Board of Directors Meeting Minutes

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Board of Directors' Meeting Minutes (January 9, 1967)

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The called meeting of the area board for the selection of an architect was held at the administration office of the Area XI Community College, 315 Walnut Street, Ankeny, Iowa on Monday, January 9, 1967.

Members present:
James R. Maggart, President
Harry L. Cowden
DeWitt Q. Williams
Ross C. Cramlet
Robert H. Lounsberry
Rolland E. Grefe
Max W. Kreager
Dwight Mater
Harold F. Welin

Also present:
Paul J. Lowery, Superintendent
Owen Shadle, Director of Vocational-Technical Education
Richard Beckman, The Knoxville Journal, Knoxville

The four firms namely Emery-Prall & Associates, Bobburn & O'Neil, Brooks-Borg and Dougher-Prevert-Ramsey were given an opportunity to make a formal presentation before the entire board.

On motion made by H. Welin and seconded by R. Lounsberry, it was
RESOLVED: That the firm of Emery-Prall & Associates be retained as architects for the planning of the school.

Motion carried unanimously.

On motion made by M. Kreager and seconded by H. Cowden, it was
RESOLVED: That R. Grefe be instructed to convey the message to the Steering Committee of the Area Boards that Area XI Board would support the requisition for $18,000,000. for capital outlay and $14,000,000. for operation of the area schools during the next biennium. The Area XI Board would further insist on a formula based upon the population of the various areas for the distribution of these funds.

Motion carried unanimously.

The regular board meeting will be held Monday, January 23rd, 1967, 7:30 P.M. in the Area XI Administration Offices, 315 Walnut Street, Ankeny, Iowa.

A special meeting will be held at 4:00 P.M., Monday February 6th at the Boone High School, Boone, Iowa. Plans are to visit the site of the proposed new Junior College with a meeting with the Boone School Board to follow.
Section 1. At the annual meeting of the Board for organization held at the time fixed by law, the first Monday in October, called to order by some member of the Board selected for this duty, there shall be elected a president and vice-president to hold office for a term of one year. These elections shall be by written ballot without nomination and the Board member receiving a majority of the votes cast shall be declared elected.

Section 2. The president, in addition to the duties prescribed by law, shall exercise such powers as may be delegated to him by the Board, appoint special committees not otherwise ordered, and shall when present preside at all meetings of the Board. During the absence of the president or at his request, the vice-president shall act as temporary president and perform the duties and exercise the powers of the president. In the absence of both president and vice-president, the Board shall elect a president pro tempore.

Section 3. The regular meetings of the Board shall be held at____ and____ of each month. The Secretary shall give not less than two days notice of a regular meeting but a failure to give or receive notice shall not affect the validity of the meeting or any proceedings thereat. Beginning at____ p.m. the Board shall meet in executive session to discuss matters pertaining to personnel and sites. The open meeting shall begin at approximately____ p.m. for the discussion of any business which should come before the Board.

Section 4. Special meetings may be held as determined by the Board, or called by the president, or by the secretary upon the written request of a majority of the members of the Board. In any case no special meeting shall be held unless a notice specifying the time, place, and purpose has been given to each member in writing and mailed to his home or place of business forty-eight hours before the time stated for the meeting to convene, except when five Board members agree that an emergency exists which has made impossible such notice, in which case a meeting may be called at a time or place which seems most convenient, upon notice given for such period of time before such meeting and by such means whether oral, telephonic, radio broadcast, or written, as said five members shall prescribe.
Section 5. The proceedings of the Board shall be governed by Roberts Rules of Order except as herein otherwise provided.

Section 6. The majority of the Board shall be necessary to constitute a quorum for the transaction of business. A majority vote of those present shall be necessary and sufficient to pass any motion or to take any action of the Board unless the vote of a greater number with respect to the particular subject matter shall be required by law or these by-laws.

Section 7. Each individual Board member shall function at all times, in meeting his or her legal responsibilities as a trustee of public education, as a part of a legislative, policy-forming body, not as an administrative officer. It shall be recognized that authority rests with the Board in legal session, and not with individual members of the Board, except as authorized by these by-laws or by statute.

Executive sessions shall be in order in all situations of a confidential nature. The public shall be kept informed at all times of action taken by the Board through accepted channels including the press, television and radio.

Section 8. There shall be no standing committees. Whenever it seems advisable a special committee shall be appointed by the President or elected by the Board to investigate or to approve and act upon a specific situation or problem and in either case to report to the Board. All Board members are privileged to attend meetings of such committees. Reports of special committees shall be circulated in advance through the Superintendent's office like other agenda items except in cases of emergency, or where otherwise ordered by the Board or president.

Section 9. The order of business at all meetings insofar as practicable except as otherwise directed by the Board shall be as follows:

1. Call to order.
2. Approval of minutes.
3. Personal and sites.
4. Audiences.
5. Opening of bids.
6. Reports - administrative:
   a. Recommended for action
   b. Information
7. Correspondence.
8. Reports of special committees.
10. Claims and accounts.
11. Unfinished business.
Section 10. The Board shall elect a Superintendent of Schools for a term as determined by law which shall begin on July first following the election or on some other date as may be determined by the Board.

Section 11. At the annual meeting of the Board on the first Monday of October, there shall be elected a Secretary according to procedures as hereinafter provided and in accordance with law.

II. General Administrative Organization
III. Superintendents

Section 1. The superintendent shall be the executive officer of the Board and shall be directly responsible to it for the execution of its policies; for the faithful and efficient observance of its rules by all employees throughout the system; for the management of the work of the several departments whose duties, apart from those required by law, he shall assign; and for the enforcement of all provisions of the law relating to the operation of the schools or other educational, social, and recreational agencies or activities under the charge of the Board.

Section 2. He shall attend all meetings of the Board, shall meet with all committees and shall have the privilege of taking part in all deliberations except when he is requested, either by the President or by the Board, not to attend.

Section 3. He shall prepare and submit to the Board for approval by-laws, rules and regulations, statements of policy, programs and additional facilities requiring action by the Board which he believes are needed for the proper conduct and control of the functions of the Board and the management of the schools under the jurisdiction of the Board.

Section 4. To assist the Board in reaching sound judgments, establishing policies and approving the matters which the Board or these by-laws require the Board to approve, he shall be responsible for placing before the Board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, aside from legal questions, of those persons he, in his opinion or that of the Board or the President, are particularly qualified to furnish it.

Section 5. He shall be responsible for keeping or having kept and for presenting to the Board in a form that will facilitate and make efficient their deliberations and proceedings, records of problems, conditions and duties requiring action by them.
Section 6. He shall initiate the nomination for election by the Board, in each case recommending the salary to be paid, of all employees requiring election by law or these by-laws except architects, attorneys and auditors. After the election of architects their work shall be supervised and directed by the superintendent in the same manner as provided herein for other heads of departments. Only the persons who in the judgment of the superintendent are the best qualified of those available at the time shall be nominated and no person shall thus be nominated for any position who does not fulfill the requirements of the law and of the Board. He may assign or transfer them, and, pending final action by the Board may suspend any person employed on his recommendation. He shall report any such suspension to the Board not later than its next regular meeting. He shall approve the appointment of other employees not required by law or these by-laws to be elected by the Board, and shall exercise with respect to them the same powers as provided herein for the supervision of those elected by the Board.

Section 7. He shall supervise the establishment or modification of the boundaries of school sub-districts and shall recommend to the Board, for final approval, the necessary rules and regulations of attendance in connection therewith.

Section 8. He shall recommend to the Board for its approval new courses of study, the elimination of obsolete courses of study, and the adoption of textbooks.

Section 9. He shall be responsible for preparing and submitting to the Board, not later than the first regular meeting in April, a tentative budget for the ensuing fiscal year and a final detailed budget for the same year not later than the second regular meeting in July.

Section 10. He shall have power to approve and direct, in accordance with law and the rules of the Board, purchases and expenditures, within the limits of the detailed budget approved by the Board.

Section 11. In the interest of efficient administration, he shall have the power to decide all matters of administrative detail concerning which no specific provision has been made in the law, these by-laws, or the Board's rules and regulations, reporting at the next regular meeting those decisions which he believes should be authorized by appropriate by-laws or regulations enacted or established by the Board.
Section 1. The Board may elect to serve at the will of the Board one or more assistant and/or deputy superintendents, each of whom shall perform such duties as may from time to time be assigned to him by the superintendent.

Section 2. The deputy superintendent shall act as superintendent and perform the duties of the superintendent whenever the superintendent be absent from the city or unable to perform the duties of his office and in the absence or disability of both the superintendent and deputy superintendent, the assistant superintendent shall assume the duties of the superintendent.

V. Secretary

Section 1. The secretary, as the head of one of the several departments, shall, under the direction of the superintendent, perform his duties as prescribed by law or the Board or assigned by the superintendent.

Section 2. He shall be custodian of the corporate seal of the merged area District and of all contracts, securities, documents, title papers, books of record, insurance policies, receipts, bills, canceled orders drawn on the Treasurer, canceled bonds, coupons, and all other papers and correspondence transmitted to him pertaining to the business of the District.

Section 3. He shall have charge of the accounting and bookkeeping department of the District.
Section 4. He shall keep the minutes of the meetings of the Board and shall send a copy of the minutes of each meeting to each member of the Board and to the superintendent not later than ___ days after the meeting.

Section 5. He shall examine and verify all bills and claims against the District; shall once each month properly arrange these bills and claims in two files, separating those regularly authorized amounts paid on contracts, such as teachers' salaries, telephone bills, rent, etc., from the others; shall prepare from these files two lists of all bills and claims included therein showing for each the firm or person submitting it, the commodity and service involved and the amount; shall sign just below the last item on each page of said lists a certification of the correctness and validity of each item in the list; prior to the next Board meeting he shall submit to each member a copy of each certified list. At the next Board meeting he shall present the lists and recommend approval.

Section 6. He shall draw and countersign all orders on the Treasurer in payment of claims.

Section 7. He shall receive all moneys collected from tuition, fines, sale of textbooks, sale of school property, supplies, use of school property, etc., and deliver the same to the Treasurer at least once a month.

Section 8. He shall submit to the Board and to the superintendent a monthly report of budget balances during each month of the fiscal year beginning in September, and a monthly, quarterly, semi-annual and annual financial statement.

VI. Amendments

Section 1. Any by-law of the Board may be amended, repealed, or suspended at any regular meeting of the Board by an affirmative vote of the majority of the Board (5 members) provided that notice of the proposed action shall have been given at the regular meeting last preceding and incorporated in the minutes of said meeting, or by an affirmative vote of five members of the Board at any special or regular meeting, provided that such proposal shall have been issued through the superintendent's office as a written notice to all Board members and mailed to them at least forty-eight hours prior to the time of said meeting.
Adult Education may not have separate and distinct Department Heads but may utilize personnel from Vocational, Technical and Arts and Sciences Divisions.