

Board Policy Document

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## BOARD OF DIRECTORS

### *Series 200*

**Policy Title:** Board Meetings/Agendas

**Code Number:** 204.9

#### **Regular Meetings**

Regular meetings of the Board shall be held on the second and fourth Monday of each month unless otherwise designated.

All meetings shall be held in the meeting place officially designated by the Board, which shall be the Education Service Center, unless otherwise approved by the Board in regular session. Regular meetings shall begin at 6:00 p.m.

Public notice of each regular meeting of the Board shall be provided.

#### **Special Meetings**

Special meetings may be called by vote of the Board, or called by the President, or by the Secretary upon the request of a majority of the members of the Board.

The agenda for all special meetings shall be limited to that item or items for which the special meeting is called.

#### **Emergency Meetings**

The Board may meet on an emergency basis without a twenty-four hour advance notice for good cause when the notice requirements are impossible or impractical. However, the Board shall give as much advance notice of an emergency meeting as is reasonably possible. The minutes of the meeting shall specify the reason for the emergency meeting.

First Adoption: July 12, 1983  
Revision Adoption: August 12, 1997/April 30, 2002/July 20, 2009  
Legal Reference:

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### Closed Sessions of the Board

A specific motion stating the reason for the closed meeting must be made and seconded, followed by a two-thirds affirmative roll call vote of the total membership of the Board or all members present. The Board may enter into a closed session for the following reasons:

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 that governmental body's possession or continued receipt of federal funds.
2. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
3. To discuss whether to conduct a hearing or to conduct hearings to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor.
4. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations, inspection or auditing techniques or schedules, which if disclosed would enable law violators to avoid detection.
5. To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
6. To discuss the purchase of particular real estate only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property. The minutes and the tape recording of a session closed under this paragraph shall be available for public examination when the transaction discussed is completed.
7. Any other matters for which closed sessions are permitted by law.

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

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

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### Exemptions to the Open Meetings Law

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

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

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

An agenda with appropriate enclosures will be prepared and delivered or mailed to each Board member by the Superintendent. These should reach the members of the Board sufficiently in advance of the meeting to allow adequate time for study and review.

The agenda for each regular and special meeting shall be posted at the administrative office at least 24 hours prior to the time of said meeting. The agenda shall also be widely distributed to staff, to citizens requesting it, and to the news media.

Action on any item can only take place with items on the agenda as published. These provisions do not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda, which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at that same meeting.

Individuals or groups who wish to place an item on the agenda should do so by writing the Superintendent of Schools, Administrative Service Center, 1221 Pierce Street, Sioux City, Iowa 51105. Requests should include name, address, telephone number, organization represented, purpose of the presentation, and pertinent background information. To be included on the regular meeting agenda, requests must be received by the Superintendent no later than 4:00 p.m. on the Thursday preceding the Tuesday meeting. Items received after that time will not be considered until the next Board meeting, except upon the recommendation of the President or by a majority of the Board members present

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**Board Agendas**

An agenda with appropriate attachments will be prepared and delivered or mailed to each Board member by the Superintendent's Office. These should reach the members of the Board sufficiently in advance of the meeting to allow adequate time for study and review.

The agenda for each regular and special meeting shall be posted at the administrative office at least 24 hours prior to the time of said meeting. The agenda shall also be widely distributed to staff, to citizens requesting it, to the news media and placement on the district website.

Action on any item can only take place with items on the agenda as published. These provisions do not preclude the taking of testimony at regularly scheduled meetings on matters not on the agenda, which any member of the public may wish to bring before the Board, provided that no action is taken by the Board on such matters at that same meeting.

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