

SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL MEET IN
REGULAR SESSION ON **MONDAY, FEBRUARY 18, 2019**, AT 5:30 P.M.,
IN THE PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,
215 WEST 9TH STREET, TAMA, IOWA

AGENDA

- | | | |
|-------|--|----------------------------------|
| I. | Call to Order | Penny Tyynismaa, Board President |
| II. | Roll Call and Declaration of Quorum | Mary Boege, Board Secretary |
| III. | Adoption of Agenda | |
| IV. | Consent Agenda | Full Board |
| | <ul style="list-style-type: none">• Approval of Minutes of Previous Meeting/Work Session• Bills• Financial Statement | |
| V. | Public Comment | |
| | The Board welcomes the opportunity to listen to comments from citizens, but is not able to take action on the issues raised by citizens during public comments, and Board Members do not intend to make an immediate response. The Board President shall have the authority to end public comments at any time or limit the amount of time allocated to individuals. | |
| VI. | Action Items: | Full Board |
| | A. Personnel | |
| | B. Board Policy 200 Series - 1st Read | |
| | C. Review and Approve School Calendar for 2019-2020 | |
| VII. | Discussion | |
| | A. Dance Club Trip Proposal | Joe Tafta |
| | B. Snow Days/Student Hours Update | Jared Smith |
| VIII. | Adjournment | |

REGULAR SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on January 21, 2019 in Regular Session at the Partnership Center, Tama, Iowa at 5:30 p.m.

On call of the roll the following were present: Ronald Houghton, Mandy Lakin and Penny Tynismaa. Absent: Jackie Dvorak and Alan Kline Quorum Present.

Also present were: Jared Smith, Mary Boege, John Speer and Heather Garrett.

Motion by Houghton second by Lakin to approve the agenda. All Ayes.

Motion by Lakin, second by Houghton to approve the consent agenda approving the minutes of the December 17, 2018 and January 7, 2019 meetings, financials and bills for payment as presented All Ayes.

Public Comments - None

Motion by Houghton, second by Lakin to approve the following personnel requests as presented. All Ayes

Contracts - Samantha Holtz - Head Volleyball Coach

Motion by Lakin, second by Houghton to approve the first reading of Board Policy Series 100. All Ayes.

Motion by Lakin, second by Houghton to approve the requests for the new Agriculture, Food and Natural Resources course and the Computer Science Cyber Security, Computer Science Python, and Computer Science Web Design courses . All Ayes.

Superintendent Smith discussed the Nagle Sign proposal for the Administration Office.

Motion by Lakin, second by Houghton to hold a closed session at 5:45 p.m. as provided in Section 21.5(1)(i) of the Open Meetings Law to evaluate the professional competency of an individual whose performance is being considered to prevent needless and irreparable injury to that individual's reputation, as that individual has requested a closed session. All Ayes.

Motion by Lakin, second by Houghton to come out of closed session at 6:46 p.m. All Ayes.

Motion by Houghton, second by Lakin to adjourn the meeting at 6:47 p.m. All Ayes.

Penny Tynismaa, Board President

Mary Boege, Board Secretary

SPECIAL SESSION
OF THE BOARD OF EDUCATION OF THE
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on February 4, 2019 in Special Session at the Partnership Center, Tama, Iowa at 5:30 p.m.

On call of the roll the following were present: Jackie Dvorak, Ronald Houghton, Alan Kline, Mandy Lekin and Penny Tynismaa. Quorum Present.

Also present were: Jared Smith, Mary Boege, John Speer, Carrie Keenan, Megan Rosenberger and Heather Garrett.

Motion by Kline second by Houghton to approve the agenda. All Ayes.

Public Comments - None

Motion by Lekin, second by Dvorak to approve the following personnel requests as presented. All Ayes

Contracts - Leah Fonua Assistant Volleyball Coach

Motion by Houghton, second by Kline to accept the retirement requests from Zelda Cecak and Theresa Walton at the end of the current school year. All Ayes.

Motion by Lekin, second by Dvorak to approve extending Superintendent Jared Smith's contract through the 2020-2021 school year.

Motion by Houghton, second by Kline to approve the final reading of Board Policy Series 100. All Ayes.

Motion by Lekin, second by Houghton to approve the Nagle Sign proposal for the Administration Office. All Ayes.

The 200 Series Board Policies were reviewed with the first reading to be held at the next meeting.

Superintendent Smith discussed possible snow make up days for school days missed so far this year.

The Facility Studies was done the last few day of January and will be brought to the Board in March for review.

The Calendar Committee for the 2019-20 school year will be meeting again this week and should have a recommendation to the Board next month.

Motion by Houghton, second by Lekin to adjourn the meeting at 6:12 p.m.. All Ayes.

Penny Tynismaa, Board President

Mary Boege, Board Secretary

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 2-18-2019

1/25/2019	Iowa Games	Registration Fees	\$645.00
1/25/2019	Iowa State University	Honor Band Registration	\$44.00
1/25/2019	Martin Brothers	Vending Supplies	\$191.11
1/25/2019	Mount Vernon Archery	Registration Fees	\$11.00
1/25/2019	NASP Inc	Targets, Arrow Rests	\$232.00
1/25/2019	Marcella Nekola	Refund - FFA Fruit	\$14.00
1/25/2019	Eugene Ubben	Basketball Official	\$70.00
1/25/2019	Ultimate Image	T-Shirts	\$1,064.00
1/25/2019	Jeremy Weiermann	Basketball Official	\$70.00
1/25/2019	Samantha Peska	Start Up Cash - Basketball Game	\$50.00
1/25/2019	Wordware	Annual Fees - Software	\$3,399.00
2/1/2019	Broken Arrow Archery	Registration Fees	\$78.00
2/1/2019	Original Works Yours Inc	Original Art Works	\$153.53
2/7/2019	ACT	Testing Package	\$187.25
2/7/2019	Alliant Energy	Gas and Electric	\$11,205.89
2/7/2019	Apple Computer	IPADS	\$5,880.00
2/7/2019	Atlantic Bottling Company	Vending Supplies	\$100.80
2/7/2019	Central Iowa Distributing	Custodial Supplies	\$1,175.65
2/7/2019	Central Rivers AEA	Ipad Repairs	\$1,055.48
2/7/2019	City of Toledo	Water and Sewer	\$508.83
2/7/2019	Clayton Ridge CSD	Open Enrollment	\$10,480.91
2/7/2019	Cummins Sales and Service	Repair Parts	\$276.43
2/7/2019	Decker Sporting Goods	Clothing	\$109.00
2/7/2019	Electric Supply of Marshalltown	Maintenance Supplies	\$128.99
2/7/2019	Fareway Stores	Classroom Supplies	\$100.97
2/7/2019	Follett School Solutions	Books	\$188.98
2/7/2019	Goodyear Commerical Tire	Tires	\$1,547.41
2/7/2019	Grainger	Shelving, Cabinet	\$574.73
2/7/2019	Hoglund Bus Company	Repair Parts	\$100.00
2/7/2019	Hrabak Lumber	Maintenance Supplies	\$402.87
2/7/2019	Interstate Batteries of Upper IA	Batteries	\$320.85
2/7/2019	Iowa One Call	Underground Location	\$11.70
2/7/2019	Iowa School Finance Infor Ser	Write 2 Learn License	\$432.00
2/7/2019	J&V Auto Parts	Transportation Supplies	\$451.57
2/7/2019	JW Pepper	Music	\$349.49
2/7/2019	Marshall Glass	Bus Windshield	\$234.50
2/7/2019	Martin Brothers	Preschool Supplies	\$125.31
2/7/2019	New Century FS	Gas and Diesel	\$7,050.98
2/7/2019	Pitney Bowes	Postage Meter Rental	\$441.75
2/7/2019	Pitney Bowes	Supplies	\$33.98
2/7/2019	Plumb Supply	MS Shower Supplies	\$145.80
2/7/2019	Poweshiek Water Assoc	Water	\$52.30
2/7/2019	Quill Corporation	Office Supplies	\$109.16
2/7/2019	Really Good Stuff	Classroom Supplies	\$190.39
2/7/2019	Sandhill Auto Salvage	Headlamp Assembly	\$130.00
2/7/2019	Schendel Pest Control	Pest Control	\$210.00
2/7/2019	School Bus Sales	Repair Parts	\$1,160.37

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 2-18-2019

2/7/2019	School Outfitters	Supplies	\$290.30
2/7/2019	Seidlitz Education	Conference Registration - ELL	\$615.00
2/7/2019	Staples	Office Supplies	\$59.63
2/7/2019	Superior Welding	Classroom Supplies	\$304.75
2/7/2019	Supplyworks	Custodial Supplies	\$1,158.65
2/7/2019	Tama Florists	Green Plants	\$160.00
2/7/2019	Tama Water Department	Water and Sewer	\$580.88
2/7/2019	Tama/Grundy Publishing	Public Notices	\$200.42
2/7/2019	Tifco Industries	Chemicals	\$39.93
2/7/2019	Timberline Billing	Medicaid Billings	\$669.47
2/7/2019	USIC Locating Services	Underground Location	\$262.26
2/7/2019	Walsh Door Security	Keys, Locksets	\$1,850.00
2/7/2019	Waterloo Comm Schools	Special Education Tuition	\$330.88
2/7/2018	Van Meter Inc	Repair Parts - AC Drive	\$4,444.38
2/7/2019	US Bank Equipment	Printer Lease	\$255.33
2/7/2019	EMS Detergent	Supplies	\$365.70
2/7/2019	Martin Brothers	Groceries and Supplies	\$9,201.12
2/7/2019	Betty Rutledge	Refund - Lunch Account	\$5.50
2/8/2019	Stan Allspach	Basketball Offical	\$50.00
2/8/2019	Apple Computer	IPAD	\$399.00
2/8/2019	Atlantic Bottling Company	Concessions and Student Vending	\$564.22
2/8/2019	Dean Deutmeyer	Basketball Offical	\$100.00
2/8/2019	Sam Devilder	Basketball Offical	\$100.00
2/8/2019	Randy Dieken	Basketball Offical	\$100.00
2/8/2019	Dike-New Hartford CSD	Volleyball Entry Fee	\$65.00
2/8/2019	Fareway Stores	Concession Supplies	\$115.47
2/8/2019	Highland Comm School District	Wrestling Entry Fee	\$90.00
2/8/2019	Iowa High School Speech Assoc	Entry Fees	\$568.00
2/8/2019	Iowa Sports Supply Co	MS Volleyball Supplies	\$375.00
2/8/2019	Rod Kolder	Basketball Offical	\$100.00
2/8/2019	NPC International	Concession - Pizza	\$185.78
2/8/2019	John Phillips	Basketball Offical	\$100.00
2/8/2019	Prairie Archery Club	Entry Fees	\$195.00
2/8/2019	Rudis	Wrestling Sportswear	\$100.00
2/8/2019	Mike Schmidt	Basketball Offical	\$100.00
2/8/2019	Town & Country Wholesale	Concession Supplies	\$343.57
2/8/2019	Ultimate Image	Cheerleading T-Shirt	\$14.00
2/8/2019	Cassie Skol	Cash for Donation	\$300.00
2/8/2019	STC General Fund	Printing - Elem Booster Club	\$228.45
2/8/2019	Tama Florists	Green Plant	\$30.00
2/15/2019	Steve Allman	Basketball Offical	\$100.00
2/15/2019	Thad Espenscheid	Basketball Offical	\$70.00
2/15/2019	Fareway Stores	Concession Supplies	\$47.46
2/15/2019	Independence Ind Event Speech	Speech Entry Fees	\$248.00
2/15/2019	Iowa Sports Supply Co	High Jump Landing Pit	\$5,400.00
2/15/2019	Tom Kemper	Basketball Offical	\$70.00
2/15/2019	Martin Brothers	Vending Supplies	\$86.68

SOUTH TAMA COUNTY SCHOOLS
BILLS PRESENTED 2-18-2019

2/15/2019	Deidra Mohr	Basketball Offical	\$70.00
2/15/2019	Katie Murphy	Reimbursement	\$11.36
2/15/2019	Cody Oakes	Basketball Offical	\$120.00
2/15/2019	Ottuma Bulldogs Archery	Registration Fees	\$204.00
2/15/2019	John Pyche	Basketball Offical	\$100.00
2/15/2019	Select Physical Therapy	Athletic Trainer Services	\$800.00
2/15/2019	Samantha Peska	Start Up Cash - Carnival	\$1,000.00
2/15/2019	Fareway Stores	Supplies	\$13.50
2/15/2019	Tom Gay	Elementary Carnival Entertainment	\$200.00
2/18/2019	Ahlers & Cooney	Legal Services	\$507.00
2/18/2019	Alliant Energy	Gas and Electric	\$6,359.34
2/18/2019	Stan Avery	Mileage	\$24.24
2/18/2019	Bear's Inc Ok Tire Stores	Tire Repair	\$29.90
2/18/2019	Benton Comm School	Special Education Tuition	\$5,334.30
2/18/2019	CAM Comm School	Special Education and Open Enrollment Tuition	\$13,825.84
2/18/2019	Melanie Davenport	Mileage	\$58.00
2/18/2019	Fareway Stores	Classroom Supplies	\$18.36
2/18/2019	Samantha Holtz	Tuition Reimbursement	\$1,000.00
2/18/2019	Iowa Communications Network	Internet Services	\$432.00
2/18/2019	JW Pepper	Music	\$293.11
2/18/2019	K&M Sanitation	Garbage Service	\$1,150.00
2/18/2019	Lincoln Library Press	Renewal of Factcite	\$156.00
2/18/2019	Midwest Computer Products	Projector	\$1,408.00
2/18/2019	Katie Murphy	Tuition Reimbursement	\$1,000.00
2/18/2019	Scharnweber Water Cond	Equipment Rental, Repairs	\$1,330.74
2/18/2019	School Bus Sales	Repair Parts	\$914.78
2/18/2019	Supplyworks	Custodial Supplies	\$128.20
2/18/2019	Times-Republican	Subscription Renewal	\$165.50
2/18/2019	Trane US Inc	Repairs - Elementary	\$608.97
2/18/2019	West Music Company	Band Supplies	\$390.11
			\$120,189.06

General Fund	\$87,130.90
Activity Fund	\$13,565.18
Management Fund	\$0.00
Capital Projects	\$4,444.38
PPEL	\$255.33
Debt Service	\$0.00
Agency Funds	\$1,821.95
Food Service	\$12,971.32
Total of All Funds	\$120,189.06

The above invoices have been reviewed and are hereby approved for payment.

SOUTH TAMA COUNTY SCHOOLS
2017-18 Summary
Through January 2019

General Fund (10)

	<u>Year To Date</u>	
Balance 6/30/18	\$5,306,215.00	
Revenues	\$9,947,931.74	\$5,246,491.02
Expenditures	<u>\$10,007,655.72</u>	
Ending Balance	\$5,246,491.02	

Management (22)

Balance 6/30/18	\$340,180.63	
Revenues	\$180,928.70	\$152,288.27
Expenditures	<u>\$368,821.06</u>	
Ending Balance	\$152,288.27	

Capital Projects Other Sources (33)

Balance 6/30/18	\$2,991,213.89	
Revenues	\$985,615.66	\$3,062,770.68
Expenditures	<u>\$914,058.87</u>	
Ending Balance	\$3,062,770.68	

PPEL Fund (36) Year To Date

Balance 6/30/18	\$26,534.92	
Revenues	\$89,861.34	
Expenditures	<u>\$117,436.53</u>	
Ending Balance	-\$1,040.27	

Balance Per General Ledger -\$1,040.27

Debt Service (40)

Balance 6/30/18	\$19,721.26	
Revenues	\$645,873.75	
Expenditures	<u>\$645,873.75</u>	
Ending Balance	\$19,721.26	

Balance Per General Ledger \$19,721.26

Nutrition Fund (61)

Balance 6/30/18	\$100,400.26	
Revenues	\$362,643.62	
Expenditures	<u>\$388,738.60</u>	
Ending Balance	\$74,305.28	

Balance Per Ledger \$74,305.28

Bank to Books Reconciliation		\$8,554,536.24
Statement LSB - Mastercard	\$100.00	
Statement LSB 560	\$8,563,338.42	
Less Outstanding Checks	\$8,921.15	
Plus Adjustments ISF	\$18.97	
Plus O/S Deposit/Voids	<u>\$0.00</u>	
Balance per Bank	\$8,554,536.24	

Student Activity (21)

Balance 6/30/18	\$262,925.63	
Revenues	\$184,319.76	
Expenditures	<u>\$180,232.95</u>	
Ending Balance	\$267,012.44	\$267,012.44

Trust Funds (81)

Balance 6/30/18	\$13,449.18	
Revenues	\$0.00	
Expenditures	<u>\$0.00</u>	
Ending Balance	\$13,449.18	\$13,449.18

Trust Fund (82)

Balance 6/30/18	\$176,696.65	
Revenue	\$25,785.01	
Expenditures	\$0.00	
Ending Balance	\$202,481.66	\$202,481.66

Agency Fund (91)

Balance 6/30/18	\$39,029.63	
Revenues	\$26,567.68	
Expenditures	<u>\$24,614.09</u>	
Ending Balance	\$40,983.22	\$40,983.22

Bank to Books Reconciliation

Statement Toledo 12246	\$502.27	
Statement Toledo 8084	\$8,075.19	
Statement Toledo 8106	\$1,934.63	
Statement Toledo 221	\$314,228.42	
Statement Toledo 3821	\$202,481.66	
Less Outstanding Checks	\$3,736.67	
Plus Outstanding Deposits	\$0.00	
Plus NSF Checks	<u>\$441.00</u>	
Balance Per Bank	\$523,926.50	\$523,926.50

Agenda Item VI.A. Personnel

Contracts

Name	Assignment	Date
Joe Tafta	Assistant Baseball Coach	Summer, 2019

Officials:

Name	Activity	Date
Mike Spurlin	MS Boys Basketball	2/5/2019
Glen Taylor	MS Boys Basketball	2/5/2019

Superintendent's Recommendation:

Approve the personnel requests as presented pending background checks on new hires.

Agenda Item VI.B. Board Policy 200 Series - 1st Read

This is the first read of the updated 200 series of Board Policy.

Superintendent's Recommendation:

Approve the first read of the Board Policy 200 Series.

Agenda Item VI.C. Review and approve School Calendar for 2019-2020

Two calendar proposals were given to our staff and our parents/guardians to consider and vote upon. A supermajority of 60% was needed to move to Draft #2 which included a Spring Break option. Not enough votes were casted for Draft #2, so we will stay with Draft #1 which is similar to this year's calendar.

Superintendent's Recommendation:

Approve Draft #1 of the two calendar proposals for the 2019-2020 school year.

BOARD OF DIRECTORS

Section 200

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BOARD OF DIRECTORS
Section 200

200.00 Statement of Guiding Principles

The Board of Directors is responsible to the people and, therefore, should attempt to reflect the opinion of the community. However, members of the Board of Directors may need to look to the future more than other citizens. The results of many of the decisions and actions of the Board of Directors may not be realized at once, but set the course of education for future years. The Board of Directors shall fearlessly support those educational philosophies and procedures needed to promote an adequate education for this community based upon the needs of the pupil population.

(April 23, 1980; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

200.01 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 district and the children of my community in the best possible way.
5. I will not use the schools or any part of the school 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 educational 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 all decisions made for the best interests of the children and the schools.
12. I will insist that all members of the board participate fully in board action, and recommend that when special committees are appointed, they serve only in an investigating 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 upon them in the best interests of the schools.
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 being the school board meeting.
16. I will endeavor to keep informed on all local, state, and national education developments of significance so that I may become a better school board member.

IN MEETING MY RESPONSIBILITY TO MY COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect, conserve, and advance it, giving to the children of my community effective educational facilities.
2. I will consider it an important responsibility of the board to interpret the aims, methods and attitudes of the schools to the community.
3. I will earnestly try to interpret the needs and attitudes of the community and do my best to translate them into the educational program of the schools.
4. I will attempt to procure adequate financial support for the schools.
5. I will represent the entire district rather than individual electors, patrons, or groups.
6. I will not regard the schools as my own private property, but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND STAFF

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 that the schools are properly run – not to run them myself.
3. I will expect the schools to be administered by the best-trained technical and professional people it is possible to procure.
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 school board adequately informed through oral and written reports.
7. I will vote to employ personnel only after the recommendation of the Superintendent has been received.
8. I will insist that contracts be equally binding on the teacher and the school board.
9. I will give the Superintendent power commensurate with his responsibility and will not in any way interfere with or seek to undermine, his/her 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 help to employ a superintendent, principal, or teacher who is already under contract with another school without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to bid for the services of a teacher or pursue any procedure calculated to embarrass a neighboring board or superintendent.
3. I will not recommend a teacher for a position in another school unless I would employ said teacher under similar circumstances.
4. I will answer all inquiries about the standing and ability of a teacher to the best of my knowledge and judgment, with complete frankness, being careful not to over praise nor to be unduly critical.

5. I will associate myself with school board members of other districts, both personally and in conferences, for the purpose of discussing school problems and cooperating in the improvement of public school conditions.

(November 17, 1986; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

201.01 Organization – Name of District

This school district is organized and known as The Community School District of South Tama County, located in the counties of Tama and Poweshiek.

(April 23, 1980; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

201.02 Organization – Legal Basis

The legal basis for education in the Community School District of South Tama County is vested in the will of the people as expressed in The Constitution of Iowa, The Statutes of Iowa, and The Rules of the Department of Education and in related interpretations by State and Federal Court Decisions, Opinions of the Attorney General, and administrative decisions made clearly applicable to the District.

(April 23, 1980; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

201.03 Powers of the Board of Directors

The board, acting on behalf of the school district, will have jurisdiction over school matters within the territory of the school district.

The board is organized for the purpose of setting policy and providing general direction for 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.

Because all powers of the board derived from the state statutes are granted in terms of action as a group, individual board members exercise authority over district affairs only as they vote to take action at a legal meeting of the board. In other instances, an individual board member, including the president, will have power only when the board, by vote, has delegated authority. The board will make its members, the district staff, and the public aware that only the board acting as a whole has authority to take official action. Therefore, the board may transact business only with a quorum present during a regular or special meeting.

Pursuant to the state statutes, any board member shall not seek individually to influence the official functions of the district. The board and its members will deal with administrative services through the superintendent and will not give orders to any subordinates of the superintendent either publicly or privately, but may make suggestions and recommendations.

(April 23, 1980, September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

201.04 Responsibilities and Duties of Members of the Board of Directors

The board is authorized to govern the school district which it oversees. 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. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy and goals for the school district.

The duties and obligations of an individual member of the Board of Directors are:

1. To become familiar with the School Laws of Iowa, The School Rules of Iowa, the Regulations of the Department of Education, and the Policies, Rules, and Regulations of the District.
2. To have a general knowledge of educational aims and objectives of the District.
3. Insist that all members of the board participate fully in board action, and recommend that when special committees are appointed, they serve only in an investigating and advisory capacity.
4. To vote and act at meetings of the Board of Directors impartially for the good of the District.
5. Abide by majority decisions of the board.
6. Respect the opinion of others.
7. To refer complaints to proper District authorities and to abstain from individual counsel and action.

(April 23, 1980; September 18, 1991; June 15, 1992; September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

202.01 Qualifications and Elections

The regular school election shall be held on the second Tuesday in September in odd-numbered years. Each school election is used to elect citizens to the Board of Directors to maintain a 5-member board and for the purpose of submitting to the voters any matter authorized by law.

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, eighteen (18) years of age or older, an eligible elector of the district, and free from a financial conflict of interest with the position.

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, consistent with the deadlines provided in Iowa law. If a vacancy occurs on the board it may be filled by appointment or by a special election consistent with Iowa law.

All elections will be held as provided in Iowa law. It is the responsibility of the county commissioner of elections to conduct school elections.

(April 23, 1980; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

202.02 Term of Office

Board members elected for a full term at a regularly scheduled school election in September of odd-numbered years serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school 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.

(April 23, 1980; July 18, 2008; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

202.03 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 school election at or before the organizational meeting of the board. In the event of an appointment or 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 the Constitution of the 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 _____ (naming the district) as now and hereafter required by law?”

(April 23, 1980, December 21, 1987; September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

202.04 Vacancies

A vacancy occurs 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.

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 and consistent with the requirements of Iowa law. The newly-appointed board member will hold the position until the next scheduled school election. At that time the appointed board member may run for a 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, the board secretary will call a special election to be held consistent with the requirements of Iowa law. A board member elected at the special election will serve the remaining portion of the unexpired term.

(April 23, 1980; July 19, 1993; September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

203.01 **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 by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one year term of office. A member may be elected to successive one-year terms as president.

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. The board president will appear on behalf of the school corporation in causes of action involving the school district, unless the board president must appear individually as a party, in which case, this duty shall be performed by the board secretary.

(April 23, 1980; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

203.02 Vice-President

The vice-president shall serve in the absence of the president and shall perform such other duties as may be assigned by the president or by the board. 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 is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one year term of office. A member may be elected to successive one-year terms as vice-president.

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.

(April 23,1980; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

203.03 Secretary - Treasurer

It shall be 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 to evaluate the board secretary-treasurer annually.

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 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 board will appoint a protem secretary-treasurer to 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.

(April 23, 1980; December 19, 1988; September 18, 1989; September 17, 2001; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

204.01 Conflict of Interest for Board Members

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district for anything other than the actual and necessary expenses, including travel, incurred in the performance of official duties.

Spouses of board members shall not be hired except on a volunteer basis as school district personnel by the board. The hiring of any other family member shall be within the discretion of the board.

A board member will not act as an agent for a school textbook or school supply company 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 purchase goods or services if the benefit to the board member does not exceed \$2,500 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 competitively 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 more 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 employment or activity in (1) or (2) above, the board member must cease the employment 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, 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.

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a 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.

(April 23, 1989; December 21, 1987; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

204.02 Gifts to Board Members

Board members may receive a gift on behalf of the school district. Board members shall not, either directly or indirectly, solicit, accept or receive any gift, series of gifts or an honorarium unless the giver does not meet the definition of a “restricted donor” as outlined in Iowa law or the gift does not meet the definition of “gift” or “honorarium” as outlined in Iowa law.

Board members may receive nonmonetary gifts of a value less than \$3.00 if the donor does not intend to influence the board member’s professional judgment.

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

(November 16, 1992; September 19, 1994; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

204.03 Board Member Liability Exposure

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 District believes that it has an obligation to protect the Board of Directors while acting within their official capacity or on a committee established by the Board. The 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.

(June 23, 1986; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.01 Formulation of Policy

The policy-making authority of the Community School District of South Tama County rests with the Board of Directors. The board shall develop and maintain a policy manual that provides a codification of its policy actions. 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. Policies shall be reviewed on a regular basis to ensure relevance to current practices and compliance with the law.

The primary responsibility for proposing board policies rests with the Superintendent. However, policies may be proposed by any member of the Board of Directors, by school personnel, or by any citizen or group of citizens in the District.

Policy proposal shall be submitted in writing to the Board of Directors, through the Superintendent, prior to a regularly-scheduled meeting. Final action on new policies or amended policies shall be taken no earlier than the next regular meeting following the one at which the proposal is made.

The Superintendent and a designated Board member shall review the policies in accordance with board policy and make any suggestions in writing for new policies or changes at any work session.

(April 23, 1980; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.02 Development of Policy

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy shall provide the general direction as to what the board wishes to accomplish while allowing the Superintendent the professional prerogative to implement board policy.

The written policy statements adopted by the board provide guidelines and goals to the citizens, administration, staff, and students in the school district community. The policy statements shall be the basis for the information of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration in the area of the policy statement.

Policy statements may be proposed by a member of the board, administration, school district personnel, students, or any other member of the district community. Proposed policy statements or ideas must be submitted to the board through the office of the superintendent in order to be placed on the agenda of a school board meeting. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

(April 17, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.03 Adoption of Policy

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two board meetings. The proposed policy changes shall be distributed, and public comments may be allowed, at both meetings prior to final board action. However, if the motion to approve a policy is passed with the stipulation that the second reading is waived, the motion will become effective when passed in one meeting. Dispensing of the second reading of a policy will result only when there is a stated emergency (as determined by the Board), or because the policy change or adoption is considered routine.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board at two separate board meetings, except when the second reading is waived according to the above procedure. The policy will be effective on the later of the date of passage or the date stated in the motion.

The superintendent will notify all employees whenever revisions, additions or amendments are made. This notice procedure shall be required except for emergency situations, which shall be determined solely by the Board.

(April 17, 1989; June 15, 1992; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.04 Suspension or Waiver of Policy

The Board may suspend or waive an established policy for a particular instance without rescinding policy. Reasons for suspension or waiver of board policy will be documented in board minutes.

(June 15, 1992; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.05 Dissemination of Policy

A board policy manual is available electronically. Persons wishing to inspect the board policy manual shall contact the board secretary, who shall have a board policy manual available for public inspection.

It shall be the responsibility of the Superintendent's secretary to ensure that copies of new and revised policy statements are made available consistent with this policy within ten working days of the change or addition to the manual. Copies of changes in board policy shall also be attached to the minutes of the meeting at which the final action was taken to adopt the new or changed policy.

It shall be the responsibility of each board member, during their term of office, to keep the manual up-to-date and to surrender the manual to the board secretary at the conclusion of their term of office.

(April 17, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.06 Administration In Absence of Policy

When there is no board policy in existence to provide guidance on a matter before the administration, the Superintendent is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind the educational philosophy 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 when necessary. If needed, the Superintendent shall draft a policy recommendation if deemed appropriate.

(April 17, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

205.07 Review And Revision of Policy

The Board shall, at least once every three years, review the policy statements in the board policy manual. For all policies being reviewed, the Board shall follow the procedures outlined in board policy relating to adoption of policy. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made in the policy manual.

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.

(April 17, 1989; June 15, 1992; June 17, 1995; May 18, 1998; September 20, 2010; June 18, 2013, June 20, 2016, <DATE HERE>)

205.08 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 to implement them.

It shall be the responsibility of the Superintendent to develop administrative regulations, where necessary, to implement the board policies. All regulations will be provided to the Board at a regular board meeting under “Correspondence” prior to their use in the school district.

Once the regulations have been submitted to the Board, they shall become effective unless a board member requests the regulation as an agenda item for the next regularly scheduled meeting.

(April 17, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

206.01 Board of Directors' Committees

The Board of Directors may authorize such special committees as are deemed necessary. A special committee shall be dissolved when its report is considered by the Board of Directors or as otherwise determined by the Board.

If the Board creates or appoints a committee, the Board and the committee will strive to follow all applicable federal and state laws. The Board and the committee will strive to follow state open meetings and public records requirements.

In no case shall a committee constitute a quorum of the Board of Directors.

(April 23, 1980; August 16, 1993; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

206.02 School Improvement Advisory Committee

In accordance with Code of Iowa Section 280.12, the Superintendent shall convene an advisory committee comprised of representatives of the school district community and the school district. The advisory committee shall make recommendations for the goals and objectives of the education program.

The Board shall ultimately establish the short-term and long-term goals and objectives. These goals and objectives shall take into account the recommendations of the advisory committee, from recommendations from the superintendent, and the changes in law. The Board will require that an annual report be developed regarding the goals and objectives of the education program.

(June 15, 1992; September. 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

206.03 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 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/or the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

(<DATE HERE>)

206.04 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 will have the authority to contact the board's legal counsel on behalf of the board when the superintendent believes 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. 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.

The board's legal counsel will attend both regular and special school board meetings upon the request of the board or the superintendent.

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.

(April 23, 1980; November 21, 1988, September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.01 Annual Meeting

Each year at a regular or special meeting held after August 31, but before the organizational meeting in odd-numbered years or the September regular meeting in even-numbered years, the board will hold its annual meeting. In odd-numbered years, the annual meeting may be held in conjunction with the organizational 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 and transact such other business as may properly come before it. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

(April 23, 1980; June 15, 1992; September 17, 2001; September 20, 2010; February 21, 2011; June 18, 2012, June 20, 2016, <DATE HERE>)

207.02 Organizational Meeting

The board will hold its organizational meeting annually at the first regular meeting following the canvass of votes in odd-numbered years. 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 who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the board.

(<DATE HERE>)

207.03 Regular Meeting

The regular meeting time and date will be set by the Board of Directors at its annual or organizational meeting. In general, the regular meetings will occur on the third Monday of each month at 5:30 P.M. unless otherwise specified by law or changed by the Board.

The public shall be notified of all Board Meetings consistent with Iowa law and board policy. Meetings will be held in the meeting place officially designated by the board, which will be accessible to the public.

(October 13, 1980; June 18, 1987; December 16, 1991; September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.04 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 Board of Directors, or called by the President, the Superintendent, or the Secretary upon the written request of a majority of the members of the Board of Directors. Any request to call a special meeting may be made by oral, electronic, or written notice and must specify the purpose, time, and place of the meeting and be delivered to each member (attendance at said special meeting shall be waiver of notice).

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.

(April 23, 1980; June 15, 1992; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.05 Public Hearing

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 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 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 will be asked to leave.

The board may take action on the subject at the public hearing, after all presentations have been made, or at a later meeting.

(<DATE HERE>)

207.06 Work Session

The Board may use work sessions as a method to review or study information. In general, work sessions are scheduled for the first Monday of each month except that July and August work sessions may be canceled if no need is pressing. Due to Labor Day, there is no work session scheduled for September. These work sessions are open to the public (except negotiations strategy) and the following conditions shall be fulfilled:

1. Notice to the Public
 - (a) Included on the agenda of a regular or special meeting.
-OR-
 - (b) A separate notice of the work session is posted stating the time, location, date and reason for the work session.

2. Record of the meeting
 - (a) A record of the meeting will be kept, stating: time the meeting started, who was present, topic discussed and time the meeting ended.
 - (b) At the next regular board meeting, when the minutes for the previous meetings are approved, the record of the work session will be entered into the official board minutes.

3. Open Meetings Law
 - (a) The work session shall be in full compliance of Iowa's Open Meetings Law.

4. Public Comment

The Board may hear comments from the public at or near the beginning of work sessions. The Board President shall have the authority to end public comments at any time or limit the amount of time allocated to individuals. The Board welcomes the opportunity to listen to comments from citizens, but is not able to take action on issue raised by citizens in a work session, and Board members do not intend to make an immediate response.

(June 23, 1986; October 21, 1991; June 15, 1992; June 16, 1997; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.07 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 only when a closed session or exempt meeting is permitted under Iowa.

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. Final action on matters discussed in the closed session will be taken in an open meeting except as otherwise permitted under the law.

Except for negotiation strategy meetings, detailed minutes will be kept of all discussion, persons present, and action occurring during a closed session with the minutes of a regular open meeting showing the date, time and place of the closed meeting, the members present, and action, if any, taken following the closed session and the vote recorded on that action. Except for negotiation strategy meetings, a tape recording for each closed session will be made. Both the minutes and taped record of a closed session will be stored for at least one (1) year from the date of the closed meeting except as otherwise required under Iowa law.

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 available to board members or 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.

(June 15, 1992; September 20, 201; June 18, 2012, June 20, 2016, <DATE HERE>)

207.08 Exempt Meeting

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 only when a closed session or exempt meeting is permitted under Iowa.

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. The board may also hold an exempt session for the reasons outlined in Iowa law.

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.

(<DATE HERE>)

207.09 Notice of Meetings

Unless specified otherwise by law, the Superintendent shall give notice of the time, date, and place of each meeting of the Board of Directors, and the tentative agenda, in a manner reasonably calculated to appraise the public of the information. Reasonable notice shall include advising the news media who have filed a written request for notice with the District and posting the notice on the window by the northeast entrance of the Central Administration Office. Attendance at a special meeting or emergency meeting by board members, the media, or other members of the public will constitute a waiver of notice.

The notice of a meeting of the Board of Directors shall be given at least twenty-four hours prior to the commencement of the meeting unless for good cause such notice is impossible or impractical, in which case as much notice as is reasonably accessible to the public, and at a time reasonably convenient to the public, unless for good cause such a place or time is impossible or impractical. Special access to the meeting may be granted to handicapped or disabled individuals.

When it is necessary to hold a meeting on less than twenty-four hours notice, or at a place that is not reasonably accessible to the public, or at a time that is not reasonably convenient to the public, the nature of the good cause justifying that departure from the normal requirements shall be stated in the minutes of the meeting.

When necessary, the Board of Directors or the Superintendent may delegate the responsibility for giving notice to the Secretary.

(April 23, 1980; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.10 Publication of Meeting Proceedings

The Board shall keep the members of the school district community informed about the actions taken at board meetings. The proceedings of each open board meeting shall be submitted to a newspaper designated as a newspaper for official publication within two weeks of the date of the meeting. The Board shall designate the newspaper for official publication during its annual meeting. If not otherwise designated, it shall be the Tama News-Herald/Toledo Chronicle.

It shall be the responsibility of the board secretary to publish in concert with this policy.

(December 21, 1987; September 18, 1989; June 15, 1992; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.11 Quorum for Meeting

A majority of the Board of Directors shall constitute a quorum for the transaction of business. Unless specified otherwise by law, a majority vote of those members present shall be necessary and sufficient to pass any motion or to take any action of the Board of Directors.

A meeting shall be adjourned by a majority vote of members present. A meeting shall also be considered adjourned in the absence of a quorum.

(December 21, 1987; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.12 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.

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.

The Board shall adhere to the following rules, which are consistent with Robert's Rules of order:

1. Board members may speak while seated without being recognized by the presiding officer.
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. Informal discussion of a subject is permitted while no motion is pending.
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 may speak on any agenda item at the time that item is present for board

- discussion prior to that discussion, provided they have indicated a desire to do so on a sign-in sheet provided at the entrance to the board meeting room.
9. If an agenda item is discussed, and a majority of the board members present wishes to have additional information from the public, the board has the right to ask any person or persons for that information.
 10. If an agenda item is discussed, and the board president wishes to have additional information from the public, the board president has the right to ask any person or persons for that information.
 11. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
 12. The presiding officer may speak in discussion, make and second motions, and vote on all questions without rising or leaving the chair.

The Board shall further adhere the following rules:

1. Motions before the Board:
 - Any person not a member of the Board attempting to discuss any motion pending before the Board is out of order unless the presiding officer calls for discussion from the staff or audience, or unless the Board votes to hear such discussion.
 - The Board shall receive reports and/or presentations, if applicable, from designated members of the staff prior to opening the floor to discussion.
 - All motions may be made or seconded by any member of the Board.
 - All motions shall be seconded before being considered for action by the board.
2. Postponement of Action:
 - When less than the full Board is present at any meeting, any member, absent or present, who feels that any item to be presented should have attention of the full Board, may request that consideration of the item be postponed. It will be the policy of the Board to determine the merit of postponement of each item by a consensus of the membership.

(June 15, 1992; September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.13 Agenda and Consent Agenda

The tentative agenda for each board meeting will state the topics for discussion and action at the board meeting. The superintendent and/or board president shall include the tentative agenda in the public notice of the meeting as required by law. The tentative agenda for a special meeting shall accompany the required notice for that meeting.

The superintendent and/or board president shall be responsible for preparing a tentative agenda. The superintendent and/or board president shall submit to the board, for its consideration, at least two days before a regular meeting, the tentative agenda. 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 agenda for each meeting shall be adopted by a majority vote of members of the Board of Directors present at the meeting. An addition to the agenda, with less than twenty-four hours notice to the public, must be approved by a majority vote of members of the Board of Directors present at the meeting and the nature of the good cause justifying the addition shall be stated in the minutes.

Persons requesting to place an item on the agenda must make a request to the superintendent 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.

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. 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.

The superintendent in consultation with the board president 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 meetings or public notice of the agenda and meeting.

(December 21, 1987, September 20, 2010; November 15, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.14 Order of Business

Regular Meetings

The order of business at all regular meetings insofar as practicable, except as otherwise directed by the Board President when not objected to or by the majority vote of members of the Board of Directors present, shall be as follows:

1. Call to Order
2. Roll Call and Declaration of Quorum
3. Adoption of Agenda
4. Approval of the Minutes of Previous Meetings, Work Session, Bills, Financial Statements.
5. Action Items
 - (A)
 - (B)
 - (C)
6. Routine Action Items (May be referred to discussion)
7. Public Comment

The Board will hear comments from the public during Regular Meetings. Each person speaking will only be allowed to speak for a specified period of time during public comment. The Board welcomes the opportunity to listen to comments from citizens, but is not able to take action on issues raised by citizens in public comments, and Board members do not intend to make an immediate response.
8. Discussion Items
 - (A)
 - (B)
 - (C)
9. Old and/or New Business
Correspondence
10. Superintendent's Report
11. Adjournment

Special Meetings

The order of business at all special meetings insofar as practicable, except as otherwise directed by the President when not objected to or by the majority vote of members of the Board of Directors present, shall be as follows:

1. Call to Order
2. Roll Call and Declaration of Quorum
3. Adoption of Agenda
4. Purpose(s) of Meeting
5. Announcements
6. Adjournment

(April 23, 1980; June 23, 1986; December 17, 1990; October 21, 1991; June 15, 1992; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.15 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 may set time aside for citizen participation, either at a specific time during the meeting or during the discussion of agenda items. The board has the discretion to limit the amount of time set aside for public participation. If the pressure of business or other circumstances dictate, the board president may decide to not set time aside for citizen participation or to eliminate this practice.

Citizens wishing to address the board on a certain agenda item must notify the superintendent or board president prior to the board meeting. Citizens wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents.

If the board has set time aside for citizen participation and citizens wish to address the board, the board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers 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 any other individual causing disruption may be asked to leave the board meeting.

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

(<DATE HERE>)

207.16 Meeting Minutes

The board shall keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings, and other required records received by the board. These records shall be created and preserved in accordance with state law and board policy relating to “School District Records.”

It shall be the responsibility of the board secretary to keep a complete and accurate set of minutes of the school board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken, information sufficient to indicate the votes of each member present, with financial records of receipts and expenditures attached. The vote of each member present shall be public at the open session.

Minutes waiting approval at the next board meeting will be available for inspection after the board secretary transcribes the notes and has made them available to board members.

(April 23, 1980; April 17, 1989; August 16, 1993; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

207.17 Closed Session Minutes

The Board shall keep detailed minutes of all discussion, persons present, and action occurring at a closed session, and shall also record the closed session.

The detailed minutes of a closed session shall be read by each member of the Board of Directors individually prior to or at the next scheduled regular meeting, at which time the secretary shall secure from each member of the board of Directors present at the closed session a written statement of agreement or objection to the detailed minutes. In the event that there is not agreement of a majority of the members present at the closed session, the secretary, at the next closed session of the Board of Directors shall ask for corrections. Then, in open session, the detailed minutes shall be approved by a majority vote of members present.

The detailed minutes and tape recording of a closed session shall be sealed and shall not be public record open to public inspection. The detailed minutes and tape recording of any closed session shall be kept on file for a period of one year from the date of that meeting except as otherwise required by law. One year after the date of a closed session, the secretary shall systematically destroy the detailed minutes and tape recording of that session, unless the Board of Directors or the law directs otherwise. The secretary shall act as custodian of the minutes of closed session.

(April 23, 1980; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

208.01 Compensation of Expenses

Members of the Board of Directors shall serve without pay unless the State of Iowa authorizes and subsidizes pay. Board members shall be reimbursed for actual and necessary expenses incurred in the performance of their duties as members of the Board of Directors.

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. 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.

(April 23, 1980; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

208.02 Media Release From the Board of Directors

It is the policy of the South Tama County Board of Education that all official inquiries be directed to the Superintendent and/or the President of the Board of Education.

Individual board members, when discussing issues outside of a board meeting, are functioning individually unless acting in pursuant of other board policy.

(April 17, 1989; September 20, 2010; June 18, 2012, June 20, 2016, <DATE HERE>)

208.03 Membership in State and National Associations

The Board of Directors will maintain active membership in the Iowa Association of School Boards and the National School Boards Association.

(April 23, 1980; September 18, 1989; September 20, 2010; June 18, 2012, June 20, 2016,
<DATE HERE>)

2019-2020 School Calendar

(Draft 1) (2/8/2019)

Summary of Calendar:
 Days/Hrs in classroom:
 First Semester 80 / 501
 Second Semester 99 / 620.5
 TOTAL DAYS/HRS 179 / 1121.5

CALENDAR LEGEND

- Parent Teacher Conferences
- Prof. Dev. No School
- One Hr Early Out
- Conf. Comp. Days No School
- End of Quarter
- Holiday/Vacation

- HOLIDAYS:
- Labor Day (9/2)
 - Thanksgiving Day (11/28)
 - Christmas Day (12/25)
 - New Year's Day (1/1)
 - Easter (4/12)
 - Memorial Day (5/25)



Approved by the STC Board of Education on _____

August 2019					Student Days/Hours	
M	T	W	Th	F		
12	13	14	15	16		
19	20	21	22	23	1	5.5
25	26	27	28	29	5	31.5
September 2019						
2	3	4	5	6	4	25
9	10	11	12	13	5	31.5
16	17	18	19	20	5	31.5
23	24	25	26	27	4	25
30					1	6.5
October 2019						
	1	2	3	4	4	25
7	8	9	10	11	5	31.5
14	15	16	17	18	5	31.5
21	22	23	24	25	5	30.5
28	29	30	31		4	25
November 2019						
				1		
4	5	6	7	8	5	31.5
11	12	13	14	15	5	31.5
18	19	20	21	22	5	31.5
25	26	27	28	29	2	13
December 2019						
2	3	4	5	6	5	31.5
9	10	11	12	13	5	31.5
16	17	18	19	20	5	30.5
23	24	25	26	27		
30	31					
January 2020						
		1	2	3		
6	7	8	9	10	4	25
13	14	15	16	17	5	31.5
20	21	22	23	24	5	31.5
27	28	29	30	31	5	31.5
February 2020						
3	4	5	6	7	5	31.5
10	11	12	13	14	5	31.5
17	18	19	20	21	4	25
24	25	26	27	28	5	31.5
March 2020						
2	3	4	5	6	5	31.5
9	10	11	12	13	4	24
16	17	18	19	20	5	31.5
23	24	25	26	27	5	31.5
30	31				2	13
April 2020						
		1	2	3	3	18.5
6	7	8	9	10	4	25
13	14	15	16	17	4	25
20	21	22	23	24	5	31.5
27	28	29	30		4	25
May 2020						
				1	1	6.5
4	5	6	7	8	5	31.5
11	12	13	14	15	5	31.5
18	19	20	21	22	5	31.5
25	26	27	28	29	4	24
June 2020						
1	2	3	4	5		
8	9	10	11	12		

180 Days/1080 Hours Calendar

- Aug. 23 First day for students
Early out one hour
- Aug. 27 Early Out
- Sept. 2 Labor Day (No School)
- Sept. 4,11 Early Out
- Sept. 18,25 Early Out
- Sept. 23 Professional Development
- Oct. 2,9 Early Out
- Oct. 16, Early Out
- Oct. 21 End of 1st Quarter (40 days)
- Oct. 23 Early Out
- Oct. 24 & 29 Parent Teacher Conferences
Early Out One Hour
- Nov. 1 Comp. Day – No School
- Nov. 6, 13, 20 Early Out
- Nov. 27, 28, 29 Holiday Break No School
- Dec 4,11 Early Out
- Dec. 20 End of 2nd Qtr (40 days)
Early Out 2 hours
- Dec. 23-Dec.31 Holiday Break (No School)
- Jan. 1,2,3 Holiday Break No School
- Jan. 6 Professional Development-
No School
- Jan. 8,15 Early Out
- Jan. 22,29 Early Out
- Feb. 5,12 Early Out
- Feb. 17 Professional Development
- Feb. 19 ,26 Early Out
- March 3 End of 3rd Quarter (40 days)
- March 4 Early Out
- March 10 & 12 Parent Teacher Conferences
Early Out One Hour
- March 13 Comp. Day - No School
- March 25, Early Out
- April 1,8 Early Out
- April 10 Holiday Break – No School
- April 13 No School
- April 29 Early Out
- May 6,13 Early Out
- May 20 Early Out
- May 25 Holiday
- May 29 End of 4th Quarter and last day
for students (59 days)
Early Out 2 hours
- June 1 Professional Development or
student makeup if needed