

**IA Code Chapter 21 Review Virtual Board Work Session**  
**Gilbert Community School District**  
**Monday, September 21, 2020**  
**5:00 p.m.**

Due to the Public State of Emergency COVID-19 situation, the maximum number of attendees allowed to attend the meeting in person at the District Office Conference Room will be limited to 10 people at one time. The Board determined that it is impossible and impractical for all members to be physically present at this meeting due to the COVID-19 pandemic, and that it is necessary to conduct the meeting by electronic means. The Board has provided public access via YouTube and Zoom:

YouTube = <http://bit.ly/gilbert-live>

Public Zoom link = <http://bit.ly/GilbertCSD92120>

If there are any technical difficulties or if you need an accommodation to access the meeting, please contact 515-232-3740 or [schoolboard@gilbertcsd.org](mailto:schoolboard@gilbertcsd.org)

Please visit <http://www.gilbertcsd.org/district/school-board/> for any updates in regards to an active or upcoming meeting.

<b>WORK SESSION TENTATIVE AGENDA</b>
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- |           |                                                                                                    |      |
|-----------|----------------------------------------------------------------------------------------------------|------|
| <b>1.</b> | Call to Order                                                                                      | 5:00 |
| <b>2.</b> | Roll Call                                                                                          |      |
| <b>3.</b> | Approval of Agenda                                                                                 |      |
| <b>4.</b> | Review IA Code Chapter 21 – Open Meetings – Siobhan Schneider, IASB Policy/Legal Services Director |      |
| <b>5.</b> | Adjournment                                                                                        |      |

# **BOARD MEETING PROCEDURES AND GUIDELINES**

Welcome to a meeting of the Board of Education of the Gilbert Community School District, Gilbert, Iowa.

The purpose of this document is to inform you how the board of education is structured and how it operates.

Local control of public education is one of the cornerstones of a free society. The people exercise that control through their board of education. So that you can take a more active part in its deliberations and operations, this brochure will explain how you can bring matters of concern to the attention of the board.

The Gilbert Community School Board of Education is composed of five citizens elected to serve overlapping terms of four years each. At the end of each term, a board member wishing to continue their unsalaried service to the community must be re-elected to an additional four year term. State law does not limit the number of terms a member may serve. Voting for school board positions takes place on the first Tuesday after the first Monday in November in odd-numbered years.

**Current board members are:**

**Deb Ordal, President**  
**Andrew Ricklefs, Vice-President**  
**Tyler Holck**  
**Jeff Mosiman**  
**John Nelson**

The superintendent of schools is appointed by the board of education and acts as its executive officer in administering their policies in the operation of the schools. They also acts as advisor in keeping the board informed of the needs and progress of the schools. The superintendent is available to the board as a professional resource, and his recommendations normally precede board action on questions relating to recruitment and supervision of professional staff, selection of instructional materials, and development of curriculum.

The board of education meets regularly on the second Monday of each month in the district conference room of the intermediate school building. Meetings are called at 6:00 p.m.

In accordance with the Iowa Code when it is necessary to hold a meeting other than the scheduled time, the nature of the meeting shall be stated in the minutes.

Meetings of the board of education follow an agenda prepared by the superintendent of schools. The agenda items constitute concerns of the superintendent, board of directors, staff members, and district patrons. Individuals who want to place an item on the agenda should contact the superintendent 7 days before the meeting. One of the first items on the agenda is a Public Forum, the recognition of visitors and representatives who may wish to address the board. A visitor, who has been granted permission to speak, may make a statement, express their viewpoint or ask a question regarding matters related to the school system. Persons addressing the board are asked to limit remarks to 5 minutes or less.

Information considered of interest to the general public that is not confidential in nature will be available at the meeting.

One of the responsibilities of the board president is to conduct an orderly meeting in a professional manner. If comments are inappropriate or are not germane to the discussion, the president may take appropriate action.

Thank you for joining us. We appreciate your suggestions and concerns.

We look forward to your continued interest in and support of the Gilbert Community Schools.

## **The Board of Education**