

MEETINGS OF THE BOARD OF EDUCATION

OPEN MEETINGS

A gathering of a majority of board members either in person or electronically in which deliberation of an issue within the 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 when there is no discussion of policy or no intent to avoid the purpose of the open meetings law. 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.

REGULAR BOARD MEETINGS

Regular meetings of the Board of Education will generally be held on the second and fourth Monday of each month. The board may choose to hold only one meeting during the summer or holiday months. Unless otherwise designated, the meetings will be held at 5:00 p.m. in the Board Room of the Education Service Center, 1516 Washington Street.

The board shall adhere to this meeting schedule unless additional meetings are required, or, due to circumstances beyond the board's control, the meeting cannot be held on the regular meeting date and time. In such case, the meeting will be re-scheduled at the board's convenience. Public notice of board meetings shall be given at least 24 hours in advance.

SPECIAL BOARD MEETINGS

Special meetings may be held as determined by the Board of Education or Superintendent. Such meetings may be called by the President of the board or upon written request from a majority of the Board members to the secretary of the board. Notice of the special meeting specifying time, place, and agenda will be made to every member of the board.

Public notice shall be given at least 24 hours in advance of the meeting. If the special meeting called is an emergency meeting and the board cannot give public notice in its usual manner, the board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes. Emergency meetings will only be held when an issue cannot wait the twenty-four hours necessary for a special meeting.

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

CLOSED MEETINGS

Iowa statutes provide that all meetings of the board will be open unless expressly permitted or exempted by law. The board shall return to open session before final action is taken on any matter discussed in closed session. See regulation 210.0-R for requirements of closed meetings.

BOARD RETREATS, WORK SESSIONS AND FORUMS

All board retreats, work sessions and forums will be open meetings in accordance with Chapter 21 of the Iowa Code. Public notice of the sessions shall be given at least 24 hours in advance. Topics for discussion and study will be announced publicly. The board has the authority to hire an outside facilitator to assist them in work sessions. No board action will take place at the work session.

Legal Ref.: Iowa Code §§ 21; 22.7; 279.24.

Cross Ref.: 200.2 Board Organizational Meeting
210.2 Meeting Notice
212.0 Minutes

ADOPTED: 4/26/93
3/8/99
11/12/07
10/26/09
9/26/16
11/4/18
8/10/20
2/28/22

Reviewed: 12/92, 2/5/99, 9/5/02, 12/2/04, 10/4/07, 10/1/09, 10/6/11, 9/1/16, 9/4/18, 3/5/20, 2/3/22