



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

**Linn-Mar Community School District Board of Education
Work Session Minutes
August 29, 2016**

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center by President Tim Isenberg. Roll was taken and it was determined a quorum was present.

- Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Nelson, and Weaver.
Absent: Hutcheson.
- Administration present: Shepherd, Morrison, Bisgard, Breifelder, Anderson, Ramos, and Ironside.
Absent: Christian.

200: REVISION AND/OR ADOPTION OF THE AGENDA **Motion 18-08-29**

Motion by Patterson for the Board to approve the agenda as presented, second by Nelson. Voice vote; motion carried.

300: WORK SESSION

301: Discussion on Potential Restructuring of District

Exhibit 301.1

Administration facilitated a discussion on the potential restructuring of the district including the facility timeline, budget considerations, and student transitions. After reviewing and discussing the restructuring options, the Board agreed to move forward with collecting additional feedback on the potential district restructuring Option 3, through various community forums and events. The Board's goal is to confirm a final decision by October 10th so that administration can move forward with planning.

302: Construction Updates

Exhibit 302.1

Administration shared the following highlights on the district's construction projects:

- Oak Ridge cafeteria expansion is approximately 1-1/2 weeks from completion and will add approximately 150 more seats
- Westfield expansion structural phase should be completed by the end of September and inside work is scheduled to begin in October.
- High School kitchen now has seven serving lines. Feedback has been positive.
- General feedback from students on HS renovations has been very positive.

400: ADJOURNMENT

401: Adjournment **Motion 19-08-29**

Motion by Patterson for the Board to adjourn the work session at 6:32 PM; second by AbouAssaly. Voice vote; motion carried.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes submitted by:
Gayla Burgess, Admin Asst to the Superintendent
8/29/16*

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

Linn-Mar Community School District Board Meeting Regular Session Minutes August 29, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order at 7:00 PM in the boardroom of the Learning Resource Center by President Isenberg. Roll was taken and it was determined a quorum was present.

- Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Nelson, and Weaver.
Absent: Hutcheson.
- Administration present: Shepherd, Morrison, Bisgard, Breitfelder, Anderson, Ramos, and Ironside.
Absent: Christian.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 20-08-29*

Motion by Patterson for the Board to approve the regular session agenda as presented; second by Weaver. Voice vote; motion carried.

300: RECOGNITIONS/PROCLAMATIONS

400: AUDIENCE COMMUNICATIONS

Jim Crowley (Legion Post 298) shared his interest in working with the district to find ways to work together to increase student volunteer opportunities.

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

600: INFORMATIONAL REPORTS

601: Marion City Council

AbouAssaly reported that during the August 18th Marion City Council meeting voting by wards was discussed and the City will be filing a proposal with the County to include the option on the November 8th ballot.

602: Policy Committee

Patterson and Gadelha reported on the August 19th Policy Committee meeting which included discussion on the various policies up for first readings during the regular session and a preview of the new online policy website that will debut late this year.

603: Finance Committee

AbouAssaly reported that during the August 25th Finance Committee meeting the financial considerations for the potential district restructuring were reviewed as well as the GovDeal website being used for selling obsolete equipment. Other topics discussed were the sharing agreement with Alburnett Community School District for the services of Angie Morrison and custodial fees for Stadium and Aquatic Center use.

604: High School 2016-17 Student Handbook

Exhibit 604.1

High School Principal Jeff Gustason summarized the updates to the 2016-17 student handbook drawing attention to the change in attendance procedures for concurrent courses with Kirkwood. Dr. Gustason also reviewed suggested changes to the Physical Education waiver policy and requested the Policy Committee meet with PE teachers to discuss the policy further. Gustason shared there were 1,004 students in attendance at the opening Toga dance and 190 sophomores that requested parking spaces should be awarded spots within a week.

605: Administration Report

Exhibit 605.1

Superintendent Quintin Shepherd called attention to page one of the Administration Report which reported the outstanding ACT scores for the district and page 5 that shared the various community feedback opportunities and timeline regarding the restructuring/strategic planning process.

700: UNFINISHED BUSINESS

701: Final Acceptance and Application/Certificate of Payment ***Motion 20-08-29*** *Exhibit 701.1*

Motion by Patterson for the Board to approve final acceptance of the Oak Ridge Middle School gym addition and move forward with the application and certificate for final payment to Kleiman Construction in the amount of \$1,400.00; second by Nelson. Voice vote; motion carried.

702: Second Reading of Board Policies 603.3-R1 & 603.3-R2 ***Motion 21-08-29*** *Exhibit 702.1*

Motion by Patterson for the Board to approve the second reading of policies 603.3-R1 and 603.3-R2 which reflect the change in the overnight fieldtrip request deadline from three weeks to four weeks as presented; second by Nelson. Voice vote; motion carried.

800: NEW BUSINESS

801: First Reading of Revisions to 400 Policy Series ***Motion 22-08-29***

Exhibit 801.1

Motion by Nelson for the Board to approve the first reading of revisions to Policy Series 400; specifically the renumbering of policies 401, 401.1, 402.7, and 404.1R as presented; second by Patterson. Voice vote; motion carried.

802: First Reading of Revisions to Policy 303.4 ***Motion 23-08-29***

Exhibit 802.1

Motion by Gadelha for the Board to approve the first reading of revisions to Policy 303.4 to reflect updated wording from Deputy Superintendent to Associate Superintendent as presented; second by Patterson. Voice vote; motion carried.

803: First Reading of IASB Policy Primer Suggestions ***Motion 24-08-29***

Exhibit 803.1

Motion by Patterson for the Board to approve the first reading of the Policy Primer suggestions received from the Iowa Association of School Boards as presented; second by Gadelha. Voice vote; motion carried.

804: First Reading of Facility Use Manual ***Motion 25-08-29***

Exhibit 804.1

Motion by AbouAssaly for the Board to approve the first reading of the Facility Use Manual as presented; second by Gadelha. The manual consolidates various policies and fees associated with using the district facilities. Voice vote; motion carried.

805: Open Enrollment Requests ***Motion 26-08-29***

Motion by Nelson for the Board to approve the following open enrollment requests as presented; second by Weaver. Voice vote; motion carried.

Approved In

	Name	Grade	Resident District	Reason
1	Caldwell, Owen	K	Cedar Rapids	On Time
2	Campbell, Dylan	12 th	Cedar Rapids	Good Cause
3	Dull, Aubrey	K	Marion Independent	On Time
4	Eddington, Ambrosia	1 st	Cedar Rapids	Good Cause
5	Eddington, Raedon	K	Cedar Rapids	On Time
6	McKiness, Seumas	12 th	North Cedar	Good Cause
7	Strunk, Paris	8 th	Cedar Rapids	Good Cause
8	Wilson, Denzel	12 th	Cedar Rapids	Good Cause

Approved Out

	Name	Grade	Receiving District	Reason
1	Beaulne, Aidan	8 th	Alburnett	Good Cause
2	Truong, Jasmine	2 nd	Cedar Rapids	Good Cause

900: CONSENT AGENDA

901: Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Zrudsky, Whitney	From LG to EH .5 Reading Teacher	8/17/16	Same

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Aucutt, Christi	LG: .5 Student Support Associate	8/19/16	LMSEAA II, Step 6
Banks, Christine	WE: From .5 to 1.0 Student Support Associate	8/18/16	Same
Brough, Meredith	From WE to EX Student Support Associate	8/18/16	Same
Fuller, Laura	LRC: Accounting Assistant	9/6/16	\$20.00/hour
Grant, Anna-Lisa	WE: From .5 to 1.0 Student Support Associate	8/23/16	Same
Johnson, Lora	From WE Student Support Assoc to LG Paraprofessional	8/18/16	LMSEAA V, Step 12
Kolodick, Katalin	NE: .5 Student Support Associate	8/18/16	LMSEAA II, Step 8
Knake, Katie	OR: Student Support Associate	8/18/16	LMSEAA II, Step 6
McGill, Jade	NE: .5 Student Support Associate	8/18/16	LMSEAA II, Step 6
Misenar, Alicia	LG: Student Support Associate	8/18/16	LMSEAA II, Step 6
Munson, Julie	From HS to LG Student Support Associate	8/18/16	Same
Paulsen, Marissa	LG: Student Support Associate	8/18/16	LMSEAA II, Step 6
Presler, Marnie	From WE to EX Student Support Associate	8/18/16	Same
Stein, Heidi	LG: Student Support Associate	8/24/16	LMSEAA II, Step 6
Taylor, Mary	TR: Bus Rider Helper	8/15/16	Step 1
Thatcher, Jane	HS: Student Support Associate	8/18/16	LMSEAA II, Step 10
Verry, John	HS: Student Support Associate	8/18/16	LMSEAA II, Step 6
Ward, Susan	WE: Student Support Associate	8/18/16	LMSEAA II, Step 6
Webster, Ann	NS: WE General Help	8/22/16	PTNS Step 1
Wheatley, Andrea	NE: .5 General Ed Assistant	8/18/16	LMSEAA II, Step 10
Woitas, Estella	From IC to EX Student Support Associate	8/18/16	Same

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Manning, Anthony	LG: Student Support Associate	8/10/16	Personal
Nachman, Jacob	O&M: Summer Help	8/12/16	Position Ended
Power, Teena	HS: Student Support Associate	8/15/16	Personal
Randklev, Derek	O&M: Summer Help	8/12/16	Position Ended
Wempen, Lucas	O&M: Summer Help	8/12/16	Position Ended
Wempen, Matthew	O&M: Summer Help	8/12/16	Position Ended

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Derlein, Chad	HS: Assistant Boys' Varsity Swim Coach	8/10/16	Schedule H, Category D \$3,195
Evans, Tristan	OR: From Assistant to Head Girls' Swim Coach	8/22/16	Schedule H, Category D \$3,195
Kauffman, Doug	OR: Head 7 th Gr Volleyball Coach	8/25/16	Schedule H, Category D \$3,195

902: Approval of Minutes from August 15th*Exhibit 902.1*903: Approval of Bills*Exhibit 903.1*904: Approval of Contracts*Exhibits 904.1-5*

1. Non-commercial licensing agreement with Sam Hanna, President of the Linn-Mar Elite 7th Grade Boys Basketball team.
2. Price contract with AgVantage FS Energy for propane from September 1st through March 31, 2017.
3. Agreement with Hand in Hand Early Care and Education Center for the statewide, voluntary preschool program from August 23rd through June 15, 2017.
4. Change order with Larson Construction for labor and materials associated with Phase II of the High School renovation project for a total of \$47,731.22; which is covered by the project's contingency funds.
5. Change order with Garling Construction for labor and materials associated with the High School kitchen renovation in the amount of \$3,890.00.

905: Fieldtrip Approval*Exhibits 905.1-2*

1. Fieldtrip request submitted by Associate Athletic Director Tonya Moe, on behalf of Varsity POMs Coach Jennifer Hammes, requesting approval for the Varsity POMs to attend the National Competition in Orlando, Florida.
2. Fieldtrip request submitted by HS Associate Principal Mark Hutcheson, on behalf of FFA Chapter Advisor Barb Lemmer, for a student to attend the World Food Prize Global Youth Institute in Des Moines, Iowa, October 12-15, 2016.

906: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and Board Policy 902.6, the District will list for sale obsolete equipment/furnishings online at www.govdeals.com. For information on the items for sale, contact Chief Financial Officer/Chief Operating Office JT Anderson at 319-447-3008 or jtanderson@Linnmar.k12.ia.us.

907: Items Removed from the Consent Agenda for Separate Action

908: Approval of the Consent Agenda *Motion 27-08-29*

Motion by Patterson for the Board to approve the Consent Agenda as presented; second by AbouAssaly. It was clarified by Anderson that item 904.4 regarding the change order for the High School renovation project brings the total of change orders to \$472,070.55, which is paid for out of the \$500,000 budgeted contingency funds for the project. Anderson also clarified that the change order mentioned in item 904.5 is paid for out of PPEL funds. Voice vote; motion carried.

1000: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1001: Board Communications

- Weaver: turnout for the Foundation's Drive 4 UR School event was a success and they raised their goal of \$6,000.
- Nelson: enjoyed visiting the elementary buildings and middle schools during the first week of school; will be visiting the High School this week. Stressed that the Board has decided to gather additional feedback on restructuring option #3 before making a final decision.
- Patterson: enjoyed attending the Indian Creek PBIS assembly as the Board Champion for PBIS in that building.
- Gadelha: extended kudos to Debra Barry, Tim Isenberg, and Quintin Shepherd for a great staff kickoff event.
- AbouAssaly: stressed the importance of growing the opportunities and resources for students to volunteer in the community. Was impressed with the number of Linn-Mar fans in the stands for the LM vs City High football game. We ARE Linn-Mar!
- Isenberg: requested board members sign up for attendance at Coffee Conversations and City Council meetings. Also requested board members RSVP to the superintendent's office if they will be attending the IASB conference.

1002: Calendar

Date	Time	Event	Location
September 5 th	All Day	Labor Day: No School/LRC Closed	Districtwide
September 6 th	6:00 PM	Strategic Planning Forum with PTOs	Boardroom
September 8 th	9:00 AM	Policy Committee	Superintendent's Conference Room
September 8 th	5:30 PM	Marion City Council	City Hall
September 8 th	6:00 PM	Strategic Planning Forum with PTOs	Boardroom
September 10 th	8:30 AM	Coffee Conversation (Gadelha/Isenberg)	Bowman Woods Elementary
September 12 th	5:00 PM	Annual Meeting of the Board	Boardroom
September 15 th	7:30 AM	Finance Committee	Superintendent's Conference Room
September 16 th	7:00 AM	Board Visit	Indian Creek Elementary
September 19 th	10:30 AM	Lifetouch Photos for Board School IDs	LRC Gym
September 19 th	5:00 PM	Strategic Planning Community Forum	Boardroom
September 20 th	5:30 PM	Technology Committee	Boardroom
September 21 st	4:30 PM	Special Education Advisory	Boardroom
September 22 nd	5:30 PM	Marion City Council	City Hall
September 26 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
September 28 th	7:30 AM	Board Visit	Success Center
September 29 th	5:00 PM	Homecoming Parade	High School

1003: Committees/Advisories

Committees/Advisories	Board/Administrative Participants
Finance/Audit Committee	Anderson, Shepherd, Morrison, Abouassaly, Hutcheson, Weaver
Policy Committee	Shepherd, Morrison, Gadelha, Nelson, Patterson
Technology Committee	Ramos, Isenberg
Career & Technical Education	Bisgard, Nelson
Equity Advisory	Bisgard, Christian, Ramos, Patterson
School Improvement Advisory	Bisgard, Gadelha
Health & Human Development	Breitfelder, AbouAssaly
Special Education Advisory	Breitfelder, Nelson

1100: ADJOURNMENT Motion 28-08-29

Motion by Patterson for the Board to adjourn the regular session at 7:50 PM; second by AbouAssaly. Voice vote; motion carried.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes submitted by:
Gayla Burgess, Admin Asst to the Superintendent
8/29/16*

Exhibit 301.1

Facilities

August 29, 2016

Goal For The Work Session

By the conclusion of the August 29th Board Meeting, the Board will have determined one proposed district scenario for moving forward to gather community feedback.

How Will We Accomplish This Goal?

- Early Childhood Advisory Panel Overview
- Comparable School District Configurations
- Teachers Feedback on Transitions for Students
- Scenario 1
- Scenario 3
- General Funding Information
- Community Feedback Plan

Comparable School District Configurations

Ankeny	West Des Moines	Waukee	College Community	Scenario 1	Scenario 3
K-5	K-6	K-4	K-4	K-5	K-4
6-7	7-8	5	5-6	6-8	5-7
8-9	9	6-8	7-9	9-12	8-9
10-12	10-12	9	10-12		10-12
		10-12			

Transitions

Debra Barry and Sue Hershner

Current Transitions

Debra

- Small transitions(classroom/yr. to year(teacher visits, parent nights, activities, books, move up-day
- Big transitions- Starting Pre-K or K, 5th grade to6th, and 8th to 9th(school visits, MYFI, freshman orientation)

Sue

- Transition Meetings
- Additional Supports
- Transition forms
- Professional Development
- Communication with General Education
- Special Education Advisory Panel

Scenario 1- 8th Elementary

Scenario 1 Link

Pros

- Least expensive/most economical
- Fastest to implement
- 32 classroom increase at the elementary level

Cons

- Doesn't address HS crowding
- Does not give us anything beyond what we already had planned

Scenario 1 - Timeline

1-3 Years

- Land Decision: Is this still the land we should develop an elementary on?
- Bond Campaign
- Boundary Committee
- Build a new elementary school

2-5 Years

- Oak Ridge Addition
- Excelsior Upgrade
- Upgrade to BW, IC, WE

Future

- Potential upgrade to LRC

Scenario 1 -Estimated Cost Breakdown

SCENARIO 1 ESTIMATED COSTS		
<u>Description</u>	<u>Phase</u>	<u>Estimated Cost</u>
Land Acquisition (?)	1-3 Years	\$375,000 - \$600,000
New K-5 Elementary Building	1-3 Years	\$15,000,000 - \$18,000,000
Oak Ridge Addition	2-5 Years	\$3,000,000 - \$6,000,000
Excelsior Upgrade/Renovation	2-5 Years	\$2,000,000 - \$5,000,000
Bowman Woods Upgrade	2-5 Years	\$750,000 - \$1,500,000
Indian Creek Upgrade	2-5 Years	\$750,000 - \$1,500,000
Wilkins Upgrade	2-5 Years	\$750,000 - \$1,500,000
Estimated Total		\$22,625,000 - \$34,100,000

Scenario 3- Restructure Grades/8-9 Bldg

Scenario 3 Link

Pros

- Least disruptive
- Gives more space
- Longer term solution
- Reduces numbers in HS
- Mid-range cost scenario
- 32 classroom increase at the elementary level

Cons

- One more transition
- 8/9 center could be expensive
- Excelsior would need a significant renovation/addition
- More costly than building an elementary

Scenario 3 - Timeline

1-3 Years

- Bond Campaign
- Boundary Committee
- Land Acquisition
- Policy change on grade levels in buildings
- Build 5/7 Building
- Add to Excelsior (new 8/9 building)
- Restructure grade levels

2-5 Years

- Oak Ridge Addition
- Upgrade to BW, IC, WE

Scenario 3 -Estimated Cost Breakdown

SCENARIO 3 ESTIMATED COSTS		
<u>Description</u>	<u>Phase</u>	<u>Estimated Cost</u>
Land Acquisition	1-3 Years	\$750,000 - \$1,500,000
New 5-7 Intermediate Building	1-3 Years	\$25,000,000 - \$40,000,000
Excelsior (8/9 Building) Addition and Renovation	1-3 Years	\$5,000,000 - \$15,000,000
Oak Ridge Addition	2-5 Years	\$3,000,000 - \$6,000,000
Bowman Woods Upgrade	2-5 Years	\$750,000 - \$1,500,000
Indian Creek Upgrade	2-5 Years	\$750,000 - \$1,500,000
Wilkins Upgrade	2-5 Years	\$750,000 - \$1,500,000
Estimated Total		\$36,000,000 - \$67,000,000

Funding Options

<u>Description</u>	<u>\$ Amount</u>	<u>Est. Increase to Current Tax Levy</u>	<u>Est. Annual Tax Impact to Home Assessed at \$250K</u>
Cash Contribution	\$2 million	\$0.00	N/A
SAVE (Revenue) Bond	\$6 million	\$0.00	N/A
General Obligation Bond	\$15 million - \$70 million	\$0.30 - \$1.40	\$40 - \$188

**** Projected Debt Capacity as of June 30, 2017 = \$80 million**

Next Steps

- Our Goal: By October 10th, 2016 the Board will vote/agree upon a facility structure for the school administrators to begin moving forward with the planning stages.
 - How?
 - Administration Continue to Seek Answers to Board Questions
 - Seeking Community Feedback

Community Feedback Plan

- Board (with Admin support)
 - Sept 6 and Sept 8 - Joint PTO Meetings
 - Sept 19 - Board Community Forum
 - Coffee Conversations
- Admin
 - Lunchtime Learning and Parent Advisory
 - Sept 2 - Volunteer Coordinator Meeting
 - “Dine-Around”
 - Thoughtexchange survey
 - Aug 18 - Staff Survey

Board Work Session - August 29, 2016

Board Meeting Goal: By the conclusion of the August 29th board meeting, the Board will have determined one proposed district scenario for moving forward to gather community feedback.

Review Early Childhood Advisory - Handout

Comparable School District Configurations

Ankeny	West Des Moines	Waukee	College Community	Scenario 1	Scenario 3
K-5	K-6	K-4	K-4	K-5	K-4
6-7	7-8	5	5-6	6-8	5-7
8-9	9	6-8	7-9	9-12	8-9
10-12	10-12	9	10-12		10-12
		10-12			

Teacher present on transitions between buildings

Sue Hershner and Debra Barry presenting.

Review Scenario 1

Scenario 1: Build an 8th elementary school

Pros:

- Least expensive/most economical - only build one building.
- Evens out the number of elementary buildings feeding into the middle schools.
- Easy solution to get thru short-term.
- Lot of people don't want second HS. This keeps one HS and HS unity.
- Fewer student transitions.
- Groundwork has already been set for this option so it would be the fastest to implement.
- Thirty-two classroom increase at the elementary level (six-room addition at Westfield and new elementary).
- The data for elementary schools says: if the population is under 500, students perform better.

Cons:

- Doesn't address HS crowding.
- Some people do not want an 8th elementary.
- Athletic opportunity limitation because of large numbers.
- Does not lower graduating class size.
- Does not give us anything beyond what we already had planned.

Timeline Scenario 1

Scenario 1:

1-3 Years

- Land Decision: Is this still the land we should develop an elementary on?
- Bond Campaign
- Boundary Committee
- Build a new elementary school

2-5 Years

- Oak Ridge Addition
- Excelsior Upgrade
- Upgrade to BW, IC, WE

Future

- Potential upgrade to LRC

SCENARIO 1 - ESTIMATED COSTS		
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Land Acquisition (?)	1-3 Years	\$375,000 - \$600,000
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Excelsior Upgrade/Renovation	2-5 Years	\$2,000,000 - \$5,000,000
Bowman Woods Upgrade	2-5 Years	\$750,000 - \$1,500,000
Indian Creek Upgrade	2-5 Years	\$750,000 - \$1,500,000
Wilkins Upgrade	2-5 Years	\$750,000 - \$1,500,000
Estimated Total		\$22,625,000 - \$34,100,000

Review Scenario 3

Scenario 3: Restructuring of grade levels

Build a new middle school (5-7)

Excelsior becomes an 8/9 center

Pros:

- Some parents want PK in buildings
- 5-7 and 8/9 is a good mix
- Has been done historically and worked out well
- Least disruptive
- Gives more space
- Longer term solution
- Reduces numbers in HS
- Mid-range cost scenario
- 32 classroom increase at the elementary level

Cons:

- Work out 9th grade classes with upper levels
- One more transition
- 8/9 center could be expensive
- Doesn't set us up for second HS as easily
- Excelsior would need a significant renovation/addition
- More costly than building an elementary

Timeline Scenario 3

Scenario 3:

1-3 Years

- Bond Campaign
- Boundary Committee
- Land Acquisition
- Policy change on grade levels in buildings
- Build 5-7 Building
- Add to Excelsior (new 8/9 building)
- Restructure grade levels

2-5 Years

- Oak Ridge Addition
- Upgrade to BW, IC, WE

SCENARIO 3 - ESTIMATED COSTS		
<u>Description</u>	<u>Phase</u>	<u>Estimated Cost</u>
Land Acquisition	1-3 Years	\$750,000 - \$1,500,000
New 5-7 Intermediate Building	1-3 Years	\$25,000,000 - \$40,000,000
Excelsior (8/9 Building) Addition and Renovation	1-3 Years	\$5,000,000 - \$15,000,000
Oak Ridge Addition	2-5 Years	\$3,000,000 - \$6,000,000
Bowman Woods Upgrade	2-5 Years	\$750,000 - \$1,500,000
Indian Creek Upgrade	2-5 Years	\$750,000 - \$1,500,000
Wilkins Upgrade	2-5 Years	\$750,000 - \$1,500,000
Estimated Total		\$36,000,000 - \$67,000,000

Funding Options:

<u>Description</u>	<u>\$ Amount</u>	<u>Est. Increase to Current Tax Levy</u>	<u>Est. Annual Tax Impact to Home Assessed at \$250K</u>
Cash Contribution	\$2,000,000	\$0.00	N/A
SAVE (Revenue) Bond	\$6,000,000	\$0.00	N/A
General Obligation Bond	\$15,000,000	\$0.30	\$40
General Obligation Bond	\$25,000,000	\$0.50	\$67
General Obligation Bond	\$35,000,000	\$0.70	\$94
General Obligation Bond	\$45,000,000	\$0.90	\$121
General Obligation Bond	\$50,000,000	\$1.00	\$134
General Obligation Bond	\$60,000,000	\$1.20	\$161
General Obligation Bond	\$70,000,000	\$1.40	\$188

Estimated Borrowing Capacity As Of:

Date	Estimated Debt Limit
7/1/2016	\$68,000,000
7/1/2017	\$80,000,000
7/1/2018	\$93,000,000
7/1/2019	\$106,000,000
7/1/2020	\$119,000,000

Community Feedback Plan

Board (with Admin support)

- Attend PTO meetings in the fall
 - Sept 6th and Sept 8th at 6:00 PM in boardroom. Computer stations present to complete Thoughtexchange survey or card to take away.
- Host a districtwide forum on Sept 19th
 - Board is already moving on this! Planning to have board members present, briefly, to present to the community and then break out into smaller groups and take questions in a more relaxed format. Tim is working with the Board on this. Will need Admin support, but adamant that this be Board-led.
- Coffee Conversations

Administration

- Lunchtime Learning and Parent Advisory sessions
- Sept 2nd - Attend a monthly Volunteer Coordinator meeting
- Dine-Around session in each building with staff
 - Would staff meetings be a better way to catch all staff in each building instead of only the ones that wander through during lunch?
- Thoughtexchange survey Star Round: Sept 2nd-11th
- Social Media
 - Twitter Chat evening?

Minimum of two people at each presentation

Board Questions and Answers

Scenario 1

1. When we did the last boundary change we discussed that when we built another elementary school that Novak would go to OR to balance socio-economic. (Tim)
 - a. Yes this was the recommendation. The Board would need to reconsider based upon the overall location of the eight elementary schools in this scenario.
2. Will we be making the LRC Compass/APEX/IA BIG only? If yes, where will the Admin offices go? (Rene)
 - a. If the district moves forward with Scenario 3, High School classrooms currently taught at the LRC (apart from COMPASS) would transition back into the High School once restructuring of the district took place. Due to space within the High School, the classrooms at the LRC would not be able to transition the High School until this took place. With Scenario 1, the classrooms would need to remain being taught at the High School.
 - b. Administrators and Board members who visited APEX and Kansas City agreed that any type of programming along these lines would need an environment that did not resemble the “school” feel. The LRC resembles a school feel so updates, remodeling, or a new building for this program would be recommended to occur.

Scenario 3

1. Will this allow us to grow our Early Childhood Program and remove the waitlist? (Rene)
 - a. Early Childhood Programs have rooms in the elementary schools that share the same floor plan (Linn Grove, Novak, and Echo Hill). Adding Early Childhood Programs into all the elementary buildings would eventually result in overcrowding of schools. Within the scenarios, the Board could add into the planning an Early Childhood Center in 10 to 15 years. Expansion of the Early Childhood Program was not considered in Scenario 1 or 3. Once expansion takes place in the Early Childhood Program within the elementary schools, overcrowding will occur sooner.
2. I would like to see the total capacity so we can better estimate how far out this takes us? (Todd) How far out does this plan cover? (George)

School	Current Enrollment	Maximum Capacity	Scenario 3 Projected Enrollment***
Bowman Woods	481	550	463
Echo Hill	574	600	489
Indian Creek	507	500	418
Linn Grove	567	600	470
Novak	572	600	499
Wilkins	443	500	368
Westfield	429	500	360
Excelsior	968	1000	973
Oak Ridge	734	800	717
High School	2077	2200-2400	1527
New Elementary	NA	600*	NA
8th-9th Grade Building	NA	1000*	1137

* Estimated enrollment - exact enrollment will be decided after buildings are designed.

** Enrollment numbers for Scenario 1 are not included because this scenario would include a boundary change, thus exact numbers in each building are not able to be calculated.

*** Scenario 3 - enrollment projections do not include the Westfield addition. These projections will be updated upon completion of the addition and boundary adjustments.

3. Where do we go with these buildings? Are we only thinking about the land we already own or other places as well? (Sondra)
 - a. Land is already purchased for a new elementary building which would support Scenario 1.
 - b. For Scenario 3, land would need to be purchased for a new 5-7 building. Ideally the land would be located in proximity of the east side elementary schools.

4. Can we clearly state/articulate what we are trying to accomplish? What are our priorities we are addressing? How will we know we are successful? (Todd) I'd like to see stability to avoid redistricting every 2-3 years. (Rene)
 - a. Strategic Plan
 - b. Provide a systematic approach to boundaries/location to families to ensure continuity for our students for a longer period of time.
5. Updating older buildings - does this include additional space or just cosmetic improvements? (Rene)
 - Updates do not include additional space.

Center-Based Preschool

PROS		CONS	
Teacher collaboration		Location might not be centrally located	
Associate support can go where needed		Families split between center and school buildings	
All staff able to communicate and problem solve		Transportation	
Sharing of Resources and materials		More staff	
Building designed for early childhood developmentally appropriate space and materials (classroom, bathroom height, playground, etc.)		Isolation from the district	
Students the same age		Dismissal (efficient and safe)	
Children may feel more comfortable with same aged peers in building		Needs of ECBP being met in center based	
Don't have to move playground equipment		Too long term, what about next year?	
Professional development can focus on early childhood		Traffic	
Provided more space in elementary buildings		Size of school/Location	
Transportation		Playground (20 or less)	
Specials be designed for early childhood		No dad to day communication with kindergarten teachers	
		Cost	
		Lack of communication between grade levels	

School-Based Preschool

*Reminder: School-Based Pros currently only impacts 39% of the families.			
PROS		CONS	
Has everything for specials and student needs (nurse, AEA, etc.)		Difficult to collaborate with other early childhood teachers	
Transportation for 5 year olds		Program has moved often	
Walking distance for some families and walking school bus		Playgrounds may have to be moved	
Could be in own neighborhood		Less effective PLC	
Creates a sense of belonging		Overcrowded buildings	
More convenient for families		Multiple repeating services (custodians, specials, etc.)	
Could be with siblings		Older children may overwhelm younger children	
Playground space		Not necessarily their home school	
ECBP has everything in the building		Not all school meetings apply to early childhood	
Already have the necessary staff		Fixed size/not flexible for student movement	
PLC with grade above		Teachers can feel isolated	
Smooth transition to kindergarten if they are in their neighborhood school		What happens when the schools run out of space again?	
In the know with elementary practices			
Students feel more comfortable pk-5			

School	Description	Estimate	Actual	Vendor	Done
Bowman Woods					
	Replace 3 wash fountains (Bradley)	\$ 9,000.00	\$ 10,019.31	Plumber Supply	Done
	Paint Soffit/Fascia	\$ 15,000.00	\$ 15,700.00	Ty-Co Painting	Done
	LED troffer lighting in hallway	\$ 1,963.16	\$ 1,963.16	Van Meter	Done
Echo Hill					
	Asphalt Patch		\$ 6,932.00	Pate Asphalt	Done
	Gym wall leak (Mezzanine)			WM.Sewell & Company	
	Parking Lot	\$ 15,705.00	\$ 17,403.51	In House	Done
	Roof Drains		\$ 1,481.60	Plumbers Supply	Done
	Removing light pole		\$ 480.00	Trey Electric	Done
Excelsior					
	Disc Cage	\$ 4,480.00	\$ 4,480.00	D & N Fence	Done
	Walk-in cooler (no installation)	\$ 10,000.00	\$ 9,161.00	Rapids	Done
	Blinds for Cafeteria	\$ 1,500.00		Maka Blind	
	Remove block (Walk-in cooler)	\$ 4,350.00	\$ 4,350.00	Olmstead	Done
High School					
	Kitchen Remodel			Garling	
	Little Theater Lighting	\$ 8,750.00	\$ 6,146.41	Community Electric	Done
	Little Theater Ceiling Tile	\$ 5,566.00	\$ 5,566.00	Hargers Accoustics	Done
	Replace Door #1	\$ 25,915.00	\$ 25,915.00	Allied Glass	Done
	Replace Door #9	\$ 8,000.00	\$ 4,377.00	Allied Glass	
	Replace Door #14	\$ 12,105.00	\$ 12,105.00	Allied Glass	Done
	New sidewalk by Colton Center		\$ 6,500.00	In House	Done
	Flooring & Cove Base in Special Education Room		\$ 7,895.00	Appleby & Horn	Done
	Padding for 2 time out rooms	\$ 4,800.00	\$ 5,300.00	Iowa Direct	Done
Indian Creek					
	Window Multipurpose	\$ 14,390.00	\$ 14,390.00	CR Glass	Done
	Fix pipe in floor & replace drinking fountain	\$ 950.59	\$ 950.59	Plumbers Supply	Done
	Floor in old lounge	\$ 2,500.00	\$ 3,728.00	Appleby & Horn	Done
	New flooring in room 103, 103B, 104 & 104B	\$ 2,000.00	\$ 5,249.00	Appleby & Horn	Done
	Abate flooring	\$ 3,000.00	\$ 3,778.00	Abatement Specialties	Done
	Water Softener	\$ 2,320.00		Culligan	
	Ceiling in hall	\$ 4,000.00	\$ 817.00	Harger Accoustics	Done
Linn Grove					
	Gym wall leak (Mezzanine)			WM.Sewell & Company	
LRC					
	West floor entry	\$ 2,500.00	\$ 2,153.00	Appleby & Horn	Done
	Abatement for west floor entry	\$ 2,500.00	\$ 1,035.00	Abatement Specialities	Done
	1 scrubber	\$ 7,000.00	\$ 5,275.00	Capital Sanitary	Done
Novak					
	Fencing for playground	\$ 5,850.00	\$ 5,850.00	Lifetime Fence	Done
Oakridge					
	Café Addition			Garling Construction	
	Winch/Wrestle Mat Install		\$ 3,115.52	Northern Tool & Equip	Done
	8th grade restroom dividers	\$ 4,000.00	\$ 5,475.00	Walsh Door	
	Replace windows (lost seal)	\$ 2,500.00		CR Glass	
Westfield					
	Addition			Larson Construction	
	2 bradley sinks	\$ 7,000.00	\$ 6,679.54	Plumbers Supply	Done
	1 scrubber	\$ 7,000.00	\$ 6,300.00	Capital Sanitary	Done
	Kettle Fill and Spray Table for Kitchen	\$ 1,033.77	\$ 1,033.77	Plumbers Supply	Done
	Fix Eifs	\$ 6,335.00	\$ 6,335.00	Pearson Wall Systems	Done
Wilkins					
	Replace faucets in classrooms	\$ 2,500.00	\$ 2,330.69	Plumbers Supply	Done
	Bathroom dividers across from BD room	\$ 4,000.00	\$ 2,550.00	Walsh Door	

School District	Description	Estimate	Actual	Vendor	Done
	Fire (Smoke) Inspection	\$ 6,150.00	\$ 6,150.00	Hawkeye Fandell	Done
	Sprinkler Inspection	\$ 2,785.00	\$ 2,785.00	Summit	Done
	Fire Extinguisher Inspection	\$ 1,000.00	\$ 1,000.00	Summit	Done
	Kitchen Hoods	\$ 1,390.00	\$ 1,390.00	Summit	Done
	Back Flow Inspections	\$ 2,000.00		Brecke	Done
	Vacuums (6)	\$ 3,600.00	\$ 3,088.00	AMSAN	Done
	Snow Blowers	\$ 2,000.00			
	Furnace at Rental Home	\$ 1,500.00			
	Restriping Stadium Track	\$ 6,480.00	\$ 6,480.00	Midwest Field Turf	Done
	Tennis Court Repair	\$ 28,445.00		Tennis Services	
	Total	\$ 263,863.52	\$ 243,713.10		
School	Description	Estimate	Actual	Vendor	Done
	Maintenance Equipment				
	2016 F550 4x4	\$ 40,000.00	\$ 48,345.00	Lynch Ford	Done
	Dump Box for Truck	\$ 8,029.25	\$ 8,029.25	Future Line	Done
	18" Sod Cutter	\$ 4,100.00	\$ 4,100.00	Midway Outdoor	Done
	Hydraulic Concrete Breaker	\$ 6,638.00	\$ 6,638.00	Bobcat	Done
	Snow Blade	\$ 3,899.42	\$ 3,899.42	Future Line	Done
	Total	\$ 62,666.67	\$ 71,011.67		

Linn-Mar High School 2016-17 Student Handbook changes and updates:

The following highlights the changes and updates in the LMHS Student Handbook for the 2016-17 school year. Most of the changes and updates reflect names, locations or dates as needed. All Student Advisory Councils during the 2015-16 school year reviewed and provided feedback on the different sections in the document.

In 'General Information' section:

'Bus Service' – has been updated to reflect the new district requirement for grades 11 and 12 to complete a request form is wanting to ride the bus.

'Canine Inspection' – now reads 'grounds (including parking lots)' instead of just 'building inspections' to reflect that routine canine inspections of the building and grounds has been taking place for 18 years.

'Commons Areas' added stating purpose, expectations, and locations within the building.

'Media Center' term is no longer used as 'Media' is to be brought to all 'Commons Areas' throughout the building.

'Doors (Entry to Building)' added designating student and visitor entrance at Door #3 and #13 only. Expectations also stated for not opening outside doors for others or propping open doors at any time.

'Guidance Services' updated with new location of the College and Career Center and to reflect personnel changes.

Date changes have been made to reflect the calendar for the 2016-17 school year.

'Social Media' updated to include that usage of 'social media' in the Learning Center will be made on an individual student basis by those overseeing the Learning Center.

In 'Academic Planning' section:

'Family Connection' term replaces 'Naviance'.

In 'Activities' section:

'Academic Eligibility' wording updated to clarify the period of ineligibility if a student receives an F+ or F grade. The policy is not affected or changed and has and still follows Board policy.

In 'Attendance' section:

'Concurrent Courses' added stating that students enrolled in a Kirkwood Community College course for concurrent credit will follow the Kirkwood attendance policy for the particular course.



STUDENT HANDBOOK

2016-2017 School Year



Inspire Learning. Unlock Potential. **Empower Achievement.**

Reviewed/Revised 8/1/2016

MISSION AND OBJECTIVES

District Mission Statement

Inspire Learning. Unlock Potential. Empower Achievement.

Educational Goals

As responsible, lifelong learners, it is essential Linn-Mar students be:

Users of Core Skills and Knowledge-who are competent in computation, mathematical reasoning, and use of multiple technologies; who can use cultural, artistic, historical, and scientific concepts to explain, assess, and anticipate change; who learn new skills and knowledge, as needed.

Thinkers-who independently access information and resources; who create and critically investigate multiple options; who make decisions that effectively solve a variety of problems.

Self-Directed Learners-who are aware of their strengths, needs, interests, and wants, who can set achievable goals, monitor and evaluate their progress; who are resourceful in responding to change.

Responsible Citizens-who recognize the relationships between self and others; who accept responsibility for their actions; who actively participate in improving themselves, their family, and local and global communities.

Effective Communicators-who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.

Collaborative Workers-who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.

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GENERAL INFORMATION

Academic Assistance Program

The Linn-Mar High School Academic Assistance Program provides academic support, tutoring, credit completion, credit recovery, and the COMPASS alternative program. An Academic Assistance Counselor (Todd Goodell, 447-3073) coordinates the following program:

- * **Tutoring:** Both student and adult volunteer tutors are available for specific subject area support. Tutoring times are arranged during school hours in The Learning Center/Media Center. Contact the 9th-10th Grades or 11th-12th Grades Offices for information.
- * **Academic Assistance Center:** Linn-Mar has operated an Academic Assistance Center one afternoon per week. The purpose is to provide academic support in a safe and instructional environment. This support is coordinated by the 9th/10th Grade Team and staffed by teachers. Contact Greg Hall, counselor (447-3074) or Joe Nietert, assistant principal (447-3022) for information.
- * **Credit Completion:** Students receiving failing grades may work with the Academic Assistance Counselor in an effort to complete coursework at a level satisfactory to award academic credit. Determination for this is a joint decision by the teacher, administrator, and Academic Assistance Counselor.
- * **Credit Recovery:** The Academic Assistance Counselor helps to coordinate planning for students no longer on pace to graduate with their class.
- * **COMPASS Alternative Program:** (located at the LRC, 2999 N. 10th St., Marion). Linn-Mar High School offers an alternative program known as the COMPASS program (Dawn Young, Coordinator). Students successfully completing the COMPASS program receive a Linn-Mar High School diploma. Approved students may take selected courses or be involved in the program full-time. Contact the Academic Assistance Counselor for information regarding the COMPASS program.

Announcements

Daily announcements are made to students via LMTV broadcast at the beginning of 1st and 2nd Block. The webcast and written announcements are posted on the school website daily. It is important for all students and parents to monitor the daily announcements regarding changes in schedules, deadlines, and other important school information.

Attendance

Research supports the close association of success in school and good attendance. Linn-Mar High School believes that good attendance and promptness are important for success beyond high school, and that developing these patterns is an important step in the lifelong learning process.

Parents and guardians should contact the 9th/10th Grade (447-3050) or 11th/12th Grade (447-3046) Offices by phone to notify the school regarding an impending absence. If this is not done, the school will make every effort to contact the parent/guardian at home or work to verify the absence. See the "Linn-Mar High School Attendance Policy".

Behavior Expectations

A safe, secure, disruption-free academic environment is essential to ensure a quality education for all students. All of Linn-Mar High School's rules and behavior expectations are reviewed annually by staff, students, parents, administration, and Board of Education with the goal of maximizing the quality of the academic environment.

Linn-Mar High School uses a system of progressive discipline, beginning with the teaching of behavior expectations and ending with progressively more severe consequences when those expectations are not met. Linn-Mar High School publishes a Board of Education reviewed "Code of Conduct", which is included in the "Student Handbook" and reviewed with students during the first week of school. See the Linn-Mar High School "Code of Conduct".

Bus Service

Any question regarding bus service should be directed to the Linn-Mar Transportation Department (447-3030). As a general rule, high school students **must live at least three (3) miles** from school to be eligible for bus service. **For 2016-17, any eligible Junior or Senior wishing to ride the bus must complete a 'Bus Transportation Request'.** The link for this form is on the district webpage.



....GENERAL CONTINUE

Canine Inspection

Linn-Mar High School, in cooperation with the Marion Police Department, conducts routine building and grounds (including parking lots) sniffs using the Marion PD canine units. These inspections are done during classtime, before school, or after school hours. If information is produced during an inspection that constitutes "reasonable suspicion", the administration will conduct a search within the guidelines of established district policy and Iowa statute. (Reference: Board Policy 502.4, 502.4R)

'COMMONS' Areas

All 'Commons' areas are learning centers with a variety of seating, material, and technology options for student use. During school hours, the 'Commons' areas will be utilized by students with Time Release or with teacher permission. The environment will be maintained as an academic setting in all 'Commons' locations. Beginning in 2016-17, LMHS will have seven designated 'Commons' locations: West/Theater Commons, Upper Commons/Library, Study Commons at the Main Office, Commons at the Four Corners, Outdoor Commons, The Pride Rock Commons, and the South Commons.

CORDS

The Commission on Recognizing Dedicated Service (CORDS) is a program that recognizes seniors at graduation who have volunteered a minimum of 160 hours to the Linn-Mar Community School District. See the display across from the Learning Center for further information.

Curriculum

See "Linn-Mar High School Program of Studies". See also "Academics". See Linn-Mar High School web page, at www.linnmar.k12.ia.us.

Daily Schedule

Linn-Mar High School operates a modified 4x4-block schedule. This schedule is built around eight traditional periods (45 minutes) for math, music, and foreign language while all other courses meet in four blocks which meet daily for 95 minutes.

The original block schedule was adopted by the Board of Education in February of 1999, and was adjusted to meet state time requirements in 2012. The modified block schedule is intended to provide students with expanded opportunities, allow teachers to better teach to the various learning styles of individual students, and to further enhance the learning environment at Linn-Mar High School.

- * Early Session (8:00 a.m.-8:25 a.m.): During this scheduled time period teachers are available to meet with students on a drop-in or arranged basis. Opportunities to review, ask questions, complete makeup work, and get more individual instruction occur during this time. Teachers may opt to begin Early Session at 7:45 a.m.
- An Early-Bird period (7:15 a.m.—8:00 a.m.) is also scheduled for Marching Band and specific sections of other courses as needed.
- An adjusted schedule has been established for all class sections taught at the LRC.

Dance Expectations

- Student dress at a dance is a parent responsibility. The administration holds the right to address inappropriate clothing choices. All guidelines concerning student dress code within the Student Handbook apply.
- It is agreed that "grinding," as defined as — "a student dancing in front of another student with their body pressed into his/her crotch," is inappropriate and will not be tolerated at school dances. Grinding behaviors may include, but are not limited to, hands on hips, bending over, hands on floor, other inappropriate hand placement.
- It is agreed that there are dance behaviors that 'cross the line', including, but not limited to the following:
 - Hands on floor or knees while in front of another individual.
 - Bending over in front of another individual
 - Simulation of a sex act
 - Dresses being pulled up
 - Inappropriate hand placement
 - Inappropriate skin showing
 - Midriff, backside, chest, etc.

Consequences for repeated inappropriate behaviors will result in the student being asked to leave the dance and may result in a ban from dances.

...GENERAL INFORMATION

Deliveries

Because of the number of potential requests, Linn-Mar High School will not accept deliveries of flowers or balloons for students. Local vendors will continue to be notified of this policy.

Doors (Entry to Building)

Entry into the building must take place in designated doors. During the school day, only doors #3 and #13 will be available for student, parent or visitor entry. At NO TIME are non-designated doors to be opened for entry into the building. Doors are never to be propped open for entry.

Dress Code *(Reference: Board See Policy 502.9)*

Students are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good learning environment. The standards will be those generally acceptable to the community as appropriate in a school setting.

Students are expected to wear clothing appropriate for a public high school which does not disrupt the school or educational environment. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed.

While the primary responsibility for appearance lies with the students and their parents/legal guardians, appearance disruptive to the education program will not be allowed. When, in the judgment of the principal or designee, a student's appearance is inappropriate, disrupts the educational process or constitutes a threat to health/safety, the student may be required to make modifications.

Clothing should not show an inappropriate amount of bare skin. Shirts and shoes are to be worn while in the school building. Hats or any head coverings are allowed in the hallway only. Hats are not to be worn in any classroom, the Learning Center/Media Center, Upper Commons/library, auditorium or any other instructional area during the school day. Coats should be kept in lockers during the school day. Gang "colors" or associated clothing are prohibited.

Emergency Contacts

Emergency contacts, listed on the student emergency information, will be called in the event of critical-care concerns only. Students **may** be sent home, for school purposes only with consent of parent/guardian.

Evacuation

In the event of emergency evacuation, high school students will be moved to **the following** locations: Novak Elementary (401 29th Ave.), Excelsior Middle School (3555 N. 10th Street) or Indian Creek Elementary (2900 Indian Creek Rd). Parents will be asked to listen for emergency announcements on radio/TV but NOT to come to the high school campus or the evacuation locations to pick up students until communication to do so takes place.

Food/Drink

Food, water, and other beverages allowed in the school building are not allowed in the **Upper Commons/library**, Auditorium, Little Theatre, or computer labs at any time. Food and water are allowed in **the designated 'Commons' areas**, Food Court and hallways. Staff members may also allow food and water in specified instructional areas/rooms. Failure to maintain the instructional areas/rooms may result in the revocation of food in rooms supervised by specific staff. **Caffeinated energy drinks or soft drinks are not to be brought into the building at any time during the school day.**

Good Standing

Students must be in **good standing** with the Code of Conduct, Attendance Policy, and Good Conduct (Extra-Curricular) Activity Policy in order to participate in or attend school events, dances, graduation ceremonies, Prom or Homecoming, retain "Time Release" privileges, and other opportunities provided for students. Students who owe any time due to excessive tardiness or truancy, or who have outstanding fines, are not in "Good Standing" until all time obligations are fulfilled.



...GENERAL INFORMATION

Guidance Services

Linn-Mar High School has six guidance counselors, **three** student-assistance counselors, and an academic assistance counselor. Linn-Mar High School counselors work with students in five major service areas as follows: inventory service (test scores, grades, personal data), information service (occupational information, educational information, personal-social information), counseling (educational, vocational, personal-social), placement (career planning, post-secondary planning, part-time employment opportunities), and follow-up (continuing contact with former students).

(Guidance continued) Appointments with students are made during unscheduled time or Learning Center periods. Students or parents may also schedule appointments before school, after school, or on selected evenings.

In **2016-17, the College and Career Center is in a new, permanent location adjacent to the South Commons.** Students and parents are welcome to browse the college catalogs, college directories, financial aid information, scholarship information, standardized testing information, and career materials at any time. College, technical school, and military representatives visit Linn-Mar High School on a regular basis. These visits are publicized in the daily announcements and take place in the College and Career Center.

Students are assigned to a designated counselor but are encouraged to see any counselor they wish. Grades 9-10 counselors **are** located in the 9th/10th Grades Office. Grades 11-12 counselors **are** located in the 11th/12th Grades Office. The assignments are as follows:

Grades 9-10	A-G	Mr. Greg Hall	447-3074
Grades 9-10	H-N	Mr. Pete Martin	447-3072
Grades 9-10	O-Z	Mrs. Sheryl Cline	447-3175
Grades 11-12	A-G	Mr. David Kennedy	447-3104
Grades 11-12	H-N	Ms. Jennifer Thurston	447-3098
Grades 11-12	O-Z	Ms. Elizabeth Kreher	447-3072

Student Assistance 9-12 (including substance issues)	Mr. Kevin McCauley	447-3047
Student Assistance 9-12 (including family, mental , and social issues)	Mrs. Lisa Mooney	447-3129
Student Assistance 9-12 (including dropout prevention)	Mrs. Janessa Walters	892-4884
Student Academic Assistance 9-12	Mr. Todd Goodell	447-3073

Hallway Passes

In order to promote a **safe**, secure and disruption-free environment, all teachers are discouraged from allowing students to go to their lockers or other locations in the building without written permission in the form of a pass. Signed hallway passes are required for all students who are in the halls during class time.

Harassment

Linn-Mar enforces a no-tolerance policy related to harassment of any kind. All reports will be investigated. Students should contact, in confidence, any teacher, counselor, or administrator if they feel they are being harassed or know someone who is being harassed. Students may also contact district officials, Leisa Breitfelder, Executive Director of Student Services, at 447-3003, or Shannon Bisgard, Associate Superintendent, at 447-3028. (*Reference: Board Policy 104, 403.13*) See *Policy Statements*."

Health Services

The school nurse is available to Linn-Mar High School students on a daily basis. Ill students will be sent home, with parent permission, via the attendance office. For questions, call the Health Services Office at 447-3080. See *Medication*.

...GENERAL INFORMATION

Homerooms

All students are assigned to a homeroom with a homeroom advisor. In **2016-17**, meetings are scheduled once per quarter (August **25**, October **27**, January **26**, April **6**) for the purpose of conducting school business, such as course registration, discussing important school items, post-secondary planning, and standardized assessment prep. 9th grade students also focus on high school adjustment during homeroom. Attendance for all grade levels is mandatory. **All 12th grade Homeroom sessions take place in the Auditorium.**

ID Cards

Students are required to carry ID cards at all times. IDs are required for Time Release, lunch, event attendance and library check-out. Replacements can be purchased in the 9th/10th Grades Office or 11th/12th Grade Office.

Insurance

All students who participate in school athletics or activities are strongly encouraged to carry health and accident insurance (see "Activities", "Insurance"). The school provides an optional insurance program for all students and invites all students to participate, on a voluntary basis, with costs to be paid by the student. (Reference: Board Policy 504.9). See also "Activities".

Internet Use

(Reference: Board Policy 603.12-R, **603.12-R2**, 603.12-E1)

The Internet is to be used as an educational tool for classroom purposes only. Students under 18 years of age must have parent/guardian authorization of independent Internet use. Inappropriate use of the Internet will result in cancellation of privileges. See "Policy Statements".

Lockers (Reference: Board Policy 502.13)

All 9th grade students are assigned a school locker for the purpose of storing school materials and personal items needed for school. **10th**, 11th and 12th grade students may be assigned a locker upon request to the **9th-10 Grades** or 11th-12th Grades Office. It is the responsibility of each student to keep the locker clean and undamaged. Expenses required to repair a locker are billed to the student who is assigned to the locker. Although school lockers are temporarily assigned to individual students, they remain the property of the school and are subject to regular, general inspections by school officials. Contraband items (see "Code of Conduct") discovered during such searches shall be confiscated by school officials and may be released to law enforcement officials (See "Student Searches").

Lunch and Breakfast Program

School lunches and breakfast are served daily. School IDs with bar codes are used for payment purposes at all times. Money can be put into accounts at registration, each morning before 10:15 a.m. in the cafeteria, online on the school website, and at the Cashier's Office. Free and reduced lunch program applications are available in the high school Main Office or on-line at www.linnmar.k12.ia.us. Breakfast is served from 7:30 a.m. - 10:10 a.m. Snack items may be purchased throughout the day from 7:30 a.m.-2:00 p.m.

Majority Age

(Reference: Board Policy 501.14)

Students who are eighteen years of age are given the opportunity to exercise responsibility for their attendance, school correspondence, and scholastic achievement. Completion of a parent consent form and approval by the administration are required. Parent consent forms are available in the 11th-12th Grades Office.

Make-up Work

Students who are absent from school for any reason, are expected to make up all course work missed due to the absence. Students with *excused* absences are given two days per day missed to make up assignments, quizzes, tests, or other work. Students with anticipated absences (activities, other) are expected to have work done and take tests upon returning to class. Students with unexcused absences (including due to suspension), are expected to have all work completed upon returning to class. (See Attendance Policy).



...GENERAL INFORMATION

Medication

Students who must take prescribed medication at school need a physician's written authorization and parent/guardian approval, which must be kept on record in the high school **Nurse's Office**. Parent permission forms are available, upon request, from the Main Office (447-3040) or the **Nurse's Office** (447-3080). (*Reference: policy 504.31 and 504.31E*).

Non-prescription medications such as Advil, Tylenol, Midol, antihistamines, cough medicine, or any over-the counter medications provided by the parent/guardian, must be delivered directly to the Nurse's Office. The student will be sent to the Nurse's Office to receive these medications. Students are not to carry any medication without written administrative approval.

Messages

Messages from parents are delivered to the classroom by student office runners as possible. Efforts will be made not to interrupt instruction and to find students during classes or Learning Center time. Students will be taken out of class for calls or messages on an emergency basis only. Messages from friends, employers, or others not listed as parents/guardians will not be delivered.

Mobile/Personal Electronic Devices

All Mobile/Personal Electronic Devices, including phones and music systems, must be turned off and out of sight in classrooms or other instructional areas (The Learning Center, Auditorium, Little Theatre, Gym, Locker Rooms, Weight Room, etc.). Mobile device usage in the hallway and **'Commons'** areas is permissible **at all times**. Mobile devices may be used **in the classroom** for instructional purposes at the discretion of the teacher/staff. Mobile devices may be temporarily confiscated for the remainder of a class period or school day at the discretion of a teacher, staff member, Student Dean, or Administrator for inappropriate use or disruption.

Parent Advisory Council

Linn-Mar High School will conduct meetings with a selected group of parents of students in grades 9-12, each semester. These meetings are designed to enhance communication between home and school. The agendas generally feature administrative reports, review of recent school functions, and a question/answer forum. In **2016-17**, the Parent Advisory Council meeting dates will be **November 1** and **February 27**. Meetings will begin at **6:30** p.m. in the **Learning Center or Presentation Center**. Sign-up for Parent Advisory Council will begin in August.

Parking

Students wishing to park on campus must have a valid parking **tag** on display at all times. Parking tags will be chosen via lottery. A 'wait list' is kept so new tags can be issued as spaces become available. Students must have a valid school driving permit or driver license to be eligible to register a vehicle for a parking tag. Students are expected to park in designated areas, obey all parking rules and driving regulations. Violators are subject to the "Code of Conduct" and may lose parking privileges indefinitely.

Personal Possessions

Linn-Mar High School does not assume responsibility for lost or stolen personal items or valuables. All students are encouraged to keep lockers locked at all times, NOT to bring valuable items to school, and NOT to carry large sums of money.

PowerSchool

PowerSchool is the Linn-Mar student information system. Grade progress, priority standards progress, attendance, course registration, some announcements and teacher contact information are available at this site. Students and parents are encouraged to check PowerSchool on a regular basis. If you have questions regarding PowerSchool, please contact the 9th/10th Grade Office or 11th/12th Grade Office.

Signs, Flyers and Posters

All signs, flyers, and posters must have administrative approval prior to being displayed on campus.

Social Media

Texting, Facebook, Tweeting, or any other methods of social media may be used during non-scheduled time during the school day. Students engaging in social media during scheduled instructional time may lose such privileges during the school day. Students using social media inappropriately as deemed by the Principal or designee will be subject to the Code of Conduct. **Determination of social media use in the Learning Center will be made on a student and period basis by Learning Center staff.**

...GENERAL INFORMATION

Student Support Services

(Reference: Board Policy 602.5)

All children **with a disability**, from birth to 21 years of age, regardless of severity of their disability, who reside within the Linn-Mar Community School District and who require special education and related services shall, in cooperation with the Area Education Agency, be identified, evaluated, and provided a free and appropriate public education. This is in accordance with the Code of Iowa, The Education of Handicapped Children Act (P.L.94-142), applicable state/federal regulations, and the district's goal of providing full educational opportunities for all students.

Student Advisory Council

The Linn-Mar High School Student Advisory Councils **are** comprised of volunteer members of the student body whose purpose is to meet with the high school principal and building administrative team to provide feedback and advise on various policy or procedural matters. Meetings take place three times during the school year **at 7:30 a.m.** The purpose of the Student Advisory Council is to represent the student body in keeping with the Linn-Mar High School commitment to shared decision making and continuous improvement. Student Advisory Council members may or may not be members of Student Council. Student Advisory Council is divided by grade level to encourage more participation and input. Applications are available in the Main Office at the start of the school year.

Student Assistance Program

The mission of the Linn-Mar High School student assistance program is to provide a network of prevention, intervention, counseling and support for students trying to overcome conditions which interfere with their ability to achieve success in school.

The Student Assistance Team, which promotes positive choices and healthy lifestyles, includes the following programs:

- **Student Assistance Counselors** (Kevin McCauley, 447-3047, **Janessa Walters**, 892-4884, and Lisa Mooney, 447-3129) - The Student Assistance Counselors provides individual counseling regarding personal concerns, a safe place for substance use assessments, group counseling, and education about substance abuse, other life issues and assists students with family, personal/social and mental health issues as well as other life issues. All information received by the Student Assistance Counselors is held as confidential under federal law and is not included in student records.
- **Student Support Groups**-The following student support groups are provided for Linn-Mar High School students and accessed by contacting any SAT member: CODE (a group for children in disruptive home environments), SODA (a group for Students OK without Drugs or Alcohol), and TRY (Teens Reaching Youth, a high school organization which provides education on healthy lifestyles to younger students).
- **Student Assistance Team**-Linn-Mar High School staff members who assist students in a confidential manner with counseling, information resources, counseling and referrals to appropriate helping people. SAT members also serve on the Traumatic Event Response Team. Team members for **2016-17** include: Corey Brinkmeyer, Barb Harms, Tracy Hopkins, Kyle Hoffman, Kathleen Kelley, Nancy Kleitsch, Lisa Loftin, Audrey Ollinger, Liz Sheka, Jeanne Turner, Dee Westbrook, Rebecca Youngkent, Kathy Ebeling, Jordan Printy, Sarah Mollman, Chelsi Snead, **Lee Kibbie**, Lisa Mooney, **Janessa Walters**, and Kevin McCauley.
- **Student Mentors**-Selected high school staff serve as mentors to identified students who could benefit from a positive role model. These staff members will have regular contact and provide support throughout the school year in all areas of the students' lives.
- **Reading Support**- Linn-Mar High School, via the Student Assistance Program, provides reading assistance for identified students in grades 9-12.

Student Council

The purpose of the Linn-Mar High School Student Council is to provide an avenue for student involvement to enhance the social function of the school, and to lead efforts to serve Linn-Mar High School and the community.

Student elections are held each spring. Seven at-large representatives are elected from each grade. Unsuccessful candidates may become pledge members of Student Council. Information about becoming a pledge member may be obtained from the Student Council Advisors.



....GENERAL INFORMATION

Student Progress Communication

Progress reports may be sent to parents at any time during the school year. Teachers are expected to communicate regularly with parents and to proactively develop strategies to assist all students. In addition, parent/teacher conferences are scheduled at the midpoint of 2nd Quarter and 3rd quarter. Student grade progress, via PowerSchool, is an invaluable way for students and parents to monitor student progress in courses. Every three weeks, all students are monitored via PowerSchool for those currently receiving failing or incomplete grades. Letters to parents, student meetings, and parent phone calls are then used to create awareness and develop a plan of action/support for individual students.

Student Driving Permits

Students who are 14 years of age may qualify for a "Student Driving Permit" if they have satisfactorily completed a driver's education program and follow these steps:

- Obtain an application at the Iowa DOT Driver's License Office.
- Parent/guardian must sign application.
- Bring driver's education completion student driver permit certificate and application to 9th/10th Grade Office for Associate Principal's signature.
- Return to DOT.
- A school driving permit does not guarantee an on-campus parking tag.

Student driving permits are meant to provide transportation directly to and from school for students that live one mile or more from school.

Students may drive to school activities and activities practices or rehearsals, provided these practices are held at a Linn-Mar Community School District site.

Support Services (Grant Wood AEA)

(Reference: State Code 41.82)

Additional support services are available to assist teachers, parents, and students when concerns arise. These services include our building's Grant Wood Area Education Agency staff (psychologist, consultant, speech-language pathologist, occupational and physical therapist, and others). Other services provided by counselors, nurse, student assistance counselor, and others are also available.

Telephones

A designated phone to be used by students for school business only is available in the 9th/10th Grade Office and the 11th/12th Grade Office. All other school phones are to be used by school personnel only unless with permission or for critical-care emergency purposes. *See Mobile Electronic Devices.*

Time Release

(Reference: Board Policy 602.8, 602.8-R)

Time Release privileges allow **junior and senior students** to leave campus or to **access a 'Commons' area, the Learning Center**, or supervised classroom when not scheduled for a class. **Students must be out of the halls once the passing time bell has rung, even if they have time release.** To qualify for Time Release, 11th and 12th grade students must be in "good standing" in relation to the Code of Conduct and Attendance Policy, as determined by the administration. In addition, students who receive "F", "F+" or incomplete grades at the nine-week grading period are not eligible for Time Release for a period of time determined by administrators. 11th and 12th grade students receiving 'F' grades or missing class work **six weeks into a term** will have Time Release revoked for the remainder of the term. Time Release rosters are updated daily and maintained by the 11th and 12th Grades Student Dean. Parents may approve, if a student is eligible, or revoke Time Release at any time by contacting the 11th/12th Grade Student Dean. **9th and 10th grade students do not have time release and thus must remain in assigned locations within the building, once they have arrived on campus until dismissal. 9th and 10th grade students have an assigned place to be at all times during the school day.**



.. . . . GENERAL INFORMATION

Transcripts

Updated student transcripts are made available at the conclusion of each nine-week grading period. Student transcripts are only mailed at the end of 2nd quarter/1st semester and 4th quarter/2nd semester unless requested. Historical grades are available at all times via PowerSchool. The school will send multiple copies of transcripts to both custodial and non-custodial parents/guardians if prior notification is given to the school. Transcripts will be sent to post-secondary institutions, potential employers, etc. upon request to the counseling office. Post-graduates are charged \$1.00 per transcript. To request a transcript, please call the **College and Career Center (447-3045) or the 11th-12th Grade Office (447-3070)**. **Official transcripts may be sent directly to post-secondary institutions via Family Connection. See your 11th-12th Grades Counselor for assistance sending transcripts.**

Visitors (Students)

Due to the large population of students at Linn-Mar High School, student visitors are NOT allowed during the school day without written request and approval of the building principal.

Visitors (Adults)

All visitors to the building are required to sign-in at the **9th-10th Grades Office or the 11th-12th Grades Office**, and state a clear destination. Appointments are necessary. Any visitor without an appointment must be approved to enter by an administrator or student dean. **Visitors conducting business in the Athletic Office may sign in for entry in this office as deemed appropriate.**



....GENERAL INFORMATION

Linn-Mar High School Learning Center

Inspired by the RTI Model of Mattos, Webber and Buffum, the LMHS Learning Center is designed to provide varying levels of academic support for students at LMHS. The Learning Center is comprised of six different labs housed in **the** Learning Center. All students in grades 9 and 10 will be assigned to The Learning Center during unscheduled time. Students in grades 11 and 12 may also utilize the various labs as needed. Students who are struggling in particular courses may be assigned to any of the labs as deemed necessary to help the student achieve success in **a** class.

Learning Lab

Purposeful individual and group study area for 9th and 10th grade students.

Academic atmosphere with individual and group seating.

Students check-in with the Learning Lab facilitator with each Learning Lab station, and may or may not have assigned seats.

Computer and Reference Material areas are for academic use only.

Personal technology for academic use (including extension) may be used in the Learning Lab.

The Learning Lab facilitator will take an active role in reviewing a student's academic status. They will roam the Learning Lab and frequently check on PowerSchool as well as work completion needed.

Tutoring Lab

Requested/Assigned Tutors or Drop-In Available Tutors.

Specific areas of Math, Science, English, Social Studies, Foreign Language and other subjects as requested.

Monitoring of what specific content areas supported during sessions.

Will be open, as available, before-during-after school. **The goal is to have drop-in tutors available from 7:45 a.m. - 4:00 p.m. on regular school days.**

Guided Studies Lab

Available on both a Drop-In and Assigned basis.

Support/Review/Summary/Rehearsal from specific courses led by a ed. asst./tutor/teacher.

Instruction uses a small group or individual format.

Communication with classroom teachers regarding focus of instructional support.

Monitoring of what specific content areas supported during sessions.

Directed Studies Lab

Assigned only.

2.5 credits may be earned for nine weeks of study in one of two manners:

Method #1: Assigned for Skill work in Math and/or Literacy.

Method #2: Assigned as skinny/quarter class and paired with priority standard competency in English, Science, Social Studies, Math, or Foreign Language.

Student Support Services Teachers will Instruct Directed Studies.

Students may also be in Guided Studies Lab or Tutoring Lab during the same term as Directed Studies Lab.

(Continued on page 13)

.. . . . GENERAL INFORMATION

Focus Lab

Individual Behavior and Academic support in a self-contained academic environment.

For students not meeting behavior expectations in other Learning Center labs.

Will be facilitated by staff as assigned by the Assistant Principal.

Mandatory/Assigned academic supports with specific coursework.

Academic Assistance Lab (Credit Recovery/Credit Completion) (**see also Academic Assistance Program**)

F+, F, INC (as needed), and students at risk for not being on track for on time graduation.

Assistance with student transition to Compass Program.

Facilitated by the Academic Assistance Counselor.

...ACADEMIC PLANNING

Academic Integrity

Academic dishonesty is never acceptable and will not be tolerated. It is unethical for a student to take credit for work that is not their own. Academic dishonesty denies a student the opportunity to acquire skills necessary to succeed in a given content area and future coursework. The following is a listing of some, but not all, examples of academic dishonesty:

- A. Copying the work of another, or plagiarism.
- B. Giving your work to another student, and allowing them to take credit for the work as their own.
- C. Allowing someone else to do your work for you, or doing someone else's work for them.
- D. Viewing, or attempting to view, another student's work during a quiz, test or other assessment.
- E. Using electronic devices, including calculators, to store or compute information without teacher permission.
- F. Using unauthorized 'cheat sheets' or electronic/digital aids without teacher permission. Permission to use memory from a digital device, including calculators, for pre-loading or storing information must be expressly granted by a teacher.
- G. Creating or accessing digital images of assessments in part or in full. Academic dishonesty will be treated in the following manner:
 1. Students will be asked to provide evidence, such as notes, drafts, or other work samples.
 2. Students found to have violated Academic Integrity will be subject to the following:
 - Zeros are assigned to the student or students involved.
 - A letter will be sent to parents and counselor.
 - When a published work is plagiarized, a letter of apology will be sent to the writer or publication.
 - A second offense may result in an 'F' grade and/or being dropped from the course without credit.

Academic Letter Requirements

Students who achieve a 3.33 or higher grade point average during a given school year are eligible for a Linn-Mar High School academic letter. Academic letters are presented to students at an assembly each fall. Students must have been in attendance at Linn-Mar High School during the previous school year for a minimum of 47.5 credit hours to qualify. Academic letter recipients who achieve a g.p.a. of 4.00 or higher grade point average during a given school year are eligible to receive a Linn-Mar High School Academic Letter *with Distinction*. Recipients with a g.p.a. of 3.75-3.99 during a given school year are eligible to receive a Linn-Mar High School Academic Letter *with Honors*.

Advanced Placement

Linn-Mar High School offers Advance Placement (AP) courses in Art History, Calculus (BC), Biology, Chemistry, English, Literature, Environmental Science, Physics, Psychology, Statistics, U.S. Government, **Comparative Government**, U.S. History, Microeconomics, Music Theory and World History. For course descriptions, information about the Advance Placement exam, and other offerings consult the Linn-Mar High School "Program of Studies" or www.linnmar.k12.ia.us. AP courses are weighted for grade point calculation purposes as follows: A+, A (5.0); A- (4.67); B+ (4.33); B (4.00); B- (3.67); C+ (3.33); C (3.0); C- (2.67); D+ (2.33); D (2.0); D- (1.67).

Assessment Program

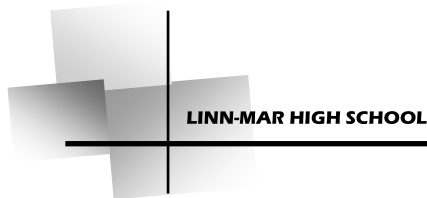
(Family Connection has multiple, optional assessments, including interest inventories).

9th Grade: Iowa Assessment (required), Choices (Interest and career inventory)(optional), SDS (Strong-Campbell Self-Directed Search) (optional), MBTI (Myers Briggs Trait Inventory)(optional).

10th Grade: Iowa Assessment (required), NWEA Math (Required), NWEA Reading (Required). Science Reasoning Assessment (Required).

11th Grade: Iowa Assessment (required), Choices, (optional), ASVAB (military, career inventory)(optional), ACT, SAT (optional), NMSQT (National Merit Scholarship Qualifying Test)(optional), COMPASS (Kirkwood C.C.) test (optional).

12th Grade: Iowa Assessment in areas of non-proficiency (Required), ASVAB (military, career inventory)(optional), ACT, SAT (optional), NMSQT (National Merit Scholarship Qualifying Test)(optional), COMPASS (Kirkwood C.C.) test (optional).



...ACADEMIC PLANNING

College Credit

Linn-Mar students can earn college credit, while attending high school, in the following ways: taking courses or course sequences which, through agreements with Kirkwood Community College, will transfer as college credit upon enrollment (see Program of Studies); taking courses which are jointly administered by Kirkwood and Linn-Mar High School (Career Edge Academy or other concurrent enrollment courses); Advanced Placement courses; Post-Secondary Enrollment Option courses. (11th/12th grade students, see "Post Secondary Enrollment Options").

COMPASS Center Credits

Alternative high school program credits are available at the COMPASS Center located in the LRC at 2999 N. 10th St., Marion. See Academic Assistance Counselor, Todd Goodell, for information about COMPASS Center courses.

Course Load

Students in grades 9-11 are required to carry a minimum of 35 credits per semester. 12th grade students are required to carry a minimum of 30 credit hours per semester.

Credit/Fail

Students may elect to take a course for "Credit/Fail". The following guidelines apply:

- 9th grade students may not opt for Cr/F.
- Courses used to meet the minimum requirements for graduation in Math, Science, English, and Social Studies may not be taken Cr/F.
- A limit of 25 Cr/F credits may be taken during the high school career.
- A grade of "**C-**" or higher must be earned in order to receive credit.
- Parent signature is required.
- Deadlines for applications: Block class by end of 5th week; traditional class by end of 10th week. Applications must be received in the Guidance Office and filed for each quarter of a block class and each semester of a traditional class.
- Once this option is chosen, it may not be reversed at a later date.

Credit Hours

Most block courses (which meet 95 minutes per day) are worth five credits per quarter (9 weeks). Most other courses (which meet for 45 minutes per day) are worth five credits per semester (18 weeks).

Drop-Add Deadlines

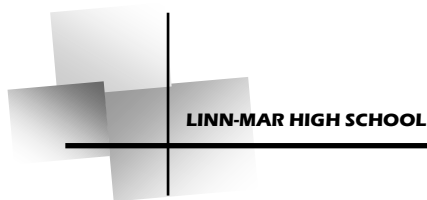
Students may drop or add a course without penalty before the following deadlines:

- Add course deadline-
 - Block class—End of the 3rd day of new quarter
 - Semester class—End of the 5th day of a new semester
- Drop course deadline-
 - End of 4th week of new term (block classes)
 - End of 8th week (semester classes)
- Dropping a course after the established deadline will result in a failing grade for the given grading period.

Early Graduation

(Reference: Board Policy 605.31, 605.31-R)

Students who have met the minimum academic requirements (**250 credits and all required credits**), with parental consent, may graduate early. (See "Graduation Requirements"). Applications are available in the 11th/12th Grade Office and must be submitted to the principal a minimum of four weeks prior to the end of the student's final term. Students who graduate early are not eligible to participate in extra-curricular activities. They may, however, attend Prom and participate in graduation exercises.



...ACADEMIC PLANNING

Family Connection

Beginning in 2015-16, LMHS **uses** Family Connection in the areas of academic planning, goal setting, career planning, and college planning. All LMHS students and parents have access to Family Connection online. Counselors will be using Family Connection with students during their high school careers. Contact your student's counselor for questions regarding Family Connection.

Grading

The standard grading scale used by all Linn-Mar High School teachers is as follows: A+ (99.0%), A (93.0%), A- (90.0%), B+ (87.0 %), B (83.0%), B- (80.0%), C+ (77.0%), C (73.0%), C- (70.0 %), D+ (67.0%), D (63.0%), D- (60.0%), F+ (55%). **Percentages are rounded to the nearest whole percentage (0.5 or higher rounded up and 0.49 or lower rounded down).** Extra credit or test re-takes may raise a grade to no more than an A-.

Grade Point Calculation

Grade point averages are computed on a 4.33 scale as follows: A+ (4.33); A (4.0); A- (3.67); B+ (3.33); B (3.0); B- (2.67); C+ (2.33); C (2.0); C- (1.67); D+ (1.33); D (1.0); D- (0.67). Transfer grade point averages will be computed using the Linn-Mar High School grade point calculation system.

Graduation Requirements

Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

English – 40 credits. Must include English 9 or English I (10 credits each), English II (may opt out if pass English I with a 90% or higher grade), English III or Advanced English III, and one speech/acting course (5 credits).

Mathematics – 30 credits. Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits).

Students who successfully complete both semesters of Algebra may not then take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year Math requirement.

Science – 30 credits. Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), a physical science course (Chemistry, Physics, or Earth and Physical Science) (10 credits). Ten elective credits may include the following vocational/technical offerings: Aquaculture Science, Ag.-Science-Animal, Ag.-Science-Plant, Natural Resources and Ecology, Food Science and Safety, Introduction to Engineering Design, and Principles of Engineering.

Social Studies – 30 credits. Must include U.S. History 9 **or U.S. History I** (10 credits) or AP U.S. History (15 credits), World History (10 credits) or AP World History (15 credits), American Government (5 credits) or AP U.S. Government (10 credits), and one social studies elective (5 credits).

Health/Fitness – 20 credits. Must include Health I (5 credits).

Graduation—Honors and Distinction

Graduation honors are calculated after the 3rd quarter of the senior year. Valedictorian is the senior with the highest grade point average. Salutatorian is the senior with the 2nd highest grade point average. Graduation with *Distinction* is attained by those with a 4.0 cumulative grade point average or higher. Graduation with *Honors* is attained by those with a 3.75 - 3.99 cumulative grade point average.

Objectionable Materials

(Reference: Board Policy 602.29, 602.29R)

"...the Board retains the final legal responsibility for...including the selection, review, and reconsideration of educational materials." Information about procedures for reviewing curriculum and materials is available in the office of the principal.

ACADEMIC PLANNING

Physical Education Waiver (Ref. Policy 603.8)

Physical education is required for all students by state educational standards. Students may, however, receive a waiver of the physical education requirement through application to the appropriate associate principal. Applications will be approved if one of the following criteria is met:

1. The student is enrolled in a for-credit, cooperative, work-study, or other educational program authorized by the school, which requires the student's absence from the school premises during the school day.
2. The student is enrolled in academic courses otherwise unavailable.

The submission deadline for non-medical Physical Education Waivers is the first Tuesday after Labor Day, September 6, 2016, for the 2016-17 school year. Physical Education Waivers for severe medical conditions may be granted after that date. Non-medical Physical Education Waivers are rescinded if coursework is dropped (and not replaced) at any time during the school year.

Post Secondary Enrollment Options Act

See *Program of Studies*! Students may enroll in college courses while attending high school under the following provisions: A) PSEO is intended for 11th and 12th grade students only, B) courses may not replace courses required for graduation, C) courses may not replace courses offered in the high school, D) the school district pays no more than \$250 for tuition and related expenses, E) the student must pass the course in order for the district to pay, F) the course must be taken during the school year and not during the summer, G) may count toward minimum course load requirement and elective graduation requirement, H) students must maintain the minimum high school course load.

PSEO courses earn both college and high school credit. The grade earned in the course is reflected on a college transcript. The grade will be shown as a Credit/Fail on the high school transcript and does not impact the high school grade point average.

Program of Studies

The Linn-Mar High School *Program of Studies* is a yearly publication of all courses offered in the academic program at Linn-Mar High School. This document is available online, and is available for review in hard copy in the 9th/10th Grade Office, 11th/12th Grade Office, Main Office/Study Commons, Upper Commons/Library, and Learning Center.

Registration

Course registration for returning students begins in January. The course registration process is online. The Master Schedule is created following registration, and student schedules for the next academic year are distributed in May. Contact your counselor, or another counselor, for questions regarding registration for classes.

...ACADEMIC PLANNING

Test-Out Option (Board Policy 605.6)

Students who wish to test out of various courses for credit must notify the building principal in writing of their intent by May 1 for a fall semester or year-long course and by December 1 for a spring semester course. Students will be asked to demonstrate, via multiple performance measures, critical objective mastery for the course.

Standards Reporting

Linn-Mar High School **reports** on Priority Standards of Common Core/Iowa Core and professional organizations. Standards reporting is based off of proficiency scales used for assessing student progress for each priority standard. Standards are reported in addition to percentage grading. For teachers who convert a proficiency scale score to a percentage score, the following conversion scale will be used:

Curriculum Maps Proficiency Scales

4	Advanced	In addition to proficient, in-depth inferences and applications that go beyond what was taught
3.5	High Proficient	
3	Proficient	No Major errors or omissions regarding any of the simple or complex concepts taught
2.5	Proficient with Support	
2	High Progressing	An understanding of the simpler details and processes taught, but requires support
1.5	Low Progressing	
1	Capable of 2.0 with Support	With help, partial understanding of details and processes taught
0.5	Limited Success	
0	Not Attempted	Not Attempted

Proficiency Scale Conversion

4	100	A+
3.5	95	A
3	90	A-
2.5	80	B-
2	70	C-
1.5	65	D
1	60	D-
0	50 or Incomplete	F

ACADEMIC PLANNING

Technology Literacy

All LMHS students will be provided opportunities to show technology literacy using IC³ Technology Competencies in the three areas of **Computing Fundamentals**, **Key Applications** and **Living Online**. Instructional support is available for this self-paced competency requirement. Students may receive IC³ Certification by scoring 85% in all three areas. Students may work on certification in the **Learning Center, Upper Commons/Library, or other designated location**.

Optional certification opportunities in technology applications may be able attained through self-paced programming. The following Certification opportunities in technology applications are available in **2016-17**:

Microsoft Office Specialist, Expert and Master Certification Level Options in the following Areas:

Word, Excel, PowerPoint, Access, Outlook

(Student pays cost of certification exams, \$66. School pays for practice exams)

Autodesk Certified User in the following areas:

Autocad, Autodesk and Vendor, Autodesk Revit Architecture

(Student pays cost of certification exams, \$22. School pays for practice exams)

Adobe Certified User in the following areas:

Photoshop, Dreamweaver, Flash, Illustrator, In Design

(Student pays cost of certification exams, \$22. School pays for practice exams)



ACTIVITIES PROGRAM

Purpose

The activities program is an integral part of our school. Research indicates that students who are involved in activities have fewer discipline problems, get better grades, have better attendance, and have a higher completion rate. All students are encouraged to become involved in the Linn-Mar High School Extra-Curricular and Co-Curricular Activities Program.

Activities/Organizations (subject to change during the year)

Athletics (Girls and Boys)

* **Band** (Marching Band, Symphonic Band, Wind Symphony, Wind Ensemble, 9th Grade Band)

Linn-Mar Best Buddies

Cheerleading

* **Choral** Music (9th Grade Choir, Linn-Mar Singers, Concert Choir, Chorale)

CORDS

Drama and Drama Production (technical crews-stage, costumes, lighting, sound)

FBLA (Future Business Leaders of America)

FCA (Fellowship of Christian Athletes)

FFA (Agri- and Aqua-culture)

French Club

Homecoming Royalty (**12th grade only**)

Intramurals

Jazz Band (Colton Center Jazz, Jazz I, **Stage B, and Lab Band**)

Key Club

"Linn-Mar Life" (Newspaper)

LMTV

Los Gringos (Spanish Club)

Math Team

"Medallion" (Yearbook)

Model UN

NHS (National Honor Society)

* **Orchestra** (Concert Orchestra, Symphonic Strings, Philharmonic Orchestra, Chamber Orchestra)

Peer Facilitators

Prom

Robotics Team

Science Club

Show Choir (High Style, In-Step, Tenth Street Edition)

SODA (Students OK without Drugs and Alcohol)

Spectrum

Speech (Large group and individual speech)

Student Advisory Council (Principal's advisory)

Student Ambassadors (hosts for public events)

Student Council

Students International

Thespians (acting international affiliation)

Teens Reaching Youth (TRY)

Trap Shoot (Student Run)

Visual Art Club

Voice

* Co-Curricular programs **that receive academic grades.**

...ACTIVITIES

Affiliations

Linn-Mar High School has been a member of the Mississippi Valley Conference since 1986. Linn-Mar High School is also a member in good standing with the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the Iowa High School Speech Association, and the Iowa High School Music Association. In addition, Linn-Mar High School associates with various other state organizations such as Iowa FFA and FBLA.

Academic Eligibility

(Board Policy: 502.6) A student must pass all courses during the preceding grading period in order to be eligible to participate in extra-curricular activities. Students who do not pass all courses shall be ineligible for the next nine week grading period. Extra-curricular activities include, but are not limited to: interscholastic athletics, music performances not related to daily classroom instruction (i.e. jazz band, show choir), competition speech, and competitions/performance/trips of Linn-Mar High School sponsored clubs, teams, and organizations.

Students who receive incomplete grades may be declared ineligible until all course work is satisfactorily completed. These courses must be completed within two weeks after the conclusion of the previous grading period. Students who receive "F+" grades shall be ineligible for a minimum of thirty days pending the completion of all course work at a passing (D-) level. This work will be monitored by the academic assistance counselor with final approval by the principal **or associate principals**.

Students who receive a F+ grade between 55-59% are ineligible for a minimum of 30 days. If work is completed during this 30 day period to raise a student grade to a D-, then a student would be eligible to participate at the end of the 30 period. If a passing grade is not attained at the end of the 30 day period, a student is ineligible to participate until the end of the next grading period.

Students who receive a failing grade below 54% at the end of a grading term will be ineligible for co-curricular activities until the end of the next grading period.

Admission

Activities tickets are available to all students for **\$45.00**. These tickets are valid for admission to all Linn-Mar High School athletic events, concerts, and productions, excluding the Spring musical and state sanctioned tournament events. The revenue generated by the sale of these tickets is used to support all programs in the extra-curricular activities program.

Attendance Requirement

Students are required to be in good standing with the "Attendance Policy" in order to be eligible to participate in an extra-curricular activity on a given day.

Conflicts

Every effort is made by school officials to avoid scheduling conflicts. When they do occur, the following criteria are used to prioritize:

1. State level performance
2. District level performance
3. Conference level performance
4. Inter-school competition,
5. Public Performance

Good Conduct Extra-Curricular Activity Policy

Students must maintain good standing in terms of the Good Conduct (Extra-Curricular) Activity Policy developed and reviewed by the Board of Education. Students placed on out-of-school suspension are ineligible to participate in **any** activities for the duration of the suspension. "Co-Curricular activities have both curricular (graded) and extra-curricular programming. The Good Conduct Extra-Curricular Activity Policy only applies to the extra-curricular programming within a co-curricular activity. *See also Good Conduct Extra-curricular Policy*."

...ACTIVITIES

Insurance

(Reference: Board Policy 504.9)

It is strongly recommended that a student participating in the interscholastic athletics be adequately insured. A policy from an insurance company determined by the Superintendent, may be obtained through the school. If a parent wishes his/her child to participate without insurance, he/she must submit a written statement accepting full responsibility.

No-Activities Night

(Reference: Board Policy 503.5)

"Sunday and Wednesday evenings are reserved for non-school sponsored student activities. On Wednesdays, no Linn-Mar sponsored activity shall detain students after 6:30 p.m. Any Linn-Mar activity scheduled on Sunday or after 6:30 p.m. on Wednesday must have advance written approval from the Superintendent or his/her designee."

Physicals

All students must have a physical each year in order to participate in athletics. These physicals must be taken after July 1 and before participating. Forms may be obtained from the school nurse, the main office, or on-line.

Sportsmanship

(Reference: Board Policy 1005.3)

All students and spectators in attendance at Linn-Mar sponsored events are expected to display the highest level of sportsmanship at all times. Respect for the officials, opposing participants, and other persons in attendance is part of this expectation. Inappropriate cheers, chants, booing, taunting, and other unsportsmanlike behaviors are prohibited.

Transportation

Travel to school activities require the use of school transportation unless other arrangements are made with the administration. School permits are legal for transportation from home to practices or events held at a Linn-Mar building or site. Students with school permits may **not** drive to events at other **non-Linn-Mar** schools.



ATTENDANCE POLICY

Attendance Policy-Philosophy

Reference: Board Policies 501.11, 501.12.

Students are expected to attend classes regularly and to be on time in order to receive maximum benefit of the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption to the educational environment to a minimum.

Students who have good attendance records are most likely to achieve higher grades, enjoy school life to a greater degree, and have more post-secondary opportunities after leaving school. Prospective employers expect promptness and regular attendance from employees and are reluctant to hire persons who have not established good habits of attendance and punctuality. Lifelong patterns of responsibility and self-discipline are fostered by regular attendance.

Attendance Notification

Parents are requested to phone the 9th/10th Grade Office or 11th/12th Grade Office prior to noon regarding a student's absence. Attendance notification may take place by phone, in person, or via email generated from a business site. Notes or emails from personal email accounts will not be accepted for attendance. The school will attempt to call parents at home or work if a call has not been received. The purpose of this call is to notify parents and to verify an absence.

Attendance Taking

Attendance is taken daily in each class, during each period including The Learning Center.

Concurrent Courses

Students taking Kirkwood College Courses at LMHS will be held to the attendance policies of Kirkwood Community College and the individual instructors if these policies are more stringent than the LMHS attendance policy.

College Visits

College or vocational school visitation will be excused provided parent contact has been made with the administration or designee prior to the absence. Students are required to bring verification of the visit to the 9th/10th Grade Office or 11th/12th Grade Office upon returning to school.

Excused Absences (*Reference: Board Policy 501.11*)

Absences for the following reasons will be considered excused:

- Personal illness
- Death or serious illness in the immediate family
- An emergency at home vital to the family welfare
- The funeral of a relative or close friend
- Medical or dental appointments (Note from doctor's office is required for verification)
- Court appearances
- Other as determined by an administrator or designee

Students who miss five days of school in succession or ten days in a given semester may be asked to provide an excuse from a doctor.

Absences that have the prior approval of the administration may be considered excused. The key to this is prior communication with the administration. In most cases, where these requests are received after the absence has occurred, the absence will be considered unexcused. In cases where parent contact has not been made within three school days of the absence, the absence will be considered 'Unexcused'.

ATTENDANCE POLICY

Signing In/Out

Students who come to school late must sign in at the 9th/10th Grades Office or 11th/12th Grades Office. They will then be given a pass to class. Students who need to leave school early are responsible for picking up their own passes, earlier that same day, and then signing themselves out when they need to leave school. Passes will be delivered to students only when the parent/guardian notifies the appropriate office that the student is unaware of the appointment.

Tardies

Students who are not in their assigned instructional area or The Learning Center when the bell rings will be considered tardy. Students arriving late must have a pass, signed by a teacher or other staff member, in order to be excused.

The following consequences are applied for excessive tardiness to a class:

Tardy #1-#3—Warning, detention with teacher.

Tardy #4—Referral to the Assistant Principal or Student Dean, Wednesday School, Loss of Time Release, Hallway restriction.

Tardy #5— Referral to the Assistant Principal or Student Dean who will assign in-school suspension, Loss of Time Release, Hallway restriction, and arrange parent, student, counselor and administrator conference.

Tardy #6—Referral to the Assistant Principal **or** Student Dean, student dropped from class with "F" grade, student assigned to study hall.

Code of Conduct-Authority

- *Reference: Code of Iowa No. 279.8.* The Board of Directors shall make rules for its own government and that of the directors, officers, employees, teachers, and pupils..."
- *Reference: Board Policy 502.1.* "

Unexcused Absences

Absences for the following reasons may be considered unexcused:

- Truancy
- Working/job related
- Missing a bus
- Shopping
- Oversleeping
- Car or related problems
- Picture, hair, tanning, or other appointments
- "Senior Skip Day" (never school-sponsored)
- No reason provided, and no parent contact within three days of the absence
- Other absences not listed as "excused"

Any time a student has three unexcused absences in any class during a given semester, Linn-Mar High School will consider this as excessive and the student may be dropped from the class with an "F" grade.

Consequences -

The following actions will be taken when an unexcused absence occurs: 1st unexcused absence-parent notification, Wednesday School or In-school suspension, and loss of Time Release. 2nd unexcused absence-conference with parent, attendance contract developed, Wednesday School or In-School suspension. Counselor/Student Dean/Parent conference. 3rd unexcused absence-student dropped from class with an "F" grade.



...ATTENDANCE POLICY

Vacations

The school feels that family vacations during school time place a hardship on the student, and therefore encourages parents to arrange vacations to coincide with school vacation time. Those family vacations, which cannot be taken at such a time, may be excused, provided notice is given to the school (directly from parent to school official) at least five days in advance and all schoolwork is made up prior to the absence.

GOOD CONDUCT (EXTRA-CURRICULAR) ACTIVITY POLICY

Philosophy

Reference: Board Policies 502.5, 502.5R1, 502.5R2, 502.5R3

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Extra-curricular programs are voluntary programs. No student is obligated to take part in school activities. Participation is not required for advancement or graduation. Furthermore, school boards have the authority to adopt "good conduct rules". (Board of Directors of the Independent School District of Waterloo vs Green, 147 N.W. 2d 854, 1967.) The basis of "good conduct rules" may apply to extra curricular activities beyond athletics. (Bunger vs Iowa High School Athletic Association.)

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal, or designee, shall keep records of violations of the Good Conduct (Extra-curricular) Activity policy.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Students involved in activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in co-curricular activities must conduct themselves in accordance with Board policy and must refrain from activities, which are illegal, immoral, or unhealthy.

Alcohol, Tobacco, Drugs

(Reference: Board Policy 502.5R) Students who participate in extra-curricular activities involving public performances are prohibited from possessing, using, transporting, controlling, or transmitting tobacco, alcohol, or other drugs at any time (year around) during his/her middle school or high school career. This rule applies to students 365 days per year while in school, out of school (any location), or at school events (either home or away).

Violations

The administration will suspend a student from participation if it is determined that a violation did occur.

Suspensions may also result from legal documentation, from admission by the student, or as a result of an investigation conducted by the administration. Parents will be notified any time the administration becomes aware of a possible violation.

In order for a suspension to be put into effect, it must be clearly determined that the violation did occur. It is clear that an admission from the student is not required prior to disciplining a student. (Schmahl vs. Glenwood Community School District, 2 D.P.I. App Dec. 26, 1979.)

If a student is guilty of an infraction and is not currently involved in an activity, the suspension will become effective utilizing the activities the student was involved in during the previous year.



...GOOD CONDUCT (EXTRA-CURRICULAR) ACTIVITY POLICY

Sanctions for Violations

1st OFFENSE: Suspended from at least 20% of public performances, with carryover to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling). Must continue to practice. In the case of an activity with a consecutive sequence of programming, such as a competition or field trip, the student will be suspended from the event program.

2nd OFFENSE: Suspended from at least 50% of public performances with carryover to next activity. Counseling required prior to reinstatement. Must continue to practice. In the case of an activity with a consecutive sequence of programming, such as a competition or field trip, the student will be suspended from the event program.

3rd OFFENSE: One-year suspension from extra-curricular activities. Counseling required prior to reinstatement for all third offenses.

4th OFFENSE: Permanent suspension from extra-curricular activities. Counseling available for all fourth offenses.

Established school, team, group rules may also apply to violations. If a violation occurs before the suspension for a previous violation has been served, the suspensions shall be added together and served concurrently.

Definitions

Carry-over—In situations when there are not enough performances remaining in a season to complete a suspension, the suspension will be carried over to the next extra-curricular activity in which the student takes part, and has participated in the past.

Counseling—Directed by Linn-Mar Middle School or High School Student Assistance Offices or any non-school agencies that students are referred to or are approved by the Student Assistance Counselor. Any cost for use of non-school agencies are to be borne by the student. Student Assistance counseling will include discussion of decision-making skills, tobacco/alcohol/drug information, peer and family relationships. Parent(s)/legal guardian(s), will be invited to participate. A student may receive confidential assistance at any time during her/his high school career.

Field Trip—An activity sponsored by the school in which the planned program experience is not within the District Corporate boundaries.

Possession/Use/Transportation/Control/Transmission—Tobacco: personal possession, use, transportation, control, or transmission. Alcohol and other drugs: as defined by legal statute and/or court interpretation. Possession, transportation, control, or transmission may be determined by prior knowledge or intent. Team rules may be more specific.

Public Performance Activity—An extra-curricular activity where students are expected to perform in activities which the public may view. In Athletics, a public performance will include those interscholastic contests for which a final score is recorded in a team's won/loss record. In Fine Arts, Clubs/Organizations, and Cheerleading/Poms, public performances will be determined by the official schedule of events for the specific activity. Any activities added or rescheduled to the official schedule of events following the first required meeting will count as public performances. Activities begin with the first required meeting for any participant and end when equipment is checked in, set is struck, or the last required meeting occurs, etc. Athletic seasons are defined by state or local designated starting and ending dates.

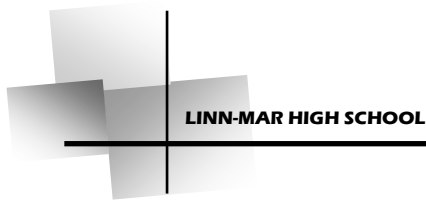
Court System

Students admitting or found guilty of, or accused of serious, non-traffic misdemeanors or felonies not defined in these regulations may be subject to suspension from extra-curricular, or co-curricular activities as determined by the building principal or designee. The school district will cooperate with the courts or other recognized public agencies in carrying out consequences in activities.

Appeal Process

(Board Policy 502.5 and 502.5-R1)

A student may contest sanctions as outlined in the "Code of Conduct", "Attendance Policy", or "Good Conduct (Extra-curricular) Activity Policy" to the building principal. The appeal must be submitted in writing and in the principal's possession within 48 hours of the dispensation of the sanction.



CODE OF CONDUCT

Philosophy

It is our belief that an orderly academic climate is necessary for students to maximize classroom achievement and for teachers to be effective instructors. We also believe in striving to teach students to be self-disciplined and the importance of exhibiting appropriate behavior at all times. We believe in progressive discipline as a means of dealing with inappropriate behavior and that the involvement of all staff members and parents is necessary to teach self-discipline.

Applications

The provisions of the Linn-Mar High School Code of Conduct apply to all students while in attendance in school, before or after school, in the school building, on school grounds, at any school event (home or away), on any fieldtrip, and while in any school vehicle. May also apply to police arrests made while students are in route to or leaving school grounds.

Enforcement

The high school principal or designee(s) reserves the right to deviate from the punishments identified herein if deemed appropriate. Every effort will be made to inform parent(s)/guardian(s) of any problems that arise concerning student violations of the Code of Conduct. Efforts will be made to involve parents, teachers, counselors, and other support personnel to find positive resolutions to behavior issues.

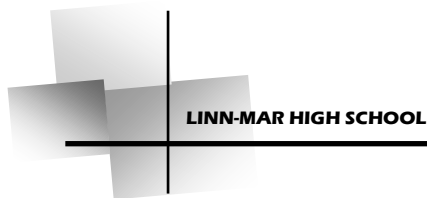
Violations

Reference: Board Policy 502.1, 701.2, 701.2R2

The following are considered to be violations of the Linn-Mar High School Code of Conduct and consistent with efforts to provide a safe, orderly, positive, and productive learning environment:

Assault-Attacking or threatening to physically attack any student, teacher, visitor, administrator, or other school personnel. Includes sexual assault. (Board Policy 502.1)

Bullying (see harassment)



...CODE OF CONDUCT

(continued from page 22)

Harassment-Harassment, in any form, is not tolerated at Linn-Mar High School. *Reference: Board Policies 104, 403.13.*

Hate Crimes-Malicious acts aimed at a person or group of persons, use of intimidation (physical or other), use of offensive symbols or other.

Hazing-(reference Board Policy 104) Initiations, indoctrination, "class wars", and other acts which may embarrass or humiliate a student and that may or may not be against the will of another student.

Insubordination-Insubordination is defined as refusal to obey a school rule, regulation, or request of a teacher, administrator, or other school personnel.

Parking violations-Students are to park in designated areas only.

Profanity-use of profanity is considered inappropriate in a school setting. Students who use profanity are subject to the disciplinary sanctions outlined in this document.

Theft/Robbery-Stealing items from the school, students, or other persons associated with the school is considered a violation of the "Code of Conduct".

Tobacco-Smoking, use, and/or possession of tobacco products, e-cigarettes, of any kind is prohibited.

Trespass-Trespass involves prohibited presence in the building or on campus. This includes daytime or night hours.

Vandalism-Damaging, altering, defacing, or destroying school facilities or property.

Weapons, possession of-Weapons include knives, firearms, clubs, brass knuckles, "stun" guns, other dangerous objects or facsimiles of weapons. (reference : Board Policy 502.8)

Consequences

It is the philosophy of our high school that any disruption of the educational process will not be tolerated. We believe in progressive discipline beginning in the classroom and, if needed, more severe consequences imposed by the administration. The following are actions that may be taken when students violate provisions of the "Code of Conduct":

Extra-curricular privileges-Students may lose privileges related to participation in extra-curricular activities.

Expulsion: (*Reference: Board Policy 502.2, 502.2R*) Removal from the school setting for a specified period of time by the Board of Education.

Hallway restriction-Students placed on the hallway restriction list are not allowed to move to other parts of the building during class time unless accompanied by a staff member.

Parking privileges-Students may have parking privileges revoked by school officials.

Restitution-Students may be required to pay for lost, stolen, or damaged property or other items.

Wednesday School-Students who violate provisions of the "Code of Conduct" or the "Attendance Policy" may be required to attend school on Wednesday afternoon for a designated length of time.

Suspension- students may be suspended from class attendance for a period of time designated by the administration. In-school suspension involves confinement in a designated area within the school. Students suspended out-of-school are prohibited from attending classes or school activities for the duration of the suspension.

Time Release Privileges-Students may have Time-Release privileges revoked by school officials.

Students who fail to comply with the sanctions outlined above are considered insubordinate and subject to further, more severe, disciplinary actions.

Corporal Punishment

(Reference: Board Policy 502.7)

Corporal punishment is prohibited by Board Policy. Reasonable force, however, may be used with or without advance notice when the use of such force is deemed essential by a reasonable person for the purpose of self-defense, protection of school property, or protection of students/adults at school or school-related activities.



...CODE OF CONDUCT

Due Process

When provisions of the Code of Conduct, Co-Curricular Policy or Attendance Policy are violated, students will be given procedural due process as outlined by the Iowa Code and Board Policy 502.1. Students will be given: oral and/or written notice of charges, the opportunity to admit or deny such charges, an explanation of the evidence against the student, and an opportunity to explain the situation. If a suspension is involved, the building principal or designee will outline the conditions and timeline for readmission.

Search and Seizure

(Reference: Board Policy 502.4, 502.4R)

All school property is held in trust by the Board of Directors. School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles under the circumstances as outlined in the regulation 502.4R to maintain order and discipline in the school, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may seize any illegal, unauthorized or contraband materials discovered in the search.

Appeal Process

A student may contest sanctions as outlined in the "Code of Conduct", "Attendance Policy", or "**Extra**-Curricular Conduct Policy" to the building principal. The appeal must be submitted in writing and in the principal's possession within 48 hours of the dispensation of the sanction.

...POLICY STATEMENTS

Medications

(Reference: Policy 504.31)

Students may be required to take medication during the school day. Medication shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medications course reviewed by the Board of Pharmacy Examiners. Students who have demonstrated competence in administering their own medication may self administer their own medication.

Medication will not be administered without written authorization from the parent and the medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the child, name of the medication, the time of day in which it is to be given, and duration to be given. A written record of the administration of medication procedure must be kept for each child receiving medication and its dosage; the name, signature and title of the person administering the medication; the time and method of administration; and any unusual circumstances or omissions. Administration of medication records shall be kept confidential and shall be available to school personnel with parental authorization. Only the school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Pharmacy Examiners shall have access to the medication. Medication shall be stored in a secured area unless an alternate provision is documented. Students may carry medication only with the approval of the building principal of the student's attendance center.

When administration of the medication requires ongoing professional health judgment, an individual health plan shall be developed by the licensed health personnel with the student's parent.

Emergency protocols for medication-related reactions shall be posted. The superintendent shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription and nonprescription, to students. Annually, each student shall be provided with the requirements for administration of medication at school.

Student Abuse

(Reference: Board Policy 403.15)

Linn-Mar employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior toward students. Disciplinary actions, up to and including discharge, will be taken against any school employee who commits such acts. Prompt investigative action will be taken in response to allegations of abuse of students by school employees. Any complaint or allegations will be handled with as much confidentiality as possible. When required, all employees will assist in the investigation to provide information and maintain confidentiality of the report and investigation.

The Linn-Mar Community School District shall appoint a level-one investigator and alternate, and shall arrange for or contract with a trained, experienced professional to serve as the level-two investigator. The level-one investigator and alternate shall be provided training in the conducting of an investigation, at the expense of the Linn-Mar Community School District.

This policy shall be carried out in accordance with state law.

...POLICY STATEMENTS

Equity Policy

(Reference: Board Policy 105.1)

The Linn-Mar Community School District shall provide equal education and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, sex, age (except students), national origin, marital status, gender identity, sexual orientation, or disability in its educational programs and activities or in its employment and personnel policies and practices.

This district shall provide educational programs and activities which include curricular and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, rules, and life styles open to both men and women in our society. These programs and activities shall foster respect and appreciation for the cultural diversity found in our country, and appreciation for the rights, duties, and responsibilities of each individual as a member of a pluralistic society, and reduce stereotyping and bias on the basis of race, creed, color, religion, gender, age (except students), national origin, marital status, disability, gender identity or sexual orientation.

The district shall take affirmative action in recruitment, appointment, assignment, and advancement of women, men, minorities, and disabled. A fair and supportive environment will be provided for all students and employees regardless of their race, creed, color, religion, gender, age (except students), national origin, marital status, disability, gender identity or sexual orientation.

Employees shall be given notice of this policy annually. It shall also be given to job applicants and disseminated to students, parents, etc. through district publications.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community School District, 3333 North Tenth Street, Marion, IA , 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission in Des Moines, Iowa, the Director of Region VII Office of the United States Equal Employment Opportunity Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

...POLICY STATEMENTS

Student Fees

(Reference: School Board Policy Number 505.3)

The Board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse of school property

The superintendent shall inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually. Parents, guardians or legal or actual custodians of students meeting specific financial eligibility standards will be eligible for a waiver of student fees based upon the request of the parent or guardian.

Students whose legal custodians meet the income guidelines for free and reduced priced lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose legal custodians are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Legal custodians or students who believe they may qualify for temporary financial hardship should contact the principal or secretary at registration time each fall for a waiver form. This waiver does not carry over from year to year and must be completed annually. These forms are available at all times in the Main Office of the high school, on the district website, and are mailed to all families in the district in the Back To School publication.

Internet Use

(Reference: 603.12, 603.12 EI, E2)

The Internet will be used as an educational tool in the classroom. Students will understand and will abide by the Internet Use Agreement. Students will use the Internet in accordance with the terms and conditions cited and understand they may be subject to discipline for use of the Internet system contrary to those terms.

If the user is under the age of 18, a parent or guardian must authorize their student's independent use of the Internet by signing the Information/Emergency Card kept on file in each attendance center. This card is sent to families with registration material on an annual basis. Independent use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

To ensure smooth operation of the Internet, users must follow established guidelines regarding usage. Signing the Information/Emergency Card indicates a student has read and agrees to abide by its terms and condition.

Acceptable Use – The use of Internet must be in support of education and research consistent with the educational objectives of the Linn-Mar Community School District and the terms of this document. Use of networks or computing resources of any other organizations must comply with the rules and regulations relating to those networks.

Unacceptable Use– Transmission of any material in violation of any federal, state, or local law or regulation is prohibited. This includes, but is not limited to, transmission of copyrighted materials, references, student handbooks, or material protected by trade secret. Use for these activities is not acceptable: harassment, product advertisement, political lobbying, game playing, unauthorized "chat", computer "hacking", knowingly spreading computer viruses, chain letter communication, or any other use for private benefit. Other examples of unacceptable information are pornography, information on explosives, offensive language and communications, and flame letters. If users inadvertently discover these items, they shall immediately exit or request staff assistance. It is unacceptable to subscribe to user groups unless authorized by staff. It is unacceptable to read the e-mail of others.

...POLICY STATEMENTS

Search and Seizure

(Reference: School Board Policy Number 502.4, 502.4R)

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings, school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable suspicions that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order. Reasonable suspicion may be formed by considering factors such as the following:

1. eyewitness observations by employees
2. information received from reliable sources
3. suspicious behavior by the student or
4. the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on the factors such as the following: the age of the student, the sex of the student, the nature of the infraction, and the emergency requiring the search without delay.

A student's body and/or personal affects (e.g. purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated school district policies, rules, regulations or law affecting school order.

Student Records

(Reference: School Board Policy Number 505.6, 505.62)

Student records containing personally identifiable information, except for directory information, are confidential. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the Educational Services Center.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights. Parents should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.



...POLICY STATEMENTS

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. The objection needs to be renewed annually. Directory information includes the following:

NAME, ADDRESS, TELEPHONE LISTING, DATE AND PLACE OF BIRTH, MAJOR FIELD OF STUDY, PARTICIPATION IN OFFICIALLY RECOGNIZED ACTIVITIES AND SPORTS, WEIGHT AND HEIGHT OF MEMBERS OF ATHLETIC TEAMS, DATES OF ATTENDANCE, DEGREES AND AWARDS RECEIVED, THE MOST RECENT PREVIOUS SCHOOL OR INSTITUTION ATTENDED BY THE STUDENT, PHOTOGRAPH AND LIKENESS AND OTHER SIMILAR INFORMATION.

Dangerous Weapons

(Reference: School Board Policy 502.8, 502.8R)

The Linn-Mar Community School District believes weapons and other dangerous objects in school district facilities cause material and substantial disruption to the school environment, or present a threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district.

School District facilities are not an appropriate place for weapons or dangerous objects. Weapons and other dangerous objects shall be taken from students and others who bring them onto the school property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

Parents of students found to possess a weapon or dangerous objects on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

Students bringing a firearm to school shall be expelled for not less than twelve months. The Superintendent shall have the authority to recommend this expulsion requirement be modified for a student on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes any weapon which is designated to expel a projectile by the action of the explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons or other dangerous objects for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

Nondiscrimination

(Policy 105.1)

The Linn-mar Community School District does not discriminate on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities. No employee or applicant shall be discriminated against on the basis of race, color, age, religion, national origin, sex, marital status, sexual orientation, gender identity or disability.

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators
Executive Director of Human Resources Karla Christian or Associate Superintendent
Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa 52302, or 319-447-
3036/319-447-3028 who have been designated by the school district to coordinate the
school district's efforts to comply with the regulations implementing Title VI, Title
VII, Title IX, the ADA, 504, and *Iowa Code* 280.3 (2007).

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: All action on teaching and learning will focus on empowering achievement at the highest level for each student.	Learning Environments: All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	Staff Development: All staff will learn, perform and lead in such a manner as to inspire learning for students.	Community Engagement: The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	Resources: All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.



Administration Report - August 29, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

Strategic Goal #1: Student Achievement – Performance Measures

FAST (Formative Assessment System for Teachers)
MAP/NWEA (Measures of Academic Progress)
Iowa Assessments/Smarter Balanced Assessments
ACT (American College Test)
NGSS (Next Generation Science Standards)

Graduation rates
Retention rates
Summer School Success & Attendance
Iowa School Report Card

Next Steps/Strategy – Teaching & Learning/Curriculum

1. Ensure implementation of Iowa Core is done with fidelity at all grade levels/buildings
2. Prepare for anticipated 2016-17 implementation of Smarter Balanced Assessment
3. Prepare for anticipated 2016-17 implementation of Next Generation Science Standards
4. Prepare for anticipated implementation of Iowa School Report Card

ACT Results: We are pleased to announce the results of the ACT scores for the 2015-16 school year. There were 329 students that took the test last year. The Composite Total for Linn-Mar students was 24.8. The Composite Total for the State of Iowa was 22.1. This Composite Total is the highest ever at Linn-Mar! Congratulations to our students and staff for this impressive accomplishment! Scores in each individual test category increased as well. The specific scores for Linn-Mar students, as well as the State averages, are listed below:

Test Area	Linn-Mar	State
English	23.9	21.4
Math	24.6	21.4
Reading	25.3	22.7
Science	24.9	22.1
Composite	24.8	22.1

NAEP Assessments: Every year across the country select schools are chosen to participate in the National Assessment of Educational Progress (NAEP). This year three Linn-Mar schools were identified for this assessment. Wilkins Elementary, Excelsior Middle School, and Oak Ridge Middle School will be giving this national assessment in reading and math. This assessment is different than the other assessments we give because we do not receive any results back from the Department of Education after the testing is complete. NAEP is used as a common measure of student achievement across the country and is used to inform education policies and practices. The results are released as part of The Nation's Report Card.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Strategic Goal #2: Learning Environments – Performance Measures

Student well-being data points (Gallup)

Safety/security evaluation

Architect evaluation tool

Facilities Plan (1-3 years)

Facilities Plan (10 year)

Technology evaluation/planning

Next Steps/Strategy – Facilities Planning & Preventative Maintenance

1. Short-Term: Early Childhood/Preschool, Four Oaks/ATLAS, and use of current space and continued growth
2. Facilities Plan (1-3 years): establish a plan and form a boundary committee for current/future growth
3. Facilities Plan (10 years): establish a committee/funding structure for identified projects

High School Project:

- North administrative offices, classrooms, commons, four corners, and exterior portion of the remodeling project are complete with only punch list items remaining.
- South administrative offices, classrooms, commons, and exterior portion of the remodeling project are 95% complete. Areas that remain include the hallway beside the weight room/fitness area which needs VCT tile and the concession stand needs ceiling, lights, and a new coat of paint.
- Former media center is complete with only punch list items remaining.

Phase 2 of High School Remodel:

- Former weight room remodel is underway. This area will receive restrooms and three classrooms. Plumbing for the restrooms is underway and will be completed on August 27th.
- South first-floor and second-floor classroom remodel work has started with demo. Two rooms on the first floor and two rooms on the second floor will start this area's remodeling. These classrooms will receive new ceiling, lights, flooring, mechanical units, and wall paint.
- Remodeling of the former administrative office area by the little theatre will be remodeled into a health center. Athletic training room will have a facelift (ceiling, lights, flooring, and paint) will start in December.
- All areas are to be completed at the end of December.

Oak Ridge Middle School:

- *Work on the cafeteria* remodel continues with windows installed, mechanical units installed, and electrical completed.
- Painting of the new area started on August 23rd and once completed temporary walls will be removed and flooring tile installed.
- Project is on schedule to be completed in early September.

Westfield Elementary:

- New boilers are installed and have been started.
- All walls of the project are complete and room truss work has started.
- Work continues on roof drains and will finish with the completion of the roof work.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Strategic Goal #3: Staff Development – Performance Measures

Workers Compensation claim history
Teacher Leadership
Current/future professional development

Teacher Quality course offerings/participation
Affirmative Action Plan
Technology Survey (BrightBytes)

Next Steps/Strategy – Staff Development

1. Create a 3-5 year professional development plan
2. Workforce strategies

TQSA Course Offerings: Linn-Mar will once again offer a wide range of professional development classes for our certified teachers under the Teacher Quality and Student Achievement (TQSA) program in the State of Iowa. This year 103 different courses are available for teachers to sign up for and participate in. Linn-Mar teachers have the option of choosing which of these 103 courses is the right fit for them as an educator. Each course is also taught by a Linn-Mar teacher, so this is a wonderful opportunity to learn from our own experts across the district!

Linn-Mar High School Handbook Updates: All changes and updates in the LMHS Student Handbook for the 2016-17 school year are highlighted below. Most of the changes and updates reflect names, locations, or dates as needed. During the 2015-16 school year the Student Advisory Councils reviewed and provided feedback on the different sections in the handbook.

- **General Information Section:**

- Bus Service: has been updated to reflect the new district requirement for grades 11 and 12 to complete a request form if wanting to ride the bus.
- Canine Inspection: now reads grounds (including parking lots) instead of building inspections to reflect that routine canine inspections of the building and grounds has been taking place for 18 years.
- Commons Areas: added stating purpose, expectations, and locations within the building.
- Media Center: term is no longer used as media is to be brought to all commons areas throughout the building.
- Doors (Entry to Building): added to designate student and visitor entrance at doors #3 and #13, only. Expectations also stated for not opening outside doors for others or propping open doors at any time.
- Guidance Services: updated with new location of the College and Career Center and to reflect personnel changes.
- Date changes have been made to reflect the calendar for the 2016-17 school year.
- Social Media: updated to include that usage of social media in the Learning Center will be made on an individual student basis by those overseeing the Learning Center.

- **Academic Planning Section:**

- Family Connection: term replaces Naviance.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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- Activities Section:
 - Academic Eligibility: wording updated to clarify the period of ineligibility if a student receives an F+ or F grade. The policy is not affected or changed; has and continues to follow Board policy.
- Attendance Section:
 - Concurrent Courses: added stating that students enrolled in a Kirkwood Community College course for concurrent credit will follow the Kirkwood attendance policy for the particular course.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Strategic Goal #4: Community Engagement – Performance Measures

Volunteer data	School Board visits
Communication survey data	Parent Universities
Dine Around sessions	Strategic Planning
Coffee Conversations	Website Development
Lunchtime Learning sessions	Participation in community coalitions
PTO visits	

Next Steps/Strategy – Community Engagement

1. Create a strategic plan
2. Enhance two-way communication with internal and external stakeholders
3. Updated website with emphasis on communication

Strategic Plan:

The work session on August 29th focused on future facility needs with a primary discussion point being whether or not Linn-Mar should stay as we are currently structured or move towards restructuring. The restructuring plan would look like this:

- Elementary = K-4
- Middle School = 5-7
- Transition = 8-9
- High School = 10-12

Regardless of the outcome of the discussion at the work session, we are committed to a community engagement process to outline the process, rationale, and next steps for the decision. We will conduct joint PTO meetings (September 6th & 8th), community engagement forums (September 19th), Saturday Coffee Conversations (September 10th), Parent Advisories (September 13th & 14th) and teacher Dine Around opportunities for face-to-face feedback. We will solicit digital feedback through the Thoughtexchange survey process. The following is a tentative timeline:

- Planning (Now until 9/1): Establish timeline, determine targets for public invitations, build excitement and awareness through communication (social media, heads up email, etc.), approve messaging, gather email contacts, etc.
- Share Step (9/2 through 9/11): Invite participants through email (and links) to share their thoughts to our questions.
- Moderating (9/12 through 9/13): Editing and clean-up
- Star Step (9/14 through 9/21): Participants will again be invited by email to prioritize thoughts by assigning stars.
- Analysis (9/22 through 10/2): Thoughts and ideas will be reviewed by our team of analysts. Themes and graphics will be created to assist in developing understanding of the results.
- Discover (10/3-onward): Reports and results will be shared with identified focus groups and then out to the broader community. Reports and results can be customized for both internal and external use and shared through the website.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Open Enrollment Guidelines: The question was brought up at the August 15th board meeting in regard to the Open Enrollment criteria for late requests. Any Open Enrollment request that is made after March 1st of the previous school year has to meet one of the State-determined criteria listed below to be considered “good cause”; each of these conditions had to have occurred after March 1st:

- Change in district of residence due to: move, change in marital status, foster care, adoption, or treatment program;
- Participation in foreign exchange program;
- Failure of negotiations for reorganization or whole grade sharing;
- Loss of accreditation or revocation of a private or charter school;
- Severe health need; or
- Pervasive harassment.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Strategic Goal #5: Resources – Performance Measures

Prepare/operate General Fund that maintains 7% solvency ratio and unspent balance ratio
Prepare annual General Fund budget that includes a contingency reserve of 0.2% of budgeted expenditures

Develop a funding model and allocation of resources that supports strategic priorities
Comprehensive Annual Financial Report (CAFR)
Monthly financial reporting package

Next Steps/Strategy – Resources

1. Internal cost control (investments)
2. Plan for the future (resource investment)
3. Build deeper community partnerships

Finance/Audit Committee Update:

- The committee reviewed the following contracts that are included on the Board's consent agenda:
 - AgVantage FS Energy - This contract guarantees a \$0.96 price per propane gallon for the next year.
 - High School Construction Change Order in the amount of \$47,731.22- Brings the total amount of change orders for the project to \$472,070.55. Budgeted contingency for the project is \$500,000.
 - High School Kitchen Change Order in the amount of \$3,890.
 - Contract with Hand in Hand for partnering in Statewide Voluntary Preschool Program - Maximum allocation to Hand in Hand is \$250,034, which is based on their 4-year old student count from October 2015.
- The committee viewed the new GovDeals site showing the assets the district is currently in the process of selling. Many of the items viewed have received multiple bids. Any costs (e.g. payment processing fees, admin fees, etc.) associated with selling the assets are passed onto the buyer.
- Certified Annual Report (CAR), Transportation Report, and Special Education Supplement are works in progress and will be completed by the State deadline of September 15th. The goal is to have all of the reports completed and ready to be presented to the Board at their September 12th meeting.
- Business Office Update:
 - New Accounts Receivable/Payroll Assistant will start after Labor Day.
 - The start of school required a lot of time spent assisting families with processing registration/other fees.
 - Student Activity Guidance - We have met with administrators and the majority of teachers/sponsors in the Fine Arts Department and will begin working on a plan, including communication, moving forward.
- Capital Projects Update - Refer to page 2 of the Administration Report.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Administration Report - August 29, 2016

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- Committee reviewed “fast facts” about the district’s Transportation Services and Nutrition Services:
 - Transportation:
 - 73 staff
 - 71 vehicles (60 buses including 8 propane)
 - 49 routes
 - Approximately 600,000 miles driven annually
 - Provide seats for approximately 3,900 eligible students
 - Approximate \$2.7 million expenses (General Fund and PPEL)
 - Nutrition
 - 73 Staff
 - 10 locations (with 7 production kitchens)
 - 7% breakfast participation and 66% lunch participation
 - 20.9% free and reduced meal eligibility
 - Approximate \$3.3 million budget
- The committee saw a preview of the future facilities options and associated funding presentation that will be discussed at the Board work session on August 29th.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Achievements and Honors:

Writing Achievement: Congratulations to Brady Barry, son of Teacher Leadership Program Coordinator Debra Barry, for being named the first place winner of the KCRG TV-9 Annual Summer Writing Contest. Brady is a 3rd grader at Linn Grove Elementary. [Click here](#) to read the full news report!



Linn-Mar High School Honor: The LM High School was recently ranked 402 in Newsweek's high school rankings report for 2016. High schools were assessed on various data points to determine their overall success in preparing students for their college careers. [Click here](#) to read the full report.



Welcome New Teachers: The district welcomed 20 new educators on Monday, August 15th. Eight of the new teachers will be at the elementary buildings and the middle schools and High School will each have six new teachers. Welcome to Linn-Mar!


DLR Group

Architecture Engineering Planning Interiors

 1430 Locust Street
 Suite 200
 Des Moines, Iowa 50309

o: 515/276-8097

August 24, 2016

 Linn Mar Community School District
 Attn: J.T. Anderson
 2999 N 10th Street
 Marion, IA 52302

 RE: Oak Ridge Middle School Addition
 DLR Group Project #11-12121

Dear J.T.:

Enclosed please find an original copy of Application and Certificate for Payment No. 16 in the amount of \$1,400.00 submitted by Kleiman Construction Inc. for the above referenced project.

Kleiman Construction Inc. has completed their work and our firm has not been made aware of any unpaid bills or claims.

We recommend payment be made by the District to Kleiman Construction per Iowa Code Chapter 573, the District will hold payment for 31 days following the School District's acceptance of final completion

TOTAL PAYMENTS ARE AS FOLLOWS:

No. 1	\$95,736.25
No. 2	\$150,349.85
No. 3	\$204,186.35
No. 4	\$479,826.75
No. 5	\$342,881.60
No. 6	\$220,924.60
No. 7	\$226,530.35
No. 8	\$401,294.85
No. 9	\$127,848.61
No. 10	\$49,203.35
No. 11	\$13,311.19
No. 12	\$ 9,745.38
No. 13	\$ 2,763.45
No. 14	\$ 5,622.00
No. 15	\$ 121,245.51
No. 16(This Application)	\$ 1,400.00
TOTAL PAYMENTS MADE:	\$2,452,910.09

Des Moines	Chicago	Colorado Springs	Denver	Honolulu	Kansas City
Las Vegas	Lincoln	Los Angeles	Minneapolis	Omaha	Orlando
Phoenix	Portland	Riverside	Sacramento	Seattle	Tucson
					Shanghai

 dlrgroup.com
 facebook.com/dlrgroup
 twitter.com/dlrgroup

TOTAL MODIFICATIONS ARE AS FOLLOWS:

C.O. No. 1	\$ 9,824.01
C.O. No. 2	(\$8,897.22)
C.O. No. 3	\$7,614.71
C.O. No. 4	\$6,551.40
C.O. No. 5	\$3,484.78
C.O. No. 6	\$3,252.41
TOTAL CHANGE ORDER AMOUNT:	\$21,830.09
ORIGINAL CONTRACT AMOUNT:	\$2,431,080.00
FINAL CONTRACT AMOUNT:	\$3,452,910.09
	2,452,910.09

Also enclosed are two (2) copies of the following closeout documents:

- AIA Document G706 – Contractor's Affidavit of Payment of Debts and Claims
- AIA Document G706A – Contractor's Affidavit of Release of Liens
- AIA Document G707 – Consent of Surety to Final Payment
- Affidavit Regarding Asbestos

If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

DLR Group, inc. (an Iowa corporation)



Paul Arend
Principal

Enclosures

cc: Kleiman Constructon

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

AUG 16 2016

OWNER:	Linn Mar Comm School Dist	PROJECT:	Oak Ridge Middle School Addition	APPLICATION NO.:	OAK#16 FINAL Retainage	OWNER
	2999 10th St. Marion, IA 52302		4901 Alburnette Rd. Marion, IA 52302	PERIOD TO:	8/11/2016	ARCHITECT
FROM CONTRACTOR:	Kleiman Construction Inc. 6205 Locust Rd. SW Cedar Rapids, Iowa 52404	ARCHITECT:	DLR Group, Inc. 6200 Aurora Ave., Suite 210W Des Moines, IA 50322	PROJECT NOS.:	3402	CONTRACTOR
				CONTRACT DATE:	2/24/2014	
CONTRACT FOR:	GENERAL CONSTRUCTION					

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	2,431,080.00
2. Net Change by Change Orders	21,830.09
3. CONTRACT SUM TO DATE (Line 1+2)	2,452,910.09
4. TOTAL COMPLETED AND STORED TO DATE (Column G on G703)	2,452,910.09
5. RETAINAGE:	
a. 5 % of Completed Work \$	0.00
(Columns D-E on G703)	
b. 5 % of Stored Material \$	0.00
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	0.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	2,452,910.09
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) (Actual Payments)	2,451,510.09
8. Current Payment Due	1,400.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	32,299.65	10,469.56
Total approved this Month	0.00	0.00
TOTALS	32,299.65	10,469.56
NET CHANGES by Change Order	\$	21,830.09

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: KLEIMAN CONSTRUCTION INC.

BY: Cynthia L. Ferring DATE: 8/11/2016

State of: Iowa
County of: Linn
Subscribed and sworn to before
me this 11th day of August, 2016
Notary Public: Ann M. Frese
My Commission expires: 9/13/16



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 1,400.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: [Signature] Date: 8/11/16
By: [Signature]
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



ADMINISTRATIVE REGULATIONS REGARDING EXCURSIONS AND TRIPS

Excursions and trips that relate to the educational development of the student are supported by the Board of Education.

School sponsored excursions or trips are those in which only Linn-Mar students participate and are sponsored by a certificated Linn-Mar employee. In contrast to fieldtrips, which must demonstrate a strong alignment to the curriculum, trips or excursions must have a relationship to either the academic, activity, or athletic programming of the district with a purpose of advancing the development of the student or providing an opportunity for application of the student's education. Requirements of school sponsored excursions or trips include:

1. Sponsorship by a certificated district employee;
2. Provision of proper supervision by a qualified person for certain activities such as rock climbing, ropes courses, beach swimming, surfing, etc.;
3. Adherence to the district Code of Conduct and completion of appropriate documentation by parents and students;
4. Completion of a written request to the building principal at least **three four** weeks in advance of the trip including the following:
 - The rationale for the trip;
 - Purpose and objectives of the excursion or trip;
 - Justification for an overnight excursion or trip, if applicable;
 - Detailed plans for student supervision;
 - Complete itinerary;
 - Resource manual with emergency contacts for participants, situational protocols including administrative contacts; and procedures for first aid, health, and emergency contacts at the location;
 - Costs, budget, and sources of funding; and a
 - List of the participants and copies of required participation paperwork.
5. Approval by the principal and submission of the approved application and materials to the superintendent, or designee, no later than **three four** weeks prior to the start of the trip or excursion for the following action:
 - High School: approval required by the superintendent, or designee, for overnight excursions or trips.
 - Middle school and elementary school: approval by the Board of Education for overnight excursions or trips.
6. Within three (3) weeks of completion of the trip, the teacher sponsor shall submit a written summary of the event to the principal.

Note: Students who have graduated prior to commencement of the trip are not eligible to participate unless they are a member of a state sanctioned team or group and governed by the district's Code of Conduct.

Non-school sponsored trips including those involving groups with Linn-Mar students or groups with Linn-Mar students and other students will abide by the requirements of the excursion or trip sponsors and sponsoring organization or business. Parents of the students, the students, and the sponsoring organization are responsible for everything related to the excursion and trip as well as the excursion or trip. If the sponsors or sponsoring organization or business meets with students on campus, the sponsor or sponsoring organization must reserve the meeting space and pay rent for the use of district facilities related to the excursion or trip meetings, arrangements or anything else related to the trip. District resources may not be used for any aspect of a non-school sponsored excursion or trip; this includes bulletin boards, district e-mail, distribution of information in any format, informal meetings, etc.



ADMINISTRATIVE REGULATIONS REGARDING
FIELD TRIPS AND EXCURSIONS – **REQUEST FORM**

A written request for overnight trips must be submitted to the building principal not less than ~~three~~ **four** weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following fieldtrips and excursions, the teacher shall submit a written summary of the event.

- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.
- Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing fieldtrips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored fieldtrips unless the event is sanctioned by the state athletic associations.

Fieldtrip Criteria:

The following checklist must be submitted for overnight trips along with the required documentation:

Fieldtrip Group: _____ **Submitted by:** _____
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and “. . . is a vital part of the curriculum or current activity.” Reference: Board Policy 603.3		
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.		
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.		
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.		
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3		
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.		
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		
School Administrator Approval		Date		
District Administrator Approval		Date		
Board Approval		Date		

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13; 2/15 Revised 10/08; 1/10; 8/16



STAFF PERSONNEL

Policy Title EQUAL EMPLOYMENT OPPORTUNITYCode ~~401~~ 400.2

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. It is a goal of the district to have a diverse workforce. Employees will support and comply with the district's established equal employment opportunity and diversity hiring practices. Employees will be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, as a covered veteran, or any other classification that is protected in accordance with applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state and local governing bodies.

Advertisements and notices for vacancies within the district will contain the following statement: "The Linn-Mar Community School District is an EEO employer dedicated to employing a diverse workforce of highly qualified employees." This statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and policies, including but not limited to complaints of discrimination, will be directed to the Linn-Mar Equity Coordinators; the Chief Officer of Human Resources or the Associate Superintendent (2999 N 10th Street, Marion, Iowa 52302 / 319-447-3036 / 319-447-3028), who have been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and federal employment laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Iowa Civil Rights Commission (400 E. 14th Street, Des Moines, IA, 50319 / 800-457-4416), the Director of the Region VII Office of the United States Equal Employment Opportunity Commission (601 East 12th Street, Room 353, Kansas City, MO, 64106 / 800-368-1019), or the US Department of Education, Office for Civil Rights (Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100 / 800-421-3481). This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.



STAFF PERSONNEL

Policy Title EQUAL EMPLOYMENT OPPORTUNITY

Code 401 400.2

Further information and copies of the procedures for filing a complaint are available in the district's central administrative office and the administrative office in each attendance center.

Adopted 11/7/05 Reviewed 1/11; 12/11; 4/13; 2/14; 9/14 Revised 8/07; 2/09; 2/10; 9/16

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§621-634; 42 USC §§2000e et seq; 42 USC §§12101 et seq; Iowa Code §§19B; 20; 35C; 73; 216; 279.8; 692.2; 692.2A; 692.2C(5); 235A.15; 235A.6e(9); 281 IAC 12.4; 95; 28 IAC 14.1; 280.3; Vietnam Era Veterans Readjustment Assistance Act (1974), as amended, 38 USC 4212; Age Discrimination in Employment Act (1967); Equal Pay Act (1963); Title II of the Genetic Information Nondiscrimination Act (2008); Title VII of the Civil Rights Act (1964); Title I and Title V of the Americans with Disabilities Act (1990)



STAFF PERSONNEL

Code 401.1 400.3

Policy Title PERSONNEL QUALIFICATIONS, RECRUITMENT, AND SELECTION

Persons interested in a position, other than administrative positions, who will be employed in accordance with Board policies in Series 300, *Administration*, shall have an opportunity to apply and qualify for positions in the school district without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, status as a covered veteran, or any other classification that is protected in accordance with the applicable equal employment opportunity and affirmative action laws, directives, and regulations of federal, state, and local governing bodies. Job applicants for positions shall be considered on the basis of the following qualifications:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license; if required for the position.

All job openings shall be submitted to the Iowa Department of Education for posting on TeachIowa, the online state job posting system. Additional announcements of the positions shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained and completed online at the district's employment website or applicants may contact the office of Human Resources for assistance in completing an online application. Administrators will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent, or designee, concerning a person's employment and possible assignment. Whenever possible, the preliminary screening of applicants will be conducted by the administrator/supervisor who will be directly supervising and overseeing the person being hired.

The Board will employ licensed and unlicensed employees after receiving a recommendation from the superintendent. The superintendent will have the authority to employ:

- classified personnel upon the recommendation of the Chief Officer of Human Resources; and
- a licensed person, on a temporary basis, based on the recommendation of the Chief Officer of Human Resources until action can be taken by the Board on the position.

The superintendent, or designee, will follow the requirements stated in the bargained agreement between employees in that collective bargaining unit and the Board regarding qualifications, recruitment, and selection of such employees.

Adopted 6/15/70 Reviewed 2/09; 1/11; 2/14; 9/14 Revised 2/10; 12/11; 4/13; 4/16; 9/16

Related Policy: (Code Number) 104, 401.3, 401.12, 402.1

Legal Reference: (Code of Iowa) 29 USC §§ 621-634; 42 USC §§ 2000e et seq; Iowa Code §§20; 35C; 216; 279.13; 281 IAC 12; 282 IAC 14



STAFF PERSONNEL

Policy Title PERSONNEL MILITARY SERVICE

Code 402.7 403.41

The Board will abide by all the provisions of the Uniformed Services Employment and Re-Employment Right Act (USERRA) and the Iowa Military Code and will grant military leave to all eligible full-time and part-time employees.

Military leave may be granted to full-time and part-time employees. A leave of absence will be granted to non-temporary employees who are members of the uniformed services, when ordered by proper authority to serve in the uniformed services. Following such leave, employees have the right to be reinstated to their same or comparable position the following conditions:

1. Employee ensures the district's Human Resources office receives advance written or verbal notice of service, unless giving such notice is impossible, unreasonable, or precluded by military necessity;
2. Employee has five years or less of cumulative service in the uniformed services while with the district;
3. Employee returns to work or applies for reemployment in a timely manner after conclusion of service;
4. Employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

The first 30 calendar days of military leave will be without loss of status or efficiency rating and without loss of pay. Where the military leave is for a period of less than 30 days, a paid leave of absence will be granted only for those days the employee would normally perform services for the district. An employee's salary will not continue beyond the 30th calendar day during military leave unless required by law. However, employees may request to use any vacation or personal leave time accrued during military leave.

Health insurance benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leave lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102% of the total cost of their health benefits if they wish to continue benefits for up to 24 months while in the military. If employees do not elect to continue coverage during their military service, they have the right to be reinstated in the district's health plan when they are reemployed generally without any waiting periods or exclusions except for service-connected illnesses or injuries.

Group term life/AD&D insurance provided by the district (if applicable) and group long-term disability insurance provided by the district (if applicable) will terminate the day the employee becomes active military. Voluntary supplemental life insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage up to two months. To exercise this conversion option dependents must submit a written application and the first premium payment within 31 days immediately following the termination of coverage.



STAFF PERSONNEL

Policy Title PERSONNEL MILITARY SERVICE

Code 402.7 403.41

If an employee was a participant in a 403(b) plan at the time he/she left for military duty, the employee will be permitted to make additional contributions to the plan. Employees may initiate these additional payments as of their reemployment date and continue them for the period of time permitted by law.

Employees do not accrue vacation, personal leave, or sick leave while on military leave of absence status.

Upon return from military leave, employees will be reinstated to the same or comparable job with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for reemployment within 90 days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment. In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The employee's employment prior to the military service was merely for a brief, temporary, or non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
2. The employee did not receive an honorable discharge from military service.

Adopted 6/15/70 Reviewed 3/11; 12/11; 4/13; 9/14 Revised 5/01; 1/06; 2/10; 1/13; 9/16
Related Policy: (Code Number) Bewley vs Villisca CSD, 299 NW 2d 904 (IA 1980); §§ 20; 29A.28
(2005)

Legal Reference: (Code of Iowa) Chapter 29.A28



STAFF PERSONNEL

Policy Title CODE OF PROFESSIONAL CONDUCT & ETHICS Code 404.1-R 401.1

Chapter 25

282 – 25.1(272) Scope of Standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282 – 25.2(272) Definitions. Except where otherwise specifically defined by law:

Administrative and supervisory personnel: any licensed employee such as superintendent, associate superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

Board: the Iowa Board of Educational Examiners (BOEE).

Discipline: the process of sanctioning a license, certificate, or authorization issued by the Board.

Ethics: a set of principles governing the conduct of all persons governed by these rules.

Fraud: knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

License: any license, certificate, or authorization granted by the Board.

Licensee: any person holding a license, certificate, or authorization granted by the Board.

Practitioner: an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.

Responsibility: a duty for which a person is accountable by virtue of licensure.

Right: a power, privilege, or immunity secured to a person by law.

Student: a person, regardless of age, enrolled in a pre-kindergarten through grade 12 school who is receiving direct or indirect assistance from a person licensed by the Board.

Teacher: any person engaged in the instructional program for pre-kindergarten through grade 12 children including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held. [ARC 7979B, IAB 7/29/09, effective 9/2/09]

282 – 25.3(272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the Board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I – conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in rule 282 – 25.2(272).

- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.
- (1) Disqualifying criminal convictions. The Board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:
1. Any of the following forcible felonies included in Iowa Code Section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
 2. Any of the following criminal sexual offenses, as provided in Iowa Code Chapter 709, involving a child:
 - i. First, second, or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - ii. Lascivious acts with a child;
 - iii. Assault with intent to commit sexual abuse;
 - iv. Indecent contact with a child;
 - v. Sexual exploitation by a counselor;
 - vi. Lascivious conduct with a minor;
 - vii. Sexual exploitation by a school employee;
 - viii. Enticing a mind under Iowa Code Section 710.10; or
 - ix. Human trafficking under Iowa Code Section 710A.2;
 3. Incest involving a child as prohibited by Iowa Code Section 726.2;
 4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code Section 728.2;
 5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code Section 728.15;
 6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1); or
 7. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court that is comparable to an offense listed in subparagraph 25.3(1) "b"(1).
- (2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1) "b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:
1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
 2. The time elapsed since the crime or founded abuse was committed;
 3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
 4. The likelihood that the person will commit the same crime or abuse again;
 5. The number of criminal convictions or founded abuses committed; and

6. Such additional factors as may, in a particular case, demonstrate mitigating circumstances or heightened risk to public safety.
- c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts or a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus or breasts; or the commission of any sex act as defined in Iowa Code Section 702.17.
- d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by Iowa Code Section 728.12, Iowa Code Chapter 709 or 18 USC Section 2252A(a)(5)(B).
- e. *Student abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
 - i. Committing any act of physical abuse of a student;
 - ii. Committing any act of dependent adult abuse on a dependent, adult student;
 - iii. Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - iv. Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
 - v. Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
 - vi. Failing to report any suspected act of child or dependent adult abuse as required by state law; or
 - vii. Committing or soliciting any sexual conduct as defined in Iowa Code Section 709.15(3) "b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II – alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) Standard III – misrepresentation, falsification or information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic awards, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state and other governmental agencies.

- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the Board in compliance with the license renewal requirements imposed under 282; Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) *Standard IV – misuse of public funds and property.* Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) *Standard V – violations of contractual obligations.*

A. Violation of this standard includes:

- i. Signing a written professional employment contract while under contract with another school, school district, or area education agency.
- ii. Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.
- iii. Abandoning a written professional employment contract without prior unconditional release by the employer.
- iv. As an employer executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
- v. As a practitioner executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.

B. In addressing complaints based upon contractual obligations the Board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard a practitioner will not be found to have abandoned an existing contract if:

- i. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
- ii. The practitioner provided notice to the employing board no later than the latest of the following dates:
 - 1. The practitioner's last work day of the school year;
 - 2. The date set for return of the contract as specified in statute; or
 - 3. June 30th.

25.3(6) Standard VI – unethical practice toward other members of the profession, parents, students and community. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the students or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students of other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the Board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the Board within 60 days any founded child abuse report or any conviction for a criminal offense listed in 25.3(1) "b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the Board.
- q. Failure of the practitioner holding a contract under Iowa Code Section 279.13, to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code Section 279.13, to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII – compliance with state law regarding obligations to state or local governments, student loan obligations, child support obligations and board orders. Violations of this standard includes:

- a. Failing to comply with 282; Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282; Chapter 9 concerning repayment of student loans.
- c. Failing to comply with 282; Chapter 10 concerning child support obligations.
- d. Failing to comply with Board order.

25.3(9) Standard VIII – incompetence. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from, or failing to conform to, the minimum standards of acceptable and prevailing educational practice in the State of Iowa.



ADMINISTRATION

Code 303.4**DEPUTY ASSOCIATE** SUPERINTENDENTPolicy Title POSITION, QUALIFICATIONS, APPOINTMENT, AND FUNCTIONS

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent, the Board may appoint **an Deputy Associate** Superintendent of Schools who shall perform such duties as assigned by the superintendent.

A The Deputy Associate Superintendent must have the following qualifications:

- A master's degree plus 30 semester hours of approved graduate preparation beyond the master's degree from an accredited institution;
- The necessary licensure as required by the Iowa Board of Educational Examiners;
- Sufficient educational background and experience to merit recommendation by the superintendent.

The first two years of a contract issued to a newly appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process including notice by May 15th. The administrator and Board may mutually agree to terminate the administrator's contract.

The **Deputy Associate** Superintendent:

- A. Shall be directly responsible to the superintendent.
- B. Shall assist the superintendent in the administration of the school district and, at the superintendent's discretion, render any assistance desired in carrying out the responsibilities of his or her office.
- C. Shall implement with fidelity the policies of the Board, the Code of Iowa, federal law, and negotiated contracts.

Adopted 6/15/70 Reviewed 4/13 Revised 2/01; 10/05; 2/09; 12/10; 11/11; 8/14; 9/16

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20-.21, .23-.24 (2013); 281 IAC 12.4



GENERAL ORGANIZATION

Policy Title BOARD OF DIRECTORS ELECTION

Code 201.4

The school election takes place on the second Tuesday in September of odd numbered years. Each school election shall be used to elect at least three citizens representing the district at large to the Board for a four-year term to maintain a seven member board. The election may also address other questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the Board must file their nomination papers with the board secretary, or the board secretary's designee, between 64 and 40 days before the school election; unless otherwise directed.

If a vacancy occurs on the Board it shall be filled in accordance with law and board policy.

It shall be the responsibility of the County Commissioner of Elections to conduct school elections.

As specified by law, special elections may be called by the Board of Directors with regard to those matters stipulated in the Code of Iowa as follows:

Odd Years

February	1 st Tuesday
April	1 st Tuesday
June	Last Tuesday
September	2 nd Tuesday

Even Years

February	1 st Tuesday
April	1 st Tuesday
September	2 nd Tuesday
December	1 st Tuesday

Adopted 9/16/85 Reviewed 9/10; 10/11; 4/13; 8/14 Revised 8/05; 11/08; 9/16

Related Policy: (Code Number) 204.5

Legal Reference: (Code of Iowa) §§ 39; 45; 63; 69; 274.7, 277; 278.1; 279.7 (2013)



GENERAL ORGANIZATION

Policy Title BOARD MEMBER – TERM OF OFFICE

Code NEW 201.7

Board members elected for a full term at a regularly scheduled school election in September, of odd-numbered years, serve for four years.

Board members appointed to fill a vacant position will serve until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election. A board member elected to fill a vacancy will serve out the unexpired term.

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

Adopted 9/12/16 Reviewed _____ Revised _____

Related Policy: (Code Number) 201.4; 201.6; 201.8

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



GENERAL ORGANIZATION

Policy Title _____ VACANCIES _____

Code 201.8

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

A vacancy occurs as provided by law which includes, but is not limited to, when a board member dies, resigns or leaves office, or fails to reside in the school district or director district.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by Board appointment within 30 days of the vacancy. ~~The newly appointed board member shall hold the position until the next scheduled school election. The Board shall publish notice stating their intention to fill the vacancy by appointment, but the electors of the school district have the right to file a petition requiring the vacancy be filled by a special election. At that time, the appointed board member may run for a four year term, if one is available, or run for the remainder of the unexpired term.~~

A person appointed to fill a vacancy shall hold office until a successor is elected and qualified at the next regular school election, unless there is an intervening special election for the school district, in which event a successor shall be elected at the intervening special election.

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

Adopted 6/15/70 Reviewed 8/05; 9/10; 10/11; 4/13; 8/14 Revised 11/08; 9/16

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21; 69; 277; 279; Good v Crouch, 397 NW .2d 757 (Iowa 1986), Board of Dir of Grimes Independent v County Board of Public Instruction of Polk Co, 257 Iowa 106, 131 NW .2d 802 (1965). Board of Dir Menlo Consolidated v Blakesburg, 240 Iowa 910, 36 NW .2d 751 (1949); 1944 Op Atty Gen 39.



COMMUNITY USE OF SCHOOL FACILITIES MANUAL

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OVERVIEW:

The Linn-Mar School District facilities are owned, maintained, and supported by the public. The Board of Education actively seeks to respond to the educational, recreational and cultural needs of its community through the total resources of the community schools. The use of school facilities as centers for community participation should be encouraged whenever those activities are beneficial to the community-at-large. However, all school facilities and outdoor areas have been primarily erected and maintained for the use of the students of Linn-Mar Schools and shall not be used for any other purpose that will conflict with that primary use.

The facilities of the school district may be made available for use by certain local, social, civic or service organizations when the use does not conflict the education program or school-related activity, with due consideration given to the conservation of energy and District's expenses. Users of District facilities must comply with all federal, state, and municipal equal opportunity laws, regulations prohibiting discrimination, and School Board policies. Any activity connected with approved school programs will take precedence over any request for use of facilities for any other purpose. The Board reserves the right to deny use of District facilities to any group.

This document outlines administrative policies, guidelines, and processes for community use of school facilities and grounds in the Linn-Mar Community School District (hereafter referred to as the District). Please read this manual thoroughly before completing a Facility Request Form.

SCHEDULING OF FACILITIES:

- Types of Activities prohibited:
 1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
 2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
 3. Facilities may not be used for private parties, social events, celebrations, or other similar private uses.
- Rental of facilities is for occasional or temporary use, but not regular or ongoing use.
- Only indoor sports/activities will be provided indoor facility space for practices.
- No overnight stays will be permitted in district facilities.
- Facility rental times cannot be requested before 6:00 a.m. and must end no later than 10:00 p.m.
- It shall be within the discretion of the Superintendent to allow use of District facilities on Sundays.
- School facilities are not normally available for rent on school designated holidays and over school breaks (including Summer break). The superintendent or designee may allow use at these times if such use does not interfere with facility maintenance/cleaning schedules and contingent upon availability of adequate personnel.
- When school is cancelled or dismissed early for weather related or other reasons, all rentals will be cancelled. The school district also reserves the right to cancel non-school days (including weekends) rental activities when the conditions are deemed unsafe.
- Facility use regulations, fees, and other terms for Before/After School Programs contracted with District will be detailed in their individual Board approved agreements.
- The District reserves the right to reject any or all applications and the right to rescind, modify, or amend any or all rules or regulations or to make exceptions.

FACILITY REQUEST PROCESS:

1. Organizations, individuals, and other entities interested in using District facilities and/or grounds should make such requests through the office of the Executive Director of Support Services. A completed Facility Request Form must be submitted to the Support Services office a minimum of two weeks in advance of the requested date for all facilities except Linn-Mar Stadium and Linn-Mar Aquatic Center. For the Stadium and Aquatic Center, a completed Facility Request Form must be submitted a minimum of six-months in advance of the requested date.
2. Upon receipt of a request, Support Services will determine the availability of the facility/area requested and the proper user group classification based on the Fee Schedule.
3. Once classification is determined, Support Services will determine the appropriate charges (if any) for the use of District facilities based on classification, activity, personnel costs, equipment, fee schedule, and deposits. When necessary, additional fees may include such things as cleaning fees, failure to cancel a reservation, law enforcement supervision, replacement or repair for damage or theft, or other costs. All or a percentage of the estimated usage and personnel fees for a group's activity may be required to be paid prior to facility usage.
4. The extent of District staff (building supervisors, custodians, technicians, food service, etc.) needed by groups reserving school facilities will be determined by Support Services.
5. Permission granted for facility usage by Support Services shall be made in writing through the signing of a Facility Use Agreement with the representative making the request.
 - a. It is the responsibility of the representative to read the Community Use of School Facilities Manual and be aware of all guidelines for usage, as well as any other specific instructions set forth by District/Building Administrative staff.
 - b. A signed Facility Use Agreement, including proof of insurance (required for Class D and Class E groups) must be submitted to the Support Services office prior to rental. The submitted certificate of insurance must be in the amount of at least \$1,000,000 and show coverage dates.
 - c. The District reserves the right to cancel or postpone any activity due to conflict, disregard of policies, or other uncontrollable circumstances, including Class A activities (see User Group Classifications). If approval has been given to a group to use facilities and it is later determined that the facilities will not be available, notice of cancellation shall be given to the applicant as soon as possible with reasons for the cancellation. District administrators, the designated building supervisor, custodian, or other District staff on duty have the right to terminate any activity at any time due to violations of Board policies and rules, or federal, state, or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

6. 72-hour notice is required to request approval for any changes in the initial request requirements. The District cannot guarantee any requested changes made after this deadline. Changes to initial request requirements may be subject to additional fees.
7. Groups whose requests have previously been approved and wish to cancel must give at least 72-hour notice. Failure of timely cancellation notification will result in a minimum cancellation fee or the costs incurred to the District in anticipation of the group's use, whichever is greater.
8. On the date(s) of the event, access to the District facilities will be granted through either a designated staff member or a district-issued key/access card. A \$10 deposit is required for a district-issued key/access card.
9. Upon completion of the rental event and if applicable, the District will invoice the group representative for outstanding charges related to the rental activity.

FACILITY USE GUIDELINES:

1. The group's designated representative must be an adult and must remain on-site during the entire activity.
2. A District employee must be present while the District facility and/or equipment is being used by an outside entity.
3. The group's representative will be responsible for the following regulations for facility usage by his/her group:
 - a. Group representative will be the first inside the facility and the last to leave; making sure the facility is left in the same condition as it was before entering.
 - b. The facility must be used only for the purpose that was originally intended and set forth on the facility request form.
 - c. Persons using the facilities must confine themselves to the room or areas assigned for their use and the group representative must provide supervision to prevent trespassing to portions of the facility not authorized for use.
 - d. The group representative is responsible for communicating to the group members and for ensuring the group members understand and follow all guidelines.
 - e. Group representative is responsible for reporting any personal injuries received by any group member while using the district facilities. The representative should contact the District's designee (on application form) within 24 hours to report any injuries. Custodians or other District staff present should also be notified.
 - f. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
 - g. The group representative will make himself or herself known to the custodian/other staff person present.
 - h. The group representative is responsible for knowing fire and tornado procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
4. The group representative should make a preliminary-use check of the facility prior to their use. If anything that will be used is already damaged, contact the custodian/supervisor on duty.
5. Permission to use additional educational equipment must be approved through the Support Services office in conjunction with the Building Principal, Nutrition Services Manager, or other District staff person. Charges for use of equipment may apply.
6. All equipment used or moved must be returned to the proper place in original condition.
7. The renter assumes financial responsibility individually on behalf of the organization being represented for any part of the school or contents made available therein that may be damaged or stolen during the hours the building was in use by the organization.

8. The renter shall be liable for any and all loss, damage, or injury sustained by any person that by reason of the negligence of the renter. The renter shall indemnify and hold harmless the school district from any and all loss, damage, or injury.
9. Food and beverages are permitted in designated areas only. There should be no other beverages or foods brought into the buildings unless previously approved by Support Services.
10. The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copy-cat drugs), profane language, non-licensed gambling activities, and weapons within buildings and on school grounds is prohibited. Persons failing to abide will be asked to leave the school premises.
11. Maximum number of people in any given area is restricted to the seating/room capacity indicated and deemed appropriate by the Fire Marshall.
12. No pets or other animals are allowed on District grounds. Exceptions include service animals as defined under the American with Disabilities Act (ADA) or other exceptions as authorized by appropriate District personnel.
13. Specific Facility/Room Regulations shall be as follows:
 - a. Auditoriums/Theatres-
 - Groups requesting use of an auditorium will need to list in detail their equipment requests and audio/visual technicians needed.
 - Only district staff may operate the audio/visual equipment, rigging system, and other equipment in the auditorium.
 - Renters will be charged accordingly for equipment and personnel use.
 - No food or beverages are allowed in the auditoriums.
 - b. Multipurpose Rooms/Gymnasiums-
 - No wearing of shoes that mark up the floors.
 - No hanging on basketball rims.
 - No leaning on volleyball nets.
 - No bouncing balls in hallways or off ceilings.
 - No climbing or playing on bleachers (if bleachers are needed the custodians will move them in and out).
 - No pushing/pulling of tables, chairs, or other equipment across gym floors.
 - Nothing may be taped to the gym floor without prior approval.
 - No playing on gymnastic equipment when it is in the gym.
 - Scoreboards may not be used unless previously approved.
 - c. Kitchens-
 - Use of kitchens will be granted on a limited basis as determined by appropriate District staff.
 - A complete listing of kitchen needs must be detailed on the Facility Request Form prior to approval.

- A District ServSafe certified employee is required for all kitchen rentals and will be charged to the renter.
- Additional costs may also be included, dependent upon needs.

d. Classrooms-

- Materials are not to be used or removed from the rooms.
- Users are expected to leave the rooms in the same condition as they found it.

e. Labs-

- Labs will be defined as rooms which contain specialized equipment other than desks, tables, or chairs.
- Use of lab facilities will be only for purposes appropriate to the lab and use will be granted on a limited basis as determined by appropriate District staff.
- Additional charges may apply for District trained staff supervision and/or use of the lab equipment.

f. Stadium/Turf Field-

- Use of stadium will be granted on a limited basis as determined by appropriate District staff.
- No pets, skateboards, scooters, roller blades/skates, or non-authorized vehicles or any similar conveyance or equipment allowed on stadium grounds or turf field.
- No unauthorized paint or marking material, or like substance allowed on stadium grounds or turf field.
- No track/metal spikes, high heels, sharp objects, or other materials or substances that may cause damage to turf surface.
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on turf.
- Only participants, coaches, directors, or credentialed individuals allowed on turf and track and field areas.

g. Tracks-

- No cleats, high heels, or unauthorized footwear on track surface.
- No pets, skateboards, scooters, roller blades/skates, bikes, or non-authorized vehicles or any similar conveyance or equipment allowed on track.
- No food, gum, non-water drinks, sunflower seeds, peanuts, or similar food products allowed on track.
- No sharp objects or materials that will adhere to or damage surfaces (e.g. bobby pins, glitter, jewelry, etc.).

h. Parking Lots/Open Space-

- Groups are expected to clean up all trash, papers, or other litter in the fields or surrounding areas. Failure to provide appropriate clean-up will result in additional charges to the renter.

- Use of tents, temporary structures, or signage where stakes are driven into the ground must be pre-approved.
- The District reserves the right to cancel any event in order to prevent damage to athletic fields or other district property.
- Water and electricity may not be available from district sources unless special arrangements are made.

i. Aquatic Center-

- Use of aquatic center will be granted on a limited basis as determined by appropriate District staff.
- A District lifeguard must be present before entering the water.
- Only swimmers, coaches, officials, and other approved District personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities only from the pool lobby or spectator stadia.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts or athletic sports bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by District aquatics staff or approved groups.
- No diving in the shallow end of the pool and in other areas with the marking "No Diving".
- No horseplay in or around the swimming pool.
- No running on the pool deck.
- Proficient swimming ability is required in deep water areas. The use of flotation aide devices (other than those made available by the District) by non-swimmers is prohibited unless authorized by appropriate District personnel.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved by appropriate District personnel.
- Glass containers are prohibited in the Aquatic Center.
- Activities deemed unsafe by the life guard will be prohibited.
- No school pool equipment is to be used unless approved when reservation is made. Charges for equipment use may apply.

14. The Linn-Mar Booster Club reserves the right of all concessions sold at District facilities.

15. The Board reserves the right to waive/modify fees for specialized programs or events with approval from the superintendent or designee.

USER GROUP CLASSIFICATIONS (In Priority Order):

- **CLASS A – School District and District Related Organizations**
 - Regular classroom activities
 - School-sponsored activities for students (e.g. clubs, athletics)
 - School-sponsored activities for parents (e.g. plays, open houses,)
 - School-related groups and organizations (e.g. PTO, Booster Club, Foundation)
 - School and District sponsored activities for District staff (e.g. trainings, wellness, bargaining group meetings)
 - Board approved community activities

FEE SCHEDULE - CLASS A

SCHOOL-FACILITY	FEE	SCHOOL-FACILITY	FEE
High School:		Oak Ridge MS:	
Gym (Main)	N/C	Gym (Main)	N/C
Gym (Auxillary)	N/C	Gym (Auxillary)	N/C
Cafeteria	N/C	Cafeteria	N/C
Kitchen	N/C	Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C	Commons Area	N/C
Little Theatre (Stage/Seating Only)	N/C	Regular Classroom	N/C
Commons Area	N/C		
Lecture Hall	N/C	Elementary Schools:	
Wrestling Room	N/C	Gym	N/C
Regular Classroom	N/C	Multipurpose Rooms	N/C
Labs	N/C	Kitchen	N/C
Weightroom/Cardio Room	N/C	Classrooms	N/C
Excelsior MS:		Outdoor Areas:	
Gym (Main)	N/C	Parking Lots	N/C
Gym (Auxillary)	N/C	Armstrong Field	N/C
Cafeteria	N/C	Tennis Courts	N/C
Kitchen	N/C	Outdoor Tracks	N/C
Commons Area	N/C	Elementary Outdoor Fields	N/C
Regular Classroom	N/C	MS Non-Competition Fields	N/C
		MS Competition Fields	N/C
		HS Baseball/Softball Complex	N/C
Linn-Mar Stadium/Aquatic Center: No charge			
*Additional Fees may apply (e.g. weekend custodial charges) depending on the reservation request. See "Other Fees" Schedule for details.			

- **CLASS B – Public Agencies and District Co-Sponsored Activities**

- Official meetings of the City of Marion, the City of Cedar Rapids, and the City of Robins, or a community activity sponsored by one of the city boards
- Community, social, civic, or service organizations sponsoring money-making activities with all proceeds going directly to Linn-Mar Community School District
- Request for National, State and Local elections or caucuses
- Political meetings not boosting specific candidates, state, or national platforms
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay no fees

FEE SCHEDULE - CLASS B

SCHOOL-FACILITY	FEE		SCHOOL-FACILITY	FEE
High School:			Oak Ridge MS:	
Gym (Main)	N/C		Gym (Main)	N/C
Gym (Auxillary)	N/C		Gym (Auxillary)	N/C
Cafeteria	N/C		Cafeteria	N/C
Kitchen	N/C		Kitchen	N/C
Auditorium (Stage/Seating Only)	N/C		Commons Area	N/C
Little Theatre (Stage/Seating Only)	N/C		Regular Classroom	N/C
Commons Area	N/C			
Lecture Hall	N/C		Elementary Schools:	
Wrestling Room	N/C		Gym	N/C
Regular Classroom	N/C		Multipurpose Rooms	N/C
Labs	N/C		Kitchen	N/C
Weightroom/Cardio Room	N/A		Classrooms	N/C
Excelsior MS:			Outdoor Areas:	
Gym (Main)	N/C		Parking Lots	N/C
Gym (Auxillary)	N/C		Armstrong Field	FCFS
Cafeteria	N/C		Tennis Courts	FCFS
Kitchen	N/C		Outdoor Tracks	FCFS
Commons Area	N/C		Elementary Outdoor Fields	FCFS
Regular Classroom	N/C		MS Non-Competition Fields	FCFS
			MS Competition Fields	N/A
			HS Baseball/Softball Complex	N/A
Linn-Mar Stadium/Aquatic Center: See Separate Fee Schedule				
*Additional Fees may apply (e.g. weekend custodial charges) depending on the reservation request. See "Other Fees" Schedule for details.				

- **CLASS C – Community Youth Organizations/Teams**

- Meetings involving Boy Scouts, Girl Scouts, Camp Fire Girls, 4-H, or other similar youth oriented groups
- Practices for youth activities during their regular program season. In order to be considered in this classification youth athletic teams must be comprised of at least 80% of Linn-Mar enrolled students. Rosters are required to be submitted along with the rental request.
- This category is for individual teams, packs, or groups. It is not for the use of an entire organization.
- Recreational programs sponsored by the City Recreation & Playground Commission or YMCA for which participants pay fees

FEE SCHEDULE - CLASS C

SCHOOL-FACILITY	FEE	SCHOOL-FACILITY	FEE
High School:		Oak Ridge MS:	
Gym (Main)	N/A	Half Main Gym	\$5/gym time
Gym (Auxillary)	N/A	Auxillary Gym	\$5/gym time
Cafeteria	N/A	Cafeteria (Weekend only)	\$30/hour
Kitchen	N/A	Kitchen (Weekend only)	\$30/hour
Auditorium (Stage/Seating Only)	N/A	Commons Area (Weekend Only)	\$20/hour
Little Theatre (Stage/Seating Only)	N/A	Classroom (Weekend Only)	\$15/hour
Commons Area	N/A		
Lecture Hall	N/A	Elementary Schools:	
Wrestling Room	N/A	Gym	\$5/gym time
Regular Classroom	N/A	Multipurpose (Weekend only)	\$30/hour
Labs	N/A	Kitchen (Weekend only)	\$30/hour
Weightroom/Cardio Room	N/A	Classroom (Weekend Only)	\$15/hour
Excelsior MS:		Outdoor Areas:	
Half Main Gym	\$5/gym time	Parking Lots	\$20/hour
Auxillary Gym	\$5/gym time	Armstrong Field	FCFS
Cafeteria (Weekend only)	\$30/hour	Tennis Courts	FCFS
Kitchen (Weekend only)	\$30/hour	Outdoor Tracks	FCFS
Commons Area (Weekend Only)	\$20/hour	Elementary Outdoor Fields	FCFS
Classroom (Weekend Only)	\$15/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
Linn-Mar Stadium/Aquatic Center: See Separate Fee Schedule			
<i>*Additional Fees may apply (e.g. weekend custodial charges) depending on the reservation request. See "Other Fees" Schedule for details.</i>			

- **CLASS D – Community Non-Profit Organizations, Civic Organizations, and Educational Institutions**

- A non-profit group is defined as an organization that does not distribute its surplus funds to owners, members, or shareholders, but instead uses them to help pursue its organization's goals. The District reserves the right to ask for a 501c non-profit form if the organization's non-profit status is in question.
- This could include but not be limited to community, social, civic, or services organizations for purposes that have educational, recreational, or cultural purposes, local church services, and religious classes and activities.
- Educational activities of public and private colleges and universities.
- Educational activities of public and private K-12 institutions.

FEE SCHEDULE - CLASS D

SCHOOL-FACILITY	FEE	SCHOOL-FACILITY	FEE
High School:		Oak Ridge MS:	
Gym (Main)	\$100/hour	Gym (Main)	\$75/hour
Gym (Auxillary)	\$50/hour	Gym (Auxillary)	\$50/hour
Cafeteria	\$30/hour	Cafeteria	\$30/hour
Kitchen	\$30/hour	Kitchen	\$30/hour
Auditorium (Stage/Seating Only)	\$100/hour	Commons Area	\$20/hour
Little Theatre (Stage/Seating Only)	\$50/hour	Regular Classroom	\$15/hour
Commons Area	\$30/hour		
Lecture Hall	\$50/hour	Elementary Schools:	
Wrestling Room	\$30/hour	Gym	\$30/hour
Regular Classroom	\$15/hour	Multipurpose Rooms	\$30/hour
Labs	\$30/hour	Kitchen	\$30/hour
Weightroom/Cardio Room	N/A	Classrooms	\$15/hour
Excelsior MS:		Outdoor Areas:	
Gym (Main)	\$75/hour	Parking Lots	\$20/hour
Gym (Auxillary)	\$30/hour	Armstrong Field	FCFS
Cafeteria	\$30/hour	Tennis Courts	FCFS
Kitchen	\$30/hour	Outdoor Tracks	FCFS
Commons Area	\$20/hour	Elementary Outdoor Fields	FCFS
Regular Classroom	\$15/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
Linn-Mar Stadium/Aquatic Center: See Separate Fee Schedule			
*Additional Fees may apply depending on the reservation request. See "Other Fees" Schedule for details.			

- **CLASS E – For-Profit Organizations/Activities and Other Private Interest Groups**

- Commercial groups or businesses
- Local, state, and national groups hosting special events, workshops, or conferences
- Political meetings sponsoring specific candidates, state, or national platforms
- Any group, business, or individual located outside of the District
- Groups, businesses, or individuals conducting activities for which a fee is charged or items are sold
- Youth organizations, groups, or teams with less than 80% Linn-Mar enrolled students as participants. Rosters are required to be submitted along with the rental request.
- Other special events

FEE SCHEDULE - CLASS E

SCHOOL-FACILITY	FEE	SCHOOL-FACILITY	FEE
High School:		Oak Ridge MS:	
Gym (Main)	\$150/hour	Gym (Main)	\$100/hour
Gym (Auxillary)	\$75/hour	Gym (Auxillary)	\$75/hour
Cafeteria	\$50/hour	Cafeteria	\$50/hour
Kitchen	\$50/hour	Kitchen	\$50/hour
Auditorium (Stage/Seating Only)	\$150/hour	Commons Area	\$40/hour
Little Theatre (Stage/Seating Only)	\$75/hour	Regular Classroom	\$25/hour
Commons Area	\$50/hour		
Lecture Hall	\$75/hour	Elementary Schools:	
Wrestling Room	\$50/hour	Gym	\$50/hour
Regular Classroom	\$25/hour	Multipurpose Rooms	\$40/hour
Labs	\$50/hour	Kitchen	\$50/hour
Weightroom/Cardio Room	N/A	Classrooms	\$25/hour
Excelsior MS:		Outdoor Areas:	
Gym (Main)	\$100/hour	Parking Lots	\$30/hour
Gym (Auxillary)	\$50/hour	Armstrong Field	FCFS
Cafeteria	\$50/hour	Tennis Courts	FCFS
Kitchen	\$50/hour	Outdoor Tracks	FCFS
Commons Area	\$40/hour	Elementary Outdoor Fields	FCFS
Regular Classroom	\$25/hour	MS Non-Competition Fields	FCFS
		MS Competition Fields	N/A
		HS Baseball/Softball Complex	N/A
Linn-Mar Stadium/Aquatic Center: See Separate Fee Schedule			
<i>*Additional Fees may apply depending on the reservation request. See "Other Fees" Schedule for details.</i>			

LINN-MAR STADIUM & AQUATIC CENTER FEE SCHEDULE

SCHOOL-FACILITY	FEE		SCHOOL-FACILITY	FEE
Linn-Mar Stadium:	<i>(2-hour min charge)</i>		Aquatic Center:	<i>(2-hour min charge)</i>
Field Turf Only (Practice)	\$150/hour		Pool Access	\$200/hour
Field Turf Only (Game)	\$250/hour		Concession Room Access	\$50/hour
Track Only	\$150/hour		Timing System	\$50/hour
Field Turf & Track	\$250/hour		Parking Lots	\$50 per event
Lights	\$100/hour		L-M Supervisor	\$50/hour
Scoreboard	\$50/hour		Timing Computer Operator	\$35/hour
Press Box	\$50/hour		Lifeguards (minimum of three)	\$15/hour (each)
Sound System	\$50/hour		Crowd Manager (one for every 250 spectators)	\$35/hour (each)
Parking Lots	\$50 per event		Door Monitor	\$35/hour
L-M Supervisor	\$50/hour		Custodian/O&M Staff	actual costs per union contract
Custodian/O&M Staff	actual costs per union contract		Other District Personnel	charges depend on request
Crowd Manager (one for every 250 spectators)	\$35/hour (each)		Additional Equipment/Services	charges depend on request
Gate Manager (one per entrance used)	\$35/hour (each)			
Other District Personnel	charges depend on request			
Police Supervision (if applicable)	actual costs			
Additional Equipment/Services	charges depend on request			

OTHER FEES SCHEDULE

DESCRIPTION	FEE	
Personnel Fees:		
Custodian/O&M Staff (if not already on duty)	actual costs per union contract	2 hour minimum
Building/Event Supervisor (if applicable)	\$35/hour	2 hour minimum
Kitchen Supervisor	\$35/hour	2 hour minimum
Auditorium Technician Supervisor	\$35/hour	2 hour minimum
Police Supervision (if applicable)	actual costs	
Other District Personnel	Charges depend on request	2 hour minimum
Auditorium/Theatre Use Fees:		
Use of Lights other than house lights	\$75/event	
Use of sound system other than 1 microphone	\$75/event	
Use of rigging system	\$75/event	
Use of sound shell	\$200/event	
Chairs, Stands, or Risers	\$100/event	
Piano (non-grand)	\$75/event	
Miscellaneous Fees:		
Minimum Cancellation Fee	\$20	
Custodial Flat Fee (if custodian is on duty and deemed necessary)	\$25	
Additional Equipment	Charges depend on request	
District Issued Key/Access Card Deposit	\$10	
Building/Equipment replacement or repair fees	actual costs	



Inspire Learning. **Unlock Potential. Empower Achievement.**

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

Linn-Mar Community School District Board of Education Work Session Minutes - August 15, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center by President Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Bisgard, Breitfelder, Anderson, Christian, and Ramos.

200: REVISION AND/OR ADOPTION OF THE AGENDA ***Motion 009-08-15***

Motion by Patterson for the Board to adopt the agenda as presented; second by Hutcheson. Voice vote; motion carried.

300: WORK SESSION

301: Special Education Data Profile & Student Services Update

Exhibit 301.1

Leisa Breitfelder, Exec Director of Student Services, shared highlights from 2015-16 on the Special Education program, Extended School Year program, Off-Site programs, Student Work Experience program, English Language Learners program, Health Services, Student Assistance, Crisis Team, and the Special Education Profile; as well highlights looking ahead for the 2016-17 school year. Some specific highlights were:

- 2016-17 is a compliance year for Special Education IEPs.
- A Special Education Leadership Team is being formed.
- The Success Center and ATLAS programs will have every other Friday off to allow staff to visit student work centers and have planning time with High School staff.
- Currently have 114 English Language Learner students in the district.
- Mt Mercy will be funding a part-time employee for counseling services in the district.
- All buildings will complete one non-active and one active ALICE training. The active trainings will be led by the Marion Police Department.

302: Blended Learning

Exhibit 302.1

Shannon Bisgard, Associate Superintendent, Jeri Ramos, Exec Dir of Technology, and Bob Read, Dir of Middle School Teaching & Learning, presented information on Blended Learning including highlights on the technology feedback/trends received during the Thoughtexchange survey, definition of Blended Learning and various models, and information on Future Ready Schools and personalized student learning. Some specific highlights were:

- Seventeen states have joined the Future Ready Schools network.
- Next steps: visit a Future Ready Schools site, further discussion with the Board, and based on Board's response, build into Strategic Plan if deemed appropriate to do so.

303: Board Legacy

Superintendent Quintin Shepherd facilitated a discussion with the Board on the following question: Five years from now, what will the district's key constituents consider the most important legacy of the current Board? Board responses:

- Isenberg: don't continue to maintain the status quo just because we have always done something a certain way. Try new programs and remain a leader in the state.
- Patterson: don't just respond to physical growth of the district but also increase learning and teaching opportunities and become a leading edge district.
- Gadelha: create student opportunities for growth in educational areas, but also in co- and extra-curricular areas such as sports, music, the arts, etc. Build on the flavor of the student experience to ensure they are well rounded upon graduation.
- AbouAssaly: build on the educational experience by becoming leaders in having student voices more inclusive in the conversation and decisions on vision; make the students a part of the voice and vision.
- Weaver: grow opportunities for trade skills for students who may not have the desire to pursue four years of college.
- Nelson: look at education in new ways to move outside the norm but ensure we move forward in a way that makes sense and fulfills the various levels of student needs, skills, and future goals.
- Hutcheson: focus on the entire student body and its diversity to ensure opportunities are available to all.
- Shepherd: the legacy of the current board is preservers of culture. This Board guides with the outlook that improvement is a journey with varying pathways, not a destination, and that there are ways to improve daily.

400: ADJOURNMENT

401: Adjournment ***Motion 010-08-15***

Motion by Patterson to adjourn the work session at 6:37 PM; second by Nelson. Voice vote; motion carried.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by: Gayla Burgess
Admin Asst to the Superintendent
08/15/2016*

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

Linn-Mar Community School District Board Meeting Regular Session Minutes - August 15, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order at 7:00 PM in the boardroom of the Learning Resource Center by President Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Bisgard, Breitfelder, Anderson, Christian, and Ramos.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 011-08-15

Motion by Patterson for the Board to adopt the agenda as presented; second by AbouAssaly. Voice vote; motion carried.

300: RECOGNITIONS/PROCLAMATIONS

400: AUDIENCE COMMUNICATIONS

1. Reese Phillips (HS Senior/Football Player): shared concern about not having the full football coaching staff available for the year.
2. Baylor Pree (HS Senior/Football Player): shared concern about not having the full football coaching staff available for the year.
3. Neme Siaway (HS Senior/Football Player): shared concern about not having the full football coaching staff available for the year.
4. Mark Phillips (Parent): shared concerns about district policy on equipment use by students for summer athletic camps.
5. Daylen Canty: (HS Senior/Football Player): shared concern about not having the full football coaching staff available for the year.

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

600: INFORMATIONAL REPORTS

601: Finance Committee

Weaver reported that during the July 21st Finance Committee meeting discussion included the district audit, changes in activity fund guidance, and the district's sale of obsolete equipment/furnishings. There was a request for Anderson to share the full changes in activity fund guidance with members of the Board.

602: Marion City Council

Weaver reported that during the July 21st Marion City Council meeting discussion included possible changes to voting by wards and that the discussion on the potential installation of a roundabout at the intersection of Indian Creek Road and 29th Avenue has been tabled.

Nelson reported that during the August 4th Marion City Council meeting it was shared that the intersection of Echo Hill Road and Alburnett Road will be closed due to the installation of utility lines, but should be open before the beginning of the school year.

603: Applied STEM Center Advisory Board

Isenberg and Gadelha reported on the July 26th Applied STEM Center Advisory Board meeting that was held at Freund Vector in Marion. The meeting was attended by local business representatives, Kirkwood College, Marion City Council members, MEDCO, and others. The meeting was to gather input on the potential Applied STEM Center.

604: Administration Report

Exhibit 604.1

Superintendent Quintin Shepherd highlighted information from the Administration Report on the back-to-school activities including new teacher orientations, the staff kickoff event, and professional learning opportunities.

605: Strategic Planning Update

Superintendent Quintin Shepherd updated the Board on the Strategic Planning process and discussion which is highlighted on page six of the Administration Report. Next steps will be to revisit the potential district restructuring conversation on August 29th to assess the direction the Board would like to pursue and then reach out to staff, students, families, and the community in various ways to offer them opportunities to share their feedback. Shepherd clarified that no Board motions or final decisions have been made at this time and they will not be making a final decision until feedback has been gathered and assessed. Shepherd also reminded the Board that the Strategic Planning process is a flowing process that will change as the topics are discussed and feedback gathered.

700: UNFINISHED BUSINESS

701: FY17 Superintendent Salary ***Motion 012-08-15***

Motion by Patterson for the Board to approve the superintendent salary for FY17 at an increase of 2.5% with an additional one-time \$2,000 increase for a new base salary of \$220,375.00; second by Gadelha. Voice vote; motion carried.

800: NEW BUSINESS

801: First Reading of Board Policies 603.3-R1 & 603.3-R2 ***Motion 013-08-15*** *Exhibit 801.1*

Motion by Gadelha for the Board to approve the first reading of Policies 603.3-R1 and 603.3-R2 which reflect the change in the overnight fieldtrip request deadline from three weeks to four weeks; second by Nelson. Voice vote; motion carried

802: Approval of District Harassment Brochures ***Motion 014-08-15***

Exhibit 802.1

Motion by Patterson for the Board to approve the updates to the district harassment brochures that include new contact and/or leadership information for the 2016-17 school year; second by Weaver. Voice vote; motion carried.

803: Open Enrollment Requests ***Motion 015-08-15***

Motion by Patterson for the Board to approve the following open enrollment requests as presented; second by Gadelha. It was requested that the Board receive a copy of the State guidelines on approving OEs that clarifies the various reasons to approve or deny. Voice vote; motion approved.

Approved In

	Name	Grade	Resident District	Reason
1	Birkett, Dracyn	1 st	Cedar Rapids CSD	Good Cause
2	Birkett, Jayden	3 rd	Cedar Rapids CSD	Good Cause
3	Gorton, Alex	9 th	Cedar Rapids CSD	Good Cause
4	Kratzer, Karlee	2 nd	Marion Independent SD	Good Cause
5	McGrath, Aramis	4 th	Marion Independent SD	Good Cause
6	McGrath, Aria	1 st	Marion Independent SD	Good Cause
7	Parnish, Jordan	12 th	College Community SD	Good Cause
8	Poore, Kaleb	4 th	Cedar Rapids CSD	Good Cause
9	Rains, Karson	2 nd	Cedar Rapids CSD	Good Cause
10	Simpson, DeMarcus	K	Cedar Rapids CSD	On Time
11	Tijerina, Adin	10 th	Marion Independence SD	Good Cause
12	Viverette, Jamarus	K	Marion Independent SD	Good Cause
13	Viverette, Soulaya	1 st	Marion Independent SD	Good Cause
14	Westland, Xavier	1 st	Cedar Rapids CSD	Good Cause

Denied In

	Name	Grade	Resident District	Reason
1	Hanse, Ethan	9 th	Marion Independent SD	Insufficient Space

Approved Out

	Name	Grade	Resident District	Reason
1	Sandor, Ellie	7 th	Cedar Rapids CSD	Late OE – Good Cause
2	Sandor, Hannah	8 th	Cedar Rapids CSD	Late OE – Good Cause

900: CONSENT AGENDA**901: Personnel****Certified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Beik, Angela	District: Nurse	8/18/16	BSN Step 15
Coleman, Lindsay	BW: 1 st Gr Teacher	8/15/16	BA Step 1
Gerdes, Chad	OR: Social Studies Teacher	8/15/16	BA Step 1

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Lorenzen, Jennie	District: Teacher Leader	7/8/16	Other Employment
Moran, Michael	OR: Social Studies Teacher	7/26/16	Other Employment
Stockmaster, Sheri	District: Nurse	8/1/16	Personal

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Bjork, Megan	WE: Student Support Associate	8/18/16	LMSEAA II, Step 6
Cooley, Taylor	HS: Student Support Associate	8/18/16	LMSEAA II, Step 6
Eddins, Michael	WE: Student Support Associate	8/18/16	LMSEAA II, Step 8
Fassler, Karen (Jill)	NS: OR General Help	8/9/16	PTNS, Step 1
Fish, Stacy	LRC: Nutrition Services Manager	8/15/16	\$65,000/year
Grotegut, Pamela	OR: Student Support Associate	8/18/16	LMSEAA II, Step 10
Gussie, Jessica	EH: Student Support Associate	8/18/16	LMSEAA II, Step 10
Hasenclever, Sara	HS: Student Support Associate	8/18/16	LMSEAA II, Step 8
Hunt, Margaret	HS: Student Support Associate	8/18/16	LMSEAA II, Step 10
LeGrand, DeAnne	HS: .5 Custodian	7/11/16	SEIU C, Step 1
Miles, Edmond	HS: Student Supervisor	8/18/16	\$15.00/hour

Name	Assignment	Dept Action	Salary Placement
Molenaar, Rebecca	HS: Student Support Associate – Recall from RIF	8/18/16	LMSEAA II, Step 7
Noltensmeier, Kelly	NS: HS General Help	8/9/16	PTNS, Step 1
Riherd, Michelle	WF: From General Help/Cashier to Production Mngr	8/3/16	\$17.75/hour
Wright, Keith	WF: .5 Custodian	8/5/16	SEIU C, Step 2
Zimmerman, Emily	OR: ASSIST Program Assistant	8/18/16	LMSEAA II, Step 9

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Allmandinger, Jacob	TR: Summer Help	7/15/16	Temporary Position Ended
Brown, Jennifer	NS: WE General Help	8/2/16	Personal
Buck, Chad	OR: ASSIST Program Associate	8/5/16	Other Employment
Christensen, Julia	OR: Student Support Associate	7/27/16	Personal
Danielson, Sara	TR: Summer Help	7/15/16	Temporary Position Ended
Dean, Michael	HS: Custodian	7/15/16	Retirement
Elgin, Sam	LG: Student Support Associate	8/2/16	Other Employment
Howard, Roxanne	WE: Student Support Associate	7/13/16	Personal
Hutcheson, Nathan	TR: Summer Help	7/15/16	Temporary Position Ended
Johnstone, Angela	OR: Student Support Associate	7/29/16	Personal
Maneman, Sonda	NE: General Ed Assistant	8/4/16	Personal
Munroe, Peta-Gaye	TR: Summer Help	7/15/16	Temporary Position Ended
Osborn, Colleen	NS: WF Production Manager	7/18/16	Other Employment
Suskind, Alex	LG: Student Support Associate	8/2/16	Other Employment
Tow, Colleen	Four Oaks/ATLAS: Student Support Assoc	8/8/16	Personal
Walker, Stacey	LRC: Accounting Assistant	8/4/16	Other Employment
Williams, Ethan	TR: Summer Help	7/15/16	Temporary Position Ended
Wilkes, Teresa	LG: Paraprofessional	8/9/16	Personal
Wilson, Ashton	LG: Student Support Associate	8/8/16	Other Employment
Zieser, Desaree	EX: Student Support Associate	7/21/16	Other Employment

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Hoffman, Kyle	HS: From Assistant to Head Cross Country Coach	7/12/16	\$4,261
Kimm, Curtis	HS: Head 9 th Gr Football Coach	7/28/16	\$4,261
Mahmens, Mitch	HS: Assistant Varsity Football Coach	8/1/16	\$4,261
May, William (Andrew)	HS: Assistant 10 th Gr Football Coach	7/28/16	\$3,195
Shaffer, Ryan	OR: From Head to Assistant 7 th Gr Volleyball Coach	8/1/16	\$2,840

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Salary Placement
Kelley, Kathleen	HS: Assistant Varsity Girls' Tennis Coach	7/12/16	Personal
Shaffer, Natalie	OR: Assistant 7 th Gr Volleyball Coach	7/19/16	Personal

902: Approval of Minutes from July 11th

Exhibit 902.1

903: Approval of Bills

Exhibit 903.1

904: Approval of Contracts

Exhibits 904.1-11

- 1) Special Education instructional program agreements with Marion Independent (1) and Woodward-Granger (1).
- 2) Facility use agreement with the US Cellular Center to use the arena for High School graduation ceremonies for the years of 2017, 2018, and 2019.

- 3) Change order with Larson Construction for materials/labor pertaining to Phase II of the High School renovations for an increase of \$86,633.04.
- 4) Letter of engagement with Nolte, Cornman & Johnson, Certified Public Accountants, for auditing services for the year ended June 30, 2016, for a fee not to exceed \$24,000.00.
- 5) Adoption agreement with State of Iowa Retirement Investor's Club 403(B) Plan to add five new providers: Annuity Investors Life Insurance Company, Security Benefit, AXA Advisors, EFS Advisors, and Lincoln Investment.
- 6) Rental agreement with Ryan Hunt for the farmhouse and surrounding yard locally known as 2969 C Avenue Extension NE, Cedar Rapids for July 1, 2016 through July 1, 2017.
- 7) Agreement renewal with Integrated Register System, Inc., for the InTouch Receipting system software license and software support.
- 8) Agreement for athletic training services with Unitypoint - St Luke's Methodist Hospital for a period of three years beginning August 1, 2016 and concluding July 31, 2019.
- 9) Memorandum of understanding with 55+ Initiative (a RSVP Funded Program) sponsored by the United Way of East Central Iowa to continue the utilization of the 55+ Initiative volunteers.
- 10) 28E agreement with the City of Cedar Rapids for the purpose of establishing and operating an adult guard program at designated school crossing through the end of June 2017.
- 11) Non-commercial licensing agreements for Linn-Mar Club Basketball Teams:
 - a. Larry Downing – Head Coach – LM Roar
 - b. Kirk Kolek – Head Coach – LM Lions Red 8th Gr Girls
 - c. Casey Jones – Head Coach – LM Black 6th Gr Boys
 - d. Todd Miller – Head Coach – LM 3rd Gr Girls
 - e. Matt Casebolt – Head Coach – LM Lions Black 5th Gr Boys
 - f. Brett Thoms – Asst Coach – LM Starz 6th Gr Girls
 - g. Melissa Buchholz – Team Manager – LM 4th Gr Girls
 - h. Michael Booth – Manager – LM Red 5th Gr Boys
 - i. Julie Kraft – Team Manager – LM Pride 5th Gr Boys
 - j. Kelly Sinnock – Head Coach – LM Lions 5th Gr Girls

905: Board Information

Exhibit 905.1

- 1) Finance report and cash balances as of June 30, 2015.
- 2) Finance report and cash balances as of June 30, 2016.

906: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and Board Policy 902.6, the District will list for sale the following items as of Tuesday, August 16th:

- a. Three 84-passenger transit buses
- b. Cafeteria tables
- c. Kitchen equipment/appliances
- d. Wrestling mats
- e. Weight Room equipment
- f. Desks, tables, chairs, and other furniture items

Information on the sale of the items can be obtained from JT Anderson, Chief Financial Officer/Chief Operating Officer at 319-447-3008 or jtanderson@linnmar.k12.ia.us.

907: Items Removed from the Consent Agenda for Separate Action

908: Approval of the Consent Agenda **Motion 16-08-15**

Motion by Patterson for the Board to approve the consent agenda as presented; second by AbouAssaly. Voice vote; motion carried.

1000: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1001: Board Communications

- Hutcheson: requested that the Board review and discuss the policy on loaning of equipment that was questioned during audience communications. Shepherd clarified that the issue isn't the policy itself; but the issue of the policy not being followed equally across the district.
- AbouAssaly: drew attention to the article on the LM homepage regarding the High School being ranked by *Newsweek* in the top 500 schools across the Nation.
- Patterson: thanked the Operations & Maintenance crew, custodians, High School staff, and contractors for all the work they have put in to get the High School ready for the first day of school. An extra kudos was given to the district custodial staff for their dedication and pride in ensuring the building is clean.
- Gadelha: welcomed the new teachers and staff to the district, shared her excitement about how far the High School renovations have come, and thanked everyone involved with the renovations and care of the building.
- Weaver: thanked the Special Education staff for their dedication to the students and programming and reminded everyone of the Drive 4 UR School event being hosted by the Foundation on August 27th.
- Nelson: drew attention to the article on the LM webpage about Brady Barry, 3rd Grader at Linn Grove Elementary and son of Debra Barry, Teacher Leader Program Coordinator, for placing first in the KCRG TV-9 "What I Want to Be When I Grow Up" essay contest. Nelson also thanked the custodial staff for their hard work on readying the High School for the first day of school.

1002: Calendar

Date	Time	Event	Location
August 18 th	7:30 AM	2016-17 Welcome Back/Kickoff	HS Auditorium
August 18 th	5:30 PM	Marion City Council (AbouAssaly)	City Hall
August 19 th	9:00 AM	Policy Committee	Superintendent's Conference Room
August 23 rd	Full Day	First Day of School	Districtwide
August 25 th	7:30 AM	Finance Committee	Superintendent's Conference Room
August 29 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
Date	Time	Event	Location
September 8 th	5:30 PM	Marion City Council	City Hall
September 10 th	8:30 AM	Coffee Conversation	Bowman Woods Elementary
September 12 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
September 15 th	7:30 AM	Finance Committee	Superintendent's Conference Room
September 16 th	7:00 AM	Board Visit	Indian Creek Elementary
September 20 th	5:30 PM	Technology Committee	Boardroom
September 21 st	4:30 PM	Special Education Advisory	Boardroom
September 22 nd	5:30 PM	Marion City Council	City Hall
September 26 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
September 28 th	7:30 AM	Board Visit	Success Center

1003: Committees/Advisories

Committees/Advisories	Board/Administrative Participants
Finance Committee	Anderson, Shepherd, Morrison, Abouassaly, Hutcheson, Weaver
Policy Committee	Shepherd, Morrison, Gadelha, Nelson, Patterson
Technology Committee	Ramos, Isenberg
Career & Technical Education	Bisgard, Nelson

Committees/Advisories	Board/Administrative Participants
Equity Advisory	Bisgard, Christian, Ramos, Patterson
School Improvement Advisory	Bisgard, Gadelha
Health & Human Development	Breitfelder, AbouAssaly
Special Education Advisory	Breitfelder, Nelson

1100: ADJOURNMENT Motion 17-08-15

Motion by AbouAssaly for the Board to adjourn the regular session at 7:51 PM; second by Patterson. Voice vote; motion carried.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by: Gayla Burgess
Admin Asst to the Superintendent
08/15/2016*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
Fund: Aquatic Center		
BMO MASTERCARD	GENERAL SUPPLIES	\$1,549.50
BMO MASTERCARD	TRAVEL	\$808.84
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$7,462.14
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$140.28
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$599.83
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$140.28
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$599.83
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$811.07
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$622.29
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$933.94
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$15.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$18.88
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$495.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$37.44
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$242.01
Fund Total:		\$14,479.33
Fund: GENERAL		
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$2,795.00
ALLIANT ENERGY	ELECTRICITY	\$9,142.46
ALTORFER	OTHER PROFESSIONAL	\$738.60
AMERICAN EDUCATIONAL PRODUCTS	INSTRUCTIONAL SUPPLIES	\$108.85
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$66.95
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$72.10
ANDERSON LADD, INC	MAINTENANCE SUPPLIES	\$173.04
AOSNC, LLC	COMP/TECH HARDWARE	\$10,937.94
APEX LEARNING	INSTRUCTIONAL SUPPLIES	\$7,000.00
APPLE COMPUTER INC	COMP/TECH HARDWARE	\$18,960.00
B & H PHOTO	INSTRUCTIONAL SUPPLIES	\$4,922.55
BARNES & NOBLE	GENERAL SUPPLIES	\$63.00
BAUER BUILT	VEHICLE REPAIR	\$549.56
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$6,145.02
BMO MASTERCARD	COMP/TECH HARDWARE	\$3,133.42
BMO MASTERCARD	COMPUTER SOFTWARE	\$204.94
BMO MASTERCARD	DUES AND FEES	\$3,600.00
BMO MASTERCARD	EQUIPMENT >\$1999	\$479.00
BMO MASTERCARD	GENERAL SUPPLIES	\$5,420.83
BMO MASTERCARD	GROUNDS UPKEEP	\$271.90
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$13,938.66
BMO MASTERCARD	LIBRARY BOOKS	\$102.40
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$3,058.84
BMO MASTERCARD	OTHER PROFESSIONAL	\$4,104.48
BMO MASTERCARD	PROF SERV: EDUCATION	\$100.00
BMO MASTERCARD	REF & RSRCH MATERIAL	\$564.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
BMO MASTERCARD	REPAIR/MAINT SERVICE	\$1,208.98
BMO MASTERCARD	SMALL TOOLS	\$29.29
BMO MASTERCARD	STAFF WORKSH/CONF	\$1,124.50
BMO MASTERCARD	TEXTBOOKS	\$153.87
BMO MASTERCARD	TRAVEL	\$6,536.02
CAPITOL R & D INC	REPAIR PARTS	\$145.84
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$575.25
CDW - GOVERNMENT	INSTRUCTIONAL SUPPLIES	\$2,496.00
CENTURYLINK	TELEPHONE	\$2,159.11
CITY TREASURER'S OFFICE	DUES AND FEES	\$50.00
COCA-COLA BOTTLING COMPANY	INSTRUCTIONAL SUPPLIES	\$1,247.76
COLLECTION	EE LIAB-GARNISHMENTS	\$507.79
COLLINS SPORTS MEDICINE	INSTRUCTIONAL SUPPLIES	\$41.83
COLTON MICHELLE	INSTRUCTIONAL SUPPLIES	\$1,200.00
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$25.00
CONTINENTAL CLAY	INSTRUCTIONAL SUPPLIES	\$442.00
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$14.16
CULLIGAN	MAINTENANCE SUPPLIES	\$328.90
DECKER EQUIPMENT	EQUIPMENT >\$1999	\$124.58
DECKER EQUIPMENT	INSTRUCTIONAL SUPPLIES	\$186.50
DEMCO	INSTRUCTIONAL SUPPLIES	\$5,031.91
DISCOUNT SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	\$62.48
DUCHESS CLEANERS	INSTRUCTIONAL SUPPLIES	\$2,596.12
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,294,786.49
FLINN SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$746.39
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$625.45
FOUMAI MICHAEL THOMAS	INSTRUCTIONAL SUPPLIES	\$250.00
FUN AND FUNCTION, LLC	INSTRUCTIONAL SUPPLIES	\$145.71
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$478.53
GRANT WOOD AEA	Copies	\$31.50
GRANT WOOD AEA	GENERAL SUPPLIES	\$668.75
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$935.18
GRANT WOOD AEA	PROF SERV: EDUCATION	\$750.00
GRANT WOOD AEA	STAFF WORKSH/CONF	\$750.00
HALVORSON BUILDING SOLUTIONS	REPAIR PARTS	\$183.10
HARPERCOLLINS PUBLISHERS	GENERAL SUPPLIES	\$19.29
HEINEMANN-GREENWOOD PUBLISHING	INSTRUCTIONAL SUPPLIES	\$451.00
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$2,128.24
HUK RUBBER STAMP CO.	INSTRUCTIONAL SUPPLIES	\$41.30
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$48,728.48
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$207,176.13
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$48,728.48
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$207,176.13
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$373,129.19
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$719.05

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
INVOLTA	OTHER TECH SER	\$345.00
IOWA DIVISION OF CRIMINAL INVEST	OTHER PROFESSIONAL	\$950.00
IOWA PRISON INDUSTRIES	GENERAL SUPPLIES	\$2,208.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$226,611.89
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$340,108.70
IOWA SHARES	EE LIAB-CHARITY	\$28.00
IRISH REPORTING INC	LEGAL SERVICES	\$254.50
ISFIS	OTHER PROFESSIONAL	\$664.50
JOYAL FAMILY TREE SERVICE	GROUNDS UPKEEP	\$195.00
JVA MOBILITY	EQUIPMENT >\$1999	\$2,075.00
LASER RESOURCES, LLC	Copies	\$4,296.01
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$48.00
LMEA	EE LIAB-UNION DUES	\$10,095.49
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,542.59
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11,687.29
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	\$108.00
MARION CHAMBER OF COMMERCE	DUES AND FEES	\$1,155.00
MCCORMACK DISTRIBUTING	GENERAL SUPPLIES	\$45.98
MCDERMOTT CHARLOTTE	INSTRUCTIONAL SUPPLIES	\$57.00
McGRATH POWERSPORTS	GENERAL SUPPLIES	\$172.70
MCGRAW-HILL SCHOOL EDUCATION	INSTRUCTIONAL SUPPLIES	\$2,319.69
MCGRAW-HILL SCHOOL EDUCATION	TEXTBOOKS	\$23,316.79
MCMAHON STEPHANIE	TXTBK RENTAL PS	\$30.00
MEDCO SUPPLY	INSTRUCTIONAL SUPPLIES	\$36.10
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$109.93
MERCY EAP SERVICES	OTHER PROFESSIONAL	\$476.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$17,086.97
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$407,858.84
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18,514.08
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$23,780.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$17,615.58
MID AMERICAN ENERGY	NATURAL GAS	\$3,375.24
MIDWEST COMPUTER PRODUCTS	EQUIPMENT >\$1999	\$2,000.00
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$3,693.16
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
NASCO	INSTRUCTIONAL SUPPLIES	\$2,500.27
OFFICE EXPRESS	GENERAL SUPPLIES	\$293.49
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$7,247.70
OLYMPUS GROUP, INC	GENERAL SUPPLIES	\$8,245.00
ORKIN PEST CONTROL	Pest Control	\$315.00
PAETEC	TELEPHONE	\$872.60
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$211.74
PEARSON EDUCATION CUSTOMER SERV	TEXTBOOKS	\$24,145.32
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$342.29
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$792.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
PLANK ROAD PUBLISHING	INSTRUCTIONAL SUPPLIES	\$132.45
PREMIER AGENDAS INC	INSTRUCTIONAL SUPPLIES	\$335.40
PRIMARY SYSTEMS	REPAIR/MAINT SERVICE	\$390.00
PRO-ED INC.	INSTRUCTIONAL SUPPLIES	\$658.90
PROJECT LEAD THE WAY	GENERAL SUPPLIES	\$5,000.00
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$1,774.04
PYRAMID SCHOOL PRODUCTS	INSTRUCTIONAL SUPPLIES	\$206.70
QUILL CORPORATION	GENERAL SUPPLIES	\$147.74
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$69.35
QUINN STORAGE	Pest Control	\$75.00
RADIO COMMUNICATIONS CO	OTHER PROFESSIONAL	\$120.00
READ NATURALLY	INSTRUCTIONAL SUPPLIES	\$1,018.47
REALITY WORKS, INC	INSTRUCTIONAL SUPPLIES	\$19,489.90
REPUBLIC SERVICES	GARBAGE COLLECTION	\$211.26
RIDDELL ALL-AMERICAN	INSTRUCTIONAL SUPPLIES	\$1,861.52
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$116.48
ROYAL IMAGING SUPPLIES	GENERAL SUPPLIES	\$179.40
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$299.00
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$3,460.71
SCHOLASTIC TEACHER STORE	INSTRUCTIONAL SUPPLIES	\$164.67
SCHOOL DATEBOOKS	INSTRUCTIONAL SUPPLIES	\$952.75
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$2,295.00
SCHOOL OUTFITTERS	INSTRUCTIONAL SUPPLIES	\$4,575.87
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$2,627.84
SCHOOLMART	INSTRUCTIONAL SUPPLIES	\$809.16
SEIU LOCAL 199	EE LIAB-UNION DUES	\$714.04
SHANLEY STEVE	INSTRUCTIONAL SUPPLIES	\$1,000.00
STAPLES	GENERAL SUPPLIES	\$294.43
STAPLES	INSTRUCTIONAL SUPPLIES	\$780.69
STATE HYGIENIC LABORATORY	CHEMICALS	\$12.50
STOREY KENWORTHY	GENERAL SUPPLIES	\$5,961.43
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,381.40
SUPREME SCHOOL SUPPLY COMPANY	INSTRUCTIONAL SUPPLIES	\$56.64
THE POINTE SCHOOL OF DANCE	INSTRUCTIONAL SUPPLIES	\$1,346.00
THE SHREDDER	OTHER PROFESSIONAL	\$90.00
THINK SOCIAL PUBLISHING, INC	INSTRUCTIONAL SUPPLIES	\$75.96
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$158,819.70
U.S. CELLULAR	TELEPHONE	\$1,132.07
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$1,017.66
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$693.99
VALUE INSPIRED PRODUCTS/SERVICES	INSTRUCTIONAL SUPPLIES	\$35.00
VAN METER CO	ELECTRICAL SUPPLY	\$115.48
VEX ROBOTICS, INC	INSTRUCTIONAL SUPPLIES	\$3,372.80
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$48,635.73
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$5,460.27

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
WAGE WORKS	EE LIAB-FLEX HEALTH	\$22,274.53
WORTHINGTON DIRECT	INSTRUCTIONAL SUPPLIES	\$2,477.48
Fund Total:		\$4,788,135.67
Fund: LOCAL OPT SALES TAX		
AOSNC, LLC	COMP/TECH HARDWARE	\$99,211.73
BMO MASTERCARD	COMP/TECH HARDWARE	\$2,655.32
COMMUNICATIONS ENGINEERING CO	CONSTRUCTION SERV	\$3,715.18
JUICEBOX INTERACTIVE	COMPUTER SOFTWARE	\$23,062.50
Fund Total:		\$128,644.73
Fund: MANAGEMENT LEVY		
EMC INSURANCE	WORKERS COMP	\$1,728.60
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT COMP	\$232.90
Fund Total:		\$1,961.50
Fund: NUTRITION SERVICES		
ANILAKUMAR GAYATHRI	UNEARNED REVENUE	\$7.80
BAITY RHAEA	UNEARNED REVENUE	\$27.95
BMO MASTERCARD	PURCHASE FOOD	\$267.53
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$11,540.98
GADKARI ANITA	UNEARNED REVENUE	\$26.75
GASSMANN KALI	UNEARNED REVENUE	\$3.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$258.60
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,105.68
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$258.60
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,105.68
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$2,827.25
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,246.69
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,871.11
JIMENEZ ZOILA	UNEARNED REVENUE	\$62.65
JOHNSTONE SKIP	UNEARNED REVENUE	\$13.70
KISLING GRETCHEN	UNEARNED REVENUE	\$14.90
LARRIMORE NICK	UNEARNED REVENUE	\$75.00
LASER RESOURCES, LLC	Copies	\$9.01
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$142.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$200.92
MILLER JANELLE	UNEARNED REVENUE	\$38.40
PLUMBERS SUPPLY COMPANY	MACHINERY AND EQUIP	\$1,013.09
RAPIDS WHOLESALE EQUIP CO	MACHINERY AND EQUIP	\$9,161.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$114.80
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$843.61
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$50.00
WEST JESSICA	UNEARNED REVENUE	\$15.15
Fund Total:		\$32,303.10
Fund: PHY PLANT & EQ LEVY		
ALLIED GLASS PRODUCTS INC	CONSTRUCTION SERV	\$16,004.04

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
BMO MASTERCARD	EQUIPMENT >\$1999	\$5,687.54
BRECKE	EQUIPMENT >\$1999	\$1,127.80
CARROLL DISTRIBUTING	CONSTRUCTION SERV	\$201.12
COMMUNITY ELECTRIC	CONSTRUCTION SERV	\$941.29
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
HAWKEYE ENVIRONMENTAL	CONSTRUCTION SERV	\$2,202.00
IOWA PRISON INDUSTRIES	EQUIPMENT >\$1999	\$23,907.10
L.L. PELLING CO	CONSTRUCTION SERV	\$2,130.20
PATE ASPHALT SYSTEMS CO	CONSTRUCTION SERV	\$8,580.00
PLUMBERS SUPPLY COMPANY	CONSTRUCTION SERV	\$1,785.28
TERRACON CONSULTANTS INC	ARCHITECT	\$454.00

Fund Total: \$67,545.37

Fund: Pool 10 Million Issue and 2013 10M Issue

BMO MASTERCARD	CONSTRUCTION SERV	\$3,294.89
COMMUNICATIONS ENGINEERING CO	CONSTRUCTION SERV	\$79,503.60
DUET RESOURCE GROUP INC	EQUIPMENT >\$1999	\$143,342.71
MEDIAQUEST SIGNS	EQUIPMENT >\$1999	\$3,951.00
PODS ENTERPRISES, LLC	BLDG. CONST SUPPLIES	\$668.00
SOIL-TEK	CONSTRUCTION SERV	\$250.00
TERRACON CONSULTANTS INC	OTHER PROFESSIONAL	\$2,180.25

Fund Total: \$233,190.45

Fund: PUB ED & REC LEVY

EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$9,864.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,501.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$31.01
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$132.55
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$31.01
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$132.55
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$207.46
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$145.99
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$219.11
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.51
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.95
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$23.15
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$414.66
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18.72
TENNIS SERVICES OF IOWA	GROUNDS UPKEEP	\$14,940.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$86.01
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$30.00

Fund Total: \$27,787.43

Fund: STUDENT ACTIVITY

ALBURNETT COMMUNITY SCHOOLS	DUES AND FEES	\$700.00
AMERICAN SOLUTIONS FOR BUSINESS	INSTRUCTIONAL SUPPLIES	\$630.00
ANDERSON SCOTT	OFFICIAL/JUDGE	\$40.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$3,066.10
BMO MASTERCARD	TRAVEL	\$461.23
BRIAN GUILFORD	OFFICIAL/JUDGE	\$65.00
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$110.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$75.00
CEDAR VALLEY WORLD TRAVEL	TRAVEL	\$1,060.00
CHICK-FIL-A @ LINDALE	INSTRUCTIONAL SUPPLIES	\$174.00
CITYWIDE CLEANERS	INSTRUCTIONAL SUPPLIES	\$244.00
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$150.00
CROWN TROPHY	INSTRUCTIONAL SUPPLIES	\$361.50
EIWOA	INSTRUCTIONAL SUPPLIES	\$80.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,346.25
FREY SCIENTIFIC CO.	INSTRUCTIONAL SUPPLIES	\$631.80
GLOE CARL	OFFICIAL/JUDGE	\$65.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$170.00
HUMES & BERG MFG CO. INC	INSTRUCTIONAL SUPPLIES	\$440.99
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$97.08
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$69.04
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$295.20
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$69.04
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$295.20
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$240.41
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$67.29
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$100.98
KNICKREHM DOUG	OFFICIAL/JUDGE	\$40.00
LEMMER BARBARA	TRAVEL	\$45.00
LITTLE CAESARS	INSTRUCTIONAL SUPPLIES	\$138.79
MAIS LENNY	OFFICIAL/JUDGE	\$40.00
MEINECKE CHRIS	OFFICIAL/JUDGE	\$40.00
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$1,076.25
NAG SMILE PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$250.00
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$177.00
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$225.00
PROFESSIONAL RETAIL SERVICE	INSTRUCTIONAL SUPPLIES	\$1,974.05
Q SWIMWEAR	INSTRUCTIONAL SUPPLIES	\$542.00
RIDDELL ALL-AMERICAN	EQUIPMENT >\$1999	\$4,993.32
RIDDELL ALL-AMERICAN	INSTRUCTIONAL SUPPLIES	\$1,897.38
SANDERS KIMERLY	MISC REVENUE	\$50.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$110.51
VAN HOECK RON	OFFICIAL/JUDGE	\$40.00
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$1,476.75
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$40.00

Fund Total: \$26,261.16

Fund: Student Store

BMO MASTERCARD	GENERAL SUPPLIES	\$36.00
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Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/12/2016 - 08/25/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
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Fund Total: \$36.00

Grand Total: \$5,320,344.74

End of Report

LICENSE AGREEMENT
NON-COMMERCIAL

This license agreement ("Agreement") is made on the Effective Date, as defined in the signature block, by Linn-Mar Community School District, an Iowa school corporation ("Licensor"), and the undersigned ("Licensee").

1. Definitions

1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.

1.2 "Licensed Product" means products bearing the Trademarks.

1.3 "Royalty Rate" means the percentage defined in Exhibit B.

1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted nor shall any deduction be allowed for any uncollectible accounts or allowances.

1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.

1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.

1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.

2. LICENSE

2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.

2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate times Net Sales.

2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

3. LICENSOR'S CONTROL

3.1 In order to protect and preserve Licensors' rights in the Trademarks, Licensee agrees that (i) prior to the first use of the Trademarks by Licensee, Licensee shall obtain Licensors' approval of all aspects of such use, including quality of the Licensed Product; and (ii) once Licensee's use of the Trademarks is initially approved by Licensors, any subsequent modification in such use, including changes in quality of the Licensed Product, must be reviewed and approved by Licensors prior to implementation of such modification. Licensors may terminate this Agreement if Licensee fails to abide by these quality control provisions.

4. USE OF THE TRADEMARK

4.1 Trademark Format. Licensors retain the right to specify, from time to time, the format in which Licensee shall use the Trademarks, and Licensee shall only use the Trademarks in a format approved by Licensors.

4.2 Proper Notice and Acknowledgment. Every use of the Trademark by Licensee shall incorporate a superscript TM or a circle enclosing an R, as directed by Licensors.

4.3 Impairment of Licensors' Rights. Whether during or after the term of this Agreement, Licensee shall not challenge or otherwise impair Licensors' rights in the Trademarks. Licensee shall not apply for the registration of, or cause or allow the filing of an application for the registration of, a tradename, trademark or service mark which is identical to or confusingly similar to any of the Trademarks.

4.4 Licensors' Rights and Remedies. Licensee agrees that Licensors retain, and may exercise, all rights and remedies available to Licensors as a result of Licensee's breach of this Agreement, misuse of the Trademarks, or any other use of the Trademarks by Licensee which is not expressly permitted by this Agreement.

5. TERMINATION

5.1 Termination without Cause. Either party may terminate this Agreement, with or without cause, by delivering written notice of termination to the other party, and, unless a later date is specified in such notice, termination shall be effective thirty (30) days after the date such notice is given.

5.2 Termination for Cause. Notwithstanding the provisions of Section 5.1, this Agreement shall automatically terminate without notice from Licensors if: (i) Licensee violates the Code of Conduct; (ii) Licensee attempts to assign, transfer or otherwise convey, without first obtaining Licensors' written consent, any of the rights granted to Licensee; (iii) Licensee fails to obtain Licensors' approval of Licensee's use of the Trademark in accordance with Section 3 of this Agreement; (iv) Licensee uses the Trademark in a manner in violation of, or otherwise inconsistent with, the restrictions imposed by or in connection with Section 4 of this Agreement; or (v) Licensee uses the

Trademark in a manner not expressly permitted by this Agreement.

5.3 Effect of Termination. All rights granted by this Agreement, shall expire upon termination of this Agreement, and upon termination Licensee shall immediately cease and desist from all further use of the Trademarks, except that Licensee may continue to sell off Licensed Products in its inventory for a period of ninety (90) days.

6. REPORTING AND PAYMENTS

6.1 Licensee shall provide Licensors a report within thirty (30) of the end of each Reporting Period, as defined in Exhibit B. The report shall detail the number of Licensed Products sold, the Net Sales of Licensed Products and royalties due. The report shall be accompanied by payment of the royalties due. If no royalties are due, the report shall so state.

7. MISCELLANEOUS

7.1 Indemnification. Licensee agrees to indemnify and hold harmless Licensors and its board, officers, employees and contractors from any and all claims or allegations for damage or injury to persons or property or for loss of life or limb under any product liability, tort liability or similar cause of action arising out of or in connection with (i) its activities or (ii) the use of Licensed Products by third parties.

7.2 Assignment. Except as permitted, Licensee shall not assign, sublicense, transfer, or otherwise convey Licensee's rights or obligations without Licensors' prior written consent.

7.3 Applicable Law. This Agreement shall be interpreted, construed, and enforced pursuant to, and in accordance with, the laws of the State of Iowa. Parties agree that jurisdiction is proper in the courts of Linn County, Iowa.

7.4 Entire Agreement. This Agreement supersedes all previous agreements, understandings, and arrangements between the parties, whether oral or written, and constitutes the entire agreement between the parties.

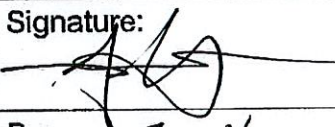
7.5 Amendments. This Agreement may not be modified except by an agreement in writing executed by the parties hereto.

7.6 Waivers. The waiver by either party of a breach or other violation of any provision of this Agreement shall not operate as a waiver of any subsequent breach of the same or other provision of this Agreement.

7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States postal service, or by courier service at the addresses listed below.

7.8 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, but all of which together shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first set forth above.

Licensor	Licensee
Linn-Mar Community School District	Entity Name: Linn Mar Elite 7 th Grade Boys
Address:	Address: 3020 Grey Wolf Hiawatha, IA 52233
Signature:	Signature: 
By:	By: Sam Hanna
Position:	Position: President
Date:	Effective Date: 8/17/16

Samhanna7v@gmail.com
515-867-1400

Exhibit A



a)



b)



c)



d)



e)



f)

g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Non-commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: 5 years

Reporting Period: Annually

CODE OF CONDUCT NON-COMMERCIAL

Prohibited Items. License shall not use any Trademarks in connection with the promotion of sexual activity or tobacco, alcohol or illegal drug use including refraining from using the Trademarks: i) in combinations with any positive or neutral mention of sexual activity, tobacco, alcohol or illegal drugs; and ii) on any item used during sexual activity or used for consuming tobacco, alcohol or illegal drugs.

Expected Behavior. License agrees to abide by, and have their members, parents of members, coaches, and supporters abide by the following standards of behavior:

The use of profane or abusive language is not acceptable. Extreme verbal outbursts show a lack of self-control and immaturity; these reflect negatively on the Licensor, Licensee and the individual and should be avoided.

There is an expectation that all individuals representing the Licensor be courteous, mature, cooperative and respectful at all times. Individuals should conduct themselves with the knowledge that they, alone, are responsible for their own actions.

In all situations, competitors are expected to perform to the best of their ability, within the context of specific rules of their competition. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a competitor's basic philosophy and attitude.

Students should present a neat appearance at all functions with adults using discretion regarding their appearance.

Realizing that academics are the priority of the high school years, students are expected to maintain acceptable standards of academic achievement. It is understood by all that academic responsibilities include attendance, punctuality, cooperation, general good behavior, respect for teachers and fellow students, and a genuine effort on all homework assignments, tests, projects and examinations.



AgVantage FS, a division of GROWMARK, Inc.
1600 8th St. SW, PO Box 828, Waverly, IA 50677
Phone: (800) 346-0058, Website: agvantagefs.com

Propane Heating Firm Price Contract

Date: August 9, 2016

Contract Number: 16-7450

Buyer:
LINN-MAR COMM SCHOOL
2999 N 10TH ST

Previous LP Usage:
15-16 Season: 6617 gallons

MARION, IA 52302

Customer Phone Number: _____

Customer Number: 504840

Customer E-mail Address: _____

CONTRACT OFFER IS VOID IF NOT SIGNED AND POST MARKED BY: August 25, 2016

Buyer agrees to purchase 25000 gallons of Propane for delivery from
AgVantage FS (Seller) from September 1, 2016 through March 31, 2017.

Summer fill gallons are not included in this contract.

Gallons For Use as: Home Heat - Agriculture - 25000 Commercial

Buyer Chooses (check one): ☐ Option #1 – 100 % Prepay ☐ Option #2 – Down-Payment

Option #1 – 100% Prepay

Price per gallon =
Gallons x price =
Tax =
Total Prepayment =

Check # Received: _____
Check Amount _____

OR

Option #2 – Down-Payment

Price per gallon = \$0.96
Down-Payment per gallon = \$0.00
Billing price per gallon = \$0.96
Gallons x amount down = \$0.00
Tax = \$0.00
Total Down-Payment = \$0.00

Check # Received _____
Check Amount _____
Invoice No. _____

** Down payment is part of the price, not in addition to the price.*

** Down payments are non-refundable.*

Terms and Conditions (please see reverse side of contract for additional terms):

1. Buyer agrees to be on a delivery route as long as account remains in good standing.
2. All product(s) under this contract shall be delivered to Buyer's storage only for Buyer's account.
3. Seller's posted product price at time of delivery will not change the price of this contract.
4. The final price invoiced to Buyer will be subject to all applicable taxes (Iowa's home-heat tax is 1%).
5. Account must be kept current or this contract may be voided at Seller's discretion.

Seller: AgVantage FS

Buyer:

Matt Locke

Customer Signature

Date

Company Use Only

Heating LP Item #070013

Received By: _____

Date Received: _____

Booking Entered By: _____

Date Entered: _____

**AGREEMENT FOR STATEWIDE VOLUNTARY PRESCHOOL PROGRAM BETWEEN
THE LINN-MAR COMMUNITY SCHOOL DISTRICT AND
HAND IN HAND EARLY CARE AND EDUCATION CENTER**

This Contract is entered into between the Linn-Mar Community School District, 2999 North 10th Street, Marion, Iowa 52302, hereinafter referred to as District, and Hand In Hand Early Care and Education Center, located at 905 Barrington Parkway, Marion, Iowa 52302, hereinafter referred to as Center.

Program: The Linn-Mar Community School District and Hand In Hand Early Care and Education Center are entering into this Contract for the purpose providing space for an educational four-year-old program. Programs will be held at both the Barrington Parkway location and 3524 35th Avenue. The Program shall consist of a half-day class providing services to students in a morning session from 8:30 a.m. to 12:00 a.m., Monday through Friday, and an afternoon session from 12:30 to 3:30 p.m., Monday thru Friday, per the agreed upon preschool calendar.

Term: The term of this Contract shall be from August 23, 2016, to June 15, 2017. The parties may renew this contract for subsequent school years upon the written agreement of the parties. Either party may terminate the contract with or without cause upon sixty (60) days written notice to the other. Notice shall be deemed to have been given if delivered or mailed to a representative of the party at the address set forth below.

Center Responsibilities

Center is an approved and licensed child development center by the Department of Human Services (DHS). Center agrees that during the term of this contract and any subsequent renewal it shall maintain such approval and licensing and will abide by all licensing requirements of DHS. If at any time Center shall no longer be DHS approved or licensed, District may terminate this Contract.

The Center agrees to provide a full-time appropriately licensed teacher and associate with program qualifications to teach in the Program. The Center shall be responsible for all cost, including salary and benefits, for the teacher. Any employee of the Center assigned to teach at the facility will remain an employee of the Center and shall not be considered an employee of the District for any purpose. District shall be entitled to supervise and observe any assigned teacher during the hours of operation of the program. District will support the Center classroom through collaboration and weekly visits to Center classroom and staff.

The Center will provide the District audit-quality documentation of expenditures allocated to Statewide Voluntary Preschool Programming. At a minimum, such documentation will be provided to the District on a quarterly basis. However, the District reserves the right to request such documentation at any time during the term of this agreement.

At the end of the agreement term (June 15, 2017), the Center will return any unused SWVPP funds to the District.

District Responsibilities

The District shall provide an approved curriculum for such class and shall provide any necessary supporting materials for the curriculum. The District's coordinator assigned to the Program shall be responsible for ensuring that the approved curriculum is taught and for overseeing the implementation of the curriculum.

The District shall be responsible for determining special education and related services categorization and placement in accordance with state and federal law and shall be responsible for any special costs or programming involved for students enrolling with an individual education plan (IEP).

District shall not be responsible for providing transportation for any students enrolled in the program. Transportation for field trips planned by the Center will be provided by the Center.

Students: Students shall be required to complete the District enrollment process in order to be enrolled in the Program and shall be subject to all of District policies, practices, and procedures. District shall be responsible for monitoring attendance requirements.

Calendar: The Program shall conduct classes according to District's school calendar for each day that classes are in session with a starting date of September 6, 2016.

School Records: District and Center shall cooperate regarding student records for students enrolled in the Program, and District shall maintain all educational records as required by law. Each party and its employees shall be responsible for maintaining the confidentiality of any education records as required by law. The parties shall furnish each other with any educational records as required by law. The parties will furnish each other with any necessary documentation needed to

comply with each party's federal and state standards, regulations, and requirements, including, but not limited to, free and reduced lunch applications, enrollment reports, and attendance reports.

Financial Arrangements:

The Center agrees not to charge tuition or fees for the District instructional portion of the day for any four-year-old who is receiving child care services.

Equipment and materials purchased with the Statewide Voluntary Preschool Program Funds are the property of the district. The District will provide 80 subscriptions to Teaching Strategies GOLD for use by the Center.

Hand In Hand Early Care and Education Center will invoice Linn-Mar Community School District on a monthly basis, stating a per pupil cost. Hand In Hand can be reimbursed for up to 80 children, (based on the October 15, 2015 enrollment data) but not to exceed 20 students per session per IQPPS Guidelines. Linn-Mar Community School District will make payments within 30 days after receipt of Hand in Hand Early Care and Education Center invoice. This is based on the nine months from September to May.

The monthly per pupil cost at which Linn-Mar Community Schools will pay Hand In Hand Early Care and Education Center is \$347.27. For this agreement, the total annual distribution to Hand in Hand will not exceed \$250,034.

Representatives: The contact person for each party shall be as follows:

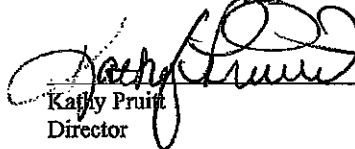
District: Kristi Hicks, Early Childhood Director

Center: Kathy Pruitt, Director, Hand in Hand Early Care and Education Center

Amendment of Contract: This contract may not be modified, changed, or varied, except by a written instrument signed by the parties. This Contract shall not be assigned by either party unless the other party agrees to assignment in writing.

The foregoing terms are agreed to, and accepted by, Linn-Mar Community School District and Hand in Hand Early Care and Education Center.

Hand in Hand Early Care and Education Center


Kathy Pruitt
Director

8/18/16
Date

Linn-Mar Community School District

Kristi Hicks
Early Childhood Director

Date

Dr. Quintin Shepherd
Superintendent

Date

Tim Isenberg
Board President

Date

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: CC-14	OWNER: <input type="checkbox"/>
Linn-Mar High School Additions and Renovations - Phase 2	DATE: August 5, 2016	ARCHITECT: <input type="checkbox"/>
Marion, Iowa		CONTRACTOR: <input type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 11-13105-20	FIELD: <input type="checkbox"/>
Larson Construction Co., Inc.	CONTRACT DATE: March 9, 2015	OTHER: <input type="checkbox"/>
600 17 th Street SE	CONTRACT FOR: Combined Construction	
P.O. Box 112		
Independence, IA 50644		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
Please see attachment for Change Order items and description.

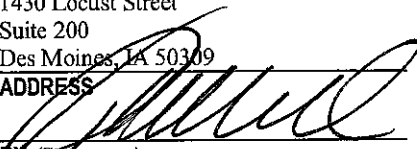
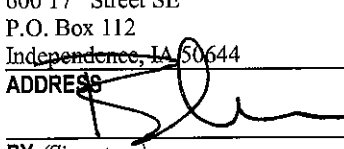
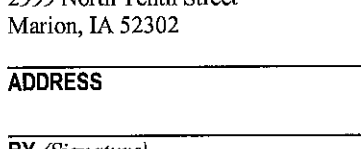
The original Contract Sum was	\$	19,548,000.00
The net change by previously authorized Change Orders	\$	424,339.33
The Contract Sum prior to this Change Order was	\$	19,972,339.33
The Contract Sum will be increased by this Change Order in the amount of	\$	47,731.22
The new Contract Sum including this Change Order will be	\$	20,020,070.55

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is on or before December 16, 2016.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

DLR Group, inc.	Larson Construction Co., Inc.	Linn-Mar Community School District
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
1430 Locust Street	600 17 th Street SE	2999 North Tenth Street
Suite 200	P.O. Box 112	Marion, IA 52302
Des Moines, IA 50309	Independence, IA 50644	
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Paul Arend	Travis Schwartz	Tim Isenberg, School Board President
(Typed name)	(Typed name)	(Typed name)
8/15/16	8.8.16	
DATE	DATE	DATE

Linn-Mar High School Additions & Renovations – Phase 2
DLR Group Project No. 11-13105-20

Attachment to Change Order CC-14

General Contractor: Larson Construction

August 5, 2016

Item No. 1:

Costs to modify Corridor G194/Commons G195 by keeping existing infrastructure in place, including roof, structure, technology, electrical, piping and plumbing, to expedite construction schedule as suggested by contractor.

DLR Group Proposal Request CC-32R dated October 22, 2015. Pricing per Larson Construction correspondence dated July 19, 2016

Total Item No. 1: **Deduct: (\$7,561.29)**

Item No. 2:

Costs to modify ductwork, louvers and wall penetrations per the response to RFI #162. Existing conditions, where beams were discovered above multiple windows, in lieu of lintels above individual windows, did not allow the louver wall penetrations to be installed per plans. Ductwork had to be reconfigured, louver sizes and proportions had to be adjusted and wall penetrations had to be reinforced with steel lintels to bypass and to not undermine the existing conditions.

DLR Group Proposal Request CC-62R4 dated April 5, 2016. Pricing per Larson Construction correspondence dated July 26, 2016.

Total Item No. 2: **Add: \$17,678.22**

Item No. 3:

Cost to relocate and reroute existing roof drain to an existing storm pipe in Area J per RFIs #149 and #171. The designed routing through the new addition could not be accomplished because of differences in elevation changes.

Pricing per Larson Construction correspondence COR #89R dated July 21, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 3: **Add: \$7,466.90**

Item No. 4:

Cost associated with responses to RFI #147 and #151. RFIs added new 3" roof drain and 4" storm drain piping from sloped roof above Commons H194. Downstream roof drain piping had to be upsized to 5" in lieu of 3". Roofing insulation and roof edge was also modified for proper draining of 3:12 sloped roof areas.

Pricing per Larson Construction correspondence COR #96 dated June 8, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 4: **Add: \$10,982.66**

Item No. 5:

Cost to lower bulkheads to accommodate lowered acoustic lay-in ceiling in Corridor G196 and Commons G195. All ceilings were lowered from 8'-8" to 7'-11". South bulkhead was shifted to line up with column line G6. Changes were due to the contractor's suggestion to keep the existing corridor structure.

Pricing per Larson Construction correspondence COR #101 dated June 14, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 5: **Add: \$2,208.64**

Item No. 6:

Costs to refinish drywall in Media Center D149, Media Break Out D149D and Media Break Out D149E to correct holes and damage caused by owner-removed items (e.g., marker boards) in order to accept new paint finish. Cost for only owner-related activities and previously hidden conditions that were outside of the original scope of the contract documents.

Pricing per Larson Construction correspondence COR #107R dated July 11, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 6: **Add: \$1,985.98**

Item No. 7:

Per owner request, costs to remove and install seven (7) masonry control joints at the existing brick wall along Corridor BL091 and Commons BL092. Existing control joints, which used to be exterior and were now on the interior due to the new south addition, had to be cleaned up to match the level of new finish on the interior.

Pricing per Larson Construction correspondence COR #108 dated July 13, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 7: **Add: \$1,358.11**

Item No. 8:

Cost to patch and repair existing gypsum wallboard ceilings in Men's BLM1 and Women's BLW1. There were six (6) existing 2'x2' diffusers unaccounted for with ceiling credit in COR #79R. These diffusers to remain had to be relocated due to conflicts with new lighting. Total credit for keeping the ceilings is now (\$748.17) with this new add.

Pricing per Larson Construction correspondence COR #109 dated July 13, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 8: **Add: \$760.84**

Item No. 9:

Cost for labor and materials to replace one row of glass in curtain wall X to cover up the above ceiling.

Pricing per Larson Construction correspondence COR #110, dated July 13, 2016, reviewed by DLR Group on July 14, 2016.

Total Item No. 9: **Add: \$2,522.05**

Item No. 10:

Per owner's request, cost to remove additional existing gym floor and installation of self-leveling topping in Corridor B194, Workroom D149H and the northeast corridor out of the Media Center.

Pricing per Larson Construction correspondence COR #112 dated July 20, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 10: **Add: \$7,436.25**

Item No. 11:

Cost to provide and install new 14" tall roof curb at existing roof top unit above 3D Art Classroom F123 due to re-roof insulation thickness.

Pricing per Larson Construction correspondence COR #117 dated July 21, 2016, reviewed by DLR Group on July 22, 2016.

Total Item No. 11: **Add: \$2,114.09**

Item No. 12:

Cost to add a gypsum wallboard bulkhead at intersection of Corridors EL191 and EL192 to accommodate the lowering of the lay-in ceiling due to existing conditions.

Pricing per Larson Construction correspondence COR #125 dated July 29, 2016, reviewed by DLR Group on August 1, 2016.

Total Item No. 12: **Add: \$778.77**

TOTAL AMOUNT OF CHANGE ORDER CC-14:	ADD: \$47,731.22
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AIA Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: CC-01	OWNER: <input type="checkbox"/>
Linn-Mar High School Kitchen	DATE: August 5, 2016	ARCHITECT: <input type="checkbox"/>
Renovation and Oak Ridge Middle		CONTRACTOR: <input type="checkbox"/>
School Cafeteria Expansion		FIELD: <input type="checkbox"/>
Marion, Iowa	ARCHITECT'S PROJECT NUMBER: 11-13105-23 /	OTHER: <input type="checkbox"/>
	11-12121-10	
TO CONTRACTOR (Name and address):	CONTRACT DATE: March 7, 2016	
Garling Construction, Inc.	CONTRACT FOR: General Construction	
1120 11 th Street		
Belle Plaine, IA 52208		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attachment for Change Order items and description.

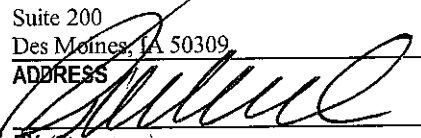
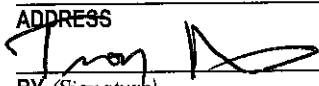
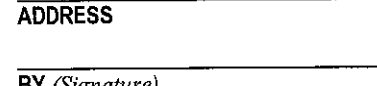
The original Contract Sum was	\$ 1,970,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,970,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 3,890.00
The new Contract Sum including this Change Order will be	\$ 1,973,890.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is on for before August 12, 2016 for the Linn-Mar High School Kitchen Renovation and on or before September 30, 2016 for the Oak Ridge Middle School Cafeteria Expansion project.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<u>DLR Group, inc. (an Iowa Corporation)</u>	<u>Garling Construction, Inc.</u>	<u>Linn-Mar Community School District</u>
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
1430 Locust Street	1120 11 th Street	2999 N. Tenth Street
Suite 200	Belle Plaine, IA 52208	Marion, IA 52302
Des Moines, IA 50309		
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Paul Arend	Troy Pins, Senior VP	Tim Isenberg, School Board President
(Typed name)	(Typed name)	(Typed name)
8/10/16	8/10/16	
DATE	DATE	DATE

**Linn-Mar High School Kitchen Renovation and Oak Ridge Middle School Cafeteria
Expansion
DLR Group Project No. 11-13105-23 / 11-12121-10**

Attachment to Change Order CC-01

General Contractor: Garling Construction

August 5, 2016

Linn-Mar High School Kitchen Renovation

Item No. 1:

Cost for labor and material for temporary power.

Pricing per Garling Construction correspondence COR #02, dated June 23,
2016, reviewed by DLR Group on July 20, 2016.

Total Item No. 1: _____ **Add:** **\$1,861.00**

Item No. 2:

Cost for labor and materials to remove underground conduits below concrete at
walk-in cooler and freezer location.

Pricing per Garling Construction correspondence COR #03, dated July 6, 2016,
reviewed by DLR Group on July 20, 2016.

Total Item No. 2: _____ **Add:** **\$2,029.00**

TOTAL AMOUNT OF LMHS KITCHEN RENOVATION ITEMS: ADD: \$3,890.00

TOTAL AMOUNT OF CHANGE ORDER CC-01: ADD: \$3,890.00
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**ADMINISTRATIVE REGULATIONS REGARDING
FIELD TRIPS AND EXCURSIONS – REQUEST FORM**

A written request for overnight trips must be submitted to the building principal not less than three weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following fieldtrips and excursions, the teacher shall submit a written summary of the event.

- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.
- Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing fieldtrips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored fieldtrips unless the event is sanctioned by the state athletic associations.

Fieldtrip Criteria:

The following checklist must be submitted for overnight trips along with the required documentation:

Fieldtrip Group: VARSITY POOLS Submitted by: Jennifer Hammes
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	✓	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	✓	
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	✓	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	✓	
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	✓	
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<u>Tony Ma</u> Date <u>8/15/16</u>		
District Administrator Approval		<u>Rick A. Jonsson</u> Date <u>8/18/16</u>		
Board Approval			Date	

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13; 2/15 Revised 10/08; 1/10

August 2016

Linn Mar Varsity Poms Nationals competition trip for 2016-17 Season:

The Varsity Dance team at Linn-Mar has earned the privilege to compete at the highest level the past 19 years at Varsity's National Dance Team (NDTC) Competition. This has been achieved by earning a superior rating and first placement at UDA camp. The NDTC is the only national-level dance team championship that is endorsed by the National Federation of State High School Associations, the national service and administrative organization for high school athletics and fine arts programs. The rationale for this trip is to provide a learning and growing experience that enables students that have studied the art and physicality of dance, the opportunity to compete at the highest level. A level of competition that is not offered state-wide and regionally, as dance teams do not have to qualify for state levels of competition as other varsity sports do. The tradition of this trip has enabled the program to be one of the top teams in the state of Iowa as well as national recognition for the school name of Linn Mar. The trip each season inspires students to be their very best both academically and physically. The team consistently has maintained a team GP ranging from 3.5-3.73.

The team also earned the leadership award this past summer at the camp in which the team qualified for Nationals. This award is voted on by all other teams in attendance, which consisted of over 20 large school teams throughout the Midwest. Our Poms have established a highly respected presence in the high school competitive dance realm.

Last year's team also set a new school record with a fifth place finish in the jazz division and was featured on ESPN.

The trip takes place from a Thursday through Tuesday, returning the students back to school on a Wednesday. All students connect with their teachers prior to departure to determine what needs to be completed prior to the trip. The trip is chaperoned by the head coach and assistant coach, as well as most every parent travels alongside with the team. Head coach makes all the flight and ground travel plans. This trip requires early planning to take advantage of the lowest pricing, which has been arranged due to spring approval. The team has fundraising to offset the travel expenses. Anything beyond what is raised and equally shared amongst the team, each family is responsible in covering the additional expenses. Head coach outlines at the beginning of the season what the anticipated expenses will be, and offers opportunities to raise extra funds that fall within the team's three fundraising activities. Through these fundraisers, each dancer earns around half the cost of the trip. The other half is covered by each family.

Itinerary for 2016-17

Tentative Team Schedule:

Thursday Evening: Team departs from Cedar Rapids to Orlando.

Friday: Team practice – 10 am – 4 pm, Team dinner 6 pm – 8 pm, Bed Check 9 pm

Saturday: Prelims in jazz/pom divisions at WIDE WORLD OF SPORTS

Sunday: Semis/Finals at WIDE WORLD OF SPORTS. ESPN broadcasted event.

Monday: Team visits Disney Parks.

Tuesday: Team travels home

Wednesday: Team returns to class

All Star Resort Information

1701 W Buena Vista Drive, Lake Buena Vista, FL 32830 ~ (407) 934-7639

All team members are lodged in the same resort, adjacent rooms to the coaches' room. Coach travels with medical cards, insurance information for each student as well as aware of any health issues for each student. Each member signs a waiver that parents and students understand the expectations of the trip and excludes Linn Mar of any liability. In the event of a health issue, coach would triage the situation, contact the student's parents, and if need be, call 911. NDTC provides medical staff at all the venues as well. Generally, 80% of the team's parents/family travel with the team and have access to a vehicle.

Team 2016-17 Traveling:

Head Coach: Jennifer Hammes (4th Grade Linn Grove Teacher)

Assistant Coach: Carly Hachey (4th Grade Linn Grove Teacher)

This procedure I have outlined has been followed the last 18 years and we have had 100% safety and success with each trip. Current head coach has traveled the past three seasons as the assistant coach and has thorough understanding of the management and operations this trip requires. I appreciate your review and approval for this year's trip. Please let me know if you need anything further.

Jennifer Hammes

Varsity Poms Coach

Code 603.3-R2

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing field trips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored field trips unless the event is sanctioned by the state athletic associations.

Field Trips Criteria: *FFA Youth Institute / Barb Lemmer / Oct 12-15, 2016*
The following checklist and application must be submitted for overnight trips along with the required documentation

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	<input checked="" type="checkbox"/>	
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	<input checked="" type="checkbox"/>	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	<input checked="" type="checkbox"/>	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	
Common	Recommend	This field trip/work site visit is a common experience that all	<input checked="" type="checkbox"/>	

Experience	ed	students at this grade level or activity group should have.		
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<i>Maye / Inty</i>	Date	8/15/16
District Administrator Approval		<i>Rick A. Lonsdale</i>	Date	8/23/16
Board Approval			Date	

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12 Revised 7/03; 10/08; 1/11/10

World Food Prize Global Youth Institute - 2016

Sponsorship: Participation in the World Food Prize Global Youth Institute was initiated through the Linn-Mar FFA Chapter.

Supervision: Linn-Mar FFA Chapter advisor will be in attendance and will provide necessary supervision for Linn-Mar's **participating student**

Adherence to the district Code of Conduct and completion of appropriate documentation by parents and students. A copy of WFP GYI participation forms will be completed by student and parent and kept on file by Chapter FFA Advisor.

Written Request: see details below

Rationale/Purpose: The WFP GYI challenges high school students to solve the most pressing problems facing our world. Participating student researched and wrote a paper on a key global challenge and attended Iowa State University on Monday, April 25, 2016 to present her findings and discussed solutions with her peers and local, state and international experts. Student and teacher participated in interactive activities at Iowa State University which allowed them to explore areas of study and careers in agriculture, science and international development. The top American and international high school students were selected to participate as delegates in the Global Youth Institute held in conjunction with the presentation of the World Food Prize and the Borlaug Dialogue international symposium in Des Moines, Iowa. **was selected** from Linn-Mar High School to participate. Refer to the following link http://www.worldfoodprize.org/en/youth_programs/global_youth_institute/iowa/ for more information.

Pre-Planning:

See attachments: Outlines everything required by WFP staff for student and teacher to do to participate in this event.

Additional Pre-planning done by teacher:

1. Completed required paperwork needed by school district.
2. Transportation request has been sent to the Transportation Department requesting 1 car.
3. Leave has been requested on iVisions and SEMS for 3 days...**October 12, 13 & 14. Will return on Saturday, October 15th.**

Resource Manual: Teacher will take a folder with all of the paperwork that both student and teacher had to complete to participate in the WFP GYI and teacher will have all administrator contacts in cell phone. Teacher will have all event documentation including hotel information, on-site registration procedures, schedule, etc.

Follow-up: Participant will share her experience with the other FFA members of the chapter at the November chapter meeting. She will also share her experiences with the CASE Intro to AFNR classes when they work on Problem 7.1.1 – Solving World Hunger (January). All Linn-Mar High School students will have the benefit of reading her and the other participants' research papers because they are all posted on the WFP website.

Assessment: will reflect on her performance; especially the Student Paper Presentation & Group Discussion part of the event. She will also reflect of the presentations given by the world leaders in attendance at the event and knowing she will use those ideas to participate in additional leadership activities.

Funding: Student and teacher costs to participate to attend the WFP is paid for by the event sponsor.

Common Experience: Participating student researched and wrote a paper on a key global challenge and attended Iowa State University on Monday, April 25, 2016 to present her findings and discussed solutions with his peers and local, state and international experts.

List of Participants:

Multi-disciplinary: has had to use her research skills, writing skills, geography knowledge, agriculture knowledge, science knowledge to write her research paper at a level that would allow her selected to participate in this event. Amazing job done by