

# **GMG**

## **COMMUNITY SCHOOL DISTRICT WIDE HANDBOOK 2019 - 2020**

*This is not a contract.*

2019-2020

GMG Community School District Wide Handbook

**GMG COMMUNITY SCHOOL  
DISTRICT WIDE HANDBOOK  
2019-2020 SCHOOL YEAR**

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## **GMG Mission Statement**

The GMG Community School District will develop high achieving learners who demonstrate responsibility, citizenship, and capacity for change so they will make a commitment and positive contribution to a global society.

## Statements of Belief

- Positive attitudes make the difference.
- Learning is our primary purpose.
- Educational decisions must focus on student learning.
- Students, along with parents/guardians, must share in the responsibility for their own learning through developing a desire, love and curiosity for learning.
- Students must possess basic skills to develop responsibility, citizenship, and a capacity for change.
- The GMG Community School must have clear visions for future needs.
- School environment must provide high expectations with all striving for excellence.
- GMG will utilize involved and informed community members.
- The school staff and school board must provide and demonstrate responsible citizenship.
- Clear visions and positive attitudes make the difference.
- A caring, safe and respectful environment for each person promotes a positive learning climate.

## District Goals

- Goal A:** To develop and maintain an attitude that learning is a lifelong commitment.
- Goal B:** To assure all students will learn to their maximum potential, given the appropriate time, support and basic health needs.
- Goal C:** To promote self-respect, respect for others, and pride in GMG.
- Goal D:** To assure staff is given the time and support necessary to meet students' needs.
- Goal E:** To assure the future direction of the GMG Community School District is the shared vision developed by students, parents, board members, staff and community members.
- Goal F:** To provide our students technological preparation for the future.
- Goal G:** To develop curriculum and assessment that will enhance student learning.
- Goal H:** To assure students develop a personal goal setting process.

## Multi-cultural & Gender Fair Education Opportunity

Notice of Nondiscrimination: It is the policy of the GMG Community School District not to 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 Equity Coordinator, Chris Frimml, Principal, 1710 Wallace Ave, Green Mountain, IA. 641-474-2251. [cfrimml@gmgschools.org](mailto:cfrimml@gmgschools.org) For further guidance, visit the Iowa Department of Education website.

## Homeless Children

All school age children are entitled to a free, appropriate public education and all necessary support services and assistance including but not limited to:

Compensatory education	Programs for talented and gifted pupils	Special education
English as a second language	School Transportation	Health service
Vocational courses or programs	Food and Nutrition programs	

These services and assistance are provided to homeless pupils on the same basis as services provided to resident pupils. Homeless children are strongly encouraged to enroll and attend GMG Community Schools.

### **Liaison for the homeless:**

Ben Petty  
GMG Community School District  
1710 Wallace Avenue  
Green Mountain, Iowa 50632  
Telephone (641) 474-2254

### **Contact persons:**

Chris Frimml  
GMG Elementary School  
1710 Wallace Avenue  
Green Mountain, IA 50632  
641-474-2251

Nathan Kleinmeyer  
GMG Secondary School  
306 Park Street  
Garwin, IA 50632  
641-499-2005

## Introduction

It is the responsibility of every teacher in our system to encourage students to do their best at all times. We should show kindness and readiness to help all students and compliment students on work well performed. Advertising the school can best be done by its satisfied customer.

Being a member of our school system makes you a member of our community. It is our hope that you will take an active part in our school and community affairs. Your presence is appreciated at school functions.

It is our responsibility to keep the community informed of our activities and to encourage participation so that lay members of the community have a better understanding of the activities and responsibilities of the school. Communicating what we are doing, how students are progressing, and how parents can provide support for their child and school becomes more difficult, but equally important.

This handbook contains many of the policies, practices, and procedures of our school. It is based on the School Board Policy Manual, but also has many practices and information that are necessary for the day-to-day operation of the school.

We have tried to make it as practical as possible. We hope it will answer many of your questions and that you will refer to it during the year.

Information distributed the first day of faculty in-service should contain the materials needed throughout the year. As you have questions, concerns, and comments, please contact the building principal.

### **GMG Board of Education**

Bill Backoff  
Kyle Hall  
Randy Sienknecht

Stephanie DeSchamp  
Nathan Holven

Doug Dieleman  
Ann Jackson

### **Administration**

Ben Petty - Superintendent  
Nathan Kleinmeyer - Secondary Principal

Chris Frimml - PreK-6 Principal  
Katie Mathern - Business Manager

### **Central Office Staff**

Marcia Stamp - Administrative Assistant

Dan Lastovka - K-12 Technology

### **Certified Staff Secondary Building**

Adam Anthony	Secondary Social Studies, Head Football Coach, and Head Track Coach
Katilyn Barnes	Secondary English, Assist. Junior High Volleyball Coach, and Head Softball Coach
Jennifer Boerm	Secondary Resource Room, 8th Grade Class Sponsor, and TLC Model Teacher
Jonathon Dieken	Secondary Special Education, Freshman Class Sponsor, Head Baseball Coach, and Jr. High Boys' Basketball
Katy Fleming	High School Business Education, Junior Class Sponsor, Drama/Fall Play, Drama/Spring Musical, and Yearbook
Jaimie Gargas	Secondary Language Arts, Junior High and Senior High Student Council Sponsor, Speech Coach, and Senior Class Sponsor
Malaina Gerke	Secondary Social Studies, Cheerleading Coach, National Honor Society Sponsor, and Sophomore Class Sponsor
Karsen Houck	Secondary Mathematics, Cheerleading Coach, Head Junior High Volleyball Coach, and Assistant Softball Coach
Joe Ilingworth Dan Lastovka	Physical Education and 7th Grade Class Sponsor 7-12 Instrumental Music, Instrumental Music Extra-Curricular, Fall Play, and 35-Day Technology Extended Contract
Erin Murty Donna Needham Eulalia Pena	Agricultural Science .5 FTE and FFA Sponsor Secondary Family Consumer Science and Health Instructor Secondary Spanish

Jon Reed	TLC Leader Teacher, Activities Director, Head Track Coach, Head Junior High Football Coach, and 7th Grade Class Sponsor
Ashley Rodgers	Secondary Mathematics, District Leadership Team Member, and Freshman Class Sponsor
Andrea Samek	Secondary Language Arts and Social Studies
Brett Moews	Secondary Science
Samuel Speas	Secondary Guidance, GMG Leadership Development Facilitator, and 8-Day Guidance Extended Contract
Mike Spurlin	Industrial Technology, Secondary Industrial Arts, 10-Day Vocational Extended Contract, Junior Class Sponsor, STEM Coach, Head High School Boys' and Girls' Golf Coach, and District Leadership Team Member
Susan Strohbahn	Junior High Language Teacher, TLC Model Teacher, and Senior Class Sponsor
Jeff Teske	Secondary Science and Sophomore Class Sponsor

### **Certified Staff Shared Between Buildings**

Leslie Gartin	K-6 Vocal Music and K-12 TAG K-12 Media Specialist and 5-Day Extended Contract
Sheryl Mullikin	Secondary Vocal Music, Vocal Music Extra-Curricular, and 5-6 Instrumental Music
Desiree Mullikin	K-12 Art, 8 <sup>th</sup> Grade Class Sponsor, and Art Club
Joe Doyan	School Nurse Art

### **Certified Staff Elementary Building**

Adam Bauder	K-6 Physical Education, Keyboarding, and Head Volleyball Coach
Jay Beichley	Sixth Grade, Jr. High/High School Cross-Country Coach, Drivers' Education Instructor, Head Junior High Girls' Track Coach, and Assistant Jr. High Boys' Basketball Coach
Megan Bowden	Shared Elementary School Counselor
Stacey Busch	Literacy Coach, TLC Leader Teacher
Casey Faircloth	Fourth Grade
Amy Henze	Kindergarten and District Leadership Team Member
Melissa Huey	First Grade
Rachael Kopriva	Second Grade
Darlene Koster	Kindergarten
Keith Krier	K-6 Special Education .50 FTE, K-6 At Risk .50 FTE
Wendy Lang	K-6 Special Education
Timothy Logemann	Sixth Grade
Tami McLean	Title I/Remedial Reading and ES2
Jessica Messerli	Fifth Grade
Kaitlyn Nichols	Second Grade
Lauren Ouderkirk	Third Grade
Lacy Rose	Pre-school, Early Childhood Special Education
Luann Slingsluff	First Grade
Shelli Taylor	Fifth Grade and TLC Model Teacher
Rajeen Tonner	Fourth Grade and Elementary Success Coach
Kris Wurr	Third Grade

## **Educational Support Staff**

Secretaries	<b><u>Secondary Building</u></b> Pam Nichols	<b><u>Elementary Building</u></b> Kerry Gill	
Nutrition	Linda Gummert Patty Dillingham Braulia Valladares	Jennifer Purvis Diane Karr Barbara Smith	
Custodians	<b><u>Secondary Building</u></b> Loren Shetler Jane Jordebreck	<b><u>Elementary Building</u></b> Stan Miller Jose Hernandez	
Teachers' Aide	Kim Drew Andrea Duncan Brenda Fleming Jay Freese	Janet Arends Marisa Carlson Kari Hornberg Autumn Sash Julie Stahl Amanda Weeks Amber Harrington Ashley Morales	Tammy Burt Jhona Lyn Gallo Angela Reed Shari Smith Peggy Stonewall Diane Karr Nancy Schoborg

## **District Wide**

Food Service Director	Patty Dillingham		
Transportation/ Buildings & Grounds	Curt Bacon		
Bus Drivers	Chris Lewis Peggy Stonewall LeAnn Wilkerson		
Child Care	Tammy Burt	Jennifer Purvis	Julie Stahl

## **Positions Open**

Updated on the school website

## **Provisions for all Employees**

Employees shall become familiar with all provisions of faculty handbooks, student handbooks, and other rules and regulations of the school district.

## **Board Policy**

All staff members will be responsible for adhering to and administering board policy as it relates to their duties. Copies of board policy are available in the main office, each principal's office, and superintendent's office.

## **Professional and Non-Professional Management's Rights**

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 limitations 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 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 provision of law, to determine their qualifications, conditions of their continued employment or dismissal, demotion and promotion, and transfer of all employees.
3. To establish grades and courses of instruction, including special programs. To provide for athletic, recreational, and social events for all students as deemed necessary or advisable by the Board.

NOTE: All forms in this packet are subject to change from time to time and year to year, so please keep these on file for reference and return the packet to the office at the close of the school year.

### **Teacher Certification**

Valid teaching certificates must be registered in the main office before any salary payment can be made. Updating of certification is a condition of continued employment.

### **Hours of Attendance**

Hours of attendance for all teaching personnel will be 8:00 AM to 4:00 PM. If not assigned duty during the noon period, teachers may leave the school grounds.

If it is necessary to leave school in the afternoon before 4:00 PM, teachers must make arrangements to do so through the principal. Teachers are required to check with the building principal prior to leaving school during work hours.

To provide a consistent policy throughout the districts, the following procedures will be used during the school year.

1. If a staff member must be absent from school from 8:25 AM - 3:25 PM, that staff member must use some type of leave. The leave type will depend on the reason for absence. The length of the leave time will depend on the following:
  - a. If a substitute is needed, the leave must be at least one half day.
  - b. If there are no assignment responsibilities for the time absent, or another staff member takes assignment responsibilities, the leave may be a minimum of 1/4 day.
2. If a staff member must be late (8:00 AM - 8:32 AM), or leave early (3:25 PM - 4:00 PM), time should be made up that day or the next by coming early or staying late. Personal business should be handled after 4:00 PM.

### **Teacher Organizations**

Teachers may join the ISEA and the GMG Education Association. Local association members will provide this information. If you desire joining associations in your major field we will help in obtaining information if you desire.

### **Payroll Information**

Payday is generally the 20th of each month. All expenses for which you wish to be paid or reimbursed in a given month must be submitted to the board secretary by the first Friday of each month.

### **Staff Development and In-Service Schedule**

With the added demands placed on schools and staff today, the GMG District has adopted a plan for teacher in-service and staff development.

**Staff Development:** GMG will have Staff Development activities on the following dates: August 20, 21, and 22, October 12, November 12, January 21, February 11, and May 24. These will be full day staff development days.

**In-service:** We will be dismissing school at 2:20 PM on August 23 and each Wednesday of this school year. This time will be used to update teachers on the many required training programs placed on schools.

This will include activities such as: Right to Know Training, Child Abuse Information, Asbestos Training, Special Education Needs, Multi-Cultured Gender Fair, Talented and Gifted Needs, writing standards, benchmarks and assessments etc.

### **GMG Anti-Bullying/Harassment Policy**

The GMG Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity. See GMG Policy 104 for more information.

### **Student Records**

Persons Authorized to Review Student Records:

- |                         |   |                          |
|-------------------------|---|--------------------------|
| 1. Superintendent       | 7. Director of Special Education        | 13. Hearing Clinician    |
| 2. Principal            | 8. Assistant Director of Special Ed.    | 14. School Social Worker |
| 3. Assigned Secretaries | 9. Work Experience Instructors          | 15. Parents              |
| 4. Child's Psychologist | 10. Vocational Rehabilitation Counselor | 16. Counselor            |
| 5. Child's Teachers     | 11. Others specified by the LEA Adm.    |                          |
| 6. Speech Clinician     | 12. Nurse (Health issues only)          |                          |

Persons not authorized to review student records:

- |                             |                      |                          |
|-----------------------------|----------------------|--------------------------|
| 1. Custodian                | 3. Practice Teachers | 5. Teachers Not Assigned |
| 2. Secretaries Not Assigned | 4. Interns           | 6. Aide                  |

### **Late Start and Early Dismissal**

When school starts late or dismisses early due to inclement weather, staff members will be expected to work the normal contract hours. In situations where road conditions are dangerous for individual travel, teachers will be informed that they do not have to work regular hours. When school starts late, staff members will be informed if they are to arrive at school at the regular time, otherwise they will use the same delay as scheduled for students.

School may run late or dismiss miss early because we feel it may be too dangerous to put buses and young drivers on the road. Even when this happens, other business and organizations expect staff to attend. It would seem reasonable for teachers to attend work as other individuals in the work force.

Obviously, it is always to the discretion of staff if road and weather conditions are appropriate for their individual situations. Types of leaves that would be used in these situations need to be discussed with your building principal.

### **Expenses Reimbursement**

Travel Expenses: Whenever the school car is not available, and a teacher attends meetings, conferences, or other travel required by the school, the teacher will be reimbursed at a rate set by board policy. For attendance at meetings, conferences, or other travel requested by the teacher, the

superintendent may authorize a travel allowance equal to the rate set by board policy if the superintendent feels that the teacher's travel will significantly benefit the school. The superintendent shall have the discretion to limit the number of vehicles for which travel will be paid for each meeting or request. The superintendent shall have discretion to contribute to a registration fee for the meeting or conference.

Employee Organization Membership: The GMG School District will pay the membership dues for any employee's professional organization if one or both of the following exist:

1. Employee membership is required to allow student participation in organization activities or events.
2. Employee membership is required to allow student recognition by organization.

The district reserves the right to determine district interest in organizations' activities or recognition programs.

Other Expenses: The GMG School District will pay the following employee expenses when incurred by an employee while accompanying students to activities or attending an approved staff development activity or organization meeting:

1. Parking fees
2. Meals, if overnight
3. Meeting Materials

### **Physical Exam**

The Board shall pay up to fifty dollars (\$50.00) toward any physical examination charge that is not covered by insurance, when the physical is required by law or the regulations of the Department of Education.

### **Salary Schedule**

Current salary schedules are included in the master contract and are included in the teacher's handbook.

### **Paid Holidays**

The following holidays are days off with pay for all certified personnel, if the holiday falls within one's contract year: Labor Day, Thanksgiving, Christmas, New Year's Day, Memorial Day, and July 4th.

### **Insurance**

Group health and accident insurance premiums may be deducted from the salaries of certified personnel. The school district may contribute to the amount of the premium. The amount of insurance toward which the school district shall contribute shall be determined and approved by the Board of Directors.

### **Payroll Deductions**

Payroll deductions are authorized for withholding taxes, IPERS, FICA, Tax Sheltered Annuities, Section 128 for medical insurance, Section 125 for medical expenses and childcare, and other insurance programs.

### **Absences Without Loss of Pay**

Absences without loss of pay will be granted for the following:

1. Sick leave, bereavement leave and professional leave provisions of board policy.
2. While acting as chaperon for a school sponsored activity.
3. Attending committee work, workshops, meetings or conventions of professional or vocational groups or other school business when approved by the principal.
4. Teachers' Association leave as outlined in the Master Contract.
5. Leaves approved by the administration. These leaves are usually in addition to and are not to be deducted from sick leave accounts.

### **Absences with Loss of Pay**

1. Certain personal leave with loss of 1/192 of contract salary pay may occasionally be granted with prior approval of the principal.
2. Involuntary absences that have not already been covered in this handbook may be excused by the Principal. The employee shall make application to the Principal immediately for excuse of each absence.
3. Absences other than those provided for, or failure to follow the stated regulations, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

### **Maternity Leave**

All policies, rules, and regulations applicable to employees who are granted sick leave shall be applicable to employees applying for maternity leave.

### **Jury Duty**

In the absence of extraordinary circumstances, school employees may be excused for jury duty. In order that no one shall suffer financial loss because of such absence, the difference between his/her normal salary and the compensation of jury duty shall be paid.

### **Public Service**

All certified and non-certified personnel may engage in public service activities unless such activity directly infringes upon the employee's service to the school district.

### **Master Contract**

All parts of the 2019-2020 Master Contract are part of the teachers' handbook. Any part of the Master Contract that replaces, or is contrary to this handbook, shall replace that portion of this handbook.

### **Sick Leave and Personal Leave**

Please refer to the 2019-2020 Master Contract.

### **Professional Growth**

Teachers shall be required to meet the standards of professional growth required by the law of the State of Iowa, the rules of the Department of Education, and GMG Community School.

### **Retirement**

Please refer to the Board Policy Manual.

### **Reduction, Demotion, and Alignment of Staff**

Please refer to the 2019-2020 Master Contract.

### **Staff Evaluation**

Please refer to the 2019-2020 Master Contract.

## **Grievance Procedures**

Please refer to the 2019-2020 Master Contract.

## **Employee Complaints**

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons.

## **School Calendar**

The calendar in the central office is the “official” calendar. All events must be recorded on this calendar. Please schedule your event with the principal, who will be responsible for scheduling the event on the master calendar. It will be advantageous to schedule events as soon as possible.

## **Use of Physical Force**

Teachers are reminded not to use physical force against students unless it is necessary to use reasonable force to prevent that student from hurting him/herself, hurting others, damaging property, or to maintain control of the class. Although Iowa law and board policy do not prohibit the use of reasonable physical force, it is the recommendation of the administration that staff members do not make physical contact with students. Corporal punishment is illegal by Iowa law and board policy.

Code 480 of the school board policy book concerning suspension of employees provides the following administrative alternatives if it is determined that a teacher has used unreasonable physical force:

1. Verbal reprimand
2. Written reprimand
3. Suspension with or without pay
4. Termination of employment

## **Managing Fee Waiver Information**

Information relating to fee waiver eligibility will be made available to school personnel on a “need know basis.” In most cases, this will only be office personnel and school administrators.

Regular fees that may be waived and paid in the building office are as follows:

Book Rent	Drivers’ Education	Book Fees for College Courses
Activity Fee	Free and Reduced Lunch	

Some fees are not set at the start of the year or are not a standard amount. These fees will have to be handled differently. These are likely to include lab fees, class project fees, if the project is the basic requirement, and instrument rent. These fees will be handled as follows:

The teacher will turn a list of students and the amount owed to the office. The teacher will need to indicate if the fee is a “basic part of instruction fee” or a student selected project that is not waived. All teachers that offer projects and activities that are “other than the basic requirement,” are encouraged to carefully explain the decisions students will be making and whether the materials and supplies can be waived or must be paid by students. “Basic projects,” that do not identify students that are eligible for fee waiver, are essential to maintaining confidentiality. This should be done in such a way that even the teacher would not know if the student has fees waived. Office personnel will determine all fee waiver information and collect and receipt all funds.

Of special concern is the handling of field trip fee waivers. Building principals will develop field trip permission forms that allow parents to identify and select the regular field trip price, the partial waiver field trip price, or full waiver of field trip fees. All money and permission forms should be returned to the office, with office personnel determining all fee waiver information and collecting and receipting all funds. Office personnel will inform staff of which students have permission to attend. Information relating to whether fees have been paid will not be communicated to teachers. Building principals will be responsible for dealing with individual parents when there is a concern about “ability to pay.”

## **Student Assessment For 2019-2020**

<u>Record Assessment Strategy Kept?</u>	<u>Who Sees Results?</u>
1. Language Arts/Reading (Yes) alternative assessment (K-2)	Teacher/Specials/ Family/Guidance
2. Iowa Test of Basic Skills (Yes) Grades 3 through 8	Specials/Family/ Teacher/Guidance
3. Classroom Activities (Yes) (daily work, projects, test, quizzes, rubrics, misc.) (Sample file/Not portfolio)	Teacher/Family From samples collected and dated at least Bi-Weekly
4. Iowa Test of Educational (Yes) Development (9-12)	Principal/Family/Teacher/ Specials/Guidance
5. Report Cards (Yes)	Teacher/Family/Guidance
6. Portfolio for reading and writing (Yes). Portfolios to include a rubric to describe each. This will encompass alternative reading assessment for grades 3-6	Teacher/Family/Specials/Guidance
7. Outcome/Objective based assessment (Yes). As Step 5 is reached in the CDRR process, teachers will develop assessments that will directly match the curriculum guide and what is being taught, with identified benchmarks in each curriculum area.	Teacher/Family/Specials/Guidance
8. STAR Reading Testing Assessment (Yes) (Grades K-6) assessment	Teacher/Family/Specials/Guidance
9. MAP Testing (Grades 3-11)	Teacher/Family/Specials/Guidance
10. DIBELS (Grades K-2)	Teacher/Family/Specials/Guidance

### **Special Notes:**

- \* Principals should include a review of ITBS and ITED as part of teacher PIC meetings, evaluation meetings, and regularly schedule staff meetings. Staff should be made aware of more than just the scores.
- \* The administrative team is in the process of reevaluating the direction(s) of student assessment, with the work that will be done on Standards, Benchmarks. Mapping and Frameworks.

## **Individual Education Plan (IEP) Meetings**

All IEP meetings are to be scheduled before 8:30 AM, or after 3:30 PM, unless specifically and independently requested by parents. This is being done to allow the maximum time possible to serve students.

### **Purchasing and Receiving Reports**

1. Requisition
  - a. Completely filled out and signed by person making the request. The requisition must contain complete information.
  - b. Building level principal signs and includes account number or name for the purchase.
    1. Verify budget amount is within line item budget or note exception requested.
  - c. Building secretary sends requisition to central office, only after it has been completed correctly.
2. Purchase Order (P.O.)
  - a. Adm. Assistant verifies all information is completed on P.O.
    1. Name and address of company
    2. Person ordering
    3. Principal's signature
    4. Account name or number
  - b. Adm. Assistant completes P.O. on accounting software
  - c. Superintendent signs P.O.
  - d. Adm. Assistant sends P.O. to vendor
    1. Fax
    2. Email
    3. Mail
  - e. Adm. Assistant attaches requisition and P.O. and send to building secretary.

### **Administrative Committee Assignments**

<u>Superintendent</u>	<u>Secondary Principal</u>	<u>Elementary Principal</u>	<u>Technology Coordinator</u>
Advisory/MCNS/ Drug Free/AA Title 5 Staff Development	Vocational/Industrial STAT Wellness Curriculum(s) Handbook Committee	Early Childhood Title I STAT Curriculum(s) Handbook Committee	Technology

### **Major Responsibilities of Administrators**

Responsibility	Superintendent	Secondary Prin.	Elementary Prin.	Tech Coord.	A.D.
Title V	X				
Title I			X		
Curriculum		X	X		
<u>Staff Development</u>					
Building		X	X		
Technology				X	
Transportation	X		Student Services Only		
Hot Lunch	X		Student Services Only		
Custodian		X	X		
Teacher Supervision/Evaluation		X	X		
Coaches Evaluation					X

<u>Facility Management</u>		
Inside/Outside		X X
Ball fields	X	
MCGF	X	
Drug Free	X	
Equity Coordinator	X	

### **Administrative Report Assignments**

#### Elementary Principal

ESL Achievement	Title I Equipment disposal	Title I Application
Title I Evaluation - Finance	Title I Educational Evaluation	CAR Attendance & Special Info.
Adequate Yearly Progress	Annual Progress Report	
Comprehensive School Improvement Plan		

#### Secondary Principal

CE-4	Drivers Education Report	CAR Attendance & Special Info.
Drop Out	Truancy	Telecommunications
Drug Free	Adequate Yearly Progress	Annual Progress Report
Spring BEDS	Comprehensive School Improvement Plan	

#### Superintendent

Certified Budget	Annual Transportation	Certified Annual Report (CAR)
Asbestos Notification	Hot Lunch Application	Fall BEDS
Enrollment Documents	Survey Lunch Counts	Targeted Small Business Use
TAG Application	Non-Public Transportation	IASB Salary Survey
Special Education Count to AEA	Title 5 Report	Hot Lunch Free & Reduced Verify
Meal Change Survey	Annual Statistical Report	Hot Lunch-Self Monitoring
Competent Private Instruction	R.E.A.P	Outstanding Financial Obligation
Drug Free Report/Application	TAG Report	

**GMG COMMUNITY SCHOOL  
SENIORITY LIST  
SCHOOL YEAR 2019-2020**

The following reflects seniority lists for areas identified in the Master Contract. If you have questions about this information, please contact Katie Mathern by Friday, September 7, 2019

<b>ELEMENTARY</b>			
<b>Elementary Art Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
<b>Elementary Classroom Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
TAMI MCLEAN	1987	08/05/87	33
SHELLI TAYLOR	1991	07/08/91	29
KEITH KRIER	1993	05/08/93	27
DARLENE KOSTER	1994	08/15/94	25
KRIS WURR	1996	07/22/96	24
AMY HENZE	2000	06/11/00	19
RAJEEN TONNER	2005	06/13/05	15
MELISSA HUEY	2005	07/20/05	15
STACEY BUSCH	2007	04/02/07	13
LARAE EDENS	2011	07/21/11	9
LAUREN OUDERKIRK	2013	06/13/13	7
JAY BEICHLEY	2013	07/09/13	7
LUANN SLINGLUFF	2016	04/14/16	4
RACHAEL KOPRIVA	2016	04/15/16	4
CASEY FAIRCLOTH	2016	04/27/16	4
JESSICA MESSERLI	2016	06/16/16	4
<b>Elementary Instrumental Music Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
DAN LASTOVKA	1986	06/26/86	34
SHERYL MULLIKIN	2011	04/26/11	11 (Includes 2 years prior service)
<b>Elementary Media Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
<b>Elementary Physical Education Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
ADAM BAUDER	2015	5/28/15	5
<b>Elementary Reading Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
TAMI MCLEAN	1987	08/05/87	33
<b>Elementary Special Education Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
AMY HENZE	2000	06/11/00	20
KEITH KRIER	1993	05/08/93	27

WENDY LANG	2006	04/03/06	13
<b>Early Childhood Special Education Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
LACY ROSE	2006	04/03/06	14
<b>Elementary Vocal Music Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
LESLIE GARTIN	2016	04/29/16	4
<b>Elementary TAG Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
LESLIE GARTIN	2016	04/29/16	4
<b>Elementary At Risk Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
SUSAN STROHBEHN	1996	08/30/96	24
KEITH KRIER	1993	05/08/93	27
<b>SECONDARY</b>			
<b>Secondary Art Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
<b>Secondary Business Education Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
KATY FLEMING	2018	05/28/18	2
<b>Secondary English Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
ANDREA SAMEK	1989	06/02/89	32
SUSAN STROHBEHN	1996	08/30/96	23
KATILYN BARNES	2017	05/17/17	3
JAIMIE GARGAS	2017	06/05/17	3
<b>Secondary Guidance Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
SAMUEL SPEAS	2018	8/13/18	2
<b>Secondary Family Consumer Science Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
DONNA NEEDHAM	2018	08/14/18	2
<b>Secondary Industrial Arts Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
MIKE SPURLIN	1999	05/21/99	21

<b>Secondary Instrumental Music Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
DAN LASTOVKA	1986	06/26/86	34
SHERYL MULLIKIN	2011	04/26/11	10 (Includes 2 years prior service)
<b>Secondary Math Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
KARSEN HOUCK	2017	04/16/17	3
ASHLEY RODGERS	2018	04/15/18	2
<b>Secondary Media Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
<b>Secondary Physical Education Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
JOE ILLINGWORTH	2019	08/12/2019	1
<b>Secondary Science Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
BRETT MOEWS	2019	08/12/2019	1
JEFF TESKE	1998	05/26/98	22
<b>Secondary Social Studies Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
ANDREA SAMEK	1989	06/02/89	3
JON REED	1998	08/01/98	22
MALAINA GERKE	2016	06/13/16	4
ADAM ANTHONY	2018	05/20/18	2
<b>Secondary Spanish Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
EULALIA PENA	2017	08/01/17	3
<b>Secondary Special Education Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
JENNIFER BOERM	2013	05/28/13	7
JONATHON DIEKEN	2013	07/06/16	4
<b>Secondary Vocal Music Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
SHERYL MULLIKIN	2011	04/26/11	11 (Includes 2 years prior service)
<b>Secondary TAG Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
<b>Secondary At Risk Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
SUSAN STROHBEHN	1996	08/30/96	24
<b>Secondary Agricultural Science Teachers</b>	<b>Year Hired</b>	<b>Date of Contract</b>	<b>Years of Service</b>
ERIN MURTY	2016	05/12/16	4

## GMG COMMUNITY SCHOOL 2018-2019 SALARY INFORMATION

TEACHER	FTE	PAY LANE	PAY STEP	2018- 2019 BASE SALARY W/ STEP	TSS 18-19
					<b>3,190.00</b>
ANTHONY	1.00	BA	9	35,770	3,190.00
BARNES	1.00	BA	2	31,115	3,190.00
BAUDER	1.00	BA+12	9	36,530	3,190.00
BAUER	1.00	BA	6	33,775	3,190.00
BEICHLLEY	1.00	BA	6	33,775	3,190.00
BOERM	1.00	MA+15	9	39,275	3,190.00
BUSCH	1.00	BA+36	18	44,410	3,190.00
DIEKEN	1.00	BA+24	3	33,215	3,190.00
EDENS	1.00	BA	8	35,105	3,190.00
EWOLDT	1.00	BA+36	35	53,925	3,190.00
FAIRCLOTH	1.00	BA+12	5	33,830	3,190.00
GARGAS	1.00	MA	9	38,455	3,190.00
GARTIN	1.00	BA+24	8	36,640	3,190.00
GERKE	1.00	BA	3	31,780	3,190.00
GULDAGER	1.00	MA+15	6	37,175	3,190.00
HENZE	1.00	MA+15	20	46,975	3,190.00
HOUCK	1.00	BA	2	31,115	3,190.00
HUEY	1.00	BA+12	14	39,905	3,190.00
KOPRIVA	1.00	BA+12	20	43,955	3,190.00
KOSTER	1.00	BA+36	25	49,275	3,190.00
KRIER	1.00	BA+36	28	50,670	3,190.00
LANG	1.00	BA	17	41,090	3,190.00
LASTOVKA	1.00	BA+36	35	53,925	3,190.00
MCLEAN	1.00	MA+15	32	54,250	3,190.00
MESSERLI	1.00	BA	3	31,780	3,190.00
MULLIKEN	1.00	MA	17	44,015	3,190.00
MURTY	0.50	MA	8	18,880	1,595.00
NEEDHAM	1.00	BA+24	9	37,325	3,190.00
OUDERKIRK	1.00	BA	6	33,775	3,190.00
PENA	1.00	BA	10	36,435	3,190.00
REED	1.00	BA+24	22	46,230	3,190.00
RODGERS	1.00	BA+24	6	35,270	3,190.00
ROSE	1.00	MA	13	41,235	3,190.00
A. SAMEK	1.00	BA+36	29	51,135	3,190.00
M. SAMEK	1.00	BA+36	32	52,530	3,190.00
SATHER	1.00	MA	17	44,015	3,190.00
SEBRING	1.00	BA+12	1	31,130	3,190.00
SLINGLUFF	1.00	BA+12	8	35,855	3,190.00
SPEAS	1.00	BA+36	8	37,460	3,190.00
SPURLIN	1.00	BA+24	22	46,230	3,190.00
STROHBEHN	1.00	BA+36	24	48,580	3,190.00
TAYLOR	1.00	BA+36	28	50,670	3,190.00
TESKE	1.00	MA	22	47,490	3,190.00
TONNER	1.00	BA+12	14	39,905	3,190.00
WURR	1.00	BA+36	23	47,885	3,190.00

## GMG 2018-2019 SALARY SCHEDULE

BASE SALARY		30450					
STEP INCREMENTS		665	675	685	695	695	700
LANE INCREMENTS			680	715	750	300	780
EXTENDED STEP		405	415	455	465	120	475
TOP STEP AT REGULAR		19	21	23	25	26	27
		BA	BA+12	BA+24	BA+36	MA	MA+15
15/16 ACTUAL BASE 33030	1	30450	31130	31845	32595	32895	33675
	2	31115	31805	32530	33290	33590	34375
04-05 BASE 23650	3	31780	32480	33215	33985	34285	35075
05-06 BASE 24200	4	32445	33155	33900	34680	34980	35775
06-07 BASE 590 INC, 24750	5	33110	33830	34585	35375	35675	36475
07-08 BASE 900 25650	6	33775	34505	35270	36070	36370	37175
08-09 BASE 1150 26800	7	34440	35180	35955	36765	37065	37875
09-10 BASE 400 27200	8	35105	35855	36640	37460	37760	38575
10-11 BASE 27200	9	35770	36530	37325	38155	38455	39275
11-12 BASE 27450 250 INC	10	36435	37205	38010	38850	39150	39975
12-13 BASE 27450 NO BASE INCREASE	11	37100	37880	38695	39545		40675
						39845	
13-14 BASE 27900 450 INC	12	37765	38555	39380	40240	40540	41375
14-15 BASE 28750 850 INC	13	38430	39230	40065	40935	41235	42075
15-16 BASE 29050 300 INC	14	39095	39905	40750	41630	41930	42775
16-17 BASE 29350 300 INC	15	39760	40580	41435	42325	42625	43475
17-18 BASE 29850 500 INC	16	40425	41255	42120	43020	43320	44175
	17	41090	41930	42805	43715	44015	44875
	18	41755	42605	43490	44410	44710	45575
	19	42420	43280	44175	45105	45405	46275
STEP 20-24 EXTENDED STEP ONLY	20	42825	43955	44860	45800	46100	46975
	21	43230	44630	45545	46495	46795	47675
LANES BA AND BA+12 WILL BE CAPPED AT STEP 24.	22	43635	45045	46230	47190	47490	48375
	23	44040	45460	46915	47885	48185	49075
	24	44445	45875	47370	48580	48880	49775
STEP 25 ON UP FOR EXTRA CURR ONLY	25	44850	46290	47825	49275	49575	50475
	26	45255	46705	48280	49740	50270	51175
	27	45660	47120	48735	50205	50390	51875
<b>TSS = \$3190.00</b>	28	46065	47535	49190	50670	50510	52350
	29	46470	47950	49645	51135	50630	52825
	30	46875	48365	50100	51600	50750	53300
	31	47280	48780	50555	52065	50870	53775
	32	47685	49195	51010	52530	50990	54250
	33	48090	49610	51465	52995	51110	54725
	34	48495	50025	51920	53460	51230	55200
	35	48900	50440	52375	53925	51350	55675
	36	49305	50855	52830	54390	51470	56150
	37	49710	51270	53285	54855	51590	56625
	38	50115	51685	53740	55320	51710	57100
	39	50520	52100	54195	55785	51830	57575
	40	50925	52515	54650	56250	51950	58050
	41	51330	52930	55105	56715	52070	58525
	42	51735	53345	55560	57180	52190	59000
	43	52140	53760	56015	57645	52310	59475

<b>GMG COMMUNITY SCHOOL EXTRA-CURRICULAR SALARY</b>				
<b>ACTIVITY</b>		<b>STAFF</b>	<b>BASE %</b>	<b>2018-2019 TOTALS</b>
HEAD GIRLS BASKETBALL		HORNBERG	0.1000	\$ 3,510.50
JH CLASS SPONSOR		BOERM	0.0075	\$ 268.28
JH CLASS SPONSOR		REED	0.0075	\$ 327.26
HS STUDENT COUNCIL		GARGAS	0.0225	\$ 804.83
9TH GRADE SPONSOR		DIEKEN	0.0075	\$ 238.35
JH VOLLEYBALL		HOUCK	0.0475	\$ 1,477.96
ASST JH VOLLEYBALL		BARNES	0.0275	\$ 855.66
ASS'T HS VOLLEYBALL		MESSERLI	0.0700	\$ 2,224.60
FIVE DAY EXTENDED CONTRACT	per PER DIEM X	GULDAGER	per diem	\$ 968.10
JUNIOR CLASS SPONSOR		SPURLIN	0.0200	\$ 872.70
HEAD HS VOLLEYBALL		BAUDER	0.1000	\$ 3,577.00
SPANISH CLUB			0.0150	\$ -
JH STUDENT COUNCIL		GARGAS	0.0100	\$ 357.70
ANNUAL SPONSOR		SEBRING	0.0450	\$ 1,370.25
11TH GRADE SPONSOR		SEBRING	0.0200	\$ 609.00
ART CLUB		SATHER	0.0150	\$ 616.35
VOCAL MUSIC		MULLIKIN	0.0875	\$ 3,595.38
7-8 VOCAL MUSIC		MULLIKIN	0.0475	\$ 1,951.78
DRAMA FALL PLAY		LASTOVKA	0.01775	\$ 867.98
DRAMA FALL PLAY		SEBRING	0.01775	\$ 540.49
DRAMA SPRING MUSICAL		SEBRING	0.0355	\$ 1,080.98
SOAR HS		GARTIN	0.01375	\$ 482.69
SOAR ELEM		GARTIN	0.01375	\$ 482.69
INSTRUMENTAL MUSIC		LASTOVKA	0.1000	\$ 4,890.00
HS BB CHEERLEADING		HOUCK	0.0275	\$ 855.66
HS FOOTBALL CHEERLEADING		GERKE	0.0275	\$ 873.95
JR. HIGH WRESTLING			0.0450	\$ -
STEM COACH SPONSOR		SPURLIN	0.0150	\$ 486.68
JH DANCE TEAM			0.0125	\$ -
DANCE TEAM ASST		ZOFFKA	0.0225	\$ 774.90
8 DAY EXTENDED CONTRACT	per diem	SPEAS	per diem	\$ 1,560.83
HS SADD SPONSOR			0.0130	\$ -
HEAD HS TRACK		PIERSON	0.1000	\$ 4,971.00
HEAD HS TRACK		ANTHONY	0.1000	\$ 3,577.00
7-12 B/G CROSS COUNTRY		BEICHLEY	0.0750	\$ 2,533.13
ASS'T HS FOOTBALL		CATHERWOOD	0.0700	\$ 2,410.80
ASS'T HS FOOTBALL		VAUGHN	0.0700	\$ 2,597.00
HS DANCE TEAM		CLAASSEN	0.0475	\$ 1,793.84
NATIONAL HONOR SOCIETY		GERKE	0.0175	\$ 556.15
SENIOR CLASS SPONSOR		STROHBEHN	0.0150	\$ 666.68
HEAD HS TRACK		REED	0.1000	\$ 4,363.50
ASS'T HS BASEBALL		KRULL	0.0700	\$ 2,178.05
HEAD HS FOOTBALL		ANTHONY	0.1000	\$ 3,577.00
10TH GRADE SPONSOR		GERKE	0.0075	\$ 238.35
HEAD HS BASEBALL		DIEKEN	0.1000	\$ 3,178.00
JH TRACK		BEICHLEY	0.0425	\$ 1,435.44
ASS'T GIRLS HS BASKETBALL		DIELEMAN	0.0700	\$ 2,457.35
HEAD HS SOFTBALL		BARNES	0.1000	\$ 3,111.50
ASST HS SOFTBALL		HOUCK	0.0700	\$ 2,178.05
JH GIRLS BASKETBALL		HALL	0.0475	\$ 1,477.96
JH BOYS BASKETBALL ASST		BEICHLEY	0.0275	\$ 1,020.25
SCIENCE CLUB			0.0150	\$ -

JH BOYS TRACK				0.0425	\$ 2,112.68
JH BOYS BASKETBALL			DIEKEN	0.0475	\$ 1,509.55
HS BOYS BASKETBALL	SHARED		PLETT	0.0700	\$ 3,239.95
JH GIRLS BASKETBALL ASST				0.0275	\$ 892.24
HS GIRLS GOLF			SPURLIN	0.0388	\$ 1,803.04
HS BOYS GOLF			SPURLIN	0.0388	\$ 1,803.04
HEAD HS BOYS BASKETBALL	SHARED		ALDRICH D.	0.1000	\$ 3,239.95
10 DAY EXTENDED CONTRACT		per diem	SPURLIN	per diem	\$ 2,407.81
HEAD JH FOOTBALL			REED	0.0475	\$ 2,072.66
SENIOR CLASS SPONSOR			GARGAS	0.0150	\$ 536.55
JH FOOTBALL ASST				0.0275	\$ 855.66
9TH GRADE SPONSOR			RODGERS	0.0075	\$ 253.31
LARGE GROUP SPEECH			GARGAS	0.0400	\$ 1,430.80
SMALL GROUP SPEECH			GARGAS	0.0400	\$ 1,430.80
JH CLASS SPONSOR			KOPRIVA	0.0075	\$ 248.33
JH CLASS SPONSOR			SATHER	0.0075	\$ 308.18
10TH GRADE SPONSOR			TESKE	0.0075	\$ 327.26
FFA ADVISOR			MURTY	0.0700	\$ 2,457.35

**GMG Community School District  
1710 Wallace Avenue  
Green Mountain, Iowa 50632  
Telephone (641) 474-2254**

**INSURANCE EXTENDED COVERAGE (COBRA)**

**IMPORTANT NOTICE: CONTINUATION OF GROUP HEALTH COVERAGE FOR QUALIFIED PERSONS**

Federal law requires that your group plan allow qualified persons (as defined below) to continue group health coverage after it would otherwise end. For this purpose, the term "group health coverage" includes any medical, dental, vision care, and prescription drugs benefits that are included in the group health plan.

- A. **Qualified Persons:** The following persons qualify for continuation:
1. An employee (and any dependents), whose coverage would otherwise end due to:
    - a. Termination of employment for a reason other than gross misconduct, or
    - b. A reduction in the employee's work hours making him/her ineligible for coverage.
  2. An employee's former spouse (and any children), whose coverage would otherwise end due to divorce or legal separation; and
  3. An employee's surviving spouse and/or children, whose coverage would otherwise end due to the employee's death; and
  4. An employee's spouse and/or children, whose coverage would otherwise end due to the employee's election to drop out of the group health plan upon the employee's entitlement to Medicare; and
  5. An employee's child, whose coverage would otherwise end due to ceasing to be a dependent child under the generally applicable requirements of the plan.

**Exception:** Continuation is not available to any employee or dependent who is eligible for Medicare or who is a covered employee under another group health plan.

- B. **Monthly Premium:** A person who elects continuation can be required to pay the entire cost for the continued coverage. At the employer's option, a 2% surcharge can be added to each monthly premium to help defray the employer's administrative expenses.
- C. **Continuation Period:** Continued Coverage will end on the earliest of the following dates:
1. For qualified persons described in A. (1) above (pertaining to termination of employment or reduction in work-hours), the date coverage has been continued for 18 months; or
  2. For all other qualified persons, the date coverage had been continued for 36 months; or
  3. With respect to each qualified person, the date that person becomes covered under another group health plan as a result of employment, re-employment, or remarriage; or
  4. With respect to each qualified person, the date that person becomes entitled to Medicare; or
  5. The end of the premium period for which the premium is paid if the required premium is not paid on a timely basis; or
  6. The date the group health plan is terminated. (The continuation period may be completed under the replacement plan, if any.)
- D. **Individual Purchase (Conversion):** When continued coverage ends, the person may apply for individual purchase, provided he or she is not then eligible for similar benefits which would result in over insurance. Application for individual purchase, and payment of the required premium, must be made within 180 days after the continued coverage ends. Dental, Vision Care, or Prescription Drugs coverage are not included with the individual purchase.

- E. Notice Requirements: If a dependent qualifies for continuation due to divorce, legal separation, or ceasing to be a dependent child, either the employee or the dependent must notify the employer. This notice should be given before the qualifying event, or as soon as possible thereafter (but not more than 30 days after the qualifying event). The district's medical insurance carrier, Blue Cross/Blue Shield, will provide additional notification to employees that terminates employment with the district. If you do not receive this additional notification, please contact the school district's board secretary.
- F. Election Requirements: The qualified person must make written election within 60 days after the later of:
1. The date coverage would otherwise end, or
  2. The date of the employer's written notice.
- The election form must be returned to the employer within the stated 60-day period; otherwise, the continuation option expires. The initial premium must be included with the election form. However, if the election is made more than one month after the date coverage would otherwise end, arrangement may be made to delay (for up to 45 days) payment of that part of the initial premium that applies to the period preceding the election.
- G. Effective Date: The continuation provisions described above are effective for the group plan on October 1, 1995.

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## **GMG COMMUNITY SCHOOL IMPORTANT NOTICE OF YOUR RIGHT TO DOCUMENTATION OF HEALTH COVERAGE**

Recent changes in Federal law may affect your health coverage if you are enrolled or become eligible to enroll in health coverage that excludes coverage for preexisting medical conditions.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) limits the circumstances under which coverage may be excluded for medical conditions present before you enroll. Under the law, a pre-existing condition exclusion generally may not be imposed for more than 12 months (18 months for a late enrollee). The 12-month (or 18-month) exclusion period is reduced by your prior health coverage. You are entitled to a certificate that will show evidence of your prior health coverage. If you buy health insurance other than through an employer group health plan, a certificate of prior coverage may help you obtain coverage without a pre-existing condition exclusion. Contact your State Insurance Department for further information.

For employer group health plans, these changes generally take effect at the beginning of the first plan year starting after June 30, 1997. For example, if your employer's plan year begins on January 1, 1998, the plan is not required to give you credit for your prior coverage until January 1, 1998.

You have the right to receive a certificate of prior health coverage since July 1, 1996. You may need to provide other documentation for earlier periods of health care coverage. Check with your new plan administrator to see if your new plan excludes coverage for preexisting conditions and if you need to provide a certificate or other documentation of your previous coverage.

The district's medical insurance carrier, Blue Cross/Blue Shield, will send employee(s) that terminates employment with the district, a certificate of prior health coverage. If you do not receive this certificate, please contact the school district's board secretary. The certificate must be provided to you promptly. Keep a copy of this completed form. You may also request certificates for any of your dependents (including your spouse) who were enrolled under your health coverage.

## **GMG COMMUNITY SCHOOL INSURANCE COVERAGE**

To: All eligible employees of GMG Community School  
Re: Section 125 (Flexible Benefit Plan)

All eligible staff members have the options of using "Section 125" for the purpose of salary reduction for qualifying expenses. Reduction of tax by paying medical insurance expenses prior to computing taxes is called "Flex 1", and paying qualifying childcare and/or non-reimbursed medical expenses prior to computing taxes is called "Flex 2". The following outlines how "Section 125" works and the advantages and disadvantages.

A method of payroll deduction is computing taxes prior to paying a member's family medical insurance, qualifying childcare, and/or non-reimbursed medical expenses. Under "Section 125", we are allowed to pay some of these expenses before paying state, federal, and Social Security taxes, thus reducing your taxable income.

The disadvantages if using "Section 125" are:

- 1) The amount an employee pays into Social Security will be reduced each month.
- 2) "Section 125" has an anniversary date. This means that employees can only get in or out of "Section 125" on this date. Our anniversary date will be July 1st of each year.

The advantage of "Section 125" is that it reduces your taxable income.

If you are interested in participating in the Flexible Benefit Plan, contact Katie Mathern for more information.

# GMG COMMUNITY SCHOOL 2019-2020 SCHOOL YEAR INSURANCE COVERAGE

## SUPPLEMENTAL NOTICE

1. Plan Coverage  
Employee and dependent plan participants: Medical insurance
2. Plan Participants  
Active GMG full-time and part-time employees working over 30 hours per week or meet the exception noted in the master contract, provided that they meet eligibility and election requirements. (Persons continuing coverage under the Plan as COBRA continues.)
3. Waiting Period for New Employees  
New employees, and their dependents, are eligible, but are not necessarily covered; on the first day of the insurance month coinciding with the date they start continuous active work.
4. Method and Timing of Election  
Employees must submit completed enrollment forms to: Board Secretary, GMG Community School, 1710 Wallace Avenue, Green Mountain, Iowa 50632, within 31 days of employment.
5. Plan Participant Costs  
Plan participants, employees, are not required to contribute toward the cost of their medical insurance. The District pays \$632.02 per month for the Select 750 Plan. Family insurance cost to the district for the Select 750 Plan is \$1,618.21 per month. Plan participants are required to contribute \$986.19 per month out of pocket toward the cost of dependent medical insurance for this plan.  
Also available to GMG employees is the Select 250 Plan. The Select 250 Plan is \$686.61 per month with the employee paying \$54.59 per month out of pocket for single coverage. Family coverage is \$1,762.83 with the employee paying \$1,130.81 out of pocket per month.  
The Classic 100 Plan is frozen. The Classic 100 Plan is \$720.63 per month with the employee paying \$88.61 per month out of pocket for single coverage. Family coverage is \$1,852.93 with the employee paying \$1,220.91 out of pocket per month.
6. Contribution Method  
Plan participants monthly contributions are paid through salary reduction on a before tax or after-tax basis, depending on the employee's decision relating to Section 125.
7. Plan Documents  
Each eligible employee has the right to examine, without charge, at the main office all plan documents and obtain copies of all plan documents and other plan information upon written request to the Board Secretary. A reasonable charge for the requested copies is allowed by law and may be assessed.

For more information, contact:  
Board Secretary  
GMG Community School District  
1710 Wallace Avenue  
Green Mountain, Iowa 50632  
Telephone (641) 474-2254

## Asbestos Within District Buildings

The Institute for Environmental Assessment was requested by the GMG Community School District (then Garwin and Green Mountain) to review and prepare an asbestos management plan identifying the presence of asbestos within District school buildings. The initial evaluation and plan was developed in the summer of 1989, with an in-depth inspection and a new building plan developed in the springs of 1992, 1995, and 1998. Federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products.

Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene and engineering. After reviewing the characteristics of district buildings, the Institute for Environmental Assessment prepared a management plan for each building. This plan has been updated in 1992, 1995, 1998 and 2000. A copy of the up-dated plan is maintained at the central district office, and also in the administrative office for each major building, describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. Assuming the District maintains their operations and maintenance procedures and, if asbestos is to be removed or abated, that such removal is done under carefully controlled conditions, the asbestos should not represent a detectable risk to any building occupant. The district implemented their management plans as of July 9, 1989, conduct a periodic surveillance of all asbestos-containing building materials every six months, and have a revised plan developed every three years. Periodic surveillances are conducted to provide a continuous assessment to assure safety conscious management of asbestos-containing materials.

A summary of the district's asbestos activities for the preceding year is detailed in the following information. The detailed plan and updated information for each building, or for the entire district, are open to public review. If you have any questions, please contact the district's administration.

### DISTRICT ASBESTOS ACTIVITY SUMMARY

We are pleased to inform you that the district has continued to respond to the asbestos in schools issue in a cautious and proactive manner.

The district will continue with the ongoing asbestos operations and maintenance program, including periodic surveillance to be conducted every six months for the Garwin school building. Six-month surveillances to review the condition of asbestos containing material in this building are listed below.

<b>Building</b>	<b>Response Action Status: Periodic Surveillance</b>	<b>Response Action Status: Planned Surveillance</b>	<b>Response Action Status: 3-Year Re-inspection</b>
Garwin	May 2017		
Garwin	October 2017		
Garwin	May 2018		
Garwin		October 2018	
Garwin		May 2019	
Garwin		October 2019	
Garwin			July 2017 Completed

The Green Mountain Elementary building has been declared asbestos free.

Please rest assured that the District's ongoing efforts related to the management and control of asbestos-containing materials is geared singularly toward providing a safe and healthy environment for students, employees, and occupants.

American Asbestos Inc. has been employed to serve as the districts designated contact person and any additional questions will be answered through this company. The district has entered a contract for the 2005-2006 school year for a company to serve as the operation and maintenance personnel.

If you have any questions, or would like to review the management plans and update materials, please contact the school superintendent at (641) 499-2239.



**GMG COMMUNITY SCHOOL  
1710 Wallace Avenue  
Green Mountain, Iowa 50632  
Telephone (641) 474-2254  
FAX (641) 474-2257**

To: GMG Community School Committee Members  
From: GMG Administration  
Re: Committee Membership  
Date: 8/23/19

Thank you for your interest in serving on a GMG School committee. If the district is to move in the direction desired by community members, your membership and voice on school committees is vital.

Attached you will find the district committees and current membership on each committee. As you will see, there are several committees that still need membership. If you do not want to serve on a committee, would like to serve on a different or additional committee, or know of someone that would be willing to serve on one of the committees that has an opening, please contact me as soon as possible.

With each committee, we have listed the tentative first meeting date. As this time approaches you should receive communication from the administrator working with that committee.

Again, thank you for agreeing to serve on one of the school committees. If you have questions, comments, or concerns, please contact the administrator working with the committee on which you are serving.

## **2019-2020 GMG Community School Committees**

### **School Improvement Advisory Committee**

(Also includes, Drug and Violence Free Schools and Communities Committee)

Parents: Bill Backoff, Kelly Newcomb, Kim Sorem, Janet Stegmann, Mike Stegmann  
Teachers: Tami McLean, Andrea Samek, Susan Strohbehn, Jeannie Tonner  
Students:  
Community Members: Darlene Bovenmyer, Ron Groth, Jim Sandquist, Dean Aldrich, Jill Roberts  
Business/Industry:  
Law Enforcement:  
Medical Profession: Carol Hartwig  
Community Groups: Partners in Education, Marshalltown Empowerment, Lions, Mid-Iowa Workshop  
Local/State Officer: John Worden (mayor)  
Higher Education:  
AEA6 Contact: Corey Rogers  
Administration: Ben Petty, Chris Frimml, Nathan Kleinmeyer  
Board Member(s):

### **Vocational Advisory Committee**

(Includes FCS, Industrial Technology, Business, and Health Occupations Advisory Committees.)

Staff Members: Mike Spurlin  
Parents:  
Community Members: Gary Aldrich  
Business Members: LeRoy Shulte  
AEA6 Contact:  
Administration: Nathan Kleinmeyer  
Board Member(s): TBD

### **Title 1 Committee**

High School Staff:  
Elementary Staff: Sue Ewoldt, Keith Krier, Tami McLean  
AEA6 Contact:  
Administration: Chris Frimml  
Board Member(s): \_\_\_\_\_

### **Early Childhood Committee**

High School Staff:  
Elementary Staff: Darlene Koster, Lacy Rose, Amy Henze  
AEA6 Contact: Deb Moliter  
Administration: Chris Frimml  
Board Member(s):  
Community Members: Deb Cornwell, Kim Sorem

**District Leadership Team**

TLC Leader: Stacey Busch, Jon Reed  
TLC Model/Mentor: Rachael Kopriva, Shelli Taylor, Jennifer Boerm, Malania Gerke,  
Jaimie Gargas  
TLC DLT: Jeannie Tonner, Tami McLean, Mike Spurlin, Amy Henze  
District Leadership  
Development Facilitator: Samuel Speas  
AEA6 Contacts:  
Administration: Ben Petty, Chris Frimml, Nathan Kleinmeyer  
Board Member(s):

**Technology Committee**

High School Staff: Dan Lastovka  
Elementary Staff:  
AEA6 Contact: Corey Rogers  
Administration: Ben Petty, Chris Frimml, Nathan Kleinmeyer  
Board Member(s):

**GMG Foundation Committee**

High School Staff:  
Elementary Staff: Darlene Koster  
Community Members: Chanda Bovenmyer, Mark Polich, Deb Cornwell-Secretary, Melisa  
Dieleman, Andrea Duncan-Treasurer, Ron Koster-Vice-President, Diana  
Thorn  
Administration: Nathan Kleinmeyer  
Board Member(s): Bill Backoff-President



## TAG Program Guidelines 2019-2020

### ***Pull-Out Role:***

1. Identify students for SOAR, using criteria in intellectual and creative areas.

2. Schedule pull-out in ways that minimize students losing valuable class time.

3. Conduct orientation for students in gifted program.

4. Maintain a sound pull-out program, broadening students' higher levels of thinking.

5. Participate in special programs, such as Mock Trial, Future Problem Solving, History Day, Quiz Bowl, Artifact Box, Math Bee.

### ***Consulting Role:***

1. Serve as resource person for teachers to find ways to meet needs of students in high potential areas.

2. Serve as a mix between classroom teacher, resource person and educational consultant.

3. Become familiar with technology use in areas that can assist teachers in helping students.

4. Offer enrichment opportunities for general population, such as Spelling Bees, Geography Bees, Field Trips.

# Student Assistance Guidelines 2019-2020

## Consulting Support

1. Coordinate the At-Risk program, being familiar with and following the standards set in the At-Risk plan.

2. Coordination of the STAT team meetings, developing parental contact plan, completed a four-week Problem Solving/Progress Monitoring class at AEA 6.

3. Chair STAT meetings.

4. Monitor progress of identified students.

5. Develop/revise monitoring system.

6. Maintain and collect information related to At-Risk students.

7. Monitor class attendance and deficiency notices of At-Risk students.

8. Monitor/help with students who have been absent.

9. Deal with truant students' concerns.

10. Work with teachers in and out of the classroom.

11. Communicate with teachers on a regular (2-3 times/week) basis to determine needs of teachers and kids.

12. Coordinate and communicate with staff information related to At-Risk students.

13. Coordinate and serve as liaison between school and various agencies serve as liaison between school, community nurse and school nurse.

14. Work closely with the counselors in each building regarding At-Risk students.

15. Conduct home visits to work with parents as needed.

16. Help organize and set up alternative schooling for dropouts and potential dropouts.

17. Organize needed in-service activities for the district related to At-Risk areas.

18. Approximately three-fourths of time should be spent at the secondary and one-fourth at the elementary.

19. Help principals develop and present findings to support or change funding for At-Risk program.

## Pullout Support

1. Tutor/meet with students during seminar time, before or after school and possibly on Saturdays.

2. Read tests to students and administer remedial assignments and tests as time allow

## 2018-2019 School Innovative Calendar GMG Community School District

This calendar has 177 classroom days

**Summary of Calendar**

First Semester	88	Aug	M	T	W	Th	F	Days
Second Semester	89		6	7	8	9	10	Aug 17
Total Days in Classroom	177		13	14	15	16	<17>	Aug 20, 21, 22
			<20>	<21>	<22>	Δ 23	24	Aug 23
			27	28	29 Δ	30	31	Aug 23, 29
↔ District In-Service Days	8	Sept						Sept 3
● Conference Exchange No School	2							Sept 3
☞ Conferences			3 ○	4	5 Δ	6	7	Sept 4, 12, 18, & 28
□ School Not In Session			10	11	12 Δ	13	14	Sept 26
Δ In-Service/Early Out (2:20)	32		17	18	19 Δ	20	21	
○ Holidays (No School)	5		24	25	26 ☞	27	28	
					Δ			
<b>Total Calendar Days</b>	<b>192</b>	<b>Oct</b>						

- Labor Day (September 3)
- Veteran's Day (Nov. 11)
- Thanksgiving Day (November 22)
- Christmas Day (December 25)
- New Year's Day (January 1)
- M.L. King Day (January 21)
- President's Day (Feb. 18)
- Easter Sunday (April 21)

Memorial Day (May 27)

**Notes**

		Date	Events
		Aug 17	New Teacher In-Service
		Aug 20, 21, 22	District In-Service Days
		Aug 23	Begin 1 <sup>st</sup> Semester
		Aug 23, 29	Early Out/In-Service (2:20)
		Sept 3	Labor Day (School Not in Session)
		Sept 4, 12, 18, & 28	Early Out/In-Service (2:20)
		Sept 26	7-12 Parent/Teacher Conferences
		Oct 3, 10, 17, 24, & 31	Early Out/In-Service (2:20)
		Oct 12	District In-Service Day (No School)
		Oct 25	End of 1 <sup>st</sup> Quarter
		Oct 26	Begin 2 <sup>nd</sup> Quarter
		Nov 12	District In-Service Day (No School)
		Nov 13 & 14	PK-6 Parent/Teacher Conferences
		Nov 7, 14, * 28	Early Out/In-Service (2:20)
		Nov 21	Early Dismissal (2:20)
		Nov 22	Thanksgiving Day
		Nov 22-26	School Not in Session
		Nov 26	Conference Exchange Day
		Dec 5	7-12 Conferences
		Dec 5, 12 & 19	Early out/In-Service (2:20)
		Dec 21	Dismissal (2:20)
		Dec 22-Jan. 2	School Not in Session
		Dec 25	Christmas Day
		Jan 1	New Years Day
		Jan 9, 16, 23, & 30	Early out/In-Service (2:20)
		Jan 14	End 1 <sup>st</sup> Semester
		Jan 15	Begin 2 <sup>nd</sup> Semester
		Jan 21	District In-Service Day
		Feb 6	7-12 Parent/Teacher Conferences
		Feb 6, 13, 20 & 27	Early Out/In-Service (2:20)
		Feb 11	District In-Service Day
		March 6, 13, 20, and 27	Early Out/In-Service (2:20)
		March 20	End 3 <sup>rd</sup> Quarter
		March 21	Begin 4 <sup>th</sup> Quarter
		March 26 & 27	PK-6 Parent/Teacher Conferences
		March 29	Conference Exchange Day
		April 3, 10, 17 and 24	Early Out/In-Service (2:20)
		April 3	7-12 Parent/Teacher Conferences
		April 19	School Not in Session
		April 21	Easter Sunday
		May 1, 8 & 15	Early Out/In-Service (2:20)
		May 23	End of 4 <sup>th</sup> Quarter
		May 24	District In-Service Day
		May 27	Memorial Day

# GMG COMMUNITY SCHOOL DISTRICT DISABILITY SURVEY

**INSTRUCTIONS:** State law requires that each district have an affirmative action plan. The following information is being collected for the purpose of statistical reporting and the evaluation of the District's Affirmative Action Programs. Your name is being asked to link the information to specific buildings and job categories being used to report the work force composition. Names are not intended to be made available as part of any public information. We may need to release the information to agencies that would audit our affirmative action plan.

**DEFINITION:** When answering the question, the definition of "DISABLED" is based upon language found in Title IV of the Rehabilitation Act of 1973 and implementation regulations, 45 CFR, Part 84.D

**DISABLED:** A "Disabled Individual" means any person who: (a) has a physical or mental impairment which substantially limits one or more major life activities; (b) has a record of having an impairment; or (c) is regarded as having such an impairment.

**EXAMPLES:** You need not list disability or the life activity, which is impaired. The following are examples, but not a complete listing of conditions, which might lead to being disabled: diabetes, emphysema, cataract, heart disease, cancer, etc. Examples of major life activities include: hearing, speaking, breathing, sight, etc.

## PLEASE ANSWER THE FOLLOWING QUESTION BY MARKING ONE OF THE RESPONSES BELOW:

Do you consider yourself to be, are you regarded as being, or do you have a record of being, mentally or physically disabled?

NO \_\_\_\_\_ YES \_\_\_\_\_ DECLINE TO RESPOND \_\_\_\_\_

Name of Employee \_\_\_\_\_ Date \_\_\_\_\_

Employees who do not complete this form will be coded as having no disability. Employees who submit "Decline to Respond" will be charted the same as those responding "No".

Please complete and return to Katie Mathern by Friday, September 7, 2019.

## GMG COMMUNITY SCHOOL TEACHER VERIFICATION - SCHOOL YEAR 2019-2020

By signing this sheet you indicate that you have been given information regarding the items listed below and/or have fulfilled the requirements of items listed. If you cannot answer yes in all of these areas, please see your building administrator. Please sign and return this form to Katie Mathern. This form must be completed, or an extension granted, by Friday, September 7, 2018.

Please CIRCLE yes OR no on each item:

- |        |   |
|--------|---|
| YES NO | 1. Insurance notice provided (Annually)<br>- Insurance benefit coverage booklet; "Supplemental Notice" on insurance coverage; "Notice of Plan Change" for insurance coverage; "Cobra" notification given; HIPAA Information.  |
| YES NO | 2. I have been provided accurate information relating job seniority. (Annually)   |
| YES NO | 3. I have been provided accurate information relating my yearly lane, step, and salary. (Annually)  |
| YES NO | 4. Asbestos notification: (Initial Employment and annual up-date)<br>- I have been notified regarding the hazards of asbestos; Have received training (video) relating to the dangers of asbestos; Have received an annual report of work completed in the building (Annually); Have received a map identifying the location of asbestos in the building; Know what steps to take if I come into contact with asbestos in the building; Know the location of the building plan.   |
| YES NO | 5. I have received a Written Hazard Communication Plan and:<br>- Received MSDS for chemicals in my work area; Know the methods and observations that may be used to detect the presence or release of chemicals in my work area; Know the measures that I need to take to protect myself; Understand the labeling used to identify chemical hazards.  |
| YES NO | 6. I have received a copy of the district plan to deal with blood pathogens and have received necessary information to deal with blood pathogen concerns in my workplace.   |
| YES NO | 7. I have filed the following items with the district's board secretary:<br>_____ Provided accurate information relating to my certification.<br>_____ Provided my most recent teaching certificate.<br>_____ Provided my most recent transcripts.<br>_____ Provided verification that I completed child abuse training, or a refresher, within the last five years.<br>_____ Completed an application form if employed within the last six years.<br>_____ Completed a release of information for my employment and job performance. |

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**GMG COMMUNITY SCHOOL  
Green Mountain, IOWA 50632**

**RELEASE OF INFORMATION**

***This only needs to be completed one time, or when you want to make a change.***

If a form is not handed in, the district will take the position that no information is to be released. Please check which of the following apply to this Release of Information form.

\_\_\_\_\_ New Authorization                      \_\_\_\_\_ Revised Authorization

YES \_\_\_\_ NO \_\_\_\_ I hereby authorize the GMG School District to release to prospective employers any and all information regarding my performance as an employee at the GMG School District. This release includes, but is not limited to, information regarding my evaluations, observations, and all other information GMG School District feels is relevant to my performance during my tenure as an employee at GMG. I wish to limit individuals who may release this information to those checked below:

- |  |                                   |
|--|-----------------------------------|
| _____ A. Any GMG staff member                        | _____ D. GMG administration       |
| _____ B. GMG administration and central office staff | _____ E. GMG central office staff |
| _____ C. GMG administration and office staff         | _____ F. Other, please list:      |
|  | _____                             |
|  | _____                             |
|  | _____                             |

YES \_\_\_\_ NO \_\_\_\_ I hereby authorize the GMG School District to release information to verify my employment and salary. I wish to limit individuals who may release this information to those checked below:

- |  |                                   |
|--|-----------------------------------|
| _____ A. Any GMG staff member                        | _____ D. GMG administration       |
| _____ B. GMG administration and central office staff | _____ E. GMG central office staff |
| _____ C. GMG administration and office staff         | _____ F. Other, please list:      |
|  | _____                             |
|  | _____                             |
|  | _____                             |

Employee's Signature \_\_\_\_\_

Date \_\_\_\_\_