

**Board of Directors
200 Series**

**DISSEMINATION OF POLICY
Code No. 209.3**

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

It is the responsibility of the board secretary to ensure copies of new and revised policy statements are distributed to the custodians of board policy manuals no later than the first regular board meeting following the policy's adoption. Copies of changes in board policy will also be included in or attached to minutes of the meetings in which the final action was taken to adopt the new or changed policy.

It is 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 (2011)
281 I.A.C. 12.3(2).

Cross Reference: 200.3 Responsibilities of the Board of Directors
209 Board or Directors' Management Procedures

Adopted: 06/17/2002
Reviewed: 06/12/2017