

**Board Policy Manual
Dallas Center-Grimes Community
School District**

Exhibit 215-E(1): Board of Directors' Records - Board Meeting Minutes

Status: DRAFT - 1st Reading

Original Adopted Date: 01/01/2016 | **Last Revised Date:** 05/01/2021 | **Last Reviewed Date:** 05/01/2021

See PDF on the next page.

Since the official minutes of the board are the only legal record, it is important that they be recorded with extreme care and completeness. The board secretary will follow the following guidelines in writing board minutes:

With respect to content, the minutes should show the following:

1. The place, date, and time of each meeting.
2. The type of meeting--regular, special, emergency, work session.
3. Members present and members absent, by name.
4. The call to order and adjournment.
5. The departure of members by name before adjournment.
6. The late arrival of members, by name.
7. The time and place of the next meeting.
8. Approval, or amendment and approval, of the minutes of the preceding meeting.
9. Complete information as to each subject of the board's deliberation and the action taken.
10. The maker and seconder of the motion, what action was taken, and the vote on the motion detailed enough to attribute a vote to each member present.
11. Complete text of all board resolutions.
12. A record of all contracts entered into, with the contract documents kept in a separate file
13. A record of all change orders on construction contracts.
14. All employment changes, including resignations or terminations.
15. A record of the bills of account approved by the board for payment.
16. A record of all calls for bids, bids received, and action taken thereon.
17. Approval of all transfers of funds from one budgetary fund to another.
18. Important documents forming a part of a motion should be made a part of the minutes by exhibit and placed in the minute book along with the minutes.
19. Approval or disapproval of open enrollment requests with justification for disapproval or approval after the deadline.
20. A record of all delegations appearing before the board and a record of all petitions.
21. At the annual meeting each year the record should indicate that the books of the treasurer and secretary and the Certified Annual Report have been examined and approved subject to audit.
22. The election or appointment of board officers
23. The appointment of auditors to examine the books.

At the annual or organizational meeting in odd-numbered years, the minutes should reflect the following:

1. Appointment of a temporary chairperson if not specified in policy.
2. Oath of office administered to newly elected board members.
3. Nominations taken for the office of president and vice-president.
4. Election of the president and vice-president, the votes and the oath of office administered to the president and vice-president.
5. The resolution to pay bills when the board is not in session.
6. A resolution naming depositories along with the maximum deposit for each depository.
7. Resolution authorizing the use of a check protector and signer and the proper control of the signer.
8. Motion designating a member or a committee to examine the bills of account for a designated period of time on a rotation basis if desired for the balance of the school year.

Approved January 2016
2021

Reviewed: April 2021

Revised: May

I.A.C. Iowa Administrative Code	Description
281 I.A.C. 12.3	Administration
I.C. Iowa Code	Description
Iowa Code § 21	Open Meetings
Iowa Code § 22	Open Records
Iowa Code § 279.8	Directors - General Rules - Bonds of Employees
Iowa Code § 291.6	Board Officers - Duties of Secretary
Iowa Code § 291.7	Board Officers - Monthly Statements
Iowa Code § 618.3	Publication and Posting of Notices - Requirements for Newspaper
Iowa Code § 279.35	Directors - Powers and Duties-Publications of Proceedings
Iowa Code § 279.36	Directors - Powers and Duties-Publications Procedures and Fees
Cross References	Description
206.03	Secretary-Treasurer of the Board
206.04	Individual Board Members
208	Board Committees
208-R(1)	Board Committees - Regulation
210.08	Agenda Board Meetings
210.08-R(1)	Agenda Board Meetings - Regulations
210.08-E(1)	Agenda Board Meetings - Order of Regular Business Meeting
708	Care, Maintenance and Disposal of School District Records
901	Public Examination of School District Records