

**2<sup>ND</sup> READING! 209.4 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. Reasons for suspension of board policy will be documented in board minutes.

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

Cross Reference: 200.3 Responsibilities of the Board of Directors  
209 Board of Directors' Management Procedures

Approved   X/XX/XX  

Reviewed   X/XX/XX  

Revised   X/XX/XX

**2<sup>nd</sup> Reading! 210.2 REGULAR MEETING**

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

Generally, the regular meetings of the board will be held on the second Monday of each month. Meetings will begin promptly at 7:00 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. Public notice of the meetings will be given.

***NOTE: The board has the option to include the date and time for the regular meeting in board policy, but is not required to do so.***

Legal Reference: Iowa Code §§ 21.3, .4; 279.1

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

Approved   X/XX/XX  

Reviewed   X/XX/XX  

Revised   X/XX/XX

## **2<sup>ND</sup> READING! 210.7R1 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.

**2<sup>nd</sup> Reading! 210.8E1 BOARD MEETING AGENDA EXAMPLE**

*[Insert School District]  
[Regular Board Meeting] or [Special Board Meeting]  
[Insert Meeting Location]  
[Insert Date (Day, Month Date, Year)]  
[Insert Time (ex. 6:00 p.m.)]*

- A. Call to Order, *Board President*
- B. Opening Activities [*Pledge of Allegiance, Mission Statement*]
- C. Roll Call, *Board Secretary*
- D. Public Forum  
*[Insert reference to policy or procedure title and number and a brief description of the limitations of public forum (Ex. IASB Sample Policy 213 – Public Participation in Meetings)]*
- E. Agenda Approval
- F. Consent Agenda Approval
  - F1. Consent Agenda Items [*Ex. Minutes, Bill Listing, Contract Approvals*]  
*[Insert reference to relevant district policies and procedures (Ex. IASB Sample Policy 210.9 – Consent Agenda)]*
  - F2. Consent Agenda Items Continued...
- G. Presentations [*Ex. District goals and priorities update; student learning updates and achievements*]  
*[Insert presentation topic, presenter organization (if outside the district), and presenter name]*  
*[Insert reference to relevant district policies, priorities, and goals]*
- H. Public Hearings [*Ex. School calendar adoption, upcoming district budget, and other items for which a public hearing may be embedded into a regular meeting*]
- I. Discussion Items [*Informational, no action required*]
- J. Action Items [*Ex. Resolutions, Approvals, Adoptions*]
  - J.1 Action Items. Consideration of approval of [*Insert action item description*]  
*[Insert Superintendent recommendation]*  
*[Insert district staff member name to present on this topic (If different than Superintendent)]*  
*[Insert reference to relevant district policies, priorities, and goals]*
  - J.2 Action Items Continued...
- K. Policy Reviews  
*[Insert policy title and number]*  
*[Insert Introduction, Second Reading, or Third (and Final) Reading]*  
*[Insert district staff member name to present on this topic]*
- L. Upcoming Events and Community Updates
  - 1. Superintendent
  - 2. Board President and Board Members
  - 3. Other District Staff, as appropriate
- M. Adjournment

**Upcoming Meetings: [*Insert dates for upcoming board meetings*]**

***NOTE: There are no legal requirements for the organization of board agendas other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 26 #2 – January 11, 2018.***

***NOTE: Please see IASB Sample Policy 213 – Public Participation in Board Meetings and IASB's Better Board Meetings Toolbox. Districts may also have additional policies and procedures regarding public forum time or topic restrictions. If a public forum is allowed, this agenda template provides that any restrictions should be referenced and/or announced at the meeting.***

***NOTE: Action items should have, at a minimum, a motion and board vote and may include, but are not limited to, agenda approval, consent agenda approval, resolutions and other approvals, policy review readings, entering closed session, re-entering open session, and adjournment.***

**2<sup>nd</sup> Reading! 210.8E2 BOARD MEETING AGENDA EXAMPLE (with closed session)**

*[Insert School District]  
[Regular Board Meeting] or [Special Board Meeting]  
[Insert Meeting Location]  
[Insert Date (Day, Month Date, Year)]  
[Insert Time (ex. 6:00 p.m.)]*

- A. Call to Order, *Board President*
- B. Opening Activities [*Pledge of Allegiance, Mission Statement*]
- C. Roll Call, *Board Secretary*
- D. Public Forum  
*[Insert reference to policy or procedure title and number and a brief description of the limitations of public forum (Ex. IASB Sample Policy 213 – Public Participation in Meetings)]*
- E. Agenda Approval
- F. Consent Agenda Approval
  - F1. Consent Agenda Items [*Ex. Minutes, Bill Listing, Contract Approvals*]  
*[Insert reference to relevant district policies and procedures (Ex. IASB Sample Policy 210.9 – Consent Agenda)]*
  - F2. Consent Agenda Items Continued...
- G. Presentations [*Ex. District goals and priorities update; student learning updates and achievements*]  
*[Insert presentation topic, presenter organization (if outside the district), and presenter name]*  
*[Insert reference to relevant district policies, priorities, and goals]*
- H. Public Hearings [*Ex. School calendar adoption, upcoming district budget, and other items for which a public hearing may be embedded into a regular meeting*]
- J. Discussion Items [*Informational, no action required*]
- K. Action Items [*Ex. Resolutions, Approvals, Adoptions*]
  - K.1 Action Items. Consideration of approval of [*Insert action item description*].  
*[Insert Superintendent recommendation]*  
*[Insert district staff member name to present on this topic (If different than Superintendent)]*  
*[Insert reference to relevant district policies, priorities, and goals]*
  - K.2 Action Items Continued...
- L. Policy Reviews  
*[Insert policy title and number]*  
*[Insert Introduction, Second Reading, or Third (and Final) Reading]*  
*[Insert district staff member name to present on this topic]*
- M. Upcoming Events and Community Updates
  - 1. Superintendent
  - 2. Board President and Board Members
  - 3. Other District Staff, as appropriate
- N. Closed Session [*Motion and vote to enter, no action taken*]  
*[Insert legal authority to enter closed session pursuant to Iowa Code § 21 (Ex., “I move that we hold a closed session as authorized by section 21.5 of the open meetings law to...)]*

*[Insert reference to relevant district policies and procedures (Ex. IASB Sample Policy 212 – Closed Sessions)]*

*\*Board decision to leave closed session\**

- O. Board Action (if needed) on Topic Discussed in Closed Session
- P. Adjournment

**Upcoming Meetings: *[Insert dates for upcoming board meetings]***

***NOTE: There are no legal requirements for the organization of board agendas other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 26 #2 – January 11, 2018.***

***NOTE: Please see IASB Sample Policy 213 – Public Participation in Board Meetings and IASB's Better Board Meetings Toolbox. Districts may also have additional policies and procedures regarding public forum time or topic restrictions. If a public forum is allowed, this agenda template provides that any restrictions should be referenced and/or announced at the meeting.***

***NOTE: Action items should have, at a minimum, a motion and board vote and may include, but are not limited to, agenda approval, consent agenda approval, resolutions and other approvals, policy review readings, entering closed session, re-entering open session, and adjournment. Please review any relevant district policies and procedures regarding actions taken by the board.***

***NOTE: Instances where closed session is legally allowed are very rare and legal authority and reasoning for holding a closed session should be clearly stated on the agenda. Please see IASB's Open Meetings & Public Records Toolbox for additional guidance and IASB Sample Policy 212 – Closed Sessions.***

## 213 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 aside a specific time for public comment.

### **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.

The board has the discretion to limit the amount of time set aside for public participation. Normally, speakers will be limited to five (5) minutes with a total allotted time for public participation of 30 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 150 eligible electors of the district, or ten percent of the individuals who voted in the last school election, whichever number is lower.

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.

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 individuals recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting. Defamatory comments may be subject to legal action.

***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, 279.8B

Cross Reference: 205 Board Member Liability  
210.8 Board Meeting Agenda  
214 Public Hearings  
307 Communication Channels  
401.4 Employee Complaints  
402.5 Public Complaints About Employees  
502.4 Student Complaints and Grievances

Approved 5/8/95

Reviewed 9/13/21

Revised 9/13/21



## 213.1 PUBLIC COMPLAINTS

The board recognizes 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:

- (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.

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.

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.

***NOTE: School districts with a different procedure for addressing complaints about employees should insert it here. The Iowa legislature requires districts 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.***

Legal Reference: Iowa Code § 279.8

Cross Reference: 210.8 Board Meeting Agenda  
213 Public Participation in Board Meetings  
307 Communication Channels

Approved 9/13/21

Reviewed 9/13/21

Revised 9/13/21

## 214 PUBLIC HEARINGS

Public hearings may be held on school district matters at the discretion of the board. Public notice of a public hearing ~~shall will~~ be in the same manner as for a board meeting except that the notice ~~shall will~~ be given at least seven (7) days before the hearing is to be held unless it is impossible or impractical to do so, ~~or the law requires otherwise~~.

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 ~~shall 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 from 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 ~~shall will~~ be asked to leave.

***NOTE: If a board has specific procedures for public hearings, they should be included in this policy.***

Legal Reference: Iowa Code §§ Ch. 21; 26.12; Ch. 24; 279.8, .10; 297.22.

Cross Reference: 210 Board of Directors' Meetings  
213 Public Participation in Board Meetings  
601.1 School Calendar  
703.1 Budget Planning

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95

**NEW! 215 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 on the school’s website, [www.centrallyon.org](http://www.centrallyon.org), after the board secretary transcribes the notes into typewritten material which has been proofread for errors and retyped.

***NOTE: The requirements in the second paragraph are all legal requirements.***

Legal Reference: Iowa Code §§ 21; 22; 279.8, .35, .36; 291.6, .7; 618.3.  
281 I.A.C. 12.3(1).

Cross Reference: 206.3 Secretary  
206.4 Treasurer  
208 Ad Hoc Committees  
210.8 Board Meeting Agenda  
708 Care, Maintenance and Disposal of School District Records  
901 Public Examination of School District Records

Approved   x/xx/xx  

Reviewed   x/xx/xx  

Revised   x/xx/xx

## 215.1E1 BOARD MEETING MINUTES

Since the official minutes of the board are the only 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 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, the minutes should reflect the following:

26. Appointment of a temporary chairperson if not specified in policy.
27. Oath of office administered to newly elected board members.
28. Nominations taken for the office of president and vice-president.
29. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
30. The resolution to pay bills when the board is not in session.

31. A resolution to automatically disburse payroll along with a roster of all employees under contract.
32. A resolution naming depositories along with the maximum deposit for each depository.
33. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
34. 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.

***NOTE: There are no legal requirements for the contents of board minutes other than those stated in the policy. The contents of this exhibit are suggestions and may be amended, altered or deleted.***

**216 BOARD OF DIRECTORS' MEMBER SERVICES**

**216.1 ASSOCIATION MEMBERSHIP**

Participation in board member associations are beneficial to the board. The board shall 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.

Cross Reference: 216.2 Board of Directors' Member Development and Training

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95

**NEW! 216.2 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' and encourage the board members to participate in conferences to achieve the Better Boardsmanship Award.

***NOTE: In order for a board to be eligible for the IASB Award of Achievement, the board needs to have a policy on board development.***

Legal Reference: Iowa Code §§ 279.8, .38.

Cross Reference: 216.1 Association Membership

Approved   x/xx/xx  

Reviewed   x/xx/xx  

Revised   x/xx/xx

### 216.3 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. Failure to provide a detailed receipt will make the expense nonreimbursable. 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.

Cross Reference: 203 Board of Directors' Conflict of Interest  
401.7 Employee Travel Compensation  
401.10 Credit Cards

Approved 5/8/95

Reviewed 1/11/16

Revised 5/8/95



## 217 GIFTS TO BOARD OF DIRECTORS

Board members may receive a gift on behalf of the school district. Board members shall 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 (4th) 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 (3) dollars that are received from any one (1) donor during one (1) 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;
- 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 (25) or fiftieth (50) 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 (30) days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

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

***NOTE: This policy is a reflection of the law.***

Legal References: Iowa Code ch. 68B.

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

Approved 5/8/95

Reviewed 1/11/16

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