

**Policy Committee Meeting of the Board of Education  
Gilbert Community School District  
Wednesday, March 31, 2021  
4:30 p.m.  
District Office Conference Room**

**TENTATIVE AGENDA**

1. Call to Order
2. Roll Call
3. Board Policies 404-404.2, 405.1-405.9, 406.5, 407.1-407.5, 408.1-408.3, 409.4-409.8, 410.2-412.3, 413.1-413.5, and 414.2-414.9 to Consider/Review
  - A. [404 Employee Conduct and Appearance](#)
  - B. [405.1 Licensed Employee Defined](#)
  - C. [405.2 Licensed Employee, Qualifications, Recruitment, Selection](#)
  - D. 405.2R1 Licensed Employee, Qualifications, Recruitment, Selection Administrative Rules (New)
  - E. [405.3 Employee Individual Contracts](#)
  - F. [405.4 Licensed Employee Continuing Contracts](#)
  - G. [405.5 Licensed Employee Work Day](#)
  - H. [405.6 Employee Assignment](#)
  - I. [405.7 Licensed Employee Transfers](#)
  - J. [405.8 Licensed Employee Evaluations](#)
  - K. [405.9 Licensed Employee Probationary Status](#)
  - L. [406.5 Employee Group Benefits](#)
  - M. [407.1 Licensed Employee Resignation](#)
  - N. [407.2 Licensed Employee Contract Release](#)
  - O. [407.3 Licensed Employee Retirement](#)
  - P. [407.4 Employee Suspension](#)
  - Q. [407.5 Licensed Employee Reduction in Force](#)
  - R. [408.1 Licensed Employee Professional Development](#)
  - S. [408.2 Licensed Employee Publication or Creation of Materials](#)
  - T. [408.3 Licensed Employee Tutoring](#)
  - U. 409.4 Licensed Employee Bereavement Leave
  - V. 409.5 Licensed Employee Political Leave
  - W. 409.6 Licensed Employee Jury Duty Leave
  - X. 409.7 Licensed Employee Military Service Leave
  - Y. [409.8 Licensed Employee Unpaid Leave](#)
  - Z. [410.2 Summer School Licensed Employees](#)
  - AA. 410.3 Truancy Officer (New)
  - AB. [410.4 Education Associate](#)
  - AC. [411.1 Classified Employee Defined](#)
  - AD. [411.2 Classified Employee, Qualifications, Recruitment, Selection](#)
  - AE. [411.3 Classified Employee Individual Contracts](#)
  - AF. [411.4 Classified Licensing/Certification](#)
  - AG. [411.5 Classified Employee Assignment](#)
  - AH. [411.6 Classified Employee Transfers](#)
  - AI. [411.7 Classified Employee Evaluations](#)
  - AJ. 411.8 Classified Employee Probationary Status (New)
  - AK. [412.1 Classified Employee Compensation](#)
  - AL. [412.2 Classified Employee Wage and Overtime Compensation](#)
  - AM. [412.3 Classified Employee Group Benefits](#)
  - AN. [413.1 Classified Employee Resignation](#)
  - AO. [413.2 Classified Employee Retirement](#)
  - AP. [413.3 Classified Employee Suspension](#)
  - AQ. [413.4 Classified Employee Dismissal](#)

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- AR. [413.5 Classified Employee Reduction in Force](#)
- AS. [414.2 Classified Employee Personal Illness Leave](#)
- AT. 414.4 Classified Employee Bereavement Leave
- AU. 414.5 Classified Employee Political Leave
- AV. 414.6 Classified Employee Jury Duty Leave
- AW. 414.7 Classified Employee Military Service Leave
- AX. [414.8 Classified Employee Unpaid Leave](#)
- AY. [414.9 Classified Employee Leave of Absences](#)

**4. Board Policies 700-704.2R2, 704.4, 704.6, 705.1R2-705.4, 706.1, 706.3-707.4, 707.6-709, 710.3, 711.1-711.6 and 711.8-711.9 to Consider/Review**

- A. [700 Purpose of Noninstructional and Business Services](#)
- B. [701.1 Depository of Funds](#)
- C. [701.2 Transfer of Funds](#)
- D. [701.3 Financial Records](#)
- E. [701.4 Governmental Accounting Practices and Regulation](#)
- F. [702 Cash In School Buildings](#)
- G. [703.1 Budget Planning](#)
- H. [703.2 Spending Plan](#)
- I. [704.1 Local-State-Federal-Miscellaneous Revenue](#)
- J. [704.2 Debt Management Policy](#)
- K. [704.2R1 Post-Issuance Compliance for Tax-Exempt Obligations](#)
- L. 704.2R2 Bond Disclosure Policy (New)
- M. [704.4 Gifts-Grants-Bequests](#)
- N. [704.6 Online Fundraising Campaigns-Crowdfunding](#)
- O. [705.1R2 Using Federal Funds in Procurement Contracts](#)
- P. [705.2 Purchasing on Behalf of Employees](#)
- Q. [705.3 Payment of Goods and Services](#)
- R. [705.4 Business Operations Disaster Recovery Plan](#)
- S. [705.5 Expenditures for a Public Purpose](#)
- T. [706.1 Payroll Periods](#)
- U. [706.3 Pay Deductions](#)
- V. [706.3R1 Pay Deduction Regulation](#)
- W. [707.1 Secretary's Report](#)
- X. [707.2 Treasurer's Annual Report](#)
- Y. [707.3 Publication of Financial Reports](#)
- Z. [707.4 Audit](#)
- AA. [707.6 Audit Committee](#)
- AB. [708 Care, Maintenance and Disposal of School District Records](#)
- AC. [709 Insurance Program](#)
- AD. [710.3 Vending Machines](#)
- AE. [711.1 Student School Transportation Eligibility](#)
- AF. [711.2 Student Conduct on School Transportation](#)
- AG. [711.2R1 Student Conduct on School Transportation Regulation](#)
- AH. [711.2R2 Use of Recording Devices on School Buses Regulation](#)
- AI. [711.3 Student Transportation for Extracurricular Activities](#)
- AJ. [711.4 Summer School Program Transportation Service](#)
- AK. [711.5 Transportation of Nonresident and Nonpublic School Students](#)
- AL. [711.6 Transportation of Nonschool Groups](#)
- AM. [711.8 Transportation in Inclement Weather](#)
- AN. [711.9 District Vehicle Idling](#)

**5. Other Board Policies to Consider/Review**

**6. 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:**

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

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**