

# MFL MarMac Community School District Board Policies

## Board of Directors – Series 200

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**Board of Directors**

Series 200

Policy Title: **Name of the School District**

Policy No.201

This district is designated as the MFL MarMac (Monona-Farmersburg-Luana-Marquette-McGregor) Community School District of Allamakee and Clayton Counties, Monona, Iowa.

The area of the district is 166 square miles and known boundaries have been established.

Reviewed: 2013; January 13, 2020

LEGAL STATUS OF THE SCHOOL DISTRICT

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the MFL MarMac Community School District.

This school corporation is located in Clayton County, and its affairs are conducted by elected school officials, the MFL MarMac Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Reviewed: 2013; January 13, 2020

## BOARD OF DIRECTORS QUALIFICATIONS

Serving on the board of directors is an honor and privilege. Its rewards are respect from the community, students, and employees and the satisfaction from knowing each board member contributed to the success of the children in the school district community. Only those who are willing to put forth the effort to care and to make a difference should consider running for a position on the board.

Individuals who are willing to serve on the board should believe public education is important, support the democratic process, willingly devote time and energy to board work, respect educators and have the ability to examine the facts and make a decision. The board believes an individual considering a position on the school board should possess these characteristics.

Citizens wanting to run for a position on the board must be a citizen of the school district, and eligible elector of the district and free from a financial conflict of interest with the position.

NOTE: The last paragraph states the legal requirements to run for the school board. An individual must be an eligible elector in order to run for the school board. An eligible elector need not be registered to vote. An eligible elector needs only to be eligible to be registered to vote. Details on conflict of interest are in the Conflict of Interest policy.

## RESPONSIBILITIES OF THE BOARD OF DIRECTORS

The board is authorized to govern the school district in which it oversees. As the governing board of the school district, the board has three duties to perform: legislative duty, executive duty and evaluative duty.

As a representative of the citizens of the school district community, the board is responsible for legislating policy for the school district. As a policy making body, the board has jurisdiction to enact policy with the force and effect of law for the management and operation of the school district.

It is the responsibility of the board, under the board's executive duty, to select its chief executive officer, the superintendent, to operate the school district on the board's behalf. The board delegates to the superintendent its authority to carry out board policy, to formulate and carry out rules and regulations and to handle the administrative details in a manner which supports and is consistent with board policy.

The board has a responsibility to review the education program's performance under its evaluative duty. The board regularly reviews the education program and ancillary services. The review includes a careful study and examination of the facts, conditions and circumstances surrounding the amount of funds received or expended and the education program's ability to achieve the board's educational philosophy for the school district.

BOARD OF DIRECTORS

Series 200

Policy Title: Elections

Policy No. 202.2

School board directors shall be elected at the regular school election held on the second Tuesday of odd years. i.e (2019, 2021, 2023, 2025, 2027..)

Revised: 2013; January 13, 2020

BOARD OF DIRECTORS

Series 200

Policy Title: Membership

Policy No. 202.3

The board shall consist of seven (7) members elected at large.

Reviewed: 2013; January 13, 2020



TERM OF OFFICE

Policy No. 202.4

Board members elected for a full term at a regularly scheduled school election in November 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.

*NOTE: This policy states the terms of office established by law for board members elected at a regular or special election or appointed to fill a vacancy.*

Revised: 2013; January 13, 2020

## Oath of Office

Policy No. 202.5

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 annual 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 \_\_\_\_\_ (naming the district) as now and hereafter required by law?”

*NOTE: Board members elected at the regular election do not need to take the oath of office within 10 days. However, those elected at a special election or appointed to fill a vacancy must take the oath of office within 10 days.*

Reviewed: 2013; January 13, 2020

Board of Directors

Series 200

Policy No. 202.6

Policy Title: Election of Officers and Authority of Board

The board of directors shall have the power to elect its own officers annually. “The board shall make rules for its own government and that of the directors, officers, teachers, and pupils, and/or the care of the school house, grounds, and property of the school corporation, and aid in the enforcement of the same, and require the performance of duties by said persons imposed by law and the rules.”

Reviewed: 2013; January 13, 2020

Board of Directors

Series 200

Policy Title: Board Vacancies

Policy No. 203

In the event of a resignation by a director prior to the end of his or her regular term, or in the event of any other vacancy, the board shall appoint a director to fill the vacancy. The director so appointed shall hold office until the next regular election.

Reviewed: 2013; January 13, 2020

## PRESIDENT

Policy No. 204

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 each year 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. However, 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.

*NOTE: If another method for electing the board president is used, that method should be outlined in this policy as well as Policy 200.1. This policy reflects the legal responsibilities of the board president including the signing of employment contracts. By law, the board president can only be elected to serve a term of one year.*

Reviewed: 2013; January 13, 2020

## **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 at the organizational meeting 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.

SECRETARY

It is the responsibility of the board to annually appoint a board secretary.

A board secretary 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 will take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter. (It is the responsibility of the board to evaluate the board secretary annually.)

It is the responsibility of the board secretary, as custodian of school district record, 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 a 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 will also be responsible for filing the required reports with the Iowa Department of Education.

In the event the board secretary is unable to fulfill the responsibilities set out by the board and the law, an appointed employee will assume those duties until the board secretary is able to resume the responsibility or a new board secretary is appointed. The board secretary will give bond in an amount set by the board. The cost of the bond will be paid by the school district.

Reviewed: 2013; January 13, 2020

## TREASURER

The board may annually appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public at the board meeting held each year after July 1, and prior to August 15, to serve a one-year term of office. To finalize the appointment, the treasurer will take the oath of office at the meeting or no later than ten days thereafter.

It is the responsibility of the 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 will also be the responsibility of the treasurer to work with the secretary to coordinate the financial record, the financial reports, the cash flow needs and the investment portfolio of the school district.)*

If the treasurer is unable or unwilling to carry out the duties required, it is the responsibility of the Superintendent to carry out the duties of the treasurer.

The treasurer will give bond in an amount set by the board. The cost of the bond will be paid by the school district.



## 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 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 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.

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, 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 or activity. If the activity or employment falls under (3), then the board member must:

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 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 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.

Reviewed: 2013; January 13, 2020

Board of Directors  
Series 200

Policy Title: Superintendent Evaluation

Policy No. 209

The Board shall continuously evaluate the superintendent of schools. This is in compliance with Code requirements 279.23A, and for revisions under SF 277 and the requirements of 281-IAC Chapter 12.

The board may give a summative evaluation of the superintendent at the discretion of the board, but no less than once every three-years. The summative evaluation shall contain elements of the six criteria of Superintendent Leadership Responsibilities and Practice as developed by the Iowa Department of Education.

If the board chooses to evaluate the superintendent in a summative fashion every three years, then the superintendent shall meet annually with the board on the other two years for a performance review. The superintendent shall create a performance plan, and this shall be developed with input from the board. The superintendent shall demonstrate artifacts or point to artifacts that lead to the conclusions and goals developed in the performance plan.

If the board chooses to evaluate the superintendent in a summative fashion more than once every three years, the superintendent still shall develop an annual performance plan.

All evaluations that are written shall be seen, read, discussed and signed by the superintendent. All evaluations, whether summative or formative, shall be done at a meeting of the board, and the superintendent shall have the opportunity to be present, and to request a closed session.

Revised: 2013; January 13, 2020

## DEVELOPMENT OF POLICY

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

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

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the board.

Board of Directors  
Series 200

Policy Title: Revision of Policy

Policy No. 210.1

The policies of the Board of Directors shall be reviewed periodically by the Superintendent and may be rescinded, changed, or amended by a motion at any regular meeting. If such situation arises, a policy may be amended at a special or emergency meeting as well.

The entire policy manual shall be reviewed over a five-year period.

Review dates shall be kept in the minutes, and a record of the most recent revision shall be in the policy manual.

Reviewed: 2013; January 13, 2020

## AD HOC COMMITTEES

Whenever the board deems it necessary, the board may appoint a committee composed of citizens, employees or students to assist the board. Committees formed by the board is ad hoc committees.

An ad hoc committee may be formed by board resolution which will outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the board resolution. The committee will automatically dissolve upon the delivery of its final recommendation to the board or upon completion of the duties outlined in the board resolution. The board will receive the report of the committee for consideration. The board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law if the committee is established by statute or if the committee makes policy recommendations and is established or approved by the board.

When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community and will consider the various viewpoints on the issue. The board may designate a board member and the superintendent to serve on an ad hoc committee. The committee will select its own chairperson, unless the board designates otherwise.

Board of Directors  
Series 200

Policy Title: Citizen Advisory Committees

Policy No. 210.3

The Board of Directors shall welcome the advice and counsel of citizens in the planning and operation of the schools. Citizen's advisory committees wishing to present any topics for the consideration of the Board shall make such presentation through the office of the superintendent of schools.

All committees shall abide by procedures outlined in the open meetings law.

Reviewed: 2013; January 13, 2020

Board of Directors  
Series 200

Policy No. 211

Policy Title: Adoption of Administrative Rules and Regulations

Administrative rules and regulations shall be prepared by the Superintendent of Schools and submitted to the Board for review.

Administrative rules and regulations serve to implement the policies of the Board of Directors.

Reviewed: 2013; January 13, 2020

## BOARD OF DIRECTORS' LEGAL COUNSEL

It is 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 and board secretary will have the authority to contact the board's legal counsel on behalf of the board when the superintendent or board secretary believe 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 board's legal counsel will 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 is 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.

The board shall annually choose the legal council to be used on a regular basis. The superintendent may seek specialist attorneys when special circumstances arise that deem this necessary.

It is the responsibility of the superintendent 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.



Board of Directors  
Series 200

Policy Title: Communication by Employees to the Board

Policy No. 213

All communications concerning school business from the school board to employees and from employees to the school board shall be made through the superintendent of schools.

Reviewed: 2013; January 13, 2020

ADMINISTRATION IN THE ABSENCE OF POLICY

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

It is the responsibility of the superintendent to inform the board of the situation and the action taken and to document the action taken. If needed, the superintendent will draft a proposed policy for the board to consider.

Board of Directors  
Series 200

Policy Title: Review of Administrative Regulations

Policy No. 215

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 by the Board prior to their use in the school district.

The administrative regulations will be available no later than ten (10) days from the date of review by the Board.

Reviewed: 2013; January 13, 2020

Board of Directors  
Series 200

Policy Title: Regular Meetings

Policy No. 216

Regular meetings of the Board shall be held on a date and time established at the organizational meeting of the Board.

Reviewed: 2013; January 13, 2020

Board of Directors  
Series 200

Policy Title: Special Meetings

Policy No. 217

Such special meetings may be held as may be determined by the Board, or called by the President, or by the Board Secretary upon the written request of a majority of the members of the Board, upon notice specifying the time and place, delivered to each member in person, or by registered letter, but attendance shall be a waiver of notice.

Reviewed: 2013; January 13, 2020

Board of Education

Series 200

Policy Title: Executive Sessions

Policy No. 218

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

By vote of two-thirds of its members present, the Board may enter into executive session as provided in the open meetings law.

Reviewed: 2013; January 13, 2020

## ORGANIZATIONAL MEETING PROCEDURES

The board will hold its organizational meeting annually at the first regular meeting following the canvass of votes. Notice of the meeting's place and time will be given by the board secretary to each member, member-elect and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing board to the new board. At the meeting, the board will elect a president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the board.

### Meeting Procedure

The organizational meeting of the board will be held in two parts: the final meeting of the outgoing board, and the organizational meeting of the new board.

#### 1. Final Meeting of the Retiring Board

- (1) Call to order.
- (2) Roll call.
- (3) Approval of minutes of previous meeting(s).
- (4) Review of election results, if it is an election year. The board secretary will present the county auditor's official report on the latest elections. Official results are recorded in the minutes.
- (5) Bills/Financial Reports
- (6) Adjournment of the retiring board.

#### 2. Organizational Meeting of the New Board

- (1) The Superintendent, as president pro tem, Sine' di, will preside over the meeting until a new board president is elected.
- (2) Call to order.
- (3) Roll call.
- (4) Oath of office. The board secretary will administer the oath to new members.
- (5) Election of a president of the board. The president pro tem calls for nominations; nominations need not be seconded. The board will then vote on the nominations. The secretary will announce the result of the vote, and the \_\_\_\_\_ will administer the oath of office to the newly elected president and the newly elected president will assume the chair.
- (6) Election of the vice-president. The president of the board will call for nominations; the nominations need not be seconded. The board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice president.

Reviewed: 2013; January 13, 2020

Other items of business at the organizational meeting may include:

- (7) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- (8) Determination of dates, times, and places for regular meetings of the board.
- (9) Board resolution to define the operating rules and practices that will be followed by the new board.
- (10) Board resolution to authorize the interim payment of bills.
- (11) Communications.
- (12) Visitors.
- (13) Superintendent's report.
- (14) Adjournment.

Vacancies in officer Positions

If any office of the board should become vacant between organizational meetings, such office will be filled by the remaining members of the board in accordance with this policy.



Board of Directors  
Series 200

Policy Title: Organizational Meeting

Policy No. 220

At the organizational meeting of the Board of Directors held the second Monday in November, or at the first Monday after an election of the Board at 7:00 P.M., or as established by the Board. The Board shall be called to order by the Immediate Past President. In the event that person is no longer a member of the Board, the Board Secretary shall act as temporary chairperson.

The Board Secretary shall swear into office any new members unless they shall have been so sworn previously. The Board shall then elect from its membership a President and Vice President.

Revised: 2013

Board of Directors  
Series 200

Policy Title: Notice of Meetings

Policy No. 220.1

Notice shall be given of the time, date, and place of each meeting, and its tentative agenda, in a manner, reasonably calculated to apprise the public of that information. Reasonable notice shall include advising the news media who have filed a request for notice with the Board and posting the notice on a bulletin board or other prominent place which is easily accessible to the public and clearly designated for that purpose at the office of the superintendent. Notice of each meeting shall be given at least twenty-four hours in advance of the meeting. If less than twenty-four hour notice is given, the reason for departure from the normal procedure shall be given in the minutes of the meeting.

Notice for special meetings shall be given to each member in writing and mailed to his/her home at least forty-eight hours in advance of the meeting. Notice for special meetings called to act upon legal matters such as the issuance of bonds shall be by registered letter. Attendance at a meeting shall constitute waiver of notice.

Notice of all meetings shall conform to the specifications in Chapter 28B of the Iowa Code.

Reviewed: 2013; January 13, 2020

## Quorum

Action by the board regarding the affairs of the school district may be taken only when a quorum, a majority of the board members, is in attendance at the board meeting. Telecommunications or electronic communication, teleconferencing and use of technology constitutes attendance of the Board member cannot be physically present.

While board members are encouraged to attend board meetings, 4 members will constitute a quorum and are a sufficient number to transact business of the school corporation. The adjournment of a meeting may be executed without a quorum.

An affirmative vote of a majority of the votes cast is sufficient to pass a motion or take action unless law or board policy requires a vote of a greater number.

It is the responsibility of each board member to attend board meetings.

Board of Directors  
Series 200

Policy Title: Rules of Order

Policy No. 222

Parliamentary procedure not provided for in these policies or by statute shall be determined by Robert's Rules of Order, Revised.

Reviewed: 2013; January 13, 2020

Board of Directors  
Series 200

Policy Title: Agenda

Policy No. 223

The Superintendent of Schools shall submit to the Board of Directors for its consideration, at least two calendar days before a regular meeting, a tentative agenda that shall set forth the order of business for that meeting.

The agenda shall contain supporting data from the suggested items of business together with recommendations of the Superintendent.

Reviewed: 2013; January 13, 2020

Board of Directors  
Series 200

Policy Title: Order of Regular Business Meeting

Policy No. 224

The order of business at all meetings insofar as practicable except as otherwise directed by the Board or by its President when not objected to shall be as follows:

- I. Call to Order
- II. Approval of Agenda
- III. Consent Items
- IV. Items of Business Requiring Action
- V. Reports
- VI. Adjournment

Board of Directors  
Series 200

Policy Title: School Board Minutes

Policy No. 224.1

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 the date, time, place, members present, action taken and expenditures attached. This information shall be published in a newspaper designated 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 Board approval or upon official publishing by the Board secretary.

Board of Directors  
Series 200

Policy Title: Compensation for Expenses

Policy No. 224.2

The Board shall fix compensation to be paid to the Board Secretary. No member of the Board shall receive compensation for official services. The Board may pay a school treasurer a reasonable compensation.

Actual and necessary expenses, including travel, incurred by the Board or individual members thereof in performance of official duties may be paid or reimbursed.

Reviewed: 2013; January 13, 2020



Board of Directors  
Series 200

Policy Title: Grievance Procedure

Policy No. 225

A. Definition

A grievance shall mean any complaint made against any staff member, student or against any school policy.

B. Procedure

1. First Step

Talk personally to the teacher or administrator involved

2. Second Step

After having attempted to resolve the problem informally in procedure #1, submit the complaint in writing to the principal.

3. Third Step

Upon receipt of the written complaint, the principal shall forward a copy of the complaint to the complained of staff member, student, and to the superintendent.

4. Fourth Step

Within five (5) school days of the receipt of the grievance, the principal, the complained of staff member, policy, administrator, or student, and the aggrieved shall meet formally to discuss said grievance. An effort shall be made to schedule the conference after school hours.

5. Fifth step

After said informal meeting, the principal or his designee shall make written recommendation for the resolution of said grievance. A copy of said recommendation shall be given to the parent, superintendent, and the affected staff member.

6. Sixth Step

If the aggrieved parent, administrator, student, or complained staff member disagrees with the recommendation under step five, he/she shall request in writing, within five (5) days to the superintendent, to have the superintendent review the facts of the situation and to render a final recommendation to the parties involved.

7. Seventh Step

If the aggrieved parent or complained of staff member disagrees with the recommendation Under step six he/she may appeal the administrations decision to the School Board through the superintendent. All parties shall have the right to counsel and to examine all witnesses at the Board Hearing.

GRIEVANCE FORM

Policy No. 225.1

MFL MarMac Community School District  
700 South Page Street  
Monona, IA 52159

\_\_\_\_\_  
Date filed with District (D/M/Y)

LEVEL OF GRIEVANCE:

- Check appropriate box
- ( ) Level One -Staff Member
- ( ) Level Two – Principal
- ( ) Level Three-Superintendent
- ( ) Level Four – School Board

\_\_\_\_\_  
Name of filing party

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

Date Grievance Occurred \_\_\_\_\_

A. Name of Complained Staff Member, Student, Administrator, or Policy

\_\_\_\_\_

B. Statement of Grievance \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

C. Remedy Requested \_\_\_\_\_

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PETITIONS TO THE BOARD

When a valid petition is presented to the board it shall be filed with the board secretary. The board shall review the petition at a regular or special meeting. The board has no obligation, other than what is in the Code of Iowa, to take any action on petitions other than filing them.

Petitions for public measure shall follow the Code of Iowa, 277.7