

SERIES 300 - ADMINISTRATION

- 300 Role of School District Administration
- 301
 - 301.1 Management
 - 301.2 Management Team
- 302
 - 302.1 Superintendent Qualifications, Recruitment, Appointment
 - 302.2 Superintendent Contract and Contract Nonrenewal
 - 302.3 Superintendent Salary and Other Compensation
 - 302.4 Superintendent Duties
 - 302.5 Superintendent Evaluation
 - 302.6 Superintendent Professional Development
 - 302.7 Superintendent Civic Activities
 - 302.8 Superintendent Consulting/Outside Employment
- 303
 - 303.1 Administrative Positions
 - 303.2 Administrator Qualifications, Recruitment, Appointment
 - 303.3 Administrator Contract and Contract Nonrenewal
 - 303.4 Administrator Salary and Other Compensation
 - 303.5 Administrator Duties
 - 303.6 Administrator Evaluation
 - 303.7 Administrator Professional Development
 - 303.8 Administrator Civic Activities
 - 303.9 Administrator Consulting/Outside Employment
- 304
 - 304.1 Development and Enforcement of Administrative Regulations
 - 304.2 Monitoring of Administrative Regulations
- 305 Administrator Code of Ethics
- 306 Succession of Authority to the Superintendent
- 307 Communication Channels

MANAGEMENT

The board and the administrators will work together in making decisions and setting goals for the school district. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate school district policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the school district by investigating, analyzing, and expressing their views on issues. Those board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each board member and administrator will support the decisions reached on the issues confronting the school district.

The board is responsible for making the final decision in matters pertaining to the school district.

It is the responsibility of the superintendent to develop guidelines for cooperative decision-making.

Legal Reference: Iowa Code § 279.8 (2007).

Cross Reference: 301 Administrative Structure

Approved 3/15/10

Reviewed _____

Revised _____

SUPERINTENDENT QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the school district, and to implement board policy with the power and duties prescribed by the board and the law.

The board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The board may contract for assistance in the search for a superintendent.

Legal Reference: 29 U.S.C. §§ 621-634 (1994).
42 U.S.C. §§ 2000e *et seq.* (1994).
Iowa Code §§ 21.5(1)(i); 35C; 216; 279.8, .20 (2007).
281 I.A.C. 12.4(4).
1980 Op. Att'y Gen. 367.

Cross Reference: 200.2 Powers of the Board of Directors
200.3 Responsibilities of the Board of Directors
301 Administrative Structure
302 Superintendent

Approved 3/15/10

Reviewed _____

Revised _____

SUPERINTENDENT CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between the superintendent and the board is determined by the board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment and shall not exceed three years.

The first three consecutive years of a contract issued to a newly employed superintendent is considered a probationary period. The probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the board will afford the superintendent appropriate due process, as required by law. The superintendent and board may mutually agree to terminate the superintendent's contract at any time.

It is the responsibility of the board to provide the contract for the superintendent. The board may issue a temporary and nonrenewable contract in accordance with law.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with applicable law and board policies.

Legal Reference: *Martin v. Waterloo Community School District*, 518 N.W. 2d 381 (Iowa 1994).
 Cook v Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980).
 Board of Education of Fort Madison Community School District v. Youel, 282 N.W.2d 677 (Iowa 1979).
 Briggs v Board of Directors of Hinton Community School District, 282 N.W.2d 740 (Iowa 1979).
 Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966).
 Iowa Code § 279.
 281 I.A.C. 12.4.

Cross Reference: 302 Superintendent

Approved 3-15-10

Reviewed 7-24-17

Revised 8-14-17

SUPERINTENDENT SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the superintendent. It is the responsibility of the board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the school district when the superintendent is performing work-related duties. It is within the discretion of the board to pay dues to professional organizations for the superintendent.

The board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code §§ 279.8, .20 (2007).
1984 Op. Att'y Gen. 47.

Cross Reference: 302 Superintendent

Approved 3/15/10

Reviewed _____

Revised _____

SUPERINTENDENT EVALUATION

The board will conduct an ongoing evaluation of the superintendent's skills, abilities, and competence. At a minimum, the board will formally evaluate the superintendent on an annual basis. The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administrative leadership, clarify the superintendent's role, clarify the immediate priorities of the board, and develop a working relationship between the board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the board and the superintendent. The criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the entire board;
- The superintendent will conduct a self-evaluation prior to discussing the board's evaluation, and the board as a whole will discuss its evaluation with the superintendent;
- The board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation; and,
- The individual evaluation by each board member, if individual board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence.

NOTE: Boards that have more detailed evaluation procedures may include those here. The evaluation instrument may be added as an exhibit numbered 302.5E1. For more detailed discussion of this issue, see IASB's Policy Primer, Vol. 20 #4 – July 11, 2008.

Legal Reference: Wedergren v. Board of Directors, 307 N.W.2d 12 (Iowa 1981).
Iowa Code §§ 279.8, .20, .23, .23A (2007).
281 I.A.C. Ch. 83; 12.3(4).

Cross Reference: 212 Closed Sessions
302 Superintendent

Approved _____

Reviewed _____

Revised _____

SUPERINTENDENT PROFESSIONAL DEVELOPMENT

The board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2007).
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development
401.7 Employee Travel Compensation

Approved _____

Reviewed _____

Revised _____

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It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the board president prior to attending the event.

The superintendent will report to the board after an event.

Legal Reference: Iowa Code § 279.8 (2001).
281 I.A.C. 12.7.

Cross Reference: 303.7 Administrator Professional Development
401.7 Employee Travel Compensation

Approved 3/15/10

Reviewed _____

Revised _____

SUPERINTENDENT CIVIC ACTIVITIES

The board encourages the superintendent to be involved in the school district community by belonging to school district community organizations and attending and participating in school district community activities.

It is the responsibility of the superintendent to become involved in school district community activities and events. The board may include a lump sum amount as part of the superintendent's compensation to be used specifically for paying the annual fees of the superintendent for school district community activities and events if, in the board's judgment, the superintendent's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School districts can only expend funds for public purpose. School districts that pay the annual fee or dues for civic activities should document why the expense is a legitimate expenditure.

Legal Reference: Iowa Code § 279.8 (2003).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.3 Superintendent Salary and Other Compensation
303.8 Administrator Civic Activities

Approved 3/15/10

Reviewed _____

Revised _____

SUPERINTENDENT CONSULTING/OUTSIDE EMPLOYMENT

The superintendent's position is considered full-time employment. The board expects the superintendent to give the responsibilities of the position precedence over other employment. The superintendent may accept consulting or outside employment for pay as long as, in the judgment of the board, the work is conducted on the superintendent's personal time and it does not interfere with the performance of the superintendent's duties.

The board reserves the right, however, to request that the superintendent cease the outside employment as a condition of continued employment. The board will give the superintendent thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .20 (2003).

Cross Reference: 302.2 Superintendent Contract and Contract Nonrenewal
302.4 Superintendent Duties

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR QUALIFICATIONS, RECRUITMENT, APPOINTMENT

The board will employ building principals and other administrators, in addition to the superintendent, to assist in the daily operations of the school district.

The board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator, the board will consider the qualifications, credentials and records of the applicants without regard to race, color, religion, sex, national origin, age, or disability. In keeping with the law, however, the board will consider the veteran status of the applicants. The board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing an administrator, the board will also consider the school district's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the board.

It is the responsibility of the superintendent to make a recommendation to the board for filling an administrative position, based on the requirements stated in this policy. The board will act only on the superintendent's recommendation.

The board may contract for assistance in the search for administrators.

Legal Reference: Iowa Code §§ 279.8, .21 (2003).
281 I.A.C. 12.4.
1980 Op. Att'y Gen. 367.

Cross Reference: 303 Administrative Employees

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR CONTRACT AND CONTRACT NONRENEWAL

The length of the contract for employment between an administrator and the board will be determined by the board and stated in the contract. The contract will also state the terms of the employment.

The first three consecutive years of a contract issued to a newly employed administrator will be considered a probationary period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the board will afford the administrator appropriate due process, as required by law. The administrator and board may mutually agree to terminate the administrator's contract.

It is the responsibility of the superintendent to create a contract for each administrative position. The board may issue temporary and nonrenewable contracts in accordance with law.

Administrators who wish to resign, to be released from a contract, or to retire, must comply with applicable law and board policies.

Legal Reference: Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994).
Cook v Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980).
Board of Education of Fort Madison Community School District v Youel, 282 N.W. 2d 677 (Iowa 1979).
Briggs v Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979).
Iowa Code § 279.
281 I.A.C. 12.4.

Cross Reference: 303 Administrative Employees

Approved 3-15-10

Reviewed 7-24-17

Revised 8-14-17

ADMINISTRATOR SALARY AND OTHER COMPENSATION

The board has complete discretion to set the salary of the administrators. It is the responsibility of the board to set the salary and benefits of the administrators at a level that will include consideration of, but not be limited to, the economic condition of the school district and the training, experience, skill, and demonstrated competence of the administrators. The salary will be set at the beginning of each contract period.

In addition to the salary and benefits agreed upon, the administrator's actual and necessary expenses will be paid by the school district when the administrator is performing work-related duties. The board will approve the payment of other benefits or compensation over and above the administrator's contract. Approval of other benefits or items of an administrator's compensation will be included in the records of the board in accordance with board policy.

Legal Reference: Iowa Code § 279.21 (2003).
1984 Op. Att'y Gen. 47.

Cross Reference: 303 Administrative Employees

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR EVALUATION

The superintendent will conduct an ongoing process of evaluating the administrators on their skills, abilities, and competence. At a minimum, the superintendent will formally evaluate the administrators annually. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, student learning goals of the school district are met, promote growth in effective administrative leadership for the school district, clarify the administrator's role as defined by the board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description. The superintendent, after receiving input from the administrators, will present the formal evaluation instrument to the board for approval.

The formal evaluation will also include an opportunity for the administrator and the superintendent to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

It is the responsibility of the superintendent to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Legal Reference: Iowa Code §§ 279.8, .21-.23A (2003).
281 I.A.C. 12.3(4).

Cross Reference: 303 Administrative Employees

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR PROFESSIONAL DEVELOPMENT

The board encourages the administrators to continue their professional growth by becoming involved in professional organizations, attending conferences, continuing their education, and participating in other professional activities.

It is the responsibility of the administrators to arrange their schedules in order to attend various conferences and events in which they are involved. Prior to attendance at an event, the administrator must receive approval from the superintendent. In the case where overnight travel or unusual expense is involved, the superintendent will bring it to the attention of the board prior to the administrator attending the event.

The administrator will report to the superintendent after an event.

Legal Reference: Iowa Code § 279.8 (2003).
281 I.A.C. 12.7.

Cross Reference: 302.6 Superintendent Professional Development
401.7 Employee Travel Compensation

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR CIVIC ACTIVITIES

The board encourages the administrators to be involved in the school district community by belonging to community organizations, and by attending and participating in school district community activities.

It is the responsibility of the administrators to become involved in school district community activities and events. The board may include a lump sum amount as part of the administrator's compensation to be used specifically for paying the annual fees of the administrator for school district community activities and events if, in the board's judgment, the administrator's participation will further the public purpose of promoting and deriving support for the school district and public education in general. It is within the discretion of the board to pay annual fees for professional organizations and activities.

NOTE: School district can only expend funds for public purposes. School districts that pay the annual fees or dues for civic activities should document why the expense is a legitimate expenditure.

Legal Reference: Iowa Code § 279.8 (2003).
1990 Op. Att'y Gen. 79.

Cross Reference: 302.7 Superintendent Civic Activities

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2003).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved 3/15/10

Reviewed _____

Revised _____

ADMINISTRATOR CONSULTING/OUTSIDE EMPLOYMENT

An administrative position is considered full-time employment. The board expects administrators to give the responsibilities of their positions in the school district precedence over other employment. An administrator may accept consulting or outside employment for pay as long as, in the judgment of the board and the superintendent, the work is conducted on the administrator's personal time and it does not interfere with the performance of the administrative duties contracted by the board.

The board reserves the right, however, to request the administrator cease the outside employment as a condition of continued employment. The board will give the administrator thirty days notice to cease outside employment.

Legal Reference: Iowa Code §§ 279.8, .21 (2003).

Cross Reference: 303.3 Administrator Contract and Contract Nonrenewal
303.5 Administrator Duties

Approved 3/15/10

Reviewed _____

Revised _____

HAMBURG COMMUNITY SCHOOL DISTRICT
LICENSED ADMINISTRATOR EARLY RETIREMENT INCENTIVE PLAN
2014-2015

1. PURPOSE

It is the expressed intent of the Hamburg Community School District Board of Directors, through this policy, to acknowledge licensed administrators who have provided years of service to the District by offering them a voluntary early retirement incentive subject to the terms and conditions set out in this policy. Further, it is the intent of the Board to provide this incentive for the 2014-2015 school year with the express understanding that the Board may or may not offer an additional early retirement plan in the future. Employees who are eligible for early retirement under the terms of this policy and who wish to apply for incentives must do so no later than 4:00 p.m. on February 2, 2015, if seeking early retirement effective June 30, 2015.

2. STATEMENT OF NON-DISCRIMINATION

The School District will not discriminate against any employee on the basis of age, gender, gender identity, sex, sexual orientation, race, color, creed, religion, national origin, marital status, socioeconomic status or disability through the application or administration of this plan.

3. ELIGIBILITY

A licensed administrative employee (employee issued a 279 Contract) is eligible for early retirement if the employee:

- a. is at least 55 years old at the time of retirement.
- b. has worked for at least 10 consecutive and continuous years at Hamburg Community School District.
- c. is actively and full-time (1.0 FTE) employed during the last fiscal year prior to early retirement.
- d. submits an application and notifies the Board as provided by this Plan, not later than, 4:00 p.m. on February 2, 2015, if seeking early retirement effective June 30, 2015.
- e. submits a resignation from employment with the School District effective not later than June 30, 2015.
- f. has not received a notice concerning termination of the employee's contract, unless the notice is based upon reasons which are related to staff reduction.
- g. has not previously received early retirement incentives from the School District.
- h. is not on an extended unpaid leave of absence for disciplinary reasons or pending termination.**

4. DEFINITION OF TERMS

- a. Years of service – All years used to establish eligibility must be consecutive and continuous years, with no year of service being less than 1.0 FTE.
- b. Continuous Employment - Continuous employment must be without any voluntary interruptions of service. Absences due to reductions in force or due to approved leaves will not constitute a voluntary interruption in service, unless the absence or leave exceeds twenty-four (24) consecutive months in length. However, the period of time during which an employee is absent due to a reduction in force or due to approved leaves will not be counted for purposes of determining the minimum length of service required to establish eligibility.
- c. Licensed administrative employee - A licensed administrative employee is an employee who works a minimum of ten months or more each fiscal year.

5. APPLICATION

- a. The date of retirement for eligible employees will generally be the end of a school/contract term (June 30, 2015). However, another date may be agreed upon by the eligible employee and Superintendent and, subsequently, approved by the Board.
- b. Application materials must include the following forms:
 - i. Resignation and Request for Retirement
 - ii. Designation of Beneficiary Form
 - iii. Release of Claims Form
 - iv. Agreement Not to Reapply for Employment. This Agreement does not prohibit the School District from offering employment to the employee in the future.
- c. All application materials must be received by the Superintendent not later than 4:00 p.m. on February 2, 2015, if seeking early retirement effective June 30, 2015.
- d. An employee's application for early retirement incentives is not, in itself, a resignation of a contract with the School District nor does it require the Board to accept the application. However, acceptance by the Board of an employee's application for early retirement will be considered a voluntary resignation and termination of employee's continuing contract. If the Board does not accept the employee's application, the employee's contract will continue in effect.

6. POLICY IMPLEMENTATION

This policy will be implemented for a given period of time, only after formal Board approval. The Board of Directors has complete discretion to offer or not to offer an early retirement plan for employees each year and to determine to what extent such benefits may be funded if offered. Employees who are eligible may apply immediately following the Board's adoption of this plan.

VOLUNTARY EARLY RETIREMENT INCENTIVES

a. Basic Terms

- i. Early retirement incentives are offered as an inducement to, and consequence of, retirement and are not to be construed as a continuation of salary.
- ii. In the event of death of the employee after July 1, 2015 (for employees retiring on June 30, 2015), but prior to payment of the incentive by the School District, any balance shall be paid to the employee's designated beneficiary or estate. The School District shall not make any cash incentive payment if the employee dies before July 1, 2015, respectively, even though the early retirement may have been approved.
- iii. As provided by Iowa Code Section 509A.13, an eligible employee who participates in the early retirement plan and who participated as of June 30, 2015, in the District's group health insurance plan, may continue to participate in the District's group plan, at the employee's expense, to the extent consistent with state **and federal** law. Continued participation will require the employee to submit payments for his/her monthly premiums in advance to the School District according to School District requirements. The employee may only continue to participate as long as it is allowed by the School District, its group plan and insurance carrier and/or until the employee dies or becomes eligible for Medicare for any reason (regardless of whether the employee actually applies for Medicare coverage).
- iv. Nothing herein shall limit the School District's ability to change the terms of its existing health and major medical insurance plan. This plan in no way guarantees that a participating employee will be provided any certain level of benefits during the time of the employee's participation in the insurance benefits portion of the early retirement program.

b. Incentive

Licensed Administrative Staff: The School District will provide an eligible administrative employee with an Early Retirement Incentive that is calculated as follows:

- ◆ Calculate the rate which is 50% of the employee's salary for the employee's last years of employment (2014-2015) with the District excluding; extra-duty pay, supplemental funds, negotiated flat fee amounts, and extra-curricular pay as stated on the employee's contract with the District.

c. Incentive Payment:

The incentive shall be paid in six (6) semi-annual installments beginning on July 1, 2015, toward a district arranged tax deferred Health Reimbursement Account (HRA) plan. This plan allows contribution to a Health Reimbursement Account (HRA). The proceeds of the HRA may be used to pay for qualified medical expenses and/or health insurance premiums. Employees are encouraged to consult their tax advisors and financial advisors regarding the allocations of these benefits.

7. NO VESTING/RIGHT TO AMEND OR REVOKE

The adoption of this Early Retirement Plan shall not vest any right in any employee whether or not the employee is currently eligible for early retirement. The Board shall have the complete discretion to amend or repeal this plan or any provisions thereof at any time with or without notice and shall not be obligated to provide any incentives to any employee after the date of such amendment or repeal, except to those employees whose early retirement pursuant to this plan has commenced prior to amendment or repeal.

8. TERMINATION

Employees who are eligible for early retirement under the terms of this policy and who wish to apply for incentives must do so no later than February 2, 2015, if seeking early retirement effective June 30, 2015. Effective February 3, 2015, this plan will no longer be available to employees, and this plan shall terminate on June 30, 2015. Notwithstanding the termination of this plan, employees who are granted incentives pursuant to this plan will continue to receive such incentives as set forth herein.

9. CONFLICT/SEVERABILITY

Should any portion of this policy be in conflict with state or federal rules, regulations or laws, that portion of the policy shall be invalid and all other portions remain in full force and effect. Any decision by the Board to waive a requirement or condition which is part of this policy shall not establish any precedent with regard to future requests for a waiver.

10. INDEPENDENT ADVICE

Employees are advised to seek independent advice with regard to tax or financial consequences associated with any action taken by them under this plan.

11. PLAN INTERPRETATION

The Board is the final arbiter of all questions of interpretation under this plan, including but not limited to, questions of eligibility or incentive calculations.

Adoption 12/15/2014

Review 12/15/2014

Revision 01/19/2015

Legal References: Iowa Code §279.46.

EXHIBIT A

RESIGNATION AND REQUEST FOR EARLY RETIREMENT

I, _____, born on _____, hereby submit my resignation to the Board of Directors of the Hamburg Community School District and request the licensed administrator early retirement incentive package offered to employees in the Hamburg Community School District with payout. This resignation is subject to the acceptance of my application for early retirement incentives.

I commenced continuous service in the Hamburg Community School District, or one of its predecessor school districts, on _____ and I am _ years old, thereby meeting the policy requirements.

Print Full Name _____

Signed _____ Date _____

The resignation and request for early retirement was accepted by the Board of Directors on the _____ day of _____, 20__, by action as noted in the minutes of the Board.

Secretary of Board of Directors
Hamburg Community School District

EXHIBIT B

RELEASE

Hamburg Community School District (the "School District") and _____
_____ ("Employee") agree as follows:

1. In consideration of the incentives to be provided to the Employee in accordance with the Early Retirement Plan, Employee agrees to immediately sign and submit a letter of resignation to be effective on _____, 20__.
2. Employee is advised that the Employee has the right to consult with an attorney prior to signing this Agreement.
3. Employee hereby releases and discharges the School District, the Board of Directors of the School District, and any and all officers, employees, representatives or agents of the School District from any and all liability whatsoever including, but not limited to, claims under the Federal Age Discrimination and Employment Act as well as all other claims, demands, or causes of action which the Employee has or may ever claim to have by reason of the Employee's employment with the School District and the termination of the Employee's employment relationship with the School District.
4. Employee agrees that this Agreement is entered into freely and voluntarily and solely in reliance upon the Employee's own knowledge, belief and judgment and not upon representations made by the School District or others on its behalf.

Hamburg Community School District

By: _____

(Employee)

Date: _____

Date: _____

Witness

Witness

Date: _____

Date: _____

EXHIBIT C

DESIGNATION OF BENEFICIARY

If the Board approves my application for early retirement incentives and I die before I receive the incentives provided by the Early Retirement Policy, I direct the Board to make this payment to:

(Name of Beneficiary)

Print Full Name _____

Signed _____ Date _____

EXHIBIT D

AGREEMENT NOT TO SEEK RE-EMPLOYMENT

In consideration of the incentives that will be provided to me by the Hamburg Community School District through its Early Retirement Plan, I hereby agree not to apply for or seek employment with the Hamburg Community School District at any time in the future. It is understood that this Agreement shall not prevent the Hamburg Community School District from offering employment at any time in the future if it so chooses.

Print Full Name _____

Signed _____

Date _____

Witness _____

Date _____

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Approved 3/15/10

Reviewed _____

Revised _____

DEVELOPMENT AND ENFORCEMENT OF ADMINISTRATIVE REGULATIONS

Administrative regulations may be necessary to implement board policy. It is the responsibility of the superintendent to develop administrative regulations.

In developing the administrative regulations, the superintendent may consult with administrators or others likely to be affected by the regulations. Once the regulations are developed, employees, students and other members of the school district community will be informed in a manner determined by the superintendent.

The board will be kept informed of the administrative regulations utilized and their revisions. The board may review and recommend change of administrative regulations prior to their use in the school district if they are contrary to the intent of board policy.

It is the responsibility of the superintendent to enforce administrative regulations.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 209 Board of Directors' Management Procedures
304.2 Monitoring of Administrative Regulations

Approved 3/15/10

Reviewed _____

Revised _____

MONITORING OF ADMINISTRATIVE REGULATIONS

The administrative regulations will be monitored and revised when necessary. It is the responsibility of the superintendent to monitor and revise the administrative regulations.

The superintendent may rely on the board, administrators, employees, students, and other members of the school district community to inform the superintendent about the effect of and possible changes in the administrative regulations.

Legal Reference: Iowa Code §§ 279.8, .20 (2003).

Cross Reference: 209 Board of Directors' Management Procedures
304.1 Development and Enforcement of Administrative Regulations

Approved 3/15/10

Reviewed _____

Revised _____

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304.1 Development and Enforcement of Administrative Regulations

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ADMINISTRATOR CODE OF ETHICS

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the board, will be grounds for discipline up to, and including, discharge.

The professional school administrator:

- Upholds the honor and dignity of the profession in actions and relations with students, colleagues, board members and the public;
- Obeys local, state and national laws; holds to high ethical and moral standards; and gives loyalty to this country and to the cause of democracy and liberty;
- Accepts the responsibility to master and contribute to the growing body of specialized knowledge, concepts, and skills which characterize school administration as a profession;
- Strives to provide the finest possible educational experiences and opportunities to the members of the school district community;
- Seeks to preserve and enhance the prestige and status of the profession when applying for a position or entering into contractual agreements;
- Carries out in good faith the policies duly adopted by the local board and the regulations of state authorities and renders professional service;
- Disallows consideration of private gain or personal economic interest to affect the discharge of professional responsibilities;
- Recognizes public schools are the public's business and seeks to keep the public informed about their schools; and,
- Supports and practices the management team concept.

Legal Reference: Iowa Code § 279.8 (2003).
282 I.A.C. 13.

Cross Reference: 404 Employee Conduct and Appearance

Approved 3/15/10

Reviewed _____

Revised _____

SUCCESSION OF AUTHORITY TO THE SUPERINTENDENT

In the absence of the superintendent, it is the responsibility of the other administrators to assume the superintendent's duties. The succession of authority to the superintendent is in this order: secondary principal, elementary principal, and counselor.

If the absence of the superintendent is temporary, the successor will assume only those duties and responsibilities of the superintendent that require immediate action. If the board determines the absence of the superintendent will be a lengthy one, the board will appoint an acting superintendent to assume the responsibilities of the superintendent. The successor will assume the duties when the successor learns of the superintendent's absence or when assigned by the superintendent or the board.

References to "superintendent" in this policy manual will mean the "superintendent or the superintendent's designee" unless otherwise stated in the board policy.

Legal Reference: Iowa Code § 279.8 (2003).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 3/15/10

Reviewed _____

Revised _____

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Legal Reference: Iowa Code § 279.8 (2003).
281 I.A.C. 12.4(4).

Cross Reference: 302 Superintendent

Approved 3/15/10

Reviewed _____

Revised _____

COMMUNICATION CHANNELS

Questions and problems are resolved at the lowest organizational level nearest to the complaint. School employees are responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community will confer with a licensed employee and then with the principal on questions and concerns.

If resolution is not possible by any of the above, individuals may bring it to the attention of the superintendent within 5 school days of their discussion with the principal. If there is no resolution or plan for resolution by the superintendent within 5 school days of the individual's discussion with the superintendent, the individual may ask to have the question or problem placed on the board agenda.

It will first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

Legal Reference: Iowa Code § 279.8 (2003).

Cross Reference: 213 Public Participation in Board Meetings
213.1R1 General Complaints by Citizens
401.4 Employee Complaints
502.4 Student Complaints and Grievances
504.3 Student Publications

Approved 3/15/10

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