

ROLE OF THE BOARD OF DIRECTORS

In this series of the board policy manual, the board defines its role in the governance of the school district and how it will carry out that role in the school district.

The ultimate goal of the board is to achieve the educational philosophy of the school district. As school officials elected by the members of the school district community, the board shall strive to represent the needs and wishes of the members of the school district community in its deliberations and actions.

While the board shall be aware of the desires of the school district community, the needs of the students in the New Hampton Community School District shall be considered above others. The board strives to meet the needs of the students through evaluation of the financial and educational benefits of the various alternatives available to the board and the school district.

Legal Reference: Iowa Code §§ 256.11, .11A; 279.8; 280.12 (2005).
281 I.A.C. 12.1(2), 12.3(3).

Cross Reference: 101 Educational Philosophy of the School District
105 Long-Range Needs Assessment
210 Board of Directors' Management Procedures

Approved May 2011

Reviewed April 2011

Revised _____

ORGANIZATION OF THE BOARD OF DIRECTORS

The New Hampton Community School District board is authorized by and derives its organization from Iowa law. The board shall consist of five board members. One board member shall be elected by at large method and four by director district.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board shall hold its organizational meeting each year on the first Monday following the annual school board directors' election. The retiring board shall transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board shall adjourn and the new board shall then begin. The board secretary will administer the oath of office to the newly-elected board members. The superintendent will preside while the new board elects the president and vice president of the new board.

Legal Reference: Iowa Code §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8, .33 (2005).
281 I.A.C. 12.3(2).

Cross Reference: 202 Board of Directors Members
206.1 President
206.2 Vice President
211 Board of Directors' Meetings

Approved May 2011

Reviewed April 2011

Revised _____

POWERS OF THE BOARD OF DIRECTORS

The board of the New Hampton Community School District, acting on behalf of the school district, shall have jurisdiction over school matters within the territory of 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.

Legal Reference: Board of Directors of Ind. School Dist. of Waterloo v. Green, 259 Iowa 1260, 147 N.W.2d 854 (1967).
Iowa Code §§ 28E; 274.1-.2; 279.8 (2005).
281 I.A.C. 12.1(2).
1990 Op. Att'y Gen. 66.

Cross Reference: 210 Board of Directors' Management Procedures

Approved May 2011

Reviewed April 2011

Revised _____

RESPONSIBILITIES 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 goods for the school district.

Legal Reference: Iowa Code §§ 274.1; 279.1, .8, .20; 280.12 (2005).
281 I.A.C. 12.3(2).

Cross Reference: 101 Educational Philosophy of the School District
105 Long-Range Needs Assessment
210 Board of Directors' Management Procedures
600 Goals and Objectives of the Education Program

Approved May 2011

Reviewed April 2011

Revised _____

BOARD OF DIRECTORS' ELECTIONS

The annual school election takes place on the second Tuesday in September. Each annual school election shall be used to elect at least one citizen to the board to maintain a 5 member board and to address other questions that are submitted to the voters.

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, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary shall call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It shall be the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 45; 47-53; 56-57; 63, 69; 274.7; 277; 278.1, 279.7 (2005).

Cross Reference: 202 Board of Directors Members
203 Board of Directors' Conflict of Interest

Approved May 2011

Reviewed April 2011

Revised _____

QUALIFICATIONS

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, an eligible elector of the district and free from a financial conflict of interest with the position.

Legal Reference: Iowa Code §§ 63; 68B; 277.4, .27; 279.7A (2005).

Cross Reference: 201 Board of Directors' Elections
202.4 Vacancies
203 Board of Directors' Conflict of Interest

Approved May 2011

Reviewed April 2011

Revised _____

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 shall be taken by each new board member elected at the annual 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 shall take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board shall 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 shall be 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 shall be 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 the New Hampton Community School District as now and hereafter required by law?"

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2005).

Cross Reference: 200.2 Organization of the Board of Directors
201 Board of Directors' Elections
202 Board of Directors Members
204 Code of Ethics
206 Board of Directors' Officers

Approved May 2011

Reviewed April 2011

Revised _____

TERM OF OFFICE

Board members elected for a full term at a regularly scheduled school election in September serve for three 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.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2005).

Cross Reference: 201 Board of Directors' Elections
202 Board of Directors Members

Approved May 2011

Reviewed April 2011

Revised _____

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 shall be filled by board appointment within 30 days of the vacancy. The newly-appointed board member shall hold the position until the next scheduled school election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary shall call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election shall serve the remaining portion of the unexpired term.

Legal Reference: Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
 Board of Directors of Grimes Independent School Dist. v.
 County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
 Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751
 (1949).
 Iowa Code §§ 21.6(3) (d); 69; 277.29-.30; 279.6-.7 (2005).
 1944 Op. Att'y Gen. 39.

Cross Reference: 201 Board of Directors' Elections
 202 Board of Directors Members

Approved May 2011

Reviewed April 2011

Revised _____

INDIVIDUAL AUTHORITY

School districts are governed by an elected board of directors of the school corporation. The board operates as a corporate body, and only the board may make decisions regarding the education program and operations of the school district and to take action affecting the school district.

Individual board members exercise their authority as a board member when they vote to take action at a board meeting. Individual board members, alone, have no authority to make decisions or take action to affect the management of the school district. Without the consent of the board, an individual board member has no authority to act on behalf of the district or the board.

It shall be the responsibility of each board member and the superintendent to educate the public, the employees and the students of the limits of the board member's authority.

Legal Reference: School Dist. of Soldier Tp., Crawford Co. v. Moeller, 247 Iowa 239, 73 N.W.2d 43 (1955).
Beers v. Lasher, 209 Iowa 1158, 229 N.W. 821 (1930).
Andrew v. Stuart Savings Bank, 204 Iowa 570, 215 N.W. 807 (1927).
Iowa Code §§ 274.7; 279.8 (2005).
281 I.A.C. 12.1(2).

Cross Reference: 204 Code of Ethics

Approved May 2011

Reviewed April 2011

Revised _____