



CARLISLE COMMUNITY SCHOOL

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MINUTES
CARLISLE COMMUNITY SCHOOL
Work Session
Monday, October 2, 2017, 6:00 p.m.
Carlisle Community School Board Room

1. President Chambers called to order the October 2 work session at 6:00 p.m.

Directors Present: Kyle Chambers, President
Art Hill, Vice President
Jeramie Eginore
Harry Shipley
Cody Woodruff

Also Present: Bryce Amos, Superintendent
Jean Flaws, Board Secretary/Business Manager
Drew Bracken, District Legal Counsel, Ahlers & Cooney Law Firm

Motion by Hill to approve the agenda as presented. Seconded by Eginore. Motion carried unanimously.

Work Session Items

A. Board Roles and Responsibilities – Mr. Amos presented an organizational chart for the School District. He then introduced Drew Bracken, District's Legal Counsel from Ahlers & Cooney Law Firm who will be presenting. Mr. Bracken noted that the organizational chart reflects the hourglass chain of command with the superintendent at the middle. If a board member is contacted by a patron with an issue, they should encourage them to follow the chain of command (staff member/supervisor/superintendent/board of education). A board member can't fix the problem but can point the patron in the right direction.

Whenever three or more members are present, that is a quorum and the open meetings law can apply when talking school business. If the superintendent sends out an email, do not hit reply all as there could be a potential violation with others involved in the conversation. Only members of the board can be sued for an open meeting law violation – not the school district. Two exceptions to open meetings are closed sessions (for confidential student or personnel matters, pending lawsuit or buying/selling property) and exempt sessions (negotiations with unions or wages and benefits for non-union employees). Be careful that an open meeting doesn't turn into a town hall meeting. Patrons are given 5 minutes to speak to the board during visitor communication.

Most records in the district office are public records. Email messages between board members may be considered public records as they are business communication.

Schools are guided by Dillon's Rule – can only do what the laws says (tells you what you can do) as opposed to Home Rule – can do anything unless the laws says you can't (which is what guides city government).

Conflicts of interest can happen when a board member is part of a textbook sales company or a part of a company in which the school does business with or has a contract with. A school board member could work for the school but could only make \$2,500 per fiscal year. A school board member can be a spouse of a school employee but should abstain from any discussion or voting on anything that has a direct benefit/involvement to the spouse. A board member (or any school employee) cannot except a gift valued at greater than \$2.99. A board member can't use their public service position for personal gain/profit. One could accept the gift on behalf of the school and it then becomes school property.

The board has three roles: judicial, executive and legislative. The judicial role comes into play should there be a student expulsion or employee termination. The board may not always get all the detailed

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information about a situation in case it would come to a hearing. That way they can remain impartial in their decision making. Due process needs to be protected. The board members do have a right to access District records in relation to their role as a board member. The executive role relates to monitoring the progress of administration and overseeing the carrying out of board policy, the delivery of instruction and staying on budget. The board is also involved in negotiating contracts, union agreements and lawsuits against the District.

Communication is a key part of the role of a board member. Remember the hourglass and the chain of command. Be mindful of what is said in email/text communications as well. Confidentiality is vital. What happens in closed session stays in closed session.

IASB does provide a handbook for board members which is a good resource for board members. It can be found on the IASB website or on the Google drive.

B. Board Policy – In the judicial role, the board's responsibility is to establish policy. The District's board policy has nine sections, Series 100 – 900. Board policy is reviewed each year. This school year, series 600 will be reviewed.

C. Board Meetings and Packets – Mr. Amos does meet with the board president the week before the board meeting to finalize the agenda. Packets are usually emailed to board members the Friday before the board meeting. Board packets along with other important information can be accessed on the Google Drive under school board as well. Mr. Amos sends out a weekly News & Notes every Friday.

D. Strategic Planning – The board discussed scheduling the next three sessions of board training. The dates agreed upon are Oct. 30, Nov. 27 and Dec. 4. Mr. Amos will give the board members the goals that were set during his last evaluation and these will be discussed at the October board meeting. The new board members received a book, Cultures Built to Last: Systemic PLCs at Work, by Richard DuFour and Michael Fullan. With Carlisle being a PLC (Professional Learning Community), this book will provide insight into PLCs and a systemic approach to PLCs. Eight staff members will be attending the PLC Institute in Des Moines in October.

Motion by Woodruff to adjourn the October 2 work session. Seconded by Eginoire. Motion carried unanimously.

The work session adjourned at 7:30 p.m.

Kyle Chambers, President

Attest: Jean Flaws, Board Secretary/Business Manager

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These minutes will be presented at the October 9 school board meeting for approval.

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