

Greene County  
Community School District  
Board of Education

204 West Madison  
Jefferson, Iowa 50129  
Phone 515-386-4168 & Fax 515-386-3591  
Office Hours: 7:30 a.m. – 4:30 p.m.  
Web Site: [www.gccsd.k12.ia.us](http://www.gccsd.k12.ia.us)

#### What you need to know

- 1) to get on the agenda
- 2) to comment on agenda items
- 3) to use the open forum to address the Board

#### Welcome!

We appreciate your interest in our schools and we welcome you to this board meeting.

Whether you have come to observe or participate, we hope you'll find this informational brochure helpful. Agendas are available near the entrance to the meeting room. Help yourself!

#### About Board Meetings and Agendas

The Greene County Community School District's Board of Education represents the residents of the district in its function as a policy-making body. Each member is a qualified voter. The Board holds two types of meetings: regular and special.

By law, both types of meetings must be public and must have agendas announced 24 hours in advance. Regular Board meetings are typically held the 3rd Wednesday of the month with work sessions beginning at 5:15 PM and the regular meeting to follow at 6:30 PM. The 2018-19 Board will meet at the Greene County Schools Administration Building Conference Room located at 204 West Madison in Jefferson. Any changes to this schedule or special meetings will be announced at least 24 hours in advance of meeting.

Regular meetings usually follow this sequence:

- 1) Call to Order
- 2) Consent Items
- 3) Open Forum
- 4) Old Business
- 5) Reports & Correspondence
- 6) New Business
- 7) Superintendent's Report

Special meetings are held when matters require action before the next regularly scheduled meeting. The site for the special meeting may vary depending on the topic of discussion. If you have a question regarding a meeting site, please phone the District Office at 515-386-4168 or see the district web site at: [www.gccsd.k12.ia.us](http://www.gccsd.k12.ia.us).

#### Your Participation in Board Meetings

While the Board welcomes your involvement, school related problems are usually best solved by talking with the employee closest to the problem -- a teacher or principal. If the issue can't be resolved at that level, then bring it to the attention of the superintendent. Should a satisfactory solution still not be achieved, your next step is to submit it to the Board of Education (Policy 208.11A).

The Board has provided 3 ways for you to address members about issues of interest:

- 1) By placing an item on the agenda,
- 2) By commenting on items already on the agenda,
- 3) By sharing information or concerns during the Open Forum portion on the agenda.

#### 1) Placing an Item on the Board Agenda

By law, the Board can only act on items included in the formal agenda (which must be announced 24 hours prior to the meeting where action is sought). If you want the Board to formally discuss or act on an item, your item must be placed on the official meeting agenda. To do so, follow these steps:

- 1) Notify the superintendent or board secretary at minimum of two (2) work days before the board meeting where the item is to be considered. Requests must reach the District Office by 4:30 p.m.
- 2) Identify yourself and/or all individuals who will speak on the agenda item.
- 3) Provide summary information so the superintendent can adequately prepare the Board to address the item. Giving this information ahead of time gives the district staff time to present additional details the Board may need. The Board Agenda Packet, which contains the agenda, narrative, recommendations, and supportive documentation, is usually prepared 5 calendar days prior to regular meetings. Packets are distributed to Board members 1-4 days before the meeting.

When you submit items for the agenda, you and other speakers will be invited to address the Board members. The Board has the discretion to limit the amount of time set aside for public participation (Policy 208.11).

If agenda items, questions or problems relate to personnel, the Board is required to go into closed session with said personnel present. Individuals who have a problem with an employee may bring the problem to the Board only after they have followed the policy addressing citizen complaints (Policy 208.11A).

#### 2) Commenting on Items Appearing on the Board Agenda

You may also present information, ask questions, or comment on topics already on the agenda. With agenda items, usually the Board hears recommendations and data by the administrative staff and then discusses the topic before taking action. *Your time to speak is before the Board members take action on that item.*

To address the Board about an agenda item, you should take these steps:

- 1) Prior to the Call to Order, notify the Board secretary of your wish to address the Board.
- 2) Identify the agenda item you wish to address.

The Board President will invite you to speak when the item you're interested in is being discussed.

#### 3) Using the Open Forum

At each regular Board meeting, you may also speak about topics not on the agenda. This can be done during the Open Forum at the beginning of the agenda.

At the appropriate time on the agenda, the Board President will invite you to speak. You can also signal your interest in speaking by standing or raising your hand. Once recognized by the Board President, you'll be invited to state your name before making your comments (limited to 5 minutes unless time is extended).

You should remember that, by law, the Board can't take action on your Open Forum item because it wasn't published on the agenda. To take action, the Board generally requests that your item be researched by the district's administrative staff and placed on a future agenda.

If you have questions . . .

These procedures are not meant to discourage you from participating in a Greene County Board of Education meeting. They're designed to keep discussion orderly and provide every patron an opportunity for a fair presentation of views and opinions.

If the procedures aren't clear, please contact the District Office at 515-386-4168 for clarification.

#### Nondiscrimination Statement

It is the policy of the Greene County Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's At-Risk Liaison, Emily Gannon, 101 Ram Drive, Jefferson, IA 50129, (515)386-2188, [gannone@greencountycsd.net](mailto:gannone@greencountycsd.net)

#### Harassment and Bullying

The Greene County Schools prohibits harassment and bullying of or by students, staff, and volunteers which is based on actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, familial status and which creates an objectively hostile school environment.

#### School Administration

Tim Christensen, Superintendent  
Brian Phillips, High School Principal  
Shawn Zanders, Middle School Principal  
Scott Johnson, Elementary Principal  
Tim Buenz, Technology Director  
Karen Sandberg, Director of Teaching & Learning  
Brenda Muir, Board Secretary & Business Manager

#### Board Committees

County Assessor's Conference – Steve Fisher  
Park & Recreation - Sam Harding  
Negotiations – Mike Dennhardt, Sam Harding & Dr. Mark Peters  
Administrative & Classified Salaries – Mike Dennhardt, Steve Fisher & Dr. Steven Karber  
School Improvement Advisory - John McConnell, Dr. Mark Peters & Catherine Wilson  
School Foundation - Sam Harding  
Facilities - Sam Harding, Dr. Steven Karber & John McConnell  
Insurance – Steve Fisher & Dr. Mark Peters  
Scholarship – Steve Fisher, John McConnell & Catherine Wilson  
Wellness – Dr. Steven Karber & Catherine Wilson