

**DISSEMINATION OF POLICY**

A board policy manual shall be housed in each school attendance center and in the administrative office. Each board member shall have a personal copy of the board policy manual. Persons wishing to review the board policy manual shall contact the board secretary, who shall have a board policy manual available for public inspection.

It shall be the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals prior to the next regular board meeting. Copies of changes in board policy shall also be attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It shall be the responsibility of each board member, during the board member's term of office, to keep the manual current and up-to-date and to surrender the manual to the board secretary at the conclusion of the board member's term of office.

Legal Reference: Iowa Code §§ 277.31; 279.8 (1991).  
281 I.A.C 12.3(2).  
1970 Op. Att’y Gen. 287,.

Cross Reference: 210 Board of Directors' Management Procedures

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