

CLOSED SESSIONS

The Iowa Open Meetings Law permits Boards to hold closed sessions by affirmative public vote of two-thirds of the members of the body, or all the members present at the meeting. A closed session may be held only to the extent a closed session is necessary for reason listed in the law. The ones most likely to apply to school board business are:

- (1) To discuss strategy in matters relating to employment conditions of employees concerning negotiations of a collective bargaining agreement.
- (2) To conduct hearings to suspend or expel a student, or to discuss whether to conduct such a hearing, unless an open session is requested by the student or a parent or guardian of the student if the student is a minor.
- (3) 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.
- (4) 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.
- (5) 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.



We look forward to your continued interest in and support of Ballard. Thank you for taking time to attend this board meeting.

The Board of Directors

BALLARD COMMUNITY SCHOOL DISTRICT

Cambridge, Huxley, Kelley and Slater, Iowa

Procedures and Guidelines for Visitors Ballard Board of Directors Meeting

WELCOME TO A MEETING OF THE BOARD OF DIRECTORS OF THE BALLARD COMMUNITY SCHOOL DISTRICT, HUXLEY IOWA.

The purpose of this brochure is to explain the structure and operation of the Board of Directors and the patron's role in the conducting of school business.

BOARD MEMBERS

The Board of Directors is composed of five citizens elected by the public to maintain popular control of education. Each member of the Board serves a term of three years, and he/she may be re-elected to serve additional terms. The Ballard School District is divided into three Director Districts. Each District is represented by one Board Member and two members serve at large. Patrons vote on all representatives of the Board. Voting for school board positions occurs on the second Tuesday in September.

SUPERINTENDENT OF SCHOOLS

The Superintendent of Schools is appointed by the Board of Directors and acts as their executive officer in administering their policies in the operation of the schools. He/She advises the Board of the needs and progress of the schools. The Superintendent is available to the Board as a professional resource, and his/her recommendations normally precede any Board action.

ADMINISTRATIVE TEAM

All members of the Administrative Team are encouraged to exercise full expression during the decision making process prior to submitting recommendations for school board action.

BOARD FUNCTION

One of the Board's primary functions is to make decisions on behalf of District students, staff and patrons. If a patron has a question about the operation of the schools, he/she is encouraged to contact the teacher and/or administrator closest to the situation. This procedure allows the patron to follow the proper lines of authority. The Superintendent is available for consultation concerning the steps to follow in case the matter may need to be presented to the Board of Directors.

BOARD ACTION

Board members have complete and final control over local school matters, subject only to limitations and regulations imposed by state law, regulation of the Department of Education, and the will of the District's residents as expressed in District elections. The authority of Board members functions within and is restricted to official Board meetings. No member of the Board can privately function as the Board. Board action is the collective effort of the members to direct the business of the school district at official Board meetings.

BOARD MEETINGS

The Board of Directors meet regularly on the second Monday of each month. Meetings usually commence at 6:30 P.M. The regular September meeting will be held the third Monday of the month, immediately following the annual organizational meeting. Meetings are usually held in Council Chambers at the 3C building in Huxley.

One of the first items on the agenda is the recognition of visitors. The Ballard School Board welcomes the comments of the patrons of the school district. A visitor, who has signed in to be recognized, may make a statement regarding matters related to the school system. Per Board Policy 204.9 the public may address the Board on non-agenda items at a regular meeting only. Each presentation should be limited to five (5) minutes. It is also requested that the statement be specific, brief and communicated in a professional manner.

TENTATIVE AGENDA

Meetings of the Board of Directors follow a tentative agenda prepared by the Superintendent of Schools.

If a school patron would like to have an item or a concern placed on the agenda, he/she should notify the Superintendent five days before the next scheduled Board meeting. It is the practice of the Board of Directors not to take formal action on items not on the agenda.

The Board normally considers the agenda items in the sequence as listed:

- I. CALL TO ORDER
- II. APPROVE THE AGENDA
- III. GREET VISITORS
- IV. HEAR PUBLIC COMMENTS
- V. MANAGEMENT REPORTS
- VI. ADMINISTRATIVE REPORTS
- VII. BUSINESS INFORMATION
MINUTES
FINANCIAL REPORTS
ACCOUNTS PAYABLE
OPEN ENROLLMENT
- VIII. PERSONNEL
- IX. OTHER ACTION ITEMS
- X. ADJOURN

CONDUCT AND REMARKS OUT OF ORDER

Interruptions or other interference with the orderly conduct of business cannot be allowed at meetings of the Board of Directors.

COMPLAINTS

Since the Board must act as judge and jury in termination cases the Board is not allowed to hear complaints about individual employees at Board meetings. Such complaints need to be addressed to the appropriate supervisor and then through the Superintendent of Schools.