

CHAPTER 1  
ORGANIZATION AND ADMINISTRATIVE PROCEDURES

[Prior to 10/17/90, see School Budget Review, 289—1.2(442)]

Chapter rescission date pursuant to Iowa Code section 17A.7: 1/1/28

**289—1.1(257) School budget review committee.** The school budget review committee (SBRC) is established to review and make recommendations on any rules, regulations, directives, or forms relating to budgeting and accounting in school districts and area education agencies (AEA); to confer with local school districts and make recommendations on any budgeting or accounting matters; and to grant supplemental aid or to grant a modified allowable growth in the budget year for any school district or AEA that has unusual circumstances that create a need for additional funds for operations or that must abate an environmental hazard due to a state or federal regulation. The SBRC may grant use of the unexpended general fund for facilities under certain circumstances specified in the Iowa Code. The SBRC has the authority to direct the director of the department of education or the director of the department of management to make studies and investigations of school costs in any school district.

**1.1(1) Membership.** The SBRC shall be composed of the following six members:

*a.* The director of the department of education who shall serve as chairperson and conduct all meetings unless another member of the committee is asked by the director of the department of education to assume this role. The director of the department of education is a nonvoting member of the committee.

*b.* The director of the department of management who shall serve as secretary unless another member of the committee or department of education staff or department of management staff is asked by the director of the department of management to assume this role. The designated secretary shall not be a voting member, unless the designee is a regular member of the committee.

*c.* Four public members who are knowledgeable in the areas of school finance or public finance issues shall be appointed by the governor to represent the public. All committee members shall perform their assigned duties until a replacement has been appointed.

*d.* The department of education shall employ a staff person to assist the school budget review committee.

**1.1(2) Qualifications of public members.** The four public members shall have general knowledge in the areas of Iowa school finance or public finance. At least one of the public members shall possess a master's or doctoral degree in which areas of school finance, economics or statistics are an integral component or shall have equivalent experience in an executive administrative or senior research position in the education or public administration field.

**1.1(3) Terms of office.** The public members appointed by the governor shall serve staggered three-year terms beginning and ending as provided in Iowa Code section 69.19. Members appointed by the governor are subject to senate confirmation as provided by Iowa Code section 2.32.

**1.1(4) Compensation.** The committee members representing the public are entitled to receive their necessary expenses while engaged in official duties. In addition they shall be paid a per diem at the rate specified in Iowa Code section 7E.6. Per diem and expense payments shall be made from appropriations to the department of education.

[ARC 9320B, IAB 1/12/11, effective 2/16/11]

**289—1.2(257) Mailing address.** The mailing address for all operations of the SBRC is Grimes State Office Building, 400 E. 14th Street, Des Moines, Iowa 50319-0146.

[ARC 9320B, IAB 1/12/11, effective 2/16/11]

**289—1.3(257) Information or submissions.** Information inquiries or requests for hearings, declaratory rulings, for participation in the rule-making procedures of the SBRC, and for scheduling presentations to the committee should be addressed to the director of the department of education as chairperson of the SBRC.

**289—1.4(257) Hearings.**

**1.4(1) *Number.*** The committee shall meet and hold hearings each year and shall continue in session until it has reviewed budgets of school districts and completed the other duties as found in Iowa Code sections 257.30 through 257.32 and 260C.18B. A minimum of three sessions to hold hearings shall be scheduled each fiscal year and shall be held during the months of October, December, and March. Revisions to these regularly scheduled sessions may be made if there are scheduling conflicts, if the SBRC determines that additional sessions are necessary, or if there are not sufficient hearing requests to hold a session.

**1.4(2) *Notification to legislators and others.***

*a.* Legislators shall be notified of hearings of the SBRC for specific school districts, area education agencies, or community colleges in their constituencies. Such notification may be written, oral, or electronic.

*b.* Public notice of all hearings scheduled by the SBRC shall be posted by the department of education on the department's Web site and on the public notice bulletin board on the first floor of the Grimes State Office Building, 400 E. 14th Street, Des Moines, Iowa.

**1.4(3) *Hearing procedures.*** The chairperson shall maintain the decorum of the hearing and may refuse to admit or may expel anyone whose conduct is disorderly.

**1.4(4) *Quorum.***

*a.* Three voting members present shall constitute a quorum of the SBRC, and a quorum must be present to conduct a hearing at which official action is taken. Members may be present by electronic media.

*b.* If only three members are present, three favorable votes are necessary to pass a motion.

[ARC 9320B, IAB 1/12/11, effective 2/16/11; ARC 4782C, IAB 11/20/19, effective 12/25/19]

These rules are intended to implement Iowa Code sections 257.30 and 257.31.

[Filed 3/17/78, Notice 9/21/77—published 4/5/78, effective 5/10/78]

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[Filed ARC 4782C (Notice ARC 4604C, IAB 8/14/19), IAB 11/20/19, effective 12/25/19]