

# Closed Session: Superintendent's Evaluation

## **Background:**

Iowa Code Chapter 21.5(1)(i) allows for a public body such as a school board to enter closed session "To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests closed session."

## **Request:**

To the Belmond-Klemme Community School District Board of Directors  
c/o Board Secretary  
411 10<sup>th</sup> Avenue Northeast  
Belmond, Iowa 50421

Members of the Board:

In order to achieve a peak of proficiency as the Superintendent of Schools for the Belmond-Klemme Community School District, I would like to meet with the Board in closed session, for an evaluation. I hope it will increase frank, candid conversations between the Board and the Superintendent. I believe this is permitted by the Iowa Open Meetings Law.

To facilitate this request, I have placed the superintendent's evaluation on the upcoming Board agenda.

I, Dan Frazier, request this portion of the Board meeting take place in closed session pursuant to Iowa Code § 21.5(1)(i). I know the Board is sensitive to an employee's legitimate interest in privacy and reputation. In a candid and frank evaluation, it is impossible in advance to determine what may or may not cause needless and irreparable injury. In an effort to balance my legitimate privacy concerns with the need for candid evaluation, I ask the Board to honor my request for a closed session.

If you have any questions or concerns, please feel free to contact me, (641) 444-4300.

Yours truly,  
Daniel L. Frazier, Ed.D.  
Superintendent

## **Recommended Action:**

1. Announce the reason. The governmental body must publicly announce the reason for closing the meeting and record the reason in the minutes.
2. Take a vote. Closing requires an affirmative vote of two-thirds of the members, or all members present. For example, a five-member body needs either 4 votes to close (two-thirds of all the members) or 3 votes (if only three are present and three is a quorum.)
3. Keep records. The governmental body must keep detailed minutes and must tape-record the closed session. Detailed minutes must record who is present, all discussion, and any action taken. The minutes and tape are sealed and only can be opened under a court order.
4. Stay focused. A closed session is authorized only to the extent necessary for the reason cited. There must not be discussion of other matters.
5. Return to open session for final action. Final action only can be taken in open session. For any final decision, a motion and vote must be done in open session.