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SERIES 200

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The GMG Community School District board is authorized by and derives its organization from Iowa law. The board will consist of seven board members. Three Board members are elected at large and four Board Members are elected by district.

The board is organized for the purpose of setting policy and providing general direction for the school district. The board will hold its organizational meeting at the first regular meeting following the canvass of votes. The retiring board will transfer materials, including the board policy manual, and responsibility to the new board.

The organizational meeting allows the outgoing board to approve minutes of its previous meetings, complete unfinished business and review the school election results. The retiring board will adjourn and the new board will then begin. The Board Secretary will administer the oath of office to the newly-elected board members. The Board Secretary will preside while the new board elects the president and vice-president of the new board.

NOTE: Iowa law establishes the organizational meeting at the first regular meeting following the canvass of votes. Boards are no longer required to hold their organizational meeting at a special meeting on the first Monday after the election. Because of the change, it is possible that a board's organizational meeting may be held as late as October. There is no longer the requirement that members elected at a regular election qualify within 10 days. However, members either elected at a special election or appointed to fill a vacancy must still qualify within 10 days.

Approved: December 2000 August 12, 2013
Reviewed: September 8, 2003 September 8, 2008
Revised: October 13, 2003 April 6, 2009

Legal Reference: Iowa Code secs 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, 8 (1995)
281 I.A.C. 22.3(2).

Cross Reference: 202 Statement of Guiding Principals
238 President
239 Vice President
216 Regular Meeting

Related Administrative Rules and Regulations:

Policy Title: Statement of Guiding Principles Code No. 202

It is the policy of the Board of Directors to organize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative governing body of the school district, and those administrative activities which are to be performed by the Superintendent of Schools and his/her staff in the exercises of a delegated administrative authority. The function of board can be described as policy making, appraisal and evaluation.

The Board of Directors shall have the further duty of providing the financial means by which the educational program is conducted. They shall also ensure that the community be informed of the needs, purposes, values and status of the schools.

August 12, 2013
September 8, 2008
September 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, Board members must conduct themselves professionally and in a manner fitting to their position.

Each Board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinions of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the Board if the situation requires it, but I will consider "star chamber" or "secret" sessions of Board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition, which is to be considered is to close my mind and agree not to think through other facts and points of view, which may be presented in the meeting.
8. I will expect, in Board meeting, to spend more time on education programs and procedures than on business details.
9. I will recognize the authority rests with the Board in legal session and not with individual members of the Board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the Board meeting, about other members of the Board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in Board meeting in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the Board participate fully in Board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the Board
14. I will carefully consider petitions, resolutions and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the Board in my home, on the street or in my office; the place for such discussion is the Board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better Board member.

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the Board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.

5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES

1. I will function in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow Board members, to see the school district is properly run and not to run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive office of the Board.
5. I will work through the administrative employees of the Board, not over or around them.
6. I will expect the superintendent to keep the Board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on teachers and the Board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

TO COOPERATE WITH OTHER SCHOOL BOARDS

1. I will not employ a superintendent, principal or teacher who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring Board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will answer all inquiries about the standing and ability of an employee to the best of my knowledge and judgment, with complete frankness.
5. I will associate myself with Board members of other school district for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Legal Reference: Iowa Code §§ 21.6(3)(d); 68B; 69; 277.28; 279.8 (1995)

Cross Reference: 202 Statement of Guiding Principals
252 Board of Directors' Conflict of Interest

August 12, 2013
September 8, 2008

Approved: April 7, 2003

Reviewed: September 8, 2003

Revised _____

Policy Title Name of District Code No. 204

The school districts were set up locally and in agreement with the Code of Iowa and is known as the “GMG Community School District”.

The GMG District is located in Tama and Marshall counties. It is located in the state of Iowa.

August 12, 2013
September 8, 2008
September 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: Jan. 1995

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Board members are officials of the state. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office is taken by each new board member elected, at the school election, at, or before, the organizational meeting of the board. In the event of an appointment or special election to fill a vacancy, the new board member will take the oath of office within ten days of the appointment or election.

Board members elected to offices of the board will also take the same oath of office but replacing the office of board member with the title of the office to which they were elected.

The oath of office is administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath is administered by another board member.

"Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in the GMG Community School District as now and hereafter required by law?"

Legal Reference: Iowa Code §§ 277.28; 279.1, .6 (2007).

Cross Reference: 200.1 Organization of the Board of Directors
210 Board of Directors' Elections
203 Code of Ethics

Approved: April 6, 2009

Reviewed: August 12, 2013

Revised: _____

Policy Title Term of Office

Code No. 205.1

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years. Board members appointed to fill a vacant position will serve until the next scheduled school election. A board member elected to fill a vacancy will serve out the unexpired term.

Being a board member is a unique opportunity for a citizen to participate on a governing board of the school district. Eligible board members are encouraged to consider running for more than one term.

Legal Reference: Iowa Code §§ 69.12; 274.7; 279.6-.7 (2007).

Cross Reference: 210 Board of Directors' Elections

Approved April 6, 2009

Reviewed August 12, 2013

Revised _____

Policy Title: Development of Policy Code No. 206.1

The board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy shall provide the general direction as to what the board wishes to accomplish while allowing the superintendent the professional prerogative to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, staff, and students in the school district community. The policy statements shall be the basis for the formulation of regulations by the administration. The board shall determine the effectiveness of the policy statements by evaluating periodic reports from the administration in the area of the policy statement.

Policy statements may be proposed by a member of the board, administration, school district personnel, students, or any other member of the district community. Proposed policy statements or ideas must be submitted to the board through the office of the superintendent in order to be placed on the agenda of a school board meeting. It shall be the responsibility of the superintendent to bring these proposals to the attention of the board.

August 12, 2013
September 8, 2008
September 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: Iowa Code 274.1-.2, 279.8, 280.12 (1989) 281 Iowa Admin. Code 12.3(2) (new standards)

Cross Reference: Responsibilities of the Board and School Board Management Procedures

Related Administrative Rules and Regulations: _____

Policy Title: Adoption of Policy Code No. 206.2

The board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings and prior to final board action. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the board. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The following procedure will be used in adoption of a policy.

1. Initiation. Persons residing within or employed by the school district may suggest or recommend policies to the superintendent. The superintendent will obtain from the initiator a statement of the need for the proposed policy. The superintendent will be the primary person for initiating policy development directed by state officials or law.
2. Assembly of background material. Within one month of policy initiation, the superintendent will gather the following types of information to prepare for further discussions:
 - a. The effect the proposed policy will have on administrators, students, teaching staff, the community and others;
 - b. The fiscal consequences of adopting the proposed policy;
 - c. The specific need for the policy;
 - d. Samples of similar policies of other boards, if any;
 - e. Provisions of state law, where applicable; and,
 - f. Suggestions as to how the policy will be implemented, enforced, and evaluated.
3. Work sessions. The superintendent will prepare a summary of the background material, which will be distributed to each board member. A work session on the policy information will be held at the next regular board meeting. Notice of work sessions will be posted like any other meeting. Work sessions will provide the board with an opportunity to hear opinions and to weigh the merits of proposals from various groups.
4. Drafting policy statement. The superintendent will draft a policy statement after a work session, upon the request of the board. Consultation with the school attorney concerning the proposed policy statement is recommended. This draft may be sent to those individuals or groups who expressed interest in the policy, or who are subject to it.
5. Board formal action. When the draft policy has been prepared, the policy will be placed on the board's agenda for a first reading no sooner than two weeks after the policy statement has been distributed to the board. If no serious objections are raised at this reading, the policy will be scheduled for a second, final reading and adoption at a subsequent regular board meeting not less than one month after the first reading. If serious objections are raised at the first or second readings, the board may refer the proposed policy for review. Each reading of the policy will constitute a public hearing before the board, and public discussion will be permitted at that portion of the regular agenda in which the proposed policy is introduced.

6. Promulgation. Adopted policies will be given publicity. The superintendent may arrange for brief press releases concerning policy adoptions. The superintendent will inform parents and the public of policy adoptions in district publications. Policy manuals will be kept for public reference in each building administrator's office. Each board member will be issued a policy manual, and will be sent new policies as adopted.

7. Implementation. The superintendent will outline the actions to be taken to implement the policy and, where appropriate, issue administrative regulations concerning the policy. Often these administrative regulations will be developed, if required, as the policy is developed.

8. Evaluation. The policy committee will arrange for a review of major policies and request periodic reports from the superintendent to answer such questions as: Are the policies working? Are they in tune with the changing times? Do they need revision? Which should be eliminated? The entire board policy manual will be reviewed every three years in compliance with the educational standards.

August 12, 2013
 September 8, 2008
 September 8, 2003

October 13, 2003

Approved: June 1989

Reviewed: February 1998

Revised: May 1998

Legal Reference: Iowa Code 274.8 (1989) 281, Iowa Admin.Code 12.3(2) (new standards)

Cross Reference: Responsibilities of the Board and School Board Management Procedures

Related Administrative Rules and Regulations: _____

Policy Title Dissemination of Policy Code No. 206.3

A board policy manual shall be housed in the administrative office of each school attendance center and each school board member shall have a personal copy of the board policy manual. Persons wishing to inspect 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 that copies of new and revised policy statements are distributed to the custodians of board policy manuals within 30 working days of the change or addition to the manual. Copies of the new & old policy shall also be attached to the minutes of the meeting at which the final action was taken to adopt the new or changed policy.

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

September 9, 2013

September 8, 2008

September 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: Iowa Code 277.31, 279.8 (1989), 281 Iowa Admin.Code 12.3(2) (new standards)

Cross Reference: Responsibilities of the Board and School Board Management Procedures

Related Administrative Rules and Regulations: _____

Policy Title: Administration in Absence of Policy Code No. 206.4

When there is no board policy in existence to provide guidance on a matter before the administration, the superintendent is authorized to act appropriately under the circumstances surrounding the situation, keeping in mind the educational philosophy of the school district.

The superintendent shall draft a policy recommendation.

September 9, 2013
September 8, 2008
September 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: Jan. 1995

Legal Reference: Iowa Code 279.8 (1989), 281 Iowa Admin.Code 12.3(2) (new standards)

Cross Reference: Educational Philosophy of the School District, Responsibilities of the Board and School Board Management Procedures

Related Administrative Rules and Regulations: _____

Policy Title: Review and Revision of Policy

Code No. 206.5

The board shall, at least once every five years, review the policy statements in the board policy manual. Once the policy has been reviewed, even if no changes were made, a notation of the date of review shall be made in the policy manual.

Policy review cycle:

2013-14 - 100-400 Series
2014-15 - 500 Series
2015-16 - 600-1000 Series
2018-19 - 100-400 Series
2019-20 - 500 Series
2020-21 - 600-1000 Series

	September 9, 2013	
	September 8, 2008	October 14, 2013
	September 8, 2003	March 10, 2003
Approved: <u>June 1989</u>	Reviewed: <u>February 1998</u>	Revised: <u>May 1998</u>
Legal Reference:	<u>Iowa Code 279.8 (1989) 281 Iowa Admin.Code 12.3(2) (new standards)</u>	
Cross Reference:	<u>Educational Philosophy of the School District, Responsibilities of the Board and School Board Management Procedures</u>	
Related Administrative Rules and Regulations:	_____	

Policy Title: Review of Administrative Regulations Code No. 206.6

Board policy sets the direction for the administration of the education program and school district operations. Some policies require administrative regulations to implement them.

It shall be the responsibility of the superintendent to develop administrative regulations, where necessary, to implement the board policies. The regulations will be reviewed annually by the board.

The administrative regulations will be available no later than 30 days from the date of review by the board.

September 9, 2013
September 8, 2008
September 8, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: Jan. 1995

Legal Reference: Iowa Code 279.8 (1989) 281 Iowa Admin.Code 12.3(2) (new standards)

Cross Reference: Educational Philosophy of the School District, Responsibilities of the Board and School Board Management Procedures

Related Administrative Rules and Regulations: _____

Policy Title: General Powers and Duties Code No. 208

The Board of Directors shall make rules for its own government and that of the directors, officers, teachers, other employees, and pupils, and for the care of the school house, grounds and property of the school corporation, and aid in the enforcement of these rules, and require the performance of duties of said persons imposed by the law and the rules.

The Board of Directors shall determine the particular school which each child shall attend and designate the period each school shall be held.

The Board of Directors shall carry into effect any instruction from the regular election upon matters within the control of the voters.

The Board of Directors shall elect all teachers and shall make all contracts necessary or proper for exercising the powers granted in performing the duties required by law.

The Board of Directors represents the people of the district and shall function as a policy making body.

The Board of Directors shall select an executive officer, the superintendent of schools, and delegate to him/her the authority for carrying out the policies, plans and administrative details necessary to insure that all phases formulated by the Board are made effective in the operation of the schools.

The Board of Directors attempts, through careful examination and study of facts and conditions, to determine the efficiency of the operation of the school.

September 9, 2013
October 13, 2008
October 13, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: Jan. 1995

Legal Reference: Iowa Code 279.8 (1989) 281 Iowa Admin.Code 12.3(2) (new standards)

Cross Reference: Educational Philosophy of the School District, Responsibilities of the Board and School Board Management Procedures

Related Administrative Rules and Regulations: _____

The school election takes place on the second Tuesday in September of odd-numbered years. Each -school election is used to elect citizenss to the board to maintain a seven member board and to address questions that are submitted to the voters.

Citizens of the school district community seeking a seat on the board must file their nomination papers with the board secretary, or the board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

If a vacancy occurs on the board it may be filled by appointment within 30 days of the vacancy. If the board does not fill the vacancy by appointment, the board secretary will call a special election to fill the vacancy. Candidates for a seat created by a vacancy must file their nomination papers 25 days before the special election.

It is the responsibility of the county commissioner of elections to conduct school elections.

Legal Reference: Iowa Code §§ 39; 47, 63, 69; 274.7; 277; 278.1, 279.7 (2007).

Cross Reference:
252 Board of Directors' Conflict of Interest

Approved: June 1989 Reviewed: Jan. 1995 Revised: Jan. 1995
September 9, 2013
October 13, 2008
October 13, 2003 April 6, 2009

A vacancy occurs when a board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy will be filled by board appointment within 30 days of the vacancy. The newly-appointed board member will hold the position until the next scheduled school election.

If the board is unable to fill a vacancy by appointment within 30 days after the vacancy occurs, the board secretary will call a special election to be held no sooner than 60 days and not later than 70 days after the vacancy occurred. A board member elected at the special election will serve the remaining portion of the unexpired term.

Legal Reference: Good v. Crouch, 397 N.W.2d 757 (Iowa 1986).
Board of Directors of Grimes Independent School Dist. v. County Board of Public Instruction of Polk Co., 257 Iowa 106, 131 N.W.2d 802 (1965).
Board of Directors of Menlo Consol. School Dist. v. Blakesburg, 240 Iowa 910, 36 N.W.2d 751 (1949).
Iowa Code §§ 21.6(3)(d); 69; 277.29-.30; 279.6-.7 (2007).
1944 Op. Att'y Gen. 39.

Cross Reference: 210 Board of Directors' Elections

Approved: June 1989 Reviewed: Jan. 1995 Revised: Jan. 1995
September 9, 2013 April 6, 2009
October 13, 2008 March 10, 2003
October 13, 2003

The Board of Directors is authorized by and derives its organization from Iowa law. The board shall consist of seven board members elected from the school district community. After the interim years, two members shall be elected from the old Garwin District, two members from the old Green Mountain District, and three members shall be elected at large. After the interim years, each member of the Board of Directors shall be elected for a term of four years or to complete the unexpired term of a regular elected member. The board is organized for the purpose of setting policy and providing general direction for the school district.

The board shall hold its organizational meeting each year at its first regular meeting after the canvass of the vote. The old school board shall transfer materials, including the board policy manual, and responsibility to the new school board.

The organizational meeting allows the old board to approve minutes of its previous meetings, complete unfinished business necessary to be completed by the old board, and review the school election results. The new board shall then begin. The board secretary shall administer the oath of office to the newly elected board members. The board, after electing a temporary president, shall elect the president and vice-president of the new board.

September 9, 2013
October 13, 2008
October 13, 2003

October 14, 2013
March 10, 2003
December 2000

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: Iowa Code secs. 274.2, 277.28, 277.31, 279.1, 279.5, 279.7, (1987 as amended by H.F. 499, 72nd G.A. 1st Sess.), 670 Iowa Admin. Code 3.2(2).

Cross Reference: Legal Status of School District, Annual Meeting, Powers of the School Board, School Board Members

Related Administrative Rules and Regulations: _____

Policy Title: Regular Meeting

Code No. 216

The regular meeting of the Board of Directors shall be set by the boards at their organizational meeting following the canvass of the vote. The next regularly scheduled Board meeting after the school board election will serve as the organizational meeting.

	September 9, 2013	
	October 13, 2008	November 10, 2003
	October 13, 2003	March 10, 2003
Approved: <u>June 1989</u>	Reviewed: <u>Jan. 1995</u>	Revised: <u>April 1995</u>
Legal Reference:	_____	
Cross Reference:	_____	
Related Administrative Rules and Regulations:	_____	

Policy Title: Annual Meeting

Code No. 220

Each year after August 31 and prior to the organizational meeting of the board in odd-numbered years, the board will hold its annual meeting.

At the annual meeting, the board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The board may also appoint the board's legal counsel at the annual meeting.

	September 9, 2013	
	October 13, 2008	October 14, 2013
	October 13, 2003	March 10, 2003
Approved: <u>June 1989</u>	Reviewed: <u>Jan. 1995</u>	Revised: <u>April 1995</u>

Legal Reference: (Code of Iowa) Chapters 277.28, 279.3, 279.4, 291.2

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Closed Sessions Code No. 222

Meetings of the Board of Directors shall be opened to the public.

By a 2/3 majority vote of the members present, closed sessions may be called when considering one of the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for that governmental body's possession or continued receipt of federal funds.
2. To discuss application for letters patent.
3. To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.
4. To discuss the contents of a licensing examination or whether to initiate licensee disciplinary investigations or proceedings if the governmental body is a licensing or examining board.
5. To discuss whether to conduct a hearing or to conduct hearings to suspend or expel a student, unless an open session is requested by the student or a parent or guardian of the student, if the student is a minor.
6. To discuss the decision to be rendered in a contested case conducted according to the provisions of Chapter 17A of the Code.
7. To avoid disclosure of specific law enforcement matters, such as current or proposed investigations, inspection of auditing techniques or schedules, which if discussed, would enable law violators to avoid detection.
8. To avoid disclosure of specific law enforcement matters, such as allowable tolerances or criteria for the selection, prosecution or settlement of cases, which if disclosed, would facilitate disregard of requirements imposed by law.
9. To evaluate professional competency of an individual, whose appointment, hiring, performance or discharge is being considered, when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.
10. To discuss the purchase of particular real estate, only where premature disclosure could be reasonably expected to increase the price the governmental body would have to pay for that property. The minutes and the tape-recording of a session, closed (under this exemption), shall be available for public examination when the transaction discussed is completed.

Any final action on any matter shall be taken in public meeting and not in closed session.

Minutes and tape recordings will be kept of all closed sessions until they can legally be destroyed (Code of Iowa 21.5).

October 14, 2013

October 13, 2008

October 13, 2003

November 11, 2013

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: (Code of Iowa) Chapters 277.28, 279.3, 279.4, 291.2

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Notice of meetings Code No. 224

Advance notice of the time, date, place and tentative agenda of each meeting shall be given at least twenty-four hours prior to the meeting, unless an emergency exists, by notifying the news media who have filed a request for notice and by posting the notice in each building. When it is necessary to hold an emergency meeting and it is not possible to give twenty-four hours notice, then as much notice as is reasonably possible shall be given and the nature of the reason for failure to give twenty-four hours notice shall be stated in the minutes.

Formally constituted sub-units of the Board of Directors may conduct a meeting without notice as set out in the above section during a lawful meeting of the Board of Directors, a recess in that meeting, or immediately following that meeting, if the meeting of the sub-unit is publicly announced at the Board meeting and the subject of the meeting reasonably coincides with the subject discussed or acted upon by the Board of Directors.

The superintendent or Board secretary shall deliver an agenda to each Board member two days before a regular meeting, or 24 hours, if possible, before a special meeting. (As much as possible before)

October 14, 2013
October 13, 2008
October 13, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Open Meetings Code No. 226

Meetings of the board of Directors shall be open to the public, unless otherwise authorized to be closed by federal or state law. Final action by the Board of Directors, on any matter, shall be taken in open meeting unless a provision of the Code of Iowa expressly permits such actions to be taken in closed session.

October 14, 2013

October 13, 2008

October 13, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Quorum for Meetings Code No. 228

The majority of the Board of Directors 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 requested by law or other Board policy.

October 14, 2013
October 13, 2008
October 13, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: School Board Minutes Code No. 230

The board shall keep and maintain permanent records of the board, including, but not limited to, records of the minutes of board meetings, and other required records received by the board. The minutes shall be preserved in accordance with board policy, "School District Records."

It shall be the responsibility of the board secretary to keep the minutes of the school board meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken and the vote of each member, with financial records of receipts and expenditures attached. This information shall be published within two weeks of the meeting in a newspaper designated as a newspaper for official publication. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes, waiting approval at the next board meeting, will be available for inspection after the board secretary transcribes the notes and has made them available to board members.

October 14, 2013

October 13, 2008

October 13, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: June 1991

Legal Reference: Iowa Code 21, 22, 279.8, .34, 291.6-11, 304 (1989), 670 Iowa Admin. Code 3.3(1), 281 Iowa Admin. Code 12.3(1) (new standards), 1974 Op. Att'y Gen. 403, 1988 Op. Att'y Gen No. 87-3-6.

Cross Reference: Closed Meetings, Examination of School District Public Records, Duplicated of Printed Materials, School District Records

Related Administrative Rules and Regulations: _____

An orderly board meeting allows the board members to participate in the discussion and decision process on an issue confronting the school district. Rules of order for board meetings allow school district business and the relative information concerning the business to be brought to the attention of the board. They also allow the board to discuss, act upon and make a clear record of school district business in a regular, ordered, reasonable and consistent manner.

The board will follow Robert's Rule of Order, Revised, latest edition as modified by this policy and subsequent rule. The purpose of modified rules adopted by the board are:

- To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
- To organize the meetings so all necessary matters can be brought to the board and decisions of the board can be made in an orderly and reasonable manner;
- To ensure members of the board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to ensure adequate discussion of decisions to be made; and,
- To ensure meetings and actions of the board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Rules of procedure adopted by the board:

1. Board members need not rise to gain the recognition of the board president.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only "yes" and "no" votes are counted in this calculation. It should be noted that some motions require larger numbers of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the board. If a motion does not receive a second, the board president may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the board.
7. The board president may rule on points of order brought before the board.
8. The board president shall have complete authority to recognize a member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow board policy.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The board president has the same authority and responsibility as each board member to vote on all issues

Legal Reference:

Iowa Code §§ 21.2, .7; 279.8 (2011)

October 14, 2013
October 13, 2008
October 13, 2003

November 11, 2013

Approved: June 1989

Reviewed: Jan. 1995

Revised: June 1991

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Order of Regular Business Meeting Code No. 234

Items to be placed on the agenda should be in the Superintendent's office at least 48 hours before the meeting.

Order of Business of Regular Meetings

At all regular meetings the order of business shall be as follows except as otherwise directed by the Board or by its president.

- a. Roll call by secretary
- b. Approve agenda
- c. Approval of minutes of previous meeting or meetings
- d. Recognize guests present
- d. Approve bills
- e. Reports – principal and business manager, curriculum reports as scheduled
- f. Commendations
- g. Business Items
- h. Communication/Superintendent Comments
- i. Adjournment

Observers and guests will not participate in Board's regular meeting proceedings unless they are on the agenda or called upon by the Board.

Approved: June 1989 Reviewed: Jan. 1995 Revised: April 1995
October 14, 2013
October 13, 2008
October 13, 2003 November 11, 2013

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Ad Hoc Committee Purpose and Function

The specific purpose of each ad hoc committee varies. Generally, the primary function of an ad hoc committee is to give specific advice and suggestions. The advice and suggestions should focus on the purpose and duties stated in the board resolution establishing the committee. It is the board's role to take action based on information received from the ad hoc committee and other sources. Ad hoc committees may be subject to the open meetings law.

Role of an Ad Hoc Committee Member

The primary role of an ad hoc committee member is to be a productive, positive member of the committee. In doing so, it is important to listen to and respect the opinions of others. When the ad hoc committee makes a recommendation to the board, it is important for the ad hoc committee members to support the majority decision of the ad hoc committee. An ad hoc committee will function best when its members work within the committee framework and bring items of business to the ad hoc committee.

Ad Hoc Committee Membership

Ad hoc committee members may be appointed by the board. The board may request input from individuals or organizations, or it may seek volunteers to serve. Only the board or superintendent has the authority to appoint members to an ad hoc committee. Boards must follow the legal limitations or requirements regarding the membership of an ad hoc committee.

Approved: June 1989

Reviewed: Jan. 1995
November 10, 2003
November 10, 2008
October 14, 2013

Revised: April 1992
December 2000
November 11, 2013

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

It is the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president will set the tone of the board meetings and, as the representative of the consensus of the board, speak on behalf of the board to the public.

The president of the board is elected by a majority vote at the organizational meeting in odd-numbered years, or at the annual meeting in even-numbered years, to serve a one-year term of office.

The president, in addition to presiding at the board meetings, will take an active role in board decisions by discussing and voting on each motion before the board in the same manner as other board members. Before making or seconding a motion, the board president will turn over control of the meeting to either the vice-president or other board member.

The board president has the authority to call special meetings of the board. Prior to board meetings, the board president will consult with the superintendent on the development of the agenda for the meeting.

The board president, as the chief officer of the school district, will sign employment contracts and sign other contracts and school district warrants approved by the board and appear on behalf of the school corporation in causes of action involving the school district.

		November 11, 2013
	October 14, 2013	April 6, 2009
	November 10, 2008	March 10, 2003
	November 10, 2003	December 2000
Approved: <u>June 1989</u>	Reviewed: <u>Jan. 1995</u>	Revised: <u>April 1995</u>

Legal Reference: Iowa Code §§ 279.1-.2; 291.1 (2007).

Cross Reference:	200.1	Organization of the Board of Directors
	205	Oath of Office
	239	Vice-President

If the board president is unable or unwilling to carry out the duties required, it is the responsibility of the vice-president of the board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice-president will serve as president for the balance of the president's term of office, and a new vice-president will be elected.

The vice-president of the board will be elected by a majority vote each year to serve a one-year term of office.

The vice-president will accept control of the meeting from the president when the president wishes to make or second a motion. The vice-president will take an active role in board decisions by discussing and voting on matters before the board in the same manner as other board members.

Legal Reference: Iowa Code § 279.5 (2007).

Cross Reference: 200.1 Organization of the Board of Directors
205 Oath of Office
238 President

Approved: April 7, 2003 Reviewed: November 10, 2003 Revised April 6, 2009
October 14, 2013
November 10, 2008

It shall be the responsibility of the Board to annually appoint a Board secretary-treasurer.

A Board secretary treasurer may be appointed from employees, other than a position requiring a teaching certificate, or from the public at the Board meeting held each year after July 1 and no later than August 15, to serve a one-year term of office. To finalize the appointment, the Board secretary-treasurer shall take the oath of office during the meeting at which the individual was appointed or not later than ten days thereafter.

It shall be the responsibility of the Board secretary-treasurer, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the Board; to keep complete minutes of special and regular Board meetings, including closed sessions; to keep the record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after Board approval; and collect data on truant students. The Board secretary-treasurer shall also be responsible for filing the required reports with the Iowa Department of Education.

It shall be the responsibility of the Board secretary-treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the Board secretary-treasurer to coordinate the financial records, the financial reports, the cash flow needs and the investment portfolio of the school district.

In the event the Board secretary treasurer is unable to fulfill the responsibilities set out by the Board and the law, the assistant business manager shall assume those duties until the Board secretary-treasurer is able to resume the responsibility or a new Board secretary-Treasurer is appointed.

The Board secretary-treasurer shall give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

October 14, 2013

November 10, 2008

November 10, 2003

April 7, 2003

Approved: June 1989

Reviewed: February 1998

Revised: May 1998

Legal Reference: Iowa Code §§ 12B.10; 12C; 64; 277.27; 279.3, .5, .7, .31-.33, .35; 291.2-.4, .6-.15; 299.10, .16 (1995). 281 I.A.C. 12.3(1). 1978 Op. Att’y Gen. 328.

Cross Reference: 220 Annual Meeting
230 School Board Minutes
Section 800 – Business Procedures

Related Administrative Rules and Regulations: _____

Policy Title: Bonds

Code No. 244

The secretary and treasurer of the Board shall be bonded to the district in an amount be determined by the Board, with sureties to be approved by the Board, which bond shall be filed with the president. The premiums on bond shall be paid from the management fund of the district.

November 11, 2013

November 10, 2008

November 10, 2003

December 2000

Approved: June 1989

Reviewed: February 1998

Revised: May 1998

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Membership in State Association Code No. 246

It shall be the policy of the Board of Directors to maintain active membership in the Iowa Association of School Boards and other associations and groups as approved by the board.

November 11, 2013
November 10, 2008
November 10, 2003

Approved: June 1989

Reviewed: February 1998

Revised: May 1998

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Compensation for Expenses Code No. 250

Members of the Board of Directors shall serve without pay. They shall be reimbursed for expenses incurred in the performance of their duties as members of the Board.

November 11, 2013
November 10, 2008
November 10, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

BOARD OF DIRECTORS' CONFLICT OF INTEREST

Board members must be able to make decisions objectively. It is a conflict of interest for a board member at GMG to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for a school textbook or school supply company doing business with the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily competitively bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist includes, but are not limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment and supplies or the use of the school district badge, uniform, business card or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.
- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of more or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment of or activity. If the activity or employment falls under (3), then the board member must:

BOARD OF DIRECTORS' CONFLICT OF INTEREST

- Cease the outside employment or activity; or,
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmative action to influence any vote, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

It is the responsibility of each board member at GMG to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Legal Reference: Iowa Code §§ 39.1, .2; 68B, 71.1; 277.27; 279.7A; 301.28 (2009).
1990 Op. Att'y Gen. 37.
1988 Op. Att'y Gen. 21.
1986 Op. Att'y Gen. 10.
1984 Op. Att'y Gen. 23.
1982 Op. Att'y Gen. 302.
1978 Op. Att'y Gen. 295.
1976 Op. Att'y Gen. 89.
1974 Op. Att'y Gen. 137.
1936 Op. Att'y Gen. 237.

Cross Reference: Code of Ethics, Gifts to Board Members, Payment for Goods and Services.

	November 11, 2013	
	November 10, 2008	December 9, 2013
	November 10, 2003	December 2000
Approved: <u>June 1989</u>	Reviewed: <u>February 1998</u>	Revised: <u>May 1998</u>

Policy Title: Gifts to Board of Director Code No. 253

Board members may receive a gift on behalf of the school district. Board members shall not, either directly or indirectly, solicit, accept or receive gift, series of gifts or an honorarium unless the donor does not meet the definition of “restricted donor” stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or other entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the board member’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry or region; or
- Is a lobbyist or a client of a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to a board member’s official function, such as books, pamphlets, reports, documents, periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the general public free of charge without regard to the official status of the board recipient;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or positions held outside of the organization and if the dues paid are not inconsequential when compared to the items received;
- Actual expenses of a board member for food, beverages, travel and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public service;
- Nonmonetary items with a value of less than three dollars that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national or regional organization in which the state of Iowa or a school district is a member or solicited by or given for the same purposes to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which that state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;

- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district; or
- Gifts other than food, beverages, travel and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member as consideration for an appearance, speech or article. An honorarium does not include any of the following:

- Actual expenses of a board member for registration, food, beverages, travel or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at a meeting when the expenses relate directly to the day or days on which the board member has participation or presentation responsibilities;
- A nonmonetary gift or series of nonmonetary gifts donated within thirty days to a public body, an educational or charitable organization or the department of general services; or
- A payment made to a board member for services rendered as part of a private business, trade or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member but, rather, because of some special expertise or other qualification.

It shall be the responsibility of each board member to know when it is appropriate to accept or reject gifts or an honorarium.

November 11, 2013

November 10, 2008

November 10, 2003

Approved: June 1989

Reviewed: Jan. 1995

Revised: April 1995

Legal Reference: Iowa Code ch. 68B (1993), Iowa Code Supp. ch. 68B (1993), 1972 Op. Att'y Gen. 276, 1970 Op. Att'y Gen. 319.

Cross Reference: Employee Conflict of Interest.

Related Administrative Rules and Regulations: _____

It shall be the responsibility of the Board to employ legal counsel to assist the Board and the administration in carrying out their duties with respect to the numerous legal issues confronting the school district. The Board may appoint legal counsel at its annual meeting.

The superintendent shall have the authority to contact the Board's legal counsel on behalf of the Board when the superintendent believes it is necessary for the management of the school district. The Board president may contact and seek advice from the school board's legal counsel. The business manager, as directed by the superintendent or Board president, may contact and seek advice from the school board's legal counsel. The Board's legal counsel shall attend both regular and special school board meetings upon the request of the Board or the superintendent. Board members may contact legal counsel upon approval of a majority of the Board. It shall be the responsibility of each Board member to pay the legal fees, if any, of an attorney the Board member consulted regarding matters of the school district unless the Board has authorized the Board member to consult an attorney on the matter.

It shall be the responsibility of the superintendent or Board president to keep the Board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

November 11, 2013
November 10, 2008
November 10, 2003

March 10, 2003
December 2000

Approved: June 1989

Reviewed: Jan. 1995

Revised: June 1989

Legal Reference: Bishop v. Iowa State Board of Public Instruction, 395 N.W.2d 888 Iowa 1986).
Iowa Code § 279.37 (1995).

Cross Reference: 202 Statement of Guiding Principals

Related Administrative Rules and Regulations: _____

The Board recognizes that concerns regarding the operation of the school district will arise. The Board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The Board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principals:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The Board consistent with its Board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the Board or a Board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the Board by requesting a place on the Board agenda or during the public audience portion of the Board meeting. If the complainant appeals to the Board, the appeal shall be in writing, signed and explaining the process followed by the complainant prior to the appeal to the Board.

November 11, 2013

November 10, 2008

Approved: April 7, 2003

Reviewed: November 10, 2003

Revised _____

Policy Title: Handling Grievance Code No. 256

A. Classified Personnel Grievances:

Communications, grievances, and complaints from classified personnel of the school district shall first be brought to the attention of their immediate supervisor, as determined in policy #320, "Lines of Authority". A decision made by an employee's supervisor may be appealed in writing to the superintendent of schools. An employee or group of employees may appeal a decision of the Superintendent to the School Board. Personnel desiring to address the Board on any matter shall direct their communication to the Superintendent of Schools, and not to the individual members of the Board, except that copies of any communication to the Superintendent be sent to all members. The communication should be written, and detail the outcome the employee(s) desires, along with a description of the process the employee/s had taken to arrive at this level of appeal.

Complaints against any employee, which arise from within the membership of the Board, or which come to the attention of the Board, except through the Superintendent, shall be referred to the Superintendent, appeal may be taken to the Board. No complaint shall be considered by the board in any other manner.

B. Certified Personnel Grievance- See Article IV of Master Contract

December 9, 2013
November 10, 2008
November 10, 2003
January 13, 2014
Approved: June 1989 Reviewed: Jan. 1995 Revised: April 1995

Legal Reference: _____

Cross Reference: Salary Schedule, Grievance Classified Employees, Grievance-Certified Employees

Related Administrative Rules and Regulations: _____

Policy Title: Equal Opportunity Employer

Code No. 258

It is the policy of the Board of Directors of the GMG Community School District to provide equal opportunity to all employees, applicants for employment, clients, and patrons without regard to race, religion, sex, national origin, disability or age in the provision of employment benefits and educational programs, activities, or services.

It is the policy of the Board of Directors of the GMG Community School District to provide equal opportunity to all students without regard to race, religion, sex, national origin, disability or marital status in the provision of employment benefits and educational programs, activities, or services.

The Board shall annually designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this policy. Such person shall also be responsible for evaluating and reporting to the Board progress in implementing this policy.

December 9, 2013

November 10, 2008

November 10, 2003

December 2000

Approved: June 1989

Reviewed: February 1998

Revised: May 1998

Legal Reference: _____

Cross Reference: Multicultural and Nonsexist Equity Education Opportunity

Related Administrative Rules and Regulations: _____

- A. A grievance shall mean only a complaint that there has been an alleged violation, misinterpretation or misapplication of any of the specific provisions of Title IX as related to discrimination on the basis of race, religion, sex, national origin, disability, or age.
- B. Every student, parent, or employee of the school district shall have the right to present grievances in accordance with these procedures.

The failure of a student, parent or employee or their authorized representative to act on any grievance within the prescribed time limits will act as a bar to any further appeal and an administrator's failure to give a decision within the time limits shall permit the grievant to proceed to the next step. The time limits may be extended by mutual agreement.

It is agreed that any investigation or processing of any grievance shall be conducted, so as to result in no interference or interruption, whatsoever, of the school's educational program and related work activities.

The grieving party or employer may have a representative present to represent them at any step of the grievance procedure.

- C. First Step. An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and the building principal or immediate supervisor.
- D. Second Step. If the grievance cannot be resolved informally, the aggrieved party shall file the grievance in writing and at a mutually agreeable time, discuss the matter with the principal or immediate supervisor. The written grievance shall state the nature of the grievance, shall note the specific clause or clauses of the grievance and shall state the remedy requested. The filing of this formal grievance at the second step shall be within ten (10) school days from the date of occurrence of the event-giving rise to the grievance. The principal or supervisor shall make a decision on the grievance and communicate it in writing to the aggrieved party and the Superintendent within ten (10) school days after receipt of the grievance.
- E. Third Step. In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved party shall file within ten (10) school days of the written decision at the second step, a copy of the grievance with the Superintendent. Within ten (10) school days after such written decision is filed, the aggrieved and Superintendent or Superintendent's designee shall file an answer within ten (10) days of the third step grievance meeting and communicate it in writing to the aggrieved, to the principal or supervisor, and to any authorized representatives thereof.
- F. Fourth Step. If the grievance is not resolved satisfactorily at Step 3, there shall be available a fourth step of impartial, binding arbitration. The grieving party and/or authorized representative may submit in writing a request to the Superintendent within thirty (30) days from receipt of the Step 3 answer to enter into such arbitration. The arbitration proceeding shall be conducted by an arbitrator to be selected by the two parties within ten (10) school days after said notice is given.

If the two parties fail to reach agreement within ten (10) school days, the PERB will be requested to provide a panel of seven (7) arbitrators. Each of the two parties will alternately strike one name at a time from the panel until only one shall remain. The remaining name will be the arbitrator. The decision of the arbitrator will be binding on the parties.

Expenses for the arbitrator shall be borne equally between the two parties.

The arbitrator shall not amend, modify, nullify, ignore, or add to the provisions of Title IX. The implied authority shall be strictly limited to deciding only the issue or issues presented in writing by the two parties and the decision must be based solely and only upon interpretation of the meaning or application of the express relevant language if Title IX.

- G. If any student, parent, or employee or authorized representative, thereof, files any claim or complaint in any other than under the grievance procedure for Title IX, then the School District shall not be required to process the same claim or set of facts through the grievance procedure.
- H. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

December 9, 2013
December 8, 2008
December 8, 2003

March 10, 2003
December 2000
Revised: May 1998

Approved: June 1989

Reviewed: February 1998

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

It is the policy of the Districts not to discriminate on the basis of race, religion, sex, national origin, disability, or age in its educational programs, student treatment, student activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, and the Federal Rehabilitation Act of 1973.

It is also the policy of these districts that the curriculum content and the instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life styles open to all persons in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of race, religion, sex, national origin, disability or age. The curriculum should foster respect and appreciation for the cultural diversity found in our school district, and an awareness of the rights, duties and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with Title IX or Title VI may be directed to the Superintendent's office for the name of the MCNS contact person who will be designated by the district. Also, the public will be informed annually as to the identity of the MCNS contact person.

	December 9, 2013	
	December 8, 2008	March 10, 2003
	December 8, 2003	December 2000
Approved: <u>June 1989</u>	Reviewed: <u>February 1998</u>	Revised: <u>May 1998</u>

Legal Reference: (Code of Iowa) Section 257.25, 670.3.5

Cross Reference: Multicultural and Nonsexist Equity Education Opportunity

Related Administrative Rules and Regulations: _____

Policy Title: Audit Report Code No. 264

It is the policy of the Board of Directors to have the annual audit be made part of the official minutes.

December 9, 2013
December 8, 2008
December 8, 2003

Approved: June 1989 Reviewed: Jan. 1995 Revised: June 1989

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: Lifetime Passes Code No. 266

The Board of Education retains the policy for lifetime free passes for all individuals that serve on the GMG School Board. This will be for all school sponsored activities at home and will include admission for the board members and spouses.

December 9, 2013

December 8, 2008

December 8, 2003

Approved: June 1989 Reviewed: March 1998 Revised: March 1998

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

The Board of Education, on its own behalf and on the behalf of the electors of this district, hereby retains and reserves unto itself without limitation all powers, rights, authorities, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Iowa and of the United States, including, but not without limiting the generality of the foregoing the right.

1. to the executive management and administrative control of the school system and its properties and facilities and the activities of its employees.
2. to hire all employees and subject to the provisions of law, to determine their qualifications and conditions of their continued employment or their dismissal or demotion and to promote and transfer all employees.
3. to establish grades and courses of instruction including special programs and to provide for athletic, recreational and social events for students, all as deemed necessary or advisable by the Board.
4. to decide upon the means and methods of instruction, the selection of textbooks and other teaching materials, and the use of teaching aids of every kind and nature.
5. to determine class schedules, the hours of instruction and the duties, responsibilities, and assignments of teachers and other employees with respect, thereto, and non-teaching activities and the term conditions of employment.

The Exercise of the foregoing powers, rights, authority, duty and responsibility by the Board, the adoption of policy, the approval of rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection, thereof, shall be limited only by specific policies adopted by the Board of Education and then only to the extent such specific and express policies, hereof, are in conformance with the constitution and laws of the State of Iowa and the Constitution and laws of the United States.

The School Board hereby retains to itself the right to change its policies, including those policies which affect salaries, fringe benefits, and other terms and conditions of employment at any time and for cause provided these changes are not inconsistent with the laws of the State of Iowa or the laws of the United States.

December 9, 2013

December 8, 2008

December 8, 2003

Approved: June 1989 Reviewed: February 1998 Revised: May 1998

Legal Reference: _____

Cross Reference: _____

Related Administrative Rules and Regulations: _____

Policy Title: School Board Member Liability Code No. 270

Board members shall not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members shall act in good faith.

The school district shall defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their duties, unless it constitutes a willful or wanton act or omission. However, the school district shall not save harmless or indemnify board members for punitive damages.

The School District shall purchase error & omission insurance.

December 9, 2013

December 8, 2008

December 8, 2003

Approved: June 1989 Reviewed: Jan. 1995 Revised: April 1995

Legal Reference: Wood v. Strickland, 420 U.S. 308 (1975), 20 U.S.C. 794, 1401 et. seq., 42 U.S.C. 1983, 1985, et seq., Iowa Code 613A (1987 & Supp. 1987), 1972 Op. Att'y Gen. 52.

Cross Reference: Insurance Program

Related Administrative Rules and Regulations: _____

