 37.~~  
~~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 Directors' Elections  
202.1 Qualifications  
204 Code of Ethics  
219.3 Board of Directors' Member Compensation and Expenses  
221 Gifts to Board of Directors  
401.4 Nepotism

## 204 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 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 school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district 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 education 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 decisions made for the best interests of the children and the education program.
12. I will insist that the members of the board participate fully in board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the board.
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
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 is the board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better board member.

### IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT 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 school district 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 school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.



IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

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 the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
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 board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the 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 employ a superintendent, principal or teacher who is already under contract with another school district 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 district unless I would employ the employee under similar circumstances.~~
- ~~4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.~~
- 5.3. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.7A, 279.8, 301.28 ~~(2009)~~.

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

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

205.1 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 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 individuals 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; 716.7 (2009)

Cross Reference: 212 Open Meeting  
215 Public Participation on Board Meetings

Approved 8-8-94

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Code No. 205.1

205.1 BOARD MEMBER LIABILITY

Board members will 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 will act in good faith.

The school district will 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 official duties, unless it constitutes a willful or wanton act or omission. However, the school district will not save harmless or indemnify board members for punitive damages.

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975).  
42 U.S.C. §§ 1983, 1985-~~(1994)~~.  
Iowa Code ch. 670-~~(2009)~~.

Cross Reference: 709 Insurance Program

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

## 206.1 PRESIDENT

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the 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 board is elected to serve a one-year term by a majority vote at the organizational meeting in odd-numbered years, or, in even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting of (September or October board meeting of even-numbered years) to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in 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 will turn over control of the meeting to either the vice-president or other board member.

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

The board president, as the chief officer of the school district, will sign employment contracts and 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.

**NOTE: Board presidents were required by law to be elected during the organizational meeting following elections, and at the annual meeting in even-numbered years, and could only serve on year terms. After school elections changed to November, that required boards to wait until November each year to hold their annual meetings and settle their financials from the fiscal year prior. This 2021 change in the law separates out the election of the board president from the annual meeting. This change allows the annual meeting to be held after August 31, but closer to the end of the preceding fiscal year, and the board president to be elected during the board's regular meeting in November to maintain a one year term of office.**

Legal Reference: Iowa Code §§ 279.1-2; 291.1-(~~2009~~).

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

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

206.2 VICE-PRESIDENT

~~The vice-president of the board will be elected by a majority vote at the organizational meeting in odd-numbered years, or, in even-numbered years, at a regular meeting held between twelve to thirteen months after the most recent organizational meeting, each year to serve a one-year term of office.~~

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

~~The vice president of the board will be elected by a majority vote at the organizational meeting each year to serve a one-year term of office.~~

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code § 279.5 ~~(2009)~~.

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

206.3 SECRETARY

A board secretary may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. [It is the responsibility of the board to evaluate the board secretary annually.]

It is the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, (insert position here) will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Legal Reference: Iowa Code §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-4, .6-8, .10-.11; 299.10.  
281 I.A.C. 12.3(1).

Cross Reference: 202.2 Oath of Office  
206.4 Treasurer  
210.1 Annual Meeting  
215 Board of Directors' Records  
501.10 Truancy - Unexcused Absences  
707.1 Secretary's Reports  
708 Care, Maintenance and Disposal of School District Records

Approved Reviewed Revised

206.4 TREASURER

It is the responsibility of the board to appoint a treasurer. The board may appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.

It is 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. *[It will also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.]*

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the *(insert position here)* to carry out the duties of the treasurer.

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

***NOTE: The bracketed sentence in the second paragraph is dependent upon the role of the treasurer in the school district's investment policy. The sentence can either be eliminated or the brackets and italics removed. The policy should reflect the school district's investment policy in Policy 704.3. See also the comments to Policy 206.3, Option I.***

Legal Reference: Iowa Code §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11, .12, .14.  
281 I.A.C. 12.3(1),  
1978 Op. Att'y Gen. 328.

Cross Reference: 202.2 Oath of Office  
206.3 Secretary  
210.1 Annual Meeting  
215 Board of Directors' Records  
704.3 Investments  
707 Fiscal Reports

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_  
Code No. 206.3

~~206.3 SECRETARY TREASURER~~

~~It is the responsibility of the board to annually appoint a board secretary treasurer.~~

~~A board secretary treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary treasurer will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter.~~

~~It is the responsibility of the board secretary treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the board; to keep complete minutes of special and regular board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after board approval; and collect data on truant students. The board secretary treasurer will also be responsible for filing the required reports with the Iowa Department of Education.~~

~~It is the responsibility of the board secretary 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. It will also be the responsibility of the board secretary treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.~~

~~In the event the board secretary treasurer is unable to fulfill the responsibilities set out by the board and the law, the secretary pro tem will assume those duties until the board secretary treasurer is able to resume the responsibility or a new board secretary treasurer is appointed.~~

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

~~Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 277.27; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15;  
299.10, .16 (2009);  
281 I.A.C. 12.3(1);  
1978 Op. Att'y Gen. 328.~~

~~Cross Reference: 202.2 — Oath of Office  
211.1 — Annual Meeting  
218 — Board of Directors' Records  
704.3 — Investments  
707 — Fiscal Reports  
708 — Care, Maintenance and Disposal of School District Records~~

~~Approved 8/8/94 Reviewed 11/07/16 Revised 9/14/09~~



207 BOARD OF DIRECTORS' LEGAL COUNSEL

It is the responsibility of the board to employ 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 board may appoint legal counsel at its annual meeting.

The superintendent and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe it is necessary for the management of the school district. The board president may contact and seek advice from the school board's legal counsel. The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent. Board members may contact legal counsel upon approval of a majority of the board. It is the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the board has authorized the board member to consult an attorney on the matter.

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

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 (Iowa 1986).  
Iowa Code § 279.37-~~(2009)~~.

Cross Reference: 200.3 Powers of the Board of Directors  
~~202.5 Individual Authority~~

208 BOARD OF DIRECTORS' SELF-EVALUATION

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

The evaluation will focus on board policies, board meetings, education program, financial management, board members, personal qualities, and the board's relationship with the superintendent, employees, school district, and students.

It shall be the responsibility of the board president to develop a board evaluation program. The board may employ an outside facilitator if the board determines the facilitator is necessary.

Legal Reference: Iowa Code § 279.8 (2009).

Cross Reference: 217 Board of Directors' Relationships

209.1 AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board are ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law ~~if the committee is established by statute or if the committee makes policy recommendations and is established or approved by the board.~~

The method for selection of committee members will be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Legal Reference: Iowa Code §§ 21; 279.8; 280.12(2)~~(2009)~~.  
281 I.A.C. 12.3(3), .3(8); .5(8).  
~~O.A.G., Nov. 18, 1993~~

Cross Reference: 105 Long-Range Needs Assessment  
212 Open Meetings  
213 Closed Sessions  
218 Board of Directors' Records  
605.1 Instructional Materials Selection  
900 Principles and Objectives for Community Relations

209.1E1 AD HOC COMMITTEES EXHIBIT

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

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210.1 DEVELOPMENT OF POLICY

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is 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 (2009)~~  
281 I.A.C. 12.3(2).  
~~1970 Op. Att'y Gen. 287.~~

Cross Reference: 101 Educational Philosophy of the School District  
200.3 Powers of the Board of Directors  
200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 8-8-94 Reviewed 11/07/16 Revised 9-14-09

210.2 ADOPTION OF POLICY

The board will give notice of adoption of new policies by placing the item on the agenda of two regular board meetings. ~~The proposed policy changes will be distributed and public comment will be allowed at both meetings prior to final board action.~~ This notice procedure will be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy will be included in the minutes. The board will have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy will be approved by a simple majority vote of the board at the next regular meeting after the 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, the new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy will expire at the close of the third 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, ~~(2009)~~  
281 I.A.C. 12.3(2).  
~~1970 Op. Att'y Gen. 287.~~

Cross Reference: 200.3 Powers of the Board of Directors  
200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

210.3 DISSEMINATION OF POLICY

~~A board policy manual is housed in the Central Administration office and online at [www.shenandoah.k12.va.us](http://www.shenandoah.k12.va.us). Each board member may have a personal copy of the board policy manual. Persons wishing to review the board policy manual may contact the board secretary, who will have a board policy manual available for public inspection, or direct them to the on-line version at [www.shenandoah.k12.va.us](http://www.shenandoah.k12.va.us).~~

~~It is the responsibility of the board secretary to ensure copies of new and revised policy statements are on-line and in the policy manual at the Central Administration office no later than the first regular board meeting following the policy's adoption. The board policy manual is available electronically. Persons unable to access the policy manual electronically should contact the board secretary for assistance.~~

Copies of changes in board policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Legal Reference: Iowa Code §§ 277.31; 279.8-~~(2009)~~,  
281 I.A.C. 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

210.4 SUSPENSION OF POLICY

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

~~Board policy will not be suspended by the administration or employees. Board policy may only be suspended by the board.~~ Reasons for suspension of board policy will be documented in board minutes.

Legal Reference: Iowa Code § 279.8 ~~(2009)~~.  
281 I.A.C. 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures



Code No. 210.5

210.5 ADMINISTRATION IN THE ABSENCE OF POLICY

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

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent will draft a proposed policy for the board to consider.

Legal Reference: Iowa Code § 279.8 ~~(2009)~~.  
281 I.A.C. 12.3(2).

Cross Reference: 200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures  
303.4 Superintendent Duties  
306 Policy Implementation

Approved 8-8-94 Reviewed 11/07/16 Revised 9-14-09

210.6 REVIEW AND REVISION OF POLICY

The board shall, at least once every five years, review board policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review is made on the face of the policy statement.

The board will review one-fifth of the policy manual annually according to the following subject areas:

Board of Directors (Series 200)

Administration, Employees (Series 300 and 400)

School District, Education Program (Series 100 and 600)

Students (Series 500)

Noninstructional Operations and Business Services, Buildings and Sites, School District-Community Relations (Series 700, 800 and 900)

It is the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent will also be responsible for bringing proposed policy statement revisions to the board's attention.

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.

Legal Reference: Iowa Code § 279.8 ~~(2009)~~.  
281 I.A.C. 12.3(2).

Cross Reference: ~~101—Educational Philosophy of the School District~~  
200.4 Responsibilities of the Board of Directors  
210 Board of Directors' Management Procedures

Approved 8-8-94

Reviewed 11/07/16

Revised 9-14-09

Code No. 210.7

#### 210.7 REVIEW OF ADMINISTRATIVE REGULATIONS

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations for implementation.

It is the responsibility of the superintendent to develop administrative regulations to implement the board policies. The regulations, including handbooks, will be reviewed by the board prior to their use in the school district.

The administrative regulations will be available no later than the first regular board meeting after the adoption of the board policy unless the board directs otherwise.

Legal Reference: Iowa Code §§ 279.8, .20-~~(2009)~~.

Cross Reference: ~~200.44~~ [Responsibilities of the Board of](#)  
~~210.20~~ [Board of Directors' Management](#)  
~~210~~ [Board of Directors' Management Procedures](#)

Approved 8-8-94      Reviewed 11/07/16      Revised 9-14-09

211.1 ANNUAL MEETING

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, at this meeting, will also appoint a board secretary and a treasurer. In the board's discretion, one individual may serve as both the secretary and treasurer.~~ The board may also appoint the board's legal counsel.

Legal Reference: Iowa Code §§ 279.~~1~~.3, .33~~(2009)~~.

Cross Reference: 206.3 Secretary~~Treasurer~~  
701.1 Fiscal Reports  
701.2 Depository of Funds  
206.4 Treasurer

211.2 REGULAR MEETING

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

The regular meetings of the board will be held on the second Monday of each month, ~~at the Administration Center, 304 West Nishna Road.~~

Meetings will begin promptly at ~~6~~5:00 p.m. The board will adhere to this meeting date and time unless the board requires additional meetings or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled in accordance with law and policy ~~at the board's convenience.~~ Public notice of the meetings will be given.

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Legal Reference: Iowa Code §§ 21.3, .4; 279.1 ~~(2009)~~.  
~~1980 Op. Att'y Gen. 148.~~

Cross Reference: 200.1 Organization of the Board of Directors  
211 Board of Directors' Meetings

211.3 SPECIAL MEETING

It may be necessary for the board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be called by the president of the board or by the board secretary at the request of a majority of the board. Should a special meeting be called, public notice will be given.

If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board will give public notice of the meeting as soon as practical and possible in light of the situation.

Emergency meetings will only be held when an issue cannot wait twenty-four hours necessary for a special meeting. The reason for the emergency meeting and why notice in its usual manner could not be given will be stated in the minutes.

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

Legal Reference: Iowa Code §§ 21.3, .4; 279.2-~~(2009)~~.  
~~1980 Op. Att'y Gen. 148.~~

Cross Reference: 200.2 Organization of the Board of Directors  
210 Board of Directors' Meetings

Approved 8/8/94

Reviewed 11/7/16

Revised 10/12/09

211.4 WORK SESSIONS

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

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

Legal Reference: Iowa Code §§ 21; 279.8 ~~(2009)~~.  
~~1982 Op. Att'y Gen. 162.~~  
~~1980 Op. Att'y Gen. 167.~~  
~~1976 Op. Att'y Gen. 384, 514, 765.~~  
~~1972 Op. Att'y Gen. 158.~~  
~~1970 Op. Att'y Gen. 287.~~

Cross Reference: 210 Board of Directors' Meetings  
212 Open Meetings

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211.5 MEETING NOTICE

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date and tentative agenda of board meetings. The public notice will be posted on the bulletin board or another prominent place clearly designated for posting agendas in the central administration office at least twenty-four hours before it is scheduled.

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

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

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

Legal Reference: Dobrovolny v. Reinhardt, 173 N.W.2d 837 (Iowa 1970).  
Iowa Code §§ 21.2-.4; 279.1, .2 ~~(2009)~~.  
1952 Op. Att'y Gen. 133.

Cross Reference: ~~21000.2 Organization of the Board of Directors~~ Board of Directors Meetings  
214.1 Board of Directors' Meeting Agenda

Approved 8/8/94

Reviewed 11/7/16

Revised 10/12/09



211.6 QUORUM

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. While in person participation is encouraged, board members may attend meetings either in person or electronically provided each member can hear and be heard in real time by all members present and the public.

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

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

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

Legal Reference: Iowa Code §§ 21.5(1); 279.4 ~~(2009)~~.

Cross Reference: 210 Board of Director's Meetings

Approved 8/8/94

Reviewed 11/7/16

Revised 10/12/09

211.7 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.

~~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.~~

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule.

The purpose of modified rules adopted by the board are:

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

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

Legal Reference: Iowa Code §§ 21.2, .7; 279.8 ~~(2009)~~.

Cross Reference: 210 Board of Directors' Meetings  
214.1 Board Meeting Agenda

Approved 8/8/94

Reviewed 11/7/16

Revised 10/12/09

211.7R1 RULES OF ORDER REGULATION

The following rules of procedure have been adopted by the board at the annual or organizational meeting:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues

Code No. 211.8

211.8 METHOD OF VOTING

In keeping with the public nature of the meeting, votes by the board shall be roll call votes.

It shall be the responsibility of the board secretary to record the vote of each board member in the minutes of the board meetings. The minutes should be written so that a reader can determine how each board member present at the meeting voted on each issue.

Legal Reference: Iowa Code §§ 21.3; 279.8 (2009)  
Cross Reference: 206.3 Secretary-Treasurer  
213 Closed Sessions

Approved 8/8/94      Reviewed 11/7/16      Revised 10/12/09

## 212 OPEN MEETINGS

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within the ~~jurisdiction of the board~~ scope of the board's policy-making duties takes place is a board meeting. A gathering for the purpose of social or ministerial action will not constitute a board meeting where there is no ~~unless~~ a discussion of policy ~~or no intent to avoid the purpose of the open meetings law~~ takes place. Meetings of the board will be conducted in an open meeting unless a closed session is authorized by law or the meeting is exempt from the open meetings law.

Legal Reference: Iowa Code §§ 21, 279.1-.2 ~~(2009)~~.  
1982 Op. Att'y Gen. 162.  
1980 Op. Att'y Gen. 167.

Cross Reference: 213 Closed Sessions  
214 Board of Directors' Meeting Agenda  
~~703-12~~ Budget Planning Ad Hoc Committees  
210 Board of Directors' Meeting

Approved 8/8/94Reviewed 11/7/16Revised 10/12/09

## 213 CLOSED SESSIONS

Generally, board meetings will be open meetings, unless a closed session or exempt meeting is provided for by law. The board will hold a closed session or exempt meeting in the situations stated below.

### Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session will be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, will be made and seconded during the open meeting. A minimum of two-thirds of the board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions will be tape recorded and have detailed minutes kept by the board secretary. Final action on matters discussed in the closed session will be taken in an open meeting.

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

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

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

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

### Exemptions to the Open Meetings Law

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

1. Negotiating sessions, strategy meetings of public employers or employee organizations, mediation and the deliberative process of arbitration;

2. to discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law;
3. to conduct a private hearing relating to the recommended termination of a teacher's contract. However, the private hearing in the teacher's contract termination will be recorded verbatim by a court reporter; and
4. to conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract.

Legal Reference: Iowa Code §§ 20.17; 21; 22.7; 279.15, .16, .24 (~~2011~~);  
~~1982 Op. Att'y Gen. 162.~~  
~~1980 Op. Att'y Gen. 167.~~  
~~1976 Op. Att'y Gen. 384, 514, 765.~~  
~~1972 Op. Att'y Gen. 158.~~  
~~1970 Op. Att'y Gen. 287.~~

Cross Reference: 209.1 Ad Hoc Committees  
211 Open Meetings

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

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

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

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

Legal Reference: Iowa Code §§ 21; 279.8; ~~(2009)~~  
~~1980 Op. Att'y Gen. 269.~~

Cross Reference: ~~206~~ Board of Directors' Officers  
212 Board of Directors' Meetings  
~~212~~ Open Meetings  
~~215~~~~21~~ Public Participation in Board MeetingsMeeting Notice  
~~218~~~~21~~ Board of Directors' RecordsOrder of Regular Board Meeting  
~~901.1~~ Public Examination of School District RecordsPublic Participation in Board  
~~218~~ Board of Directors' Records  
~~901.1~~ Public Examination of School District Records  
~~402.5~~ Public Complaints About Employees  
~~502.4~~ Student Complaints and Grievances



214.2 ORDER OF THE 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 and determination of quorum
3. Open forum
4. Welcome to audience
5. Recognition
6. Reports
7. Consent agenda approved
  - A. Minutes
  - B. Secretary's reports
  - C. Claims and accounts
  - D. Activity and food service accounts
  - E. Transportation reports
  - F. Personnel
  - G. Open enrollment
  - H. Routine agreements
8. Unfinished business
9. Action Items
10. Discussion
11. Closed sessions
12. Information items
13. Adjournment

The agenda required by the open meetings law should be included with the notice given at least 24 hours before the meeting and shall be specific enough to properly inform the public of the business before the board. The agenda can be amended within the 24-hour notice period only if good cause exists requiring action on an issue. If such matters are added, as much advance notice as possible should be given to the public and the media. This is not meant to prevent the board or members of the public from introducing items for discussion only such as during the open or public forum. Action on discussion items, however, must normally be deferred to a subsequent meeting when the legally required notice can be given.

Legal Reference: Iowa Code ch. 21 (2009).

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

Approved 8/8/94      Reviewed 11/07/16      Revised 10/12/09

214.3 CONSENT AGENDAS

~~In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of~~ ~~Very often the board must consider agenda items which are~~ non-controversial items or ~~items of a similar in content~~ ~~nature~~. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school buildings and grounds, open enrollment requests or approval of various schedules.

~~In order for a more efficient administration of board meetings, the board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.~~

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

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

Legal Reference: Iowa Code §§ 21; 279.8; ~~(2009)~~

Cross Reference: ~~211.20~~ ~~Board of Directors' Meetings~~ ~~Board of~~  
~~214~~ ~~Board of Directors' Meetings~~  
~~214.2~~ ~~Order of Regular Board of Directors' Meetings~~  
~~215~~ ~~Public Participation in Board Meetings~~  
~~218~~ ~~Board of Directors' Records~~  
~~901.1~~ ~~Examination of School District Records~~

215 PUBLIC PARTICIPATION IN BOARD MEETINGS

The board recognizes the importance of citizen participation in school district matters. In order to assure citizens are heard and board meetings are conducted efficiently and in an organized manner, the board will set ~~time aside a~~ specific time for public comment~~citizen participation, either at a specific time during the meeting or during the discussion of agenda items.~~

**Public Comment During Board Meetings**

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

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The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to \_\_\_ minutes with a total allotted time for public participation of \_\_\_ minutes. However, the board president may modify this time limit, if deemed appropriate or necessary. Public comment is a time set aside for community input, but the board will not discuss or take any action on any matter during public comment.

Public comment shall be limited to regular board meetings and will not be routinely held during special board meetings.

**Petitions to Place a Topic on the Agenda**

Individuals who wish for an item to be placed on the board agenda may submit a valid petition to the board. For a petition to be valid, it must be signed by at least 500 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

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Upon receiving a valid petition to the board to place a proposal on the next board agenda for public hearing, the board will place the proposal identified in the petition on the agenda of the next regular meeting, or a special meeting held within 30 days of receipt of the petition. The board will provide a sign-up sheet for all individuals who wish to speak on the proposal, and individuals will be called to speak in order of sign-up. The sign-up sheet will require each individual to list their legal name and mailing address. Each speaker will be limited to an amount of time established by the board president that is reasonable and necessary based on the number of speakers signed up. The same time limit will apply to all speakers on the proposal. Each individual will be limited to one opportunity to speak. The board maintains absolute discretion on whether or not to discuss or act on the public comments made on the proposal. If a petition is related to curriculum, the district maintains discretion to determine whether to stop teaching that curriculum until the board holds the public hearing to discuss the curriculum.

~~If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice for that meeting. The board president will recognize these individuals to make their comments at the appropriate time.~~ The board has a significant interest in maintaining the decorum of its meetings, and it is expected that members of the public and the board will address each other with civility. The orderly process of the board meeting will not be interfered with or disrupted by public comment. Only ~~these speakers~~ individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual ~~making the comments, or another individual~~ causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

~~Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their~~

~~complaint to the board after they have followed board policy addressing students' complaints.~~

**NOTE: Boards need to make the determination how best to involve the public in their board meetings. Boards that follow other practices for allowing the public to participate in board meetings should amend this policy to reflect their practice.**

Legal Reference: Iowa Code §§ 21; 22; 279.8; ~~(2009)~~

Cross Reference: ~~205.1 Board Security and Protection~~  
205.2 Board Member Liability  
214.1 Board Meeting Agenda  
216 Public Hearings  
309 Communication Channels  
401.5 Employee Complaints  
402.5 Public Complaints About Employees  
502.6 Student Complaints and Grievances  
~~903 Public Participation In the School District~~

Approved 8/8/94      Reviewed 11/07/16      Revised 10/12/09

215.1 PUBLICGENERAL COMPLAINTS BY CITIZENS

The board recognizes ~~that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints. Situations may arise in the operation of the school district which are of concern to parents and other members of the school district community.~~

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. Prior to board action however, the following should be completed: ~~Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:~~

- a. ~~Matters should first be addressed to the teacher or employee.~~
  - b. ~~Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal.~~
  - c. ~~Unsettled matters from (b) above or problems and questions concerning the school district should be directed to the superintendent.~~
  - d. ~~If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the board for consideration. To bring a concern, the individual shall notify the board president or board secretary in writing, who may bring it to the attention of the entire board.~~
- ~~Where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;~~
  - ~~Complaints should both be investigated and, if possible, resolved expeditiously;~~
  - ~~Complaints should be dealt with courteously and in a constructive manner; and,~~
  - ~~Individuals directly affected by the complaint should have an opportunity to respond.~~

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

~~Parents, guardians and community members of the district who have concerns about the district or the board may refer to the student handbook for additional guidance from the Iowa Department of Education. Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.~~

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

~~***NOTE: School districts with a different procedure for addressing complaints about employees should insert it here. The Iowa legislature requires district to include in student handbooks a reference to guidance issued by the***~~

*Iowa Department of Education pursuant to Iowa Code chapter 256.9(63). All districts should reference the existence and location of this guidance in their student handbooks.*

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Legal Reference: Iowa Code § 279.8(~~2009~~)

Cross Reference: 214.1 Board Meeting Agenda  
215 Public Participation in Board Meetings  
~~402.5 Public Complaints About Employees~~  
~~502.6 Student Complaints and Grievances~~  
307 Communication Channels

Approved 8/8/94      Reviewed 11/07/16      Revised 10/12/09

216 PUBLIC HEARINGS

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

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

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

Legal Reference: Iowa Code §§ [21](#); [24.9](#); [26.12](#); [279.8](#), .10; [297.22](#) ~~(2009)~~.

Cross Reference: [214](#)Board of Directors' Meetings  
[213 Public Participation in Board Meetings](#)  
601.1 School Calendar  
703.1 Budget Planning

Code No. 217.1

217.1 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 operations 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 into the form of a recommendation, and to perform other duties as the board assigns.

The superintendent shall attend each board meeting unless excused by the board president.

Legal Reference: Iowa Code § 279.8, .20 (2009)

Cross Reference: 302.1 Administration and Board of Directors  
303 Superintendent

Approved 8/8/94 Reviewed 11/07/16 Revised 10/12/09



217.2 BOARD OF DIRECTORS AND EMPLOYEES

School employees 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. Employees who have concerns should have their initial contact with the building principal or immediate supervisor. If the employee's concerns are unsatisfied, the next step is the building principal or superintendent. The board may become involved with employee issues when the board is acting on a recommendation of the superintendent or when the board is acting as a hearing panel to discuss the termination of an employee.

Legal Reference: Iowa Code § 20; 279 .8, .12-18 (2009)

Cross Reference: 401.5 Employee Complaints  
401.7 Employee Relations to the Administration and to the Board  
401.8 Employee Involvement in Decision Making  
402.5 Public Complaints About Employees

Code No. 217.3

217.3 BOARD OF DIRECTORS AND ADJOINING DISTRICT BOARD OF DIRECTORS

The board may work with adjoining school district boards to provide additional opportunities in the school district's education 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 employees

Legal Reference: Iowa Code §§ 28E; 273 .8(2); 279.8; 280.13A, .15(2009)  
1978 Op. Att'y Gen. 224.

Cross Reference: 410.2 Shared Licensed Employees

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Code No. 217.4

217.4 BOARD OF DIRECTORS AND AREA EDUCATION AGENCY

The board shall utilize the resources of the Loess Hills Area Education Agency (AEA). Resources may include, but not be limited to, school psychologists, speech therapists, nurses, social workers, special education consultants, and educational materials.

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

Legal Reference: Iowa Code §§ 28E; 273; 279.8; (2009)  
1978 Op. Att’y Gen. 224.

Cross Reference: 603.3 Special Education

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Code No. 217.5

217.5 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.

It shall be the responsibility of the board to maintain contact with the elected officials 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 §§ 68B; 279.8; (2009)

Cross Reference: 221 Gifts to the Board of Directors

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## 218 BOARD OF DIRECTORS' RECORDS

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

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

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

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; ~~279.6291.6~~, .7; 618.3, ~~(2009)~~  
 281 I.A.C. 12.3(1)  
 1982 Op. Att'y Gen. 215.  
 1974 Op. Att'y Gen. 403.  
 1952 Op. Att'y Gen. 133.

Cross Reference: 206.3 Secretary-  
~~206.4~~ Treasurer  
~~212~~ Open Meetings  
~~213~~ Closed Sessions  
~~902~~ Press, Radio, and Televisions News Media  
210.8 Board Meeting Agenda  
708 Care, Maintenance and Disposal of School District Records  
901 Public Examination of School District Records

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## 218.1E1 BOARD MEETING MINUTES

Since the official minutes of the board are the only ~~basic~~ legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

~~With respect to format the following is offered as a guideline:~~

- ~~1. The minutes should be typewritten on single sheets of durable white paper.~~
- ~~2. Pages should be numbered—use of the corporate type minute book is suggested.~~
- ~~3. Each item of business should have a brief topical heading in the right margin and motions should be numbered consecutively and annotated.~~
- ~~4. An index should be prepared for each year.~~
- ~~5. All minutes should be signed by the proper officers of the board.~~
- ~~6. A duplicate set of minutes should be kept.~~
- ~~7. The original minutes book should be secured in a fire proof safe, vault or file in the central administration office.~~
- ~~8. The duplicate set should be kept in a designated place in the central administration office or be otherwise readily available for inspection following approval by the board.~~

With respect to content, the minutes should show the following:

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

At the annual or organizational meeting in odd-numbered years~~September/October~~, the minutes should reflect the following:

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

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Reviewed 11/07/16

Revised 10/12/09

Code No. 219.1

219.1 ASSOCIATION MEMBERSHIP

Participation in board member associations is beneficial to the board. The board will 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 ~~(2009)~~.

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

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Reviewed 11/07/16

Revised 10/12/09



Code No. 219.2

219.2 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 will work closely with the Iowa Association of School Boards<sup>1</sup> ~~Academy of Board Learning Experiences~~ and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.

Legal Reference: Iowa Code §§ 279.8, .38 ~~(2009)~~.

Cross Reference: 219.1 Association Membership  
~~219.4 New Board of Directors<sup>2</sup> Member Orientation~~

Approved 8/8/94

Reviewed 11/07/16

Revised 10/12/09

219.3 BOARD OF DIRECTORS' MEMBER COMPENSATION AND EXPENSES

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

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. ~~A credit card receipt is generally not considered a detailed receipt.~~ Failure to provide a detailed receipt will make the expense non-reimbursable. Personal expenses will be reimbursed by the board member to the school district no later than ten working days following the date of the expense. In exceptional circumstances, the board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

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

Legal Reference: Iowa Code §§ 68B; 277.27; 279.7A, .8, .32 ~~(2009)~~.

Cross Reference: 203 Board of Directors' Conflict of Interest  
401.12 Employee Travel Compensation  
401.16 Credit Cards  
~~705.5 Payment for Goods and Services~~

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Reviewed 11/07/16

Revised 10/12/09

Code No. 219.4

#### 219.4 NEW BOARD OF DIRECTORS MEMBER ORIENTATION

It is the responsibility of the board to educate new board members of the duties of their position. 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 to become familiar with the responsibilities and the role of being a board member. New board members may have an opportunity to attend the IASB Academy of Board Learning Experiences Program.

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

Legal Reference: Iowa Code § 279.8 (2009)

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

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Code No. 219.5

219.5 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 shall receive lifetime activity passes for themselves and a guest to school-sponsored activities.

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

Legal Reference: Iowa Code § 279.8 (2009)

Cross Reference: 219 Board of Directors' Member Services

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Code No. 220

220 SCHOOL VISITATION BY BOARD OF DIRECTORS

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

It shall be the responsibility of each board member to check in with the building office when board members are in the building.

Legal Reference: Iowa Code § 279.8 (2009)

Cross Reference: 202.5 Individual Authority

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## 221 GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members will not, either directly or indirectly, solicit, accept or receive a gift, series of gifts or an honorarium unless the donor does not meet the definition of "restricted donor" stated below 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 on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district's jurisdiction.

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

- Contributions to a candidate or a candidate's committee;
- Information material relevant to a board member's official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member's status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are

primarily composed of state or local government officials or employees;

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- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or
- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

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

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

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

Legal References: Iowa Code ch. 68B-~~(2009)~~.  
~~1972 Op. Att'y Gen. 276.~~  
~~1970 Op. Att'y Gen. 319.~~

Cross References: 203 Board of Directors' Conflict of Interest  
402.4 Gifts to Employees  
704.4 Gifts - Grants - Bequests

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222 NEGOTIATIONS

In the process of collective bargaining, the board shall bargain in good faith. 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 a 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 of or representatives for, the bargaining unit concerning issues relating to the negotiation process.

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

The board shall set the parameters and goals for the negotiations. Periodic strategy sessions shall be considered with the entire board to maintain open communications between the board and its chief spokespersons. Strategy sessions are exempt from the open meetings law.

Legal Reference: Burlington Community School District v. PERB; 268 N.W.2d 517 (Iowa 1978)  
Iowa Code §§ 20.17; 21.9 (2009)  
621 I.A.C.6.  
1982 Op. Att'y Gen. 162.

Cross Reference: 212 Open Meetings  
213 Closed Sessions  
400 Role of and Guiding Principles for Employees