



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 – September 12, 2016

100: Call to Order and Determination of a Quorum

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

200: Adoption of Agenda *Motion 29-09-12*

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

300: Work Session

301: Discussion on Blended Learning

Exhibit 301.1

The administration facilitated a discussion on Blended Learning, electronic devices, and Future Ready Schools. Ramos presented information on the Thoughtexchange survey results regarding the question on 1:1 student-to-devices ratio and shared that the district is currently at a 2:1 ratio. Bob Read, Director of Middle School Teaching & Learning, presented research on the 1:1 student-to-devices ratio, which is inconclusive, and that it isn't the type of device that promotes learning but how the devices are used in learning. Read also shared information on Future Ready Schools. Bisgard shared information on Blended Learning including a formal and informal definition and current plans to increase the knowledge and understanding of Blended Learning.

302: Technology Services Update

Exhibit 302.1

Jeri Ramos, Executive Director of Technology Services, updated the Board on the status of technology within the district including highlights of current projects, future technology purchases, and current training.

400: Adjournment *Motion 30-09-12*

401: Adjournment

Motion by Patterson to adjourn the work session at 6:30 PM, second by Nelson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes submitted by Gayla Burgess,
Admin Asst to the Superintendent 9/12/16*



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/Annual Meeting Minutes September 12, 2016

100: Call to Order and Determination of a Quorum

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

200: Adoption of Agenda *Motion 31-09-12*

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

300: Recognitions

The Board presented the Linn-Mar POMs and Linn-Mar Cheerleaders certificates of recognition for the dedication they give to their sport and representing team spirit for the district.

400: Audience Communications

500: Resolutions/Opening of Bids/Public Hearings

600: Informational Reports

601: PTO Strategic Planning Forums

The Board reported that the September 6th and 8th Strategic Planning PTO Forums resulted in great conversations, insightful questions and ideas, and good attendance.

602: Policy Committee

Patterson and Gadelha reported that during the September 8th Policy Committee meeting the 100 and 200 series were reviewed along with Policy 603.8-Physical Education.

603: Marion City Council

Nelson reported that the minutes of the September 8th Marion City Council meeting stated purchase agreements were approved for land for the Marion Library and Tower Terrace Road projects.

604: Coffee Conversation

Gadelha and Isenberg reported that the September 10th Coffee Conversation hosted at Bowman Woods was well attended and the conversation included restructuring, strategic planning, budget, and the suggestion that back-to-school events for parents/families not be scheduled on the same date/time.

605: Administration Report

Exhibit 605.1

Bisgard and Shepherd drew attention to items of interest on the Administration Report including boundary information and the Thoughtexchange survey.

700: Unfinished Business

701: Second Reading of Revisions to 400 Policy Series **Motion 32-09-12**

Exhibit 701.1

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

702: Second Reading of Revisions to Policy 303.4 **Motion 33-09-12**

Exhibit 702.1

Motion by Patterson for the Board to approve the second reading of revisions to Policy 303.4 to reflect updated wording from Deputy Superintendent to Associate Superintendent, second by Nelson. Voice vote; motion approved.

703: Second Reading of IASB Policy Primer Suggestions **Motion 34-09-12**

Exhibit 703.1

Motion by Patterson for the Board to approve the second reading of the IASB Policy Primer suggestions for policies 201.4, 201.7, and 201.8, second by Weaver. Discussion received on IASB wording suggestions to 201.8. Voice vote; motion approved.

704: Second Reading of Facility Use Manual **Motion 35-09-12**

Exhibit 704.1

Motion by AbouAssaly for the Board to approve the second reading of the Facility Use Manual, second by Patterson. Voice vote; motion approved.

705: 2015-16 Fiscal Year Closeout: Certified Annual Report **Motion 36-09-12**

Exhibit 705.1

Motion by Patterson for the Board to approve the 2015-16 fiscal year Certified Annual Report, second by AbouAssaly. Anderson shared that the district's solvency ratio is 11.93% as of June 30, 2016. Voice vote; motion approved.

706: Depository Bank Affidavits Report **Motion 37-09-12**

Exhibit 706.1

Motion by AbouAssaly for the Board to approve the Depository Bank Affidavits for Hills Bank and Farmer's State Bank indicating account balances as of June 30, 2016, second by Gadelha. Voice vote; motion approved.

707: SBRC Allowable Growth Request for Special Ed Deficit **Motion 38-09-12**

Exhibit 707.1

Motion by Patterson for the Board to approve the SBRC application requesting allowable growth in the amount of \$2,628,137.47, for the negative Special Education balance in 2015-16, second by Nelson. Anderson clarified that the deficit is a result of Special Education being one of the largest underfunded mandates across the State. Voice vote; motion approved.

800: New Business

801: Appointment of Board Legal Counsel **Motion 39-09-12**

Motion by Nelson for the Board to appoint the law firm of Pickens, Barnes & Abernathy for general counsel and Terry Abernathy as attorney; the appointment of Simmons, Perrine, Moyer & Bergman for real estate and copyright matters; the appointment of Ahlers & Cooney, PC for Special Education, personnel, negotiations, construction, real estate, and bonding matters, and the appointment of Lynch Dallas for general counsel for the 2016-17 school year, second by Patterson. AbouAssaly abstained. Voice vote; motion approved.

802: Appointment of Board Secretary Motion 40-09-12

Motion by Patterson for the Board to appoint Angie Morrison, Business Manager, as Board Secretary at a salary already established by the Board, second by Weaver. Voice vote, motion approved.

803: Appointment of Board Treasurer Motion 41-09-12

Motion by Patterson for the Board to appoint JT Anderson, Chief Financial Officer/Chief Operating Officer, as Board Treasurer at a salary already established by the Board, second by Nelson. Voice vote; motion approved.

804: Administration of Oath of Office: Board Secretary and Board Treasurer

Tim Isenberg, Board President, administered the oath of office to Angie Morrison and JT Anderson as the newly appointed Board Secretary and Board Treasurer.

Angie Morrison, Board Secretary, assumed the chair.

805: Election of Board President Motion 42-09-12

Motion by Gadelha for the Board to elect Tim Isenberg as President of the Board per Policy 202.3 for a term of one year, second by Patterson. Roll call vote resulted in all ayes, motion approved. Isenberg will serve as Board President until the second meeting in September 2017.

806: Election of Board Vice President Motion 43-09-12

Motion by Gadelha for the Board to elect George AbouAssaly as the Vice President of the Board per Policy 202.4 for a term of one year, second by Weaver. Roll call vote resulted in all ayes, motion approved. AbouAssaly will serve as Board Vice President until the second meeting in September 2017.

807: Administration of Oath of Office: Board President & Vice President

Board Secretary Angie Morrison administered the oath of office to Board President Isenberg, Vice President AbouAssaly, and the returning board members.

Tim Isenberg, Board President, assumed the chair.

808: Designation of Depository Banks Motion 44-09-12

Motion by Patterson for the Board to designate Farmer's State Bank with authorized limits of \$30,000,000; Hills Bank with authorized limits of \$20,000,000, US Bank with authorized limits of \$1,000,000; and Ohnward Bank and Trust with authorized limits of \$1,000,000 as depositories for the district for the 2016-17 school year effective on October 1, 2016, second by AbouAssaly. Voice vote; motion approved.

809: Approval of 2016-17 Board Meeting Dates Motion 45-09-12

Motion by Patterson for the Board to approve the following dates for the 2016-17 board meetings, second by Nelson. Voice vote; motion approved.

October 10 th & 24 th	January 9 th & 23 rd	April 10 th & 24 th	July 10 th
November 7 th & 21 st	February 6 th & 20 th	May 8 th & 22 nd	August 14 th & 28 th
December 12 th	March 6 th	June 12 th	September 11 th & 25 th

810: 2016-17 Board Representatives to District Committees Motion 46-09-12

Motion by Gadelha for the Board to approve the following committee representatives for the 2016-17 school year, second by Patterson. Voice vote, motion approved.

Committees	2015-16 Representatives	2016-17 Representatives
Finance/Audit Committee	AbouAssaly, Hutcheson, Weaver	AbouAssaly, Hutcheson, Weaver
Policy Committee	Gadelha, Nelson, Patterson	Gadelha, Nelson, Patterson
Career & Technical Education	Nelson	Nelson
ERMA Advisory	Hutcheson	<i>Merged with Finance/Audit</i>
Equity Advisory	Patterson	Patterson
Health & Human Development	AbouAssaly	AbouAssaly
School Improvement Advisory	Gadelha	Gadelha
Special Education Committee	Nelson	Nelson
Technology Committee	Isenberg	Isenberg

811: 2016-17 Metro Interagency Insurance Program (MIIP) Representative Motion 47-09-12

Motion by Patterson for the Board to approve Karla Christian, Chief Officer of Human Resources/Executive Director of Public Relations, and Erin Watts, Teacher Leadership Program Coordinator, as the 2016-17 MIIP representatives and JT Anderson, Chief Financial Officer/Chief Operating Officer, as the alternate representative, second by AbouAssaly. Voice vote, motion approved.

812: Approval of Fundraisers Motion 48-09-12

Exhibit 812.1

Motion by Gadelha for the Board to approve the list of fundraisers as presented in Exhibit 812.1, second by Nelson. Voice vote; motion approved.

813: First Reading of Updates to Policy 100 Series Motion 49-09-12

Exhibit 813.1

Motion by AbouAssaly for the Board to approve the first reading of the 100 policy series which reflects minimal changes to language, but no substantive changes to policy, second by Gadelha. Voice vote; motion approved.

100 SERIES - EDUCATIONAL OBJECTIVES

Reviewed	9/16	100	Legal Status of the School District
Reviewed	9/16	101	Educational Philosophy of the School District
Reviewed	9/16	101.1	Curriculum
Reviewed	9/16	101.2	Instruction
Reviewed	9/16	101.3	Assessment
Reviewed	9/16	102	Goals of the Education Program
Reviewed	9/16	103	Long-Range Planning
Reviewed	9/16	104	Anti-Bullying/Harassment Policy
Reviewed	9/16	104-R	Administrative Regulations Regarding Anti-Bullying/Harassment Investigation Procedures
Reviewed	9/16	104-E1	Anti-Bullying/Harassment Complaint Form
Reviewed	9/16	104-E2	Witness Disclosure Form
Reviewed	9/16	104-E3	Disposition of Anti-Bullying/Harassment Complaint Form
Reviewed	9/16	104.1	Section 504 Compliance
Reviewed	9/16	104.1-E	Section 504 Student and Parental Rights Notification
Reviewed	9/16	105.1	Equal Educational Opportunity
Reviewed	9/16	105.1-R	Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedure
Reviewed	9/16	105.1-E1	Notice of Nondiscrimination
Reviewed	9/16	105.1-E2	Grievance Form for Complaints of Discrimination or Non-Compliance with Federal or State Regulations
Reviewed	9/16	105.1-E3	Grievance Documentation Form

Motion by Gadelha for the Board to approve the first reading of the 200 policy series which reflects minimal changes to language, but no substantive changes to policy, second by Nelson. Voice vote, motion approved.

200 SERIES - BOARD OF DIRECTORS

Reviewed	9/16	200	Statement of Guiding Principals
		201	General Organization
Reviewed	9/16	201.1	Name of School District
Reviewed	9/16	201.2	School Board Legal Status
<u>Revised</u>	9/16	201.4	<i>Board of Directors' Election</i>
Reviewed	9/16	201.5	Qualifications of Board Candidates
Reviewed	9/16	201.6	Organization of the Board of Directors
<u>New</u>	9/16	201.7	<i>Term of Office</i>
<u>Revised</u>	9/16	201.8	<i>Vacancies</i>
Reviewed	9/16	201.9	Board Member Liability
		202	Specific Duties of the Board
Reviewed	9/16	202.1	Code of Ethics
Reviewed	9/16	202.2	Ideal Boardsmanship
Reviewed	9/16	202.3	President
Reviewed	9/16	202.4	Vice President
Reviewed	9/16	202.5	Secretary
Reviewed	9/16	202.6	Treasurer
<u>Revised</u>	9/16	202.7	<i>Board of Directors' Conflict of Interest</i>
		203	Procedures of Operation
Reviewed	9/16	203.1	Development of Policy
<u>Revised</u>	9/16	203.2	<i>Adoption of Policy</i>
Reviewed	9/16	203.3	Review and Revision of Policy
Reviewed	9/16	203.8	Ad Hoc Committees
Reviewed	9/16	203.9	Board of Directors' Legal Counsel
		204	Meetings of the Board
Reviewed	9/16	204.1	Meetings of the Board
Reviewed	9/16	204.2	Special Meetings
<u>Revised</u>	9/16	204.3	<i>Closed Meetings</i>
<u>Revised</u>	9/16	204.4	<i>Annual and Organizational Meetings</i>
Reviewed	9/16	204.7	Board Meeting Agenda
<u>Revised</u>	9/16	204.8	<i>Open Meetings</i>
Reviewed	9/16	204.9	Procedures for Addressing the Board of Directors
Reviewed	9/16	204.10	Rules of Order
Reviewed	9/16	204.10-R	Administrative Regulations Regarding Rules of Order
<u>Revised</u>	9/16	204.12	<i>Board of Directors Records</i>
Reviewed	9/16	204.13	Quorum for Board Meetings
Reviewed	9/16	204.15	Oath of Office
Reviewed	9/16	204.16	Work Sessions
		205	Miscellaneous
<u>Revised</u>	9/16	205.1	<i>Board of Directors Member Compensation and Expenses</i>
<u>Revised</u>	9/16	205.1-E	<i>Request for Reimbursement for Travel</i>
Reviewed	9/16	205.2	School Board Associations
<u>Revised</u>	9/16	205.3	<i>Gifts to School Board Members, Officers, or School District Employees</i>
Reviewed	9/16	205.4	The Board's Relationship with Elected Officials
		206	Board Evaluation
Reviewed	9/16	206.1	Board Member Development and Training
Reviewed	9/16	206.2	Board Self-Evaluation

815: Deletion of Policy 603.8 – PE Waiver Motion 51-09-12*Exhibit 815.1*

Motion by Patterson for the Board to approve the deletion of Policy 603.8 and form 603.8E regarding Physical Education waivers to ensure the district is meeting all requirements of the Iowa Administrative Code, second by Gadelha. Clarification shared that the district is required to follow Iowa Code so there is no reason to have policy when code is already in place by the Iowa General Assembly. Voice vote, motion approved.

816: Open Enrollment Requests Motion 52-09-12

Motion by Patterson for the Board to approve the following open enrollment request, second by Nelson. Voice vote; motion approved.

Approved In

	Name	Grade	Resident District	Reason
1	Cruz, Cheyenne	10 th	North Linn	Good Cause

900: Consent Agenda**901: Personnel****Classified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Bettcher, Carrie	LG: Student Support Associate	9/6/16	LMSEAA II, Step 10
Dietz, Cindy	NS: WE General Help from 4 to 4.5 hrs/day	9/6/16	Same
Downey, Peggy	NS: WE General Help from 3.25 to 3.75 hrs/day	9/6/16	Same
Edwards-Thomas, Cedric	HS: Student Support Associate	8/29/16	LMSEAA II, Step 8
Etter, Oakley	Four Oaks: Student Support Associate	8/30/16	LMSEAA II, Step 10
Jackson, Robert	EX: Student Support Associate	8/31/16	LMSEAA II, Step 6
Jensen, Niedja	WE: From .5 to 1.0 General Ed Assistant	8/17/16	Same
Leonard, Kathy	NS: WE General Help from 3.25 to 3.75 hrs/day	9/6/16	Same
McKim, Joel	O&M: HVAC Technician	9/19/16	SEIU, F+2
Northrup, Tammy	NS: WE General Help from 3 to 3.25 hrs/day	9/6/16	Same
Raiche, Samuel	AC: Academic Aquatic Instructor	9/19/16	\$15.00/hour
Reeves, Allison	HS: Student Support Associate	8/29/16	LMSEAA II, Step 10
Thraen, Aniko	WF: Student Support Associate	9/20/16	LMSEAA II, Step 6
Weber, Sheri	HS: Student Support Associate	8/29/16	LMSEAA II, Step 10

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Bellach, Jeff	NS: Driver	9/9/16	Other Employment
Jenks, Jennifer	AC: Aquatic Instructor	8/29/16	Personal
Jordan, Alexandria	LG: Student Support Associate	8/25/16	Terminated
Lovera, Frank	HS: Student Support Associate	9/1/16	Personal
Starr, Carter	AC: Aquatic Instructor	8/29/16	Personal
Thatcher, Jane	HS: Student Support Associate	9/7/16	Personal

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Hajek, Alexander	EX: From Assistant to Head 8 th Gr Football Coach	9/6/16	Schedule H, Category D \$3,195
Harsen, Erich	EX: From Head to Assistant 8 th Gr Football Coach	9/6/16	Schedule H, Category D \$2,840

902: Approval of Minutes from August 29th*Exhibit 902.1***903: Approval of Minutes from September 6th***Exhibit 903.1*

904: Approval of Minutes from September 8th

Exhibit 904.1

905: Approval of Bills

Exhibit 905.1

906: Approval of Contracts

Exhibits 906.1-2

1. Contract with Heartland Medical Services to provide skilled nursing services to students beginning August 25th, 2016 through the end of the 2016-17 school year.
2. Interagency agreements for Special Education programming for the 2016-17 school year with Alburnett CSD (2), Cedar Rapids CSD (29), Central City CSD (1), Dallas Center-Grimes CSD (1), Des Moines Independent CSD (4), Dubuque CSD (1), Highland CSD (1), Iowa City CSD (1), Marion Independent (16), Mason City CSD (1), Mt Pleasant CSD (1), Muscatine CSD (1), Nevada CSD (1), Solon CSD (1), Southeast Polk CSD (1), and Springville CSD (2).

907: Approval of Fieldtrips

Exhibit 907.1

1. Fieldtrip request for the Future Business Leaders of America (FBLA) to attend the State Fall Leadership Conference October 2-3, 2016; in Des Moines, Iowa.
2. Fieldtrip request from the Future Farmers of America (FFA) for four members to attend the National FFA Convention October 19-22, 2016; in Indianapolis, Indiana.

908: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and Board Policy 902.6, the district will list for sale obsolete equipment/furnishings on the Linn-Mar website. Current items for sale: lockers, tables, and chairs from the High School.

909: Items Removed from the Consent Agenda for Separate Action

910: Approval of the Consent Agenda ***Motion 53-09-12***

Motion by Nelson for the Board to approve the consent agenda as presented, second by Weaver. Voice vote; motion approved.

1000: Communications, Announcements, Transmittals

1001: Board Communications

- AbouAssaly thanked the Board for their vote of confidence in electing him as Vice President for the 2016-17 school year.
- Patterson shared that buddy benches donated in memory of Joel Crawford, son of Bob and Ruth Crawford, have been installed at all seven elementary buildings. Patterson also requested that professional learning opportunities be offered to co- and extra-curricular staff/coaches/sponsors.
- Gadelha also requested that professional learning opportunities be offered to co- and extra-curricular staff/coaches/sponsors as a way to ensure higher expectations.
- Nelson reported that she has attended two PBIS assemblies at Linn Grove Elementary; which is her PBIS Champion building. Nelson also extended a thank you to the community partners that continue to support the district.
- Weaver congratulated the POMs for their successes and qualifying for Nationals at least 18 times. Weaver also requested information on the evaluation process for coaches and building principals for a better, personal understanding.
- Isenberg thanked the Board for their dedication to the district and stated he is considering writing a letter to the editor on strategic planning as well as to address some questions he has received from community members on a possible merger with Marion Independent School District.

1002: Calendar

Date	Time	Event	Location
September 15 th	7:30 AM	Finance/Audit 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 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 (Patterson)	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	5:15 PM	Homecoming Parade & Coronation	High School
Date	Time	Event	Location
October 6 th	5:30 PM	Marion City Council	City Hall
October 7 th	7:30 AM	Board Visit	Excelsior Middle School
October 10 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
October 12 th	7:30 AM	Board Visit	O&M/Transportation Building
October 20 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
October 20 th	4:00 PM	Health & Human Development	Boardroom
October 20 th	5:30 PM	Marion City Council	City Hall
October 24 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
October 26 th	7:00 AM	Board Visit	Novak Elementary
October 27 th	9:00 AM	Innovation Center Advisory Board	Hupp Electric Motors (500 57 th St)
October 28 th	7:30 AM	Board Visit	Echo Hill Elementary

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 54-09-12*

Motion by Patterson to adjourn the regular session at 7:55 PM, second by Nelson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes submitted by Gayla Burgess,
Admin Asst to the Superintendent 9/12/16*

Technology Board Presentation

September 12, 2016

3 Desired Outcomes

1. Board discussion of BYOD and/or 1:1 (3-5 years)
2. Actively pursue various Blended Learning strategies over the next few years
3. Become a Future Ready School District

Thoughtexchange Review

Question 2 - What to Improve?

Community Thoughts on 1:1

263 Stars 

77 People 

Student Thoughts on 1:1

197 Stars 

56 People 

Overall 133 (out of 1925) people weighed in on this topic.

Thoughtexchange Comments

Students:

"I think that every student at Excelsior should get their own computer or tablet to use and they should be able to take them home to do assignments at home, too, but they have to give them back to the school when they leave the school."

"Most kids use their phone in multiple classes so it's on all day and that runs the battery so they should make outlets in the lockers."

Thoughtexchange Comments

Parents / Staff -

*“A lot of school districts provide students with their own computer/tablet for homework and other resources. Would be nice if Linn-Mar could do something along these lines or at least work to have these available in all classrooms.
Linn Grove Elementary - Your Thoughts Matter 2016”*

*“The classrooms need to be continually updated and leveraging technology options as this is how the real world operates.
Oak Ridge Middle School - Your Thoughts Matter 2016”*

Thoughts from Exec. Dir. of Technology

I would LOVE to implement this tomorrow!

Also, I'd like to have an unlimited funding source for this and many other "cool" initiatives.

This decision is not about "me" or "you" - it is about what is best for our students / staff today and tomorrow.

We DO have technology ~2:1 ratio.

1:1

AEA [Link](#)

Blended book - pp. 96-97

1:1

Research

CASTLE brief

Schools today are given the task of not only educating students with the three Rs of Reading, wRiting, and aRithmetic but also are expected to give students strong backgrounds in science, technology, global studies, and a diversity of so-called "21st century skills" such as critical thinking, collaboration, agility, initiative, oral and written communication, analyzing information, and imagination (Wagner, 2008). Recognizing that we now live in a digital rather than analog world, many schools are implementing one-to-one computing initiatives to help accomplish these academic goals and many others are considering making the transition.

Although the definition of a one-to-one school varies somewhat from location to location, throughout this brief we typically use the most basic definition of a school that provides a take-home laptop computer for every student within some grade span of the school system (e.g., every middle school student or all 11th- and 12th-graders). Accordingly, this brief excludes studies of school computer labs, or mobile phone initiatives, or other similar programs. We are interested

001. WHAT DOES THE RESEARCH SAY ABOUT SCHOOL ONE-TO-ONE COMPUTING INITIATIVES?


Nicholas J. Sauers & Scott McLeod
UCEA Center for the Advanced Study of
Technology Leadership in Education
University of Kentucky

only in studies of students who have access to a school-provided laptop at home during the evenings and weekends as well as during the school day. Many educational leaders and policy makers are attempting to weigh the costs versus the benefits of implementing such one-to-one learning initiatives.

A review of the literature regarding one-to-one programs is necessarily concise. Although one-to-one programs are gaining in popularity, they still are a relatively new instructional intervention. Much more research is needed related to the benefits and/or drawbacks of handing every student a robust computing device all day, every day for academic purposes. We have summarized below what we believe we know to date. The first section of this brief analyzes literature pertaining to the impact of one-to-one technologies on student academic achievement outcomes. The second section addresses additional areas that are important for schools and student success, such as student engagement, attendance, and behavior.

1:1

Research - correlation



ONE-TO-ONE INSTITUTE **Project RED**
REVOLUTIONIZING EDUCATION

Transforming education by personalizing learning through
the universal access to technology

[One-to-One Institute](#)
Non-profit- providing services, consultancies &
professional learning-harnessing technology to
transform schools
[f](#) [t](#) [in](#) [g+](#)

[Project RED](#)
One-to-One Institute's ongoing ed tech studies &
tools: tying research & best practices to quality
implementation & results
[f](#) [t](#) [in](#) [g+](#)

[Learn More](#) [Learn More](#)

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1:1

Research - no positive correlation



1:1

Focus:

Pedagogy

Staff

System

Blended Learning



Blended Learning Definition

The rise of K-12 blended learning

Definition of blended learning



A formal education program in which a student learns at least in part through **online learning**, with some element of student control over time, place, path and/or pace



at least in part in a **supervised brick-and-mortar location away from home** (such as school).



The modalities along each student's learning path within a course or subject **are connected to provide an integrated learning experience.**

An Alternative Definition of Blended Learning

Blended Learning is what happens when you mix:

Technology,

with classroom instruction,

robust data,

a desire to keep students engaged,

and an increasing push to personalize learning.

Why Blended Learning?

1. Desire for personalization
2. Desire for access
3. Desire to control costs

“At it’s most basic level, it lets students fast-forward if they have already mastered a concept, pause if they need to digest something, or rewind and slow something down if they need to review. It provides a simple way for students to take different paths toward a common destination.” - Horn and Staker

Blended Learning

The keys to a successful blended strategy include 3Ps and a D. Students choose their own **path**, work at their own **pace**, in their own **place**, and the teacher becomes a facilitator of learning by using **data** to ensure optimal student growth by personalizing student support.

[Blended Learning Example](#)

Blended Learning - Current actions

Professional Development

Reading *Blended, Using Disruptive Innovation to Improve Schools* with the Teaching & Learning Department

Blended Learning and Digital Learning class at Grant Wood

Administration team

Technology Instructional Coaches and teacher team from the High School

Planning a school visit to Huntley High School

HHS is currently implementing a Flex Learning Model of Blended Learning

Teacher Presentation: Building Technology Committees

Members

Purpose

Technology competencies

PD needs

Sharing of ideas, opportunities, and needs

Logistics

Teacher Presentation: K-12 Technology Competencies

Third Grade

Iowa Core Standards	ISTE Standards	3th Grade Linn-Mar Standards
<u>Digital Citizenship</u>		
21.9-12.TL.5	5	Students can begin to understand copyright
21.9-12.TL.5	5	Students discuss and understand the types of information that can be shared online
21.9-12.TL.5	5	Students understand the importance of protecting personal information online
21.9-12.TL.5	5	Students use appropriate posture while working at a computer to avoid injury
21.9-12.TL.5	5	Students use technology to explore personal learning
21.9-12.TL.5	5	Students demonstrate to others how to use technology tools in ways that assist others in learning
<u>Digital Literacy</u>		
21.9-12.TL.3	3	Students use online resources to gather information
21.9-12.TL.6	6	Students use proper finger placement of home-row keys
21.9-12.TL.6	6	Students use special keys on keyboard
21.9-12.TL.6	6	Students recognize menu bars for basic applications (word processing, browser windows)
21.9-12.TL.6	6	Students use word processing skills to manipulate and change text
21.9-12.TL.6	6	Students use technology tools to capture images (video and photos)



Teacher Presentation: Technology Use at the Classroom Level

Aurasma - student examples will be shared

Teacher Presentation: Technology Use at the Classroom Level

Green Screen - [Video](#)



Teacher Presentation: Technology Use at the Classroom Level

[Code.org](https://code.org)



Future Ready Schools



The image is a screenshot of the Future Ready Schools website. The top navigation bar is blue and contains the Future Ready Schools logo on the left, which includes a globe icon and the text 'FUTURE READY SCHOOLS PREPARING STUDENTS FOR SUCCESS'. To the right of the logo are links for 'ABOUT', 'PLEDGE', 'FRAMEWORK', 'PARTNERS', 'EVENTS', 'DASHBOARD', and 'THE HUB'. Further right are search and social media icons. The main visual is a photograph of a diverse group of students in a classroom, with a boy in the foreground raising his hand. Overlaid on this image is a yellow and orange call-to-action box that reads: 'SUPERINTENDENTS: Raise your hand for students. TAKE THE FUTURE READY PLEDGE!'. Below the image, the text reads: 'A PLANNING & RESOURCE HUB FOR PERSONALIZED, DIGITAL LEARNING' followed by a paragraph: 'Future Ready Schools® helps district leaders plan and implement personalized, research-based digital learning strategies so all students can achieve their full potential.' A faint globe logo is visible in the background of the text area. At the bottom left, there is a small URL: 'futureready.org/about-the-effort/take-the-pledge/'.

FUTURE READY SCHOOLS
PREPARING STUDENTS FOR SUCCESS

ABOUT PLEDGE FRAMEWORK PARTNERS EVENTS DASHBOARD THE HUB

SUPERINTENDENTS:
Raise your hand for students.
TAKE THE FUTURE READY PLEDGE!

A PLANNING & RESOURCE HUB FOR PERSONALIZED, DIGITAL LEARNING

Future Ready Schools® helps district leaders plan and implement personalized, research-based digital learning strategies so all students can achieve their full potential.

futureready.org/about-the-effort/take-the-pledge/

Future Ready Schools

futureready.org



The 7 Gears are as follows:

Curriculum, Instruction, and Assessment

Use of Space and Time

Robust Infrastructure

Data and Privacy

Community Partnerships

Personalized Professional Learning

Budget and Resources

The 5 Step Process:



Create a Future Ready Leadership Planning Team



Take the Future Ready District Leadership Self-Assessment



Gather Input from Stakeholders; Analyze Gaps and Strategies



Create Your Future Ready Action Plan



Export, Share, Connect, and Repeat!

Not sure how to get started, or where to go next? Make sure to work through each of the five steps listed above. This process was developed to help district leaders complete a customized Future Ready Action Plan in 4-8 weeks.

Questions on the Action Planning Process? Contact Tom Murray.

Future Ready Schools

futureready.org

FUTURE READY SCHOOLS
PREPARING STUDENTS FOR SUCCESS

Framework & Resources | Assess Readiness | Gaps & Strategies | Action Plan | FAQ

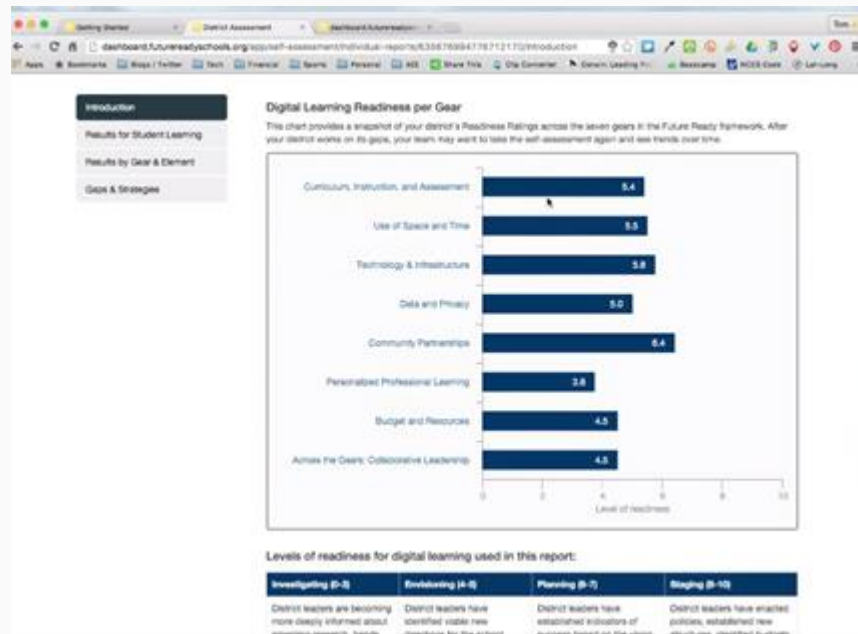
Welcome Back!

Not sure how to get started, or where to go next? Make sure to reference the 5 Step Process that was developed to help Future Ready Leadership Teams work together to complete a Future Ready Action Plan. The roadmap below can help you navigate the vast resources available through this Interactive Planning Dashboard. Questions or feeling stuck? Contact Tim Murray.

5 Step Process:

1. Take the digital learning readiness assessment as a leadership team.
2. Review the framework and become familiar with the goals and resources.
3. Take the assessments by goal.
4. Browse resources and consider the suggested strategies.
5. Assign responsibilities, meeting times, and action items.

Share, iterate, and collaborate!



Future Ready Schools

futureready.org

The screenshot displays the Future Ready Schools dashboard interface. The browser window shows the URL `dashboard.futurereadyschools.org/app/action-plan/2544/plan`. The main content area is divided into two primary sections: the Evidence Box on the left and the Write Your Goals section on the right.

Evidence Box

Curriculum, Instruction, and Assessment: 5.4

assessments—all of which are key elements in a system where learning is personalized, individualized, and differentiated to ensure learner success.

Your team's vision for Curriculum, Instruction, and Assessment:

Curriculum, instruction, and assessment should be personalized to meet the needs of each student. Instruction should be representative of the latest cognitive science research. Assessment data should be multi-dimensional and made available to students, th

Your District's Gaps & Strategies

- 21st Century Skills/Deeper Learning: 3.0
- Personalized Learning: 5.0
- Collaborative, Relevant, and Applied Learning: 7.0
- Leveraging Technology: 5.0
- Assessment—Analytics Inform Instruction: 7.0

Write Your Goals

By spring 2016, all students will show improvement in their capacity to think critically.

Edit Delete

Select Strategies for Your Action Plan

- ✗ An Online Library
- ✗ Comprehensive Professional Development
- ✗ Diving into 21st Century Skills/Deeper Learning
- ✗ Look into the Literature on Authentic Learning

By fall 2015, students will be proficient in applying what they learn to the real-world.

Edit Delete

Select Strategies for Your Action Plan

- ✗ Look into the Literature on Authentic Learning
- ✗ Define Authentic Learning
- ✗ Authenticity Through the Business Community
- ✗
- Get Specific: Use Case Studies to Inform Your Work

Test

Edit Delete

Select Strategies for Your Action Plan

- ✗ Think Student Voice and Choice

The screenshot shows the Future Ready Schools website. The top navigation bar is teal with white text for 'FUTURE READY SCHOOLS' and links for 'ABOUT', 'PLEDGE', 'FRAMEWORK', 'PARTNERS', 'EVENTS', 'DASHBOARD', and 'THE HUB'. There are also Twitter and Facebook icons. Below the navigation bar is a large yellow section with a blue ribbon icon at the top center. The main heading is 'Take the Future Ready Pledge!'. Below this, there are two columns of text. The left column is titled 'For Superintendents' and describes the benefits of signing the pledge. The right column is titled 'Not a Superintendent?' and encourages reaching out to district leaders. At the bottom of the yellow section are three red buttons: 'TAKE THE PLEDGE', 'TWITTER', and 'FACEBOOK EMAIL'. Below the yellow section is a light orange banner with the text 'Already taken the pledge? Access the INTERACTIVE PLANNING DASHBOARD'. The footer is dark teal and includes logos for the Office of Educational Technology and the National Future Ready Learning Organization, along with links for 'CONTACT US' and 'SIGN UP FOR NEWSLETTER'. There are also Twitter and Facebook icons in the footer.

FUTURE READY SCHOOLS ABOUT PLEDGE FRAMEWORK PARTNERS EVENTS DASHBOARD THE HUB

Take the Future Ready Pledge!

For Superintendents
By signing the pledge, district leadership teams will be offered the opportunity to utilize The Hub, participate in events, learn about additional activities offered by our partners, and get free access to the interactive planning dashboard.

Not a Superintendent?
Reach out to your district leader today to encourage them to learn more about implementing effective digital learning strategies and take one step closer to becoming Future Ready!

TAKE THE PLEDGE **TWITTER** **FACEBOOK** **EMAIL**

Already taken the pledge? Access the **INTERACTIVE PLANNING DASHBOARD**

Support for Future Ready Schools® is provided by

OFFICE OF Educational Technology **NATIONAL FUTURE READY LEARNING ORGANIZATION**

CONTACT US **SIGN UP FOR NEWSLETTER**

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Technology as Part of the Strategic Plan

1. Explore and clarify LM working definitions related to digital learning (Blended Learning, digital content, etc.) to establish a shared vision.
2. Explore and proactively adopt appropriate blended and online learning environments in order to enhance student investment in their learning through personal learning and choice opportunities.
3. Identify specific areas to provide district, building, and instructional support for technology integration and implementation.
4. Review, update, and curate our PreK-12 digital curriculum to ensure it is rigorous and relevant.
5. Identify and develop an online course option, aimed primarily at LMHS 11th and 12th grade students, in each department area that may or may not be a required course.

Technology Update

September 2016



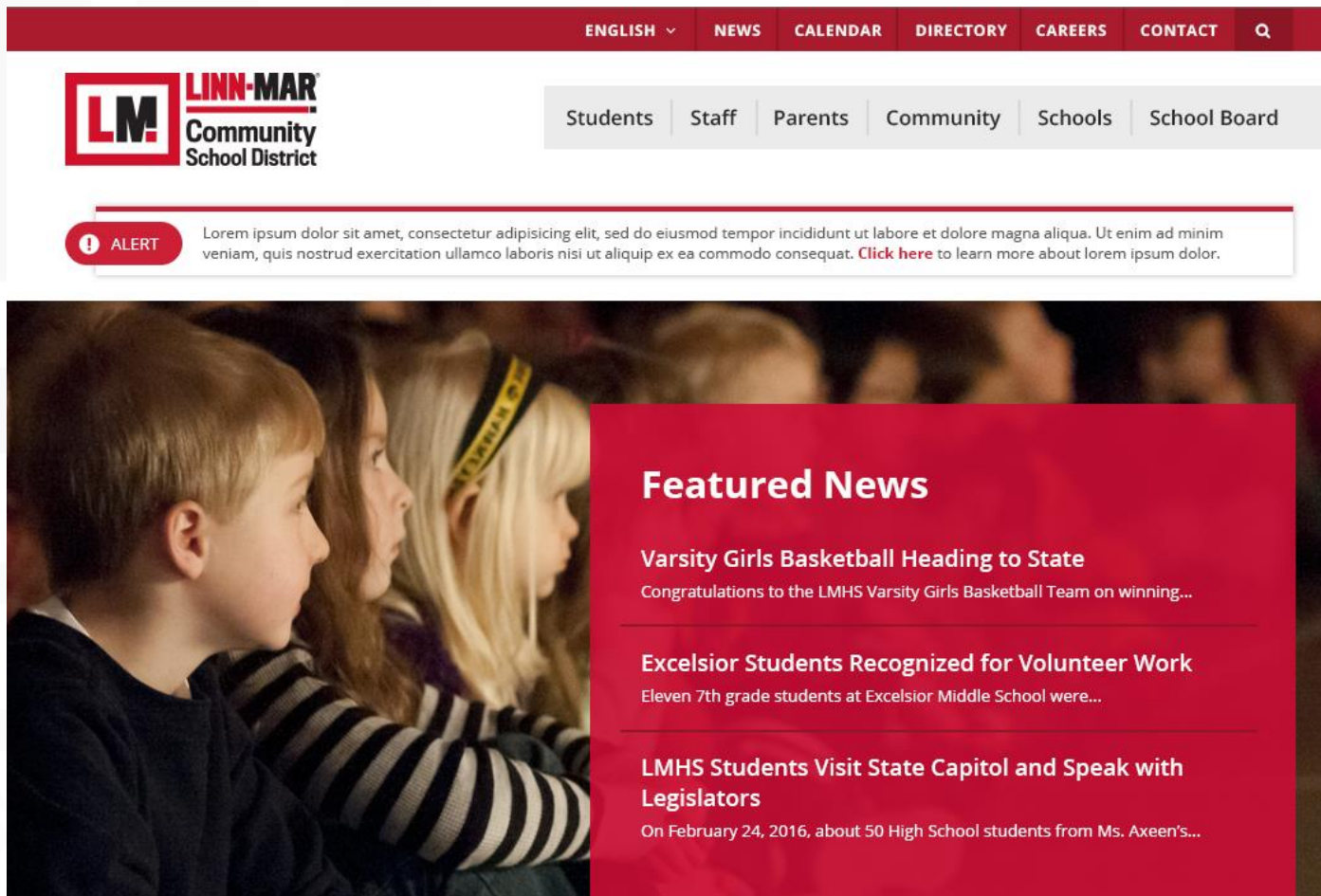
Anniversary

50 years later, still going strong!



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

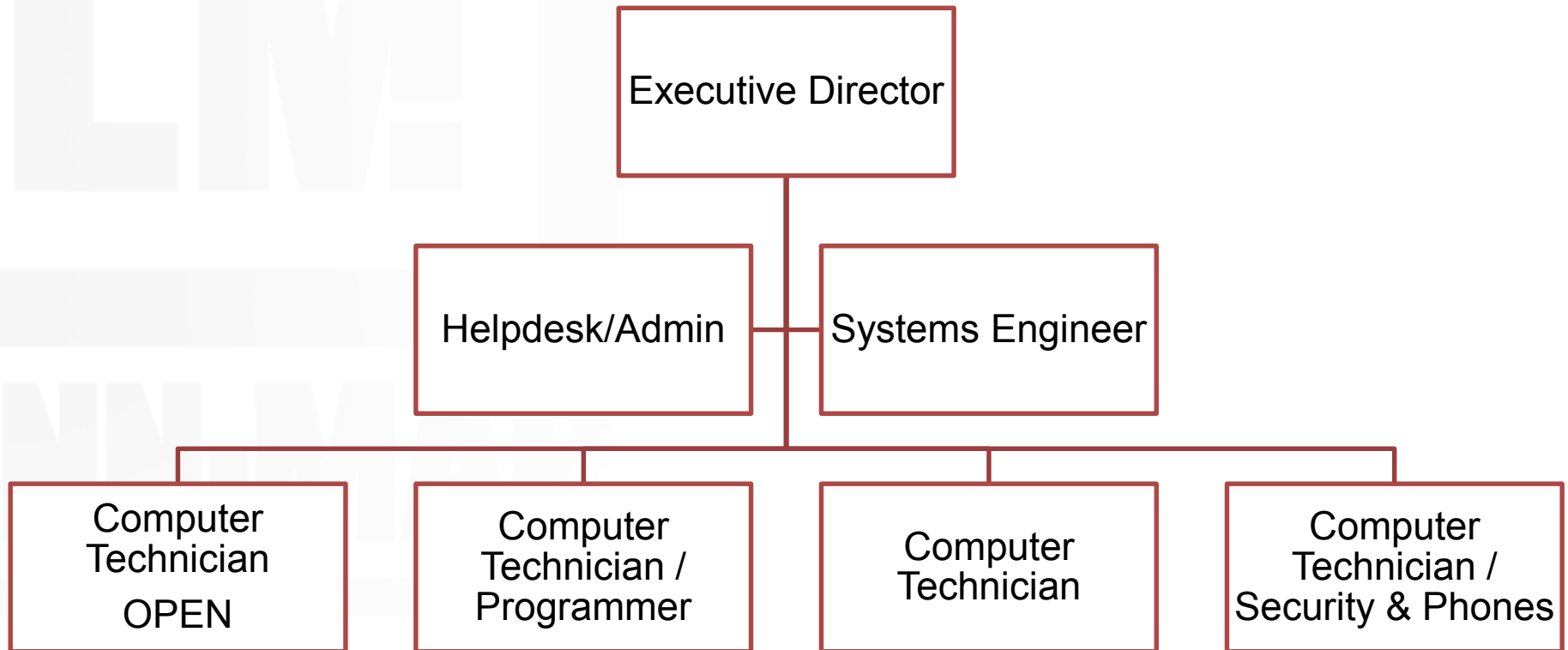
Website Update



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

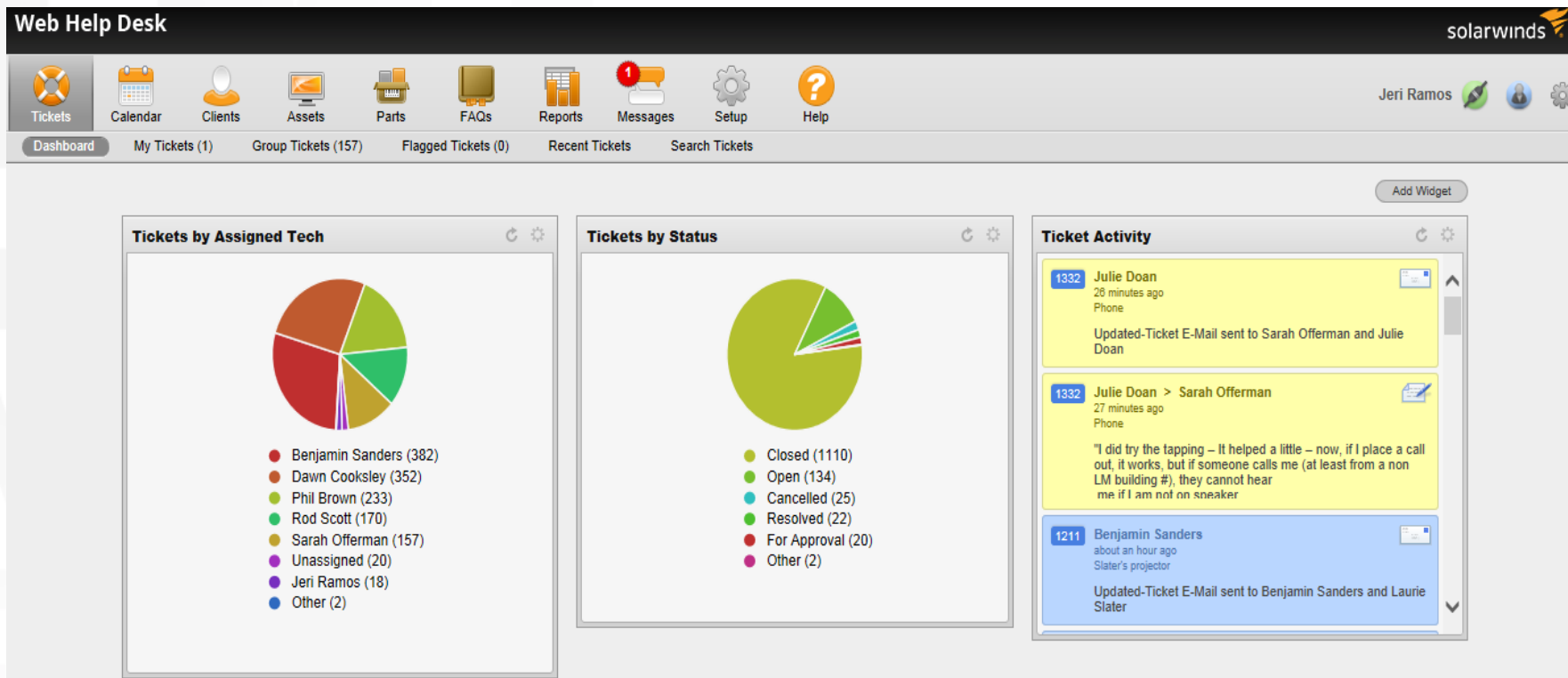
Personnel

Current Organization Chart



Web Helpdesk












Helpdesk Software – Includes FAQ and announcements feature












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

Assets

Better utilization of SCCM to track equipment and push software

Icon	Name	Limiting Collection	Member Count
	Bowman Woods Staff Computers	All Desktop and Server Clients	66
	Echo Hill Staff Computers	All Desktop and Server Clients	53
	Excelsior Staff Computers	All Desktop and Server Clients	75
	Four Oaks Staff	All Desktop and Server Clients	4
	High School Staff Computers	All Desktop and Server Clients	146
	Indian Creek Staff Computers	All Desktop and Server Clients	36
	Linn Grove Staff Computers	All Desktop and Server Clients	49
	Novak Staff Computers	All Desktop and Server Clients	49
	Oak Ridge Staff Computers	All Desktop and Server Clients	58
	Westfield Staff Computers	All Desktop and Server Clients	
	Wilkens Staff Computers	All Desktop and Server Clients	

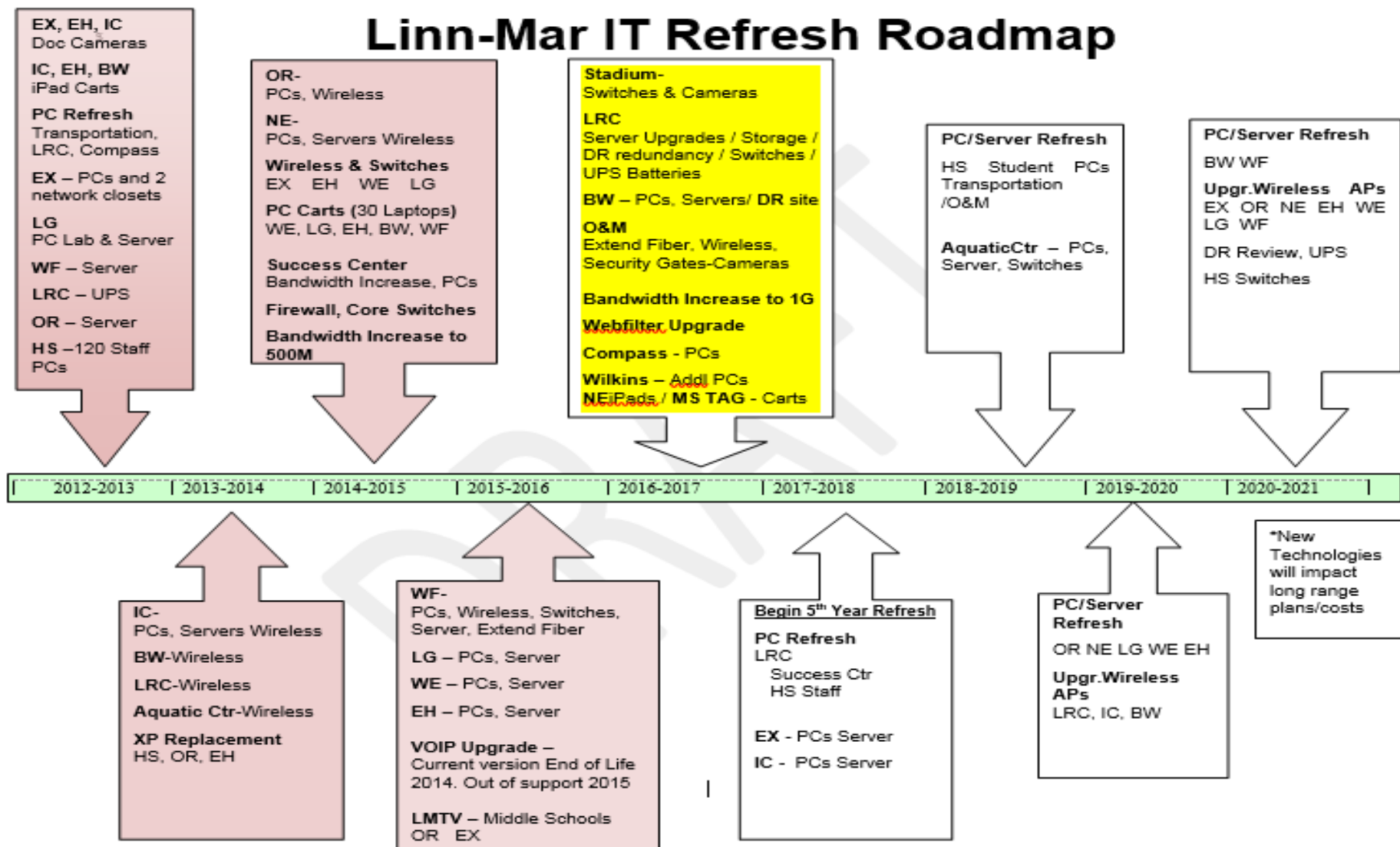
Icon	Name	Limiting Collection	Member Count
	Servers Windows 2003 and 2003 R2	Servers All	1
	Servers Windows 2008 and 2008 R2	Servers All	17
	Servers Windows 2012 and 2012 R2	Servers All	24
	Systems x64	All Systems	2,885
	Systems x86	All Systems	31
	Workstations Windows 10	All Systems	45
	Workstations Windows 7	Workstations All	3,776
	Workstations Windows 8	Workstations All	0
	Workstations Windows 8.1	Workstations All	76
	Workstations Windows XP	Workstations All	0



Refresh

Looking to target a 1 device per 2 students ratio in each school

Linn-Mar IT Refresh Roadmap



Budget Breakdown

Example for estimates for summer refresh

Location	Staff	Students on 9/9/16	Estimated Student Devices	Total / Bldg
LRC	62	0	0	62
HS Staff	176	0	0	176
EX	92	974	487	579
IC	49	528	264	313
Total	379	1502	751	1130



Projects

Big Picture - Things I am working on

Attending the
Blended Learning
Year long course –
with Shannon and
Bob

Integrating new
ISTE Student
Technology
Standards –
released in June

Working with UEN
Schools to create
an Iowa State
COSN Chapter

CETL course to
become a Certified
Education
Technology Leader



2016-2017

Projects in process

District

- Web Filter / Firewall
 - Active Directory Security Audit
 - Business Continuity Solution
 - Website launch
 - iVisions Server upgrade and AD integration
 - W10 Deployment Process
- > LRC room updates (Room 5) Flexible space
 - > Fiber and Security to Transportation Bldg
 - > Further implementation of Managed Printing
 - > TxtWire Training for Schools

Westfield

- Additional Switches for 6 classrooms – addition of computer lab
- Door Security
- Security Cameras

HS

- Added 2 new Communications Closets
- Security Cameras
- Door Security
- IP Intercom System
- Flat Screen / Projectors





Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5,
<u>Student Achievement:</u> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<u>Learning Environments:</u> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<u>Staff Development:</u> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<u>Community Engagement:</u> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<u>Resources:</u> 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 - September 12, 2016

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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

Mercy Family Counseling: Mercy Medical Center Foundation has agreed to fund another year of partnership between Mercy Family Counseling and Linn-Mar Community Schools. This will allow us to provide three, free counseling sessions to students in crisis at Mercy Family Counseling. As the district plans for the future of this program, we will look to utilize At-Risk funding to continue this partnership through contract agreements.

Learning Experiences, an Alternative Program for Preschoolers and Parents (LEAP): Linn-Mar was asked by the Department of Education if we would be willing to be a LEAP Replication Site with one of the Little Lions Preschool classrooms. LEAP classrooms are based on the work and research from Dr. Phil Strain from the University of Denver. A LEAP Classroom Replication Site uses strategies from Dr. Strain's work with children on, or at risk of being on, the autism spectrum. Through the years LEAP Classroom Replication Sites have been established around the country. A LEAP consultant will come to the classroom for two consecutive days every 6-8 weeks. At these visits, the LEAP consultant will observe, model, and assist with all of the adults that work within the classroom. This includes teacher, associates, Speech Language Pathologists, and other AEA staff; if applicable. All members of the LEAP team will meet to discuss new classroom strategies and activities, student progress, adaptations and modifications, and successes and challenges.



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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*

Boundary Committee Recommendations: On December 9, 2013, the Board adopted the recommendations from the Boundary Committee for the 2014-15 school year. The Board also approved a set of future recommendations from the committee. Included in these recommendations was the plan to have students that live west of C Avenue and south of Boyson Road attend Westfield Elementary upon completion of the addition to Westfield Elementary. This addition will be completed in time for the 2017-18 school year. As of August 23, 2016; 129 students in kindergarten through 4th grade live in this designated area. Based on the number of students that would be affected and the size of the current addition at Westfield, the recommendations of the 2013 Boundary Committee look to be appropriate at this time, therefore, a separate boundary committee is not needed at this time.

We will now begin communicating this information to families that will be affected by the upcoming boundary change. Current 4th grade students that attend Echo Hill Elementary that would be affected by this boundary change will be allowed to remain at Echo Hill for their 5th grade year. Transportation will be provided for these students to attend Echo Hill in 2017-18. Students in kindergarten through 3rd grade that are in this designated area will be assigned to Westfield Elementary for their remaining years in elementary school. Transportation will be provided for these students to attend Westfield.

Technology Planning for the Future: During the September 12th board meeting an update will be shared as part of the continuing conversation in regard to technology use within the district. This presentation will focus on the future of one-on-one (1:1) at Linn-Mar, plans to actively pursue Blended Learning strategies in the near future, and becoming a *Future Ready* district. There will also be an update on the current status of technology in Linn-Mar.



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Construction Updates:

High School:

- Punch list work continues on corridors, restrooms, E Classroom, Area F, media center, south addition, north addition, weight/fitness/wrestling areas.
- Old weight room conversion into restrooms and three classrooms has started. Completion of the classroom portion is scheduled for 10/21/16. The restrooms are scheduled to be completed on 11/11/16.
- C1 classrooms: South first and second floor classroom work has started. First set of four classrooms is scheduled to be completed on 9/20/16 with ceiling, lighting, flooring, and new mechanical units. The second phase will remodel six classrooms and the final stage will remodel the final four classrooms. All work is scheduled to be completed in November.
- Lecture hall/conference room: Demolition of the old orchestra room is complete. Framing of new walls and painting above ceiling has begun. Completion of this area is scheduled for 12/9/16.
- Referee locker room and training room work will start on 11/1/16.
- Nurse's station demolition has started. Underground rough-ins and plumbing will start on 9/20/16. Completion of this area is scheduled for 10/20/16.
- Locker installation: Demo of the lockers in the locker rooms was completed on 9/6/16. Installation of new lockers started on 9/7/16; with completion scheduled for 9/16/16.

Westfield Elementary Addition:

1. Roof trusses are installed, roof decking is installed, and membrane roofing work is scheduled to start on 9/12/16.
2. Masons are finished with structural block work and will begin brick veneer installation on 9/12/16.
3. Window installation will begin with brick work on 9/12/16.

Oak Ridge Middle School Cafeteria:

1. All structural work is complete.
2. Roof work is complete.
3. Electrical work is complete.
4. Windows are installed.
5. Ceiling has been installed.
6. Flooring installation (VCT Tile) is scheduled for installation on 9/12/16.
7. Heating units will be installed after the flooring work is completed.



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Administration Report - September 12, 2016

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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

No updates at this time.



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Administration Report - September 12, 2016

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Strategic Goal #4: Community Engagement – Performance Measures

Volunteer data

Communication survey data

Dine Around sessions

Coffee Conversations

Lunchtime Learning sessions

PTO visits

School Board visits

Parent Universities

Strategic Planning

Website Development

Participation in community coalitions

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 Planning:

- The Strategic Plan writing committee met on September 6th to finalize most of the language. From here we will pass the Google document (where we have been doing most of the writing) to Mr. May, Coordinator of Communications/Media, so he can begin cleaning up the language, syntax, etc. Matthew will also begin the process of working on a 'final' plan for distribution. This can will be happening while the Board continues to struggle with the last of the "big rock" decisions during their next few meetings.
- Public Input on the Restructuring Plan Decision:
 - Face-to-Face:
 - Two PTO forums occurred on September 6th and 8th. We asked several PTO groups to convene together at the LRC and extended an invitation for the Board to share our work-to-date and solicit feedback from the PTOs.
 - A Coffee Conversation with the Board was held on September 10th at Bowman Woods Elementary. A considerable portion of the conversation focused on Strategic Planning progress.
 - Dr. Shepherd has begun Dine Around conversations with the staff and they will continue for the next several weeks.
 - An open community forum is scheduled for September 19th in the boardroom of the LRC (2999 N 10th St, Marion). The format for the meeting will be similar to the PTO forums.
 - Digital: The Thoughtexchange survey process has started for those unable to participate in the face-to-face opportunities and anyone who would like to participate. Here is the survey timeline:
 - The *Share Step* (9/2 through 9/11): We invited participants through email (and links) to share their thoughts to our questions.
 - *Moderating* (9/12 through 9/13): Editing and clean-up



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5,
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Administration Report - September 12, 2016

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

- *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 shared with the broader community. Reports and results can be customized for both internal and external use and shared through the Linn-Mar website.

Policy Committee: The Policy Committee met on September 8th.

- Policy 603.8: PE Waiver was discussed with Dr. Gustason in attendance. The committee compared the current policy to Iowa Administrative Code. After review, it is recommended that Policy 603.8 be removed and that the High School administration follow Iowa Code. This can be administered through the High School handbook and does not need a board policy. We are tentatively planning to have the Physical Education Department present at the November 21st work session to update the Board on the Physical Education and Health programs.
- Policy series 100 and 200 were reviewed. No major changes were recommended, only minor language clarifications. The IASB Policy Primer suggestions previously submitted for the 200 series will be made after the second reading is approved by the Board on September 12th. The committee also discussed the importance of dissemination and administration of policy.
- The committee has set a goal of creating a Board Handbook to be presented at a work session prior to the next board election in September of 2017. The next regular meeting for the Policy Committee will be November 15th.



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

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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

2015-16 Certified Annual Report Financial Summary:

Overall: In April of 2015, the district certified its 2015-16 budget with overall expenditures of \$117,841,786. Unaudited actual expenditures for 2015-16 were \$113,117,683; or 96% of budgeted expenditures. The certified budget breaks expenditures down into four categories: 1) Instruction, 2) Support Services, 3) Non-Instruction, and 4) Other Expenditures. Although the district did not exceed its overall budget, the district did exceed the Instruction category of the certified budget and will receive a comment in the next audit report. The deficit within the Instruction category is a result of underestimating staffing expenditures (e.g. educational assistants), unforeseen staffing expenditures (e.g. Four Oaks), and account coding changes from the previous year.

Below is a financial summary of the individual funds within the district for fiscal year 2016:

General Fund: General fund revenues increased 5.7% from the previous year and totaled \$76,520,627, while expenditures increased 5.2% to \$76,800,261. The ending general fund balance is \$10,126,244, of which approximately \$1.3 million is restricted categorical carryover funds. The district's solvency ratio is 11.93% as of June 30, 2016, which is above the minimum 7% set forth in Board Policy 801.4.

Activity Fund: Activity fund revenues increased 15.8% from the previous year and totaled \$1,529,173, while expenditures increased 30% to \$1,620,664. The primary reason for the increase in revenues and expenditures is due to the Band trip in the spring of 2016. The activity fund is comprised of various athletic, club, coach/sponsor, and other activities accounts. Each of these individual accounts is required to maintain a positive balance, which they do as of June 30, 2016.

Management Fund: Management fund revenues decreased 3.7% from the previous year and totaled \$1,068,867, while expenditures increased 21.2% to \$1,237,506 resulting in a deficit of \$168,639. This deficit was anticipated as the district purposefully brings the reserves in this fund to a more appropriate level.



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PEEL Fund: PEEL fund revenues increased 292.9% from the previous year and totaled \$13,327,003, while expenditures increased 552.8% to \$13,581,978. Such increases are a result of the \$10 million of PEEL notes the district issued related to the High School construction project. The monies were received in the PEEL fund and then transferred to the other capital projects fund.

SAVE Fund: SAVE fund revenues increased 63.9% from the previous year and totaled \$16,857,493, while expenditures increased 76.5% to \$16,900,047. Such increases are a result of the \$10 million of revenue bonds the district issued in July of 2015; related to the High School construction project. The monies were received in the SAVE fund and then transferred to the other capital projects fund.

Other Capital Projects Fund: Other capital projects fund revenues increased 444.9% from the previous year and totaled \$20,013,404, while expenditures increased 149.4% to \$16,208,629. This fund is primarily used to track the construction activity related to the High School. Revenues into this fund are actually transfers in from the PEEL and SAVE funds. Expenditures correspond to the timing of construction costs.

PERL Fund: PERL fund revenues increased 2.2% from the previous year and totaled \$256,369, while expenditures increased 197.3% to \$451,788. The increase in expenditures is due to the Excelsior track resurfacing project that was paid for in the summer of 2015.

Debt Service Fund: Debt service fund revenues increased 14.3% from the previous year and totaled \$9,932,459, while expenditures decreased 4.8% to \$8,713,691. Debt service revenues are a combination of property taxes (to pay for general obligation bonds) and transfers from other funds where debt was issued (e.g. PEEL and SAVE). Expenditures from this fund correspond to the timing of principal and interest payments the district has outstanding.

Nutrition Fund: Nutrition fund revenues increased 2.3% from the previous year and totaled \$3,414,497, while expenditures decreased 16.5% to \$3,352,713. In the previous year, GASB 68 requires a restatement of expenditures based on actuarial assumptions, thus over-inflating expenditures in the nutrition fund for the one year. A restatement did not have to occur in 2015-16; resulting in a decrease in overall expenditures.

Aquatics Fund: Aquatics fund revenues increased 14.4% from the previous year and totaled \$273,967, while expenditures increased 42.4% to \$239,212. The Aquatic Center programs continue to see growth resulting in additional staffing costs. This is an enterprise fund, which means the programming fees/charges collected must cover the associated costs of the programs.

Student Store Fund: Student store fund revenues increased 29.1% from the previous year and totaled \$12,335, while expenditures increased 69% to \$12,426. The ROAR Store is still in its infancy stage, but it is anticipated to grow substantially over the next several years now that it has a permanent location within the High School. This is also an enterprise fund.



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2015-16 Special Education Supplement and Request for Allowable Growth: The Special Education Supplement Report is an annual report whereby district Special Education expenditures are reconciled against Special Education revenues. With the growing number of Special Education students and associated needs, coupled with no new revenues, Special Education has become the largest, underfunded mandate within most school districts across the State. In 2015-16, Linn-Mar realized a Special Education deficit of \$2,628,137, compared to \$2,016,574, from a year ago.

As a result of this deficit, the Board can authorize a request to the SBRC for allowable growth in order to include the deficit amount as part of the district's spending authority. Then, during the certified budget process, the Board can decide whether or not to levy property taxes to recoup the actual dollars that were underfunded. Therefore, administration is recommending the Board approve the SBRC application requesting allowable growth in the amount of \$2,628,137.47, for the negative Special Education balance in 2015-16.

Student Activity Guidance: The Business Office has met with building administrators, as well as many activity sponsors, to review the Department of Education guidance that was issued in the spring of 2016. A Google doc has been created so that any coach/sponsor can submit questions regarding this guidance to Business Office. District-level staff, as well as building-level staff, are reaching out to other school districts to gauge how they are implementing some of the technical aspects of the guidance. There will be more communication throughout the year as more information becomes available.



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Achievements and Honors:

Linn-Mar School Foundation Honored with Trojan Lodge Gift: The Linn-Mar School Foundation was the recipient of a significant gift to help further education in our community from Trojan Lodge #548. Worshipful Master Robert Bunting said, "It was with a sense of pride and duty to the City of Marion that the members of Trojan Masonic Lodge #548 donated \$195,000 to both the Linn-Mar and Marion School Foundations. The most important thing we can do in life is to educate our youth. These gifts will continue the legacy handed down by our past leaders in the lodge of furthering education in our community."



Linn-Mar School Foundation Honored: The Linn-Mar School Foundation celebrated their 20-year partnership with Farmers State Bank. FSB employees have served for a combined 21 years on the Foundation's Board of Trustees. Farmers State Bank has generously invested nearly \$330,000 to K-12 classrooms and programs through the Linn-Mar School Foundation partnership. A huge thank you to our FSB friends!



Linn Grove Celebration: Linn Grove Elementary was presented with a check for 5,000 Bonus Box Tops from Hy-Vee and General Mills at celebration on September 1st. Linn Grove was recognized with the celebration for the creative ways they use their Box Tops for Education earnings to further the education of their students.



Linn-Mar High School 2016 ACTs: The Linn-Mar Community School District is pleased to announce a 24.8 achievement level for the 2016 ACT annual score. Linn-Mar had the second highest number of graduating students take the ACT test this past school year with 70% of the students participating. Nationally, 64% of high school students take the ACT test. Dr. Jeff Gustason, High School Principal said, "As the district has grown we've proven that our scores continue to improve. We continue to show a positive trend with the results." Linn-Mar continues to perform above the National (20.8) and State (22.1) scores for ACT-tested graduates.

Building Trades Project Completed: Congratulations to the students and staff from Linn-Mar High School and Marion Independent High School who helped complete the 25th home built by the Building Trades Program. The home is located at 1034 Emerald Court in Marion.



Excellence in Academics: Congratulations to the 231 sophomores, 233 juniors, and 233 seniors who were honored with Academic Letters last week.



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			
<i>*Additional Fees may apply (e.g. weekend custodial charges) depending on the reservation request. See "Other Fees" Schedule for details.</i>			

- **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	

2015-16 CAR

FY 2016 - Treasurer Report By Fund

Summary

[Back to Report Menu](#)[Download To Excel](#)

Exhibit 705.1

Year: 2016 Update Year

		General Fund	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds
1	Beginning Balance	\$10,405,877.18	\$647,290.46	\$2,182,208.92	\$0.00	\$516,196.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,074,305.95	\$3,733,684.02	\$1,152,257.80	\$3,017,709.83	\$0.00	\$1,195,337.87	\$0.00	\$0.00
2	Adjustments to Beginning Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3	Revenues and other Financing Sources	\$76,520,627.41	\$1,529,172.84	\$1,068,867.42	\$0.00	\$256,368.68	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,857,493.17	\$13,327,003.12	\$20,013,403.89	\$9,932,458.57	\$0.00	\$3,700,799.60	\$0.00	\$0.00
4	Total Sources Available	\$86,926,504.59	\$2,176,463.30	\$3,251,076.34	\$0.00	\$772,564.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$23,931,799.12	\$17,060,687.14	\$21,165,661.69	\$12,950,168.40	\$0.00	\$4,896,137.47	\$0.00	\$0.00
5	Expenditures and Other Financing Uses	\$76,800,260.61	\$1,620,663.85	\$1,237,505.99	\$0.00	\$451,788.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$16,900,046.98	\$13,581,978.32	\$16,208,628.50	\$8,713,690.78	\$0.00	\$3,604,351.89	\$0.00	\$0.00
6	Ending Balance	\$10,126,243.98	\$555,799.45	\$2,013,570.35	\$0.00	\$320,776.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,031,752.14	\$3,478,708.82	\$4,957,033.19	\$4,236,477.62	\$0.00	\$1,291,785.58	\$0.00	\$0.00

LINN-MAR COMMUNITY SCHOOL DISTRICT

School Finance Reports (Unaudited)

June 30, 2016

100% of the School Year Complete

	Current Budget	2015-16 YTD Revenue	2015-16 YTD Expense	Balance (Budget)	YTD Surplus/(Deficit)	% Exp (Budget)
1) Instructional (1000-1999)	\$51,825,000		\$52,864,636	(\$1,039,636)		102.0%
2) Support Services(2000-2999)	\$26,019,000		\$25,468,570	\$550,430		97.9%
3) Non-Instructional(3000-3999)	\$4,081,000		\$3,634,234	\$446,766		89.1%
4) Other Expenditures((4000-5299)	\$35,916,786		\$31,150,242	\$4,766,544		86.7%
Interfund Transfers	\$26,200,952		\$26,001,233	\$199,720		99.2%
Total	\$144,042,738		\$ 139,118,915	\$4,923,823		96.6%
Operating Fund-10	\$76,416,786	\$76,520,627	\$76,800,261	(\$383,475)	(279,633)	100.5%
PPEL-36	\$13,954,969	\$13,327,003	\$13,581,978	\$372,991	(254,975)	97.3%
Management-22	\$1,242,000	\$1,068,867	\$1,237,506	\$4,494	(168,639)	99.6%
Activity-21	\$1,400,000	\$1,529,173	\$1,620,664	(\$220,664)	(91,491)	115.8%
Nutrition-61	\$3,965,000	\$3,414,497	\$3,352,713	\$612,287	61,784	84.6%
SAVE-33	\$17,070,983	\$16,857,493	\$16,900,047	\$170,936	(42,554)	99.0%
Debt Service-40	\$9,300,000	\$9,932,459	\$8,713,691	\$586,309	1,218,768	93.7%
Other Capital Projects-35	\$20,000,000	\$20,013,404	\$16,208,629	\$3,791,372	3,804,775	81.0%
PERL-24	\$543,000	\$256,369	\$451,788	\$91,212	(195,420)	83.2%
Aquatic Center-65	\$140,000	\$273,967	\$239,212	(\$99,212)	34,755	170.9%
Student Store-68	\$10,000	\$12,335	\$12,426	(\$2,426)	(91)	124.3%
Total	\$144,042,738	\$143,206,195	\$139,118,915	\$4,923,823	4,087,279	96.6%

LINN-MAR COMMUNITY SCHOOL DISTRICT

School Finance Reports (Unaudited)

June 30, 2016

100% of the School Year Complete

REVENUES	2015-16 YTD Revenue	2014-15 YTD Revenue	\$ Difference From PY	% Difference
1) Instructional (1000-1999)				
2) Support Services(2000-2999)				
3) Non-Instructional(3000-3999)				
4) Other Expenditures((4000-5299)				
Interfund Transfers				
Total				
Operating Fund-10	\$76,520,627	\$72,405,068	\$4,115,559	5.7%
PPEL-36	\$13,327,003	\$3,392,052	\$9,934,951	292.9%
Management-22	\$1,068,867	\$1,109,732	(\$40,865)	-3.7%
Activity-21	\$1,529,173	\$1,320,955	\$208,218	15.8%
Nutrition-61	\$3,414,497	\$3,339,018	\$75,479	2.3%
SAVE-33	\$16,857,493	\$10,284,857	\$6,572,636	63.9%
Debt Service-40	\$9,932,459	\$8,689,987	\$1,242,472	14.3%
Other Capital Projects-35	\$20,013,404	\$3,673,142	\$16,340,262	444.9%
PERL-24	\$256,369	\$250,737	\$5,631	2.2%
Aquatic Center-65	\$273,967	\$239,569	\$34,398	14.4%
Student Store-68	\$12,335	\$9,555	\$2,780	29.1%
Total	\$143,206,195	\$104,714,672	\$38,491,522	36.8%

LINN-MAR COMMUNITY SCHOOL DISTRICT

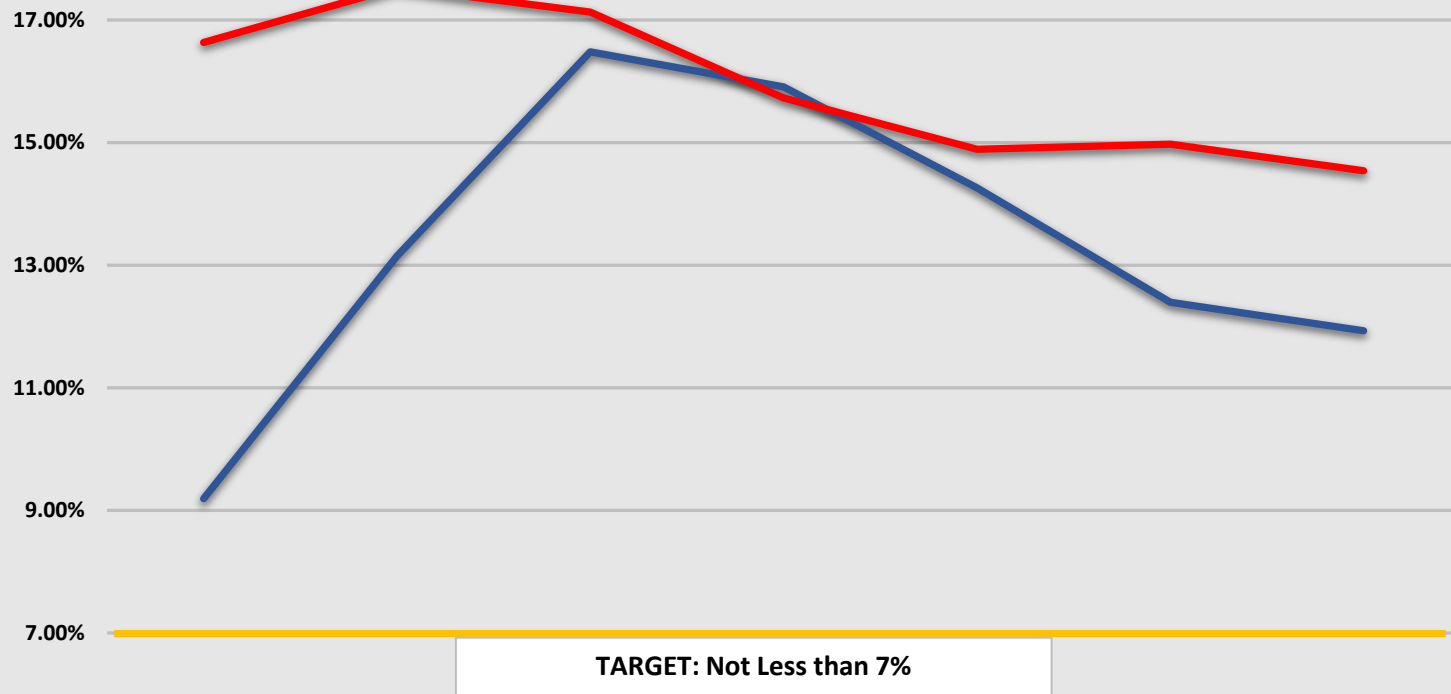
School Finance Reports (Unaudited)

June 30, 2016

100% of the School Year Complete

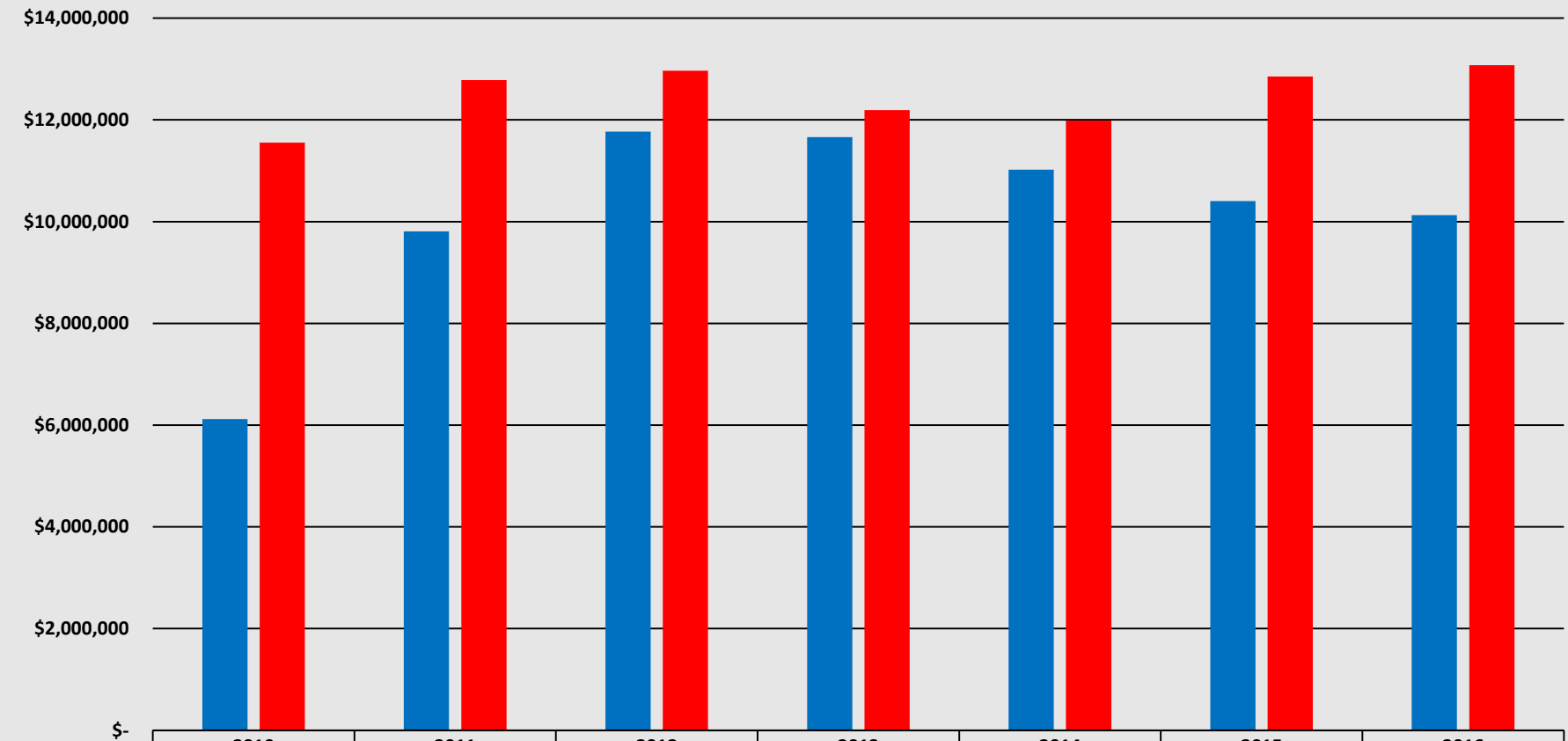
EXPENDITURES	2015-16 YTD Expense	2014-15 YTD Expense	\$ Difference From PY	% Difference
1) Instructional (1000-1999)	\$52,864,636	\$49,047,463	\$3,817,173	7.8%
2) Support Services(2000-2999)	\$25,468,570	\$24,699,419	\$769,151	3.1%
3) Non-Instructional(3000-3999)	\$3,634,234	\$3,328,271	\$305,963	9.2%
4) Other Expenditures((4000-5299)	\$31,150,242	\$20,701,436	\$10,448,807	50.5%
Interfund Transfers	\$26,001,233	\$9,160,856	\$16,840,377	183.8%
Total	\$ 139,118,915	\$ 106,937,445	\$32,181,471	30.1%
Operating Fund-10	\$76,800,261	\$73,021,462	\$3,778,798	5.2%
PPEL-36	\$13,581,978	\$2,080,555	\$11,501,423	552.8%
Management-22	\$1,237,506	\$1,021,414	\$216,092	21.2%
Activity-21	\$1,620,664	\$1,246,442	\$374,222	30.0%
Nutrition-61	\$3,352,713	\$4,015,734	(\$663,020)	-16.5%
SAVE-33	\$16,900,047	\$9,576,763	\$7,323,284	76.5%
Debt Service-40	\$8,713,691	\$9,149,589	(\$435,898)	-4.8%
Other Capital Projects-35	\$16,208,629	\$6,498,162	\$9,710,466	149.4%
PERL-24	\$451,788	\$151,969	\$299,820	197.3%
Aquatic Center-65	\$239,212	\$168,002	\$71,211	42.4%
Student Store-68	\$12,426	\$7,354	\$5,073	69.0%
Total	\$139,118,915	\$106,937,445	\$32,181,471	30.1%

Linn-Mar Financial Ratios



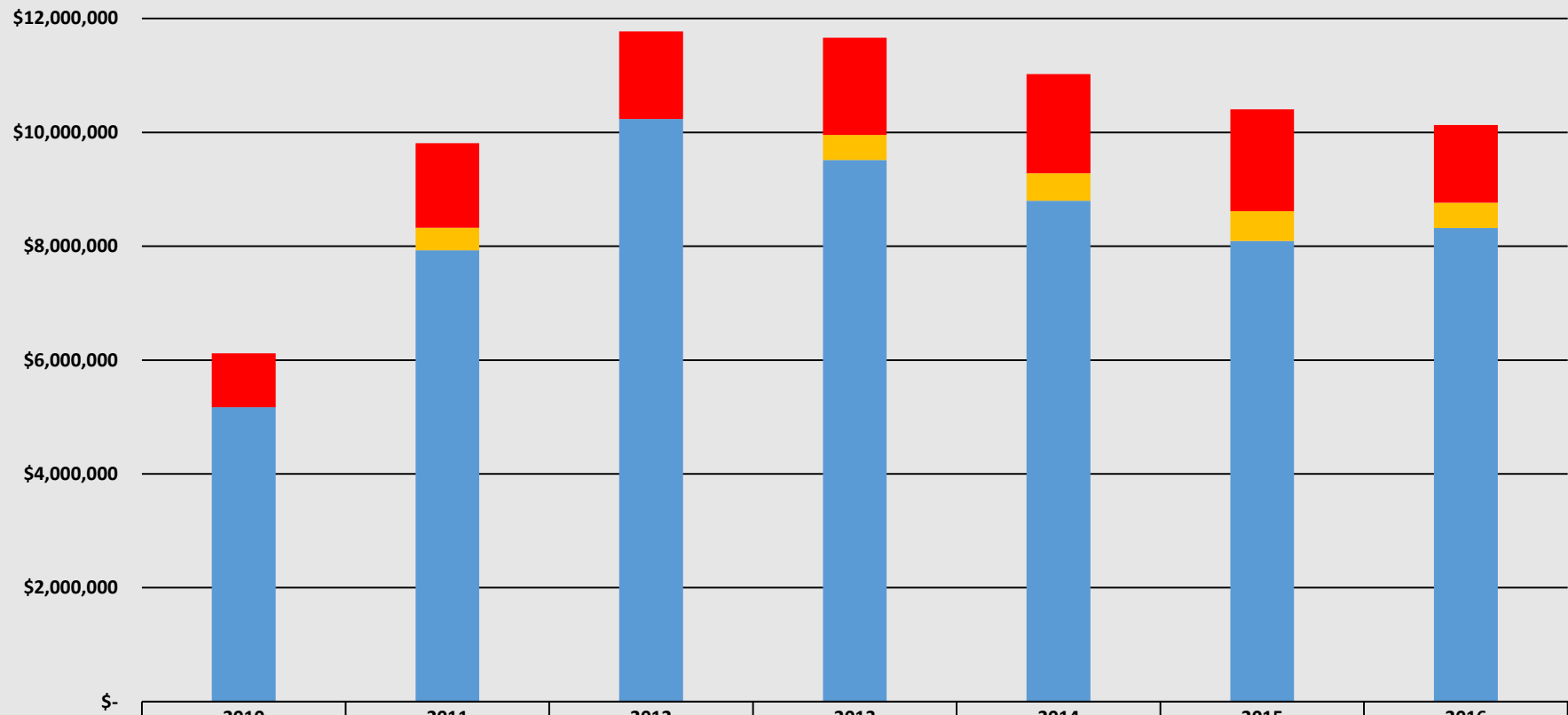
	2010	2011	2012	2013	2014	2015	2016
— Solvency Ratio	9.19%	13.15%	16.48%	15.91%	14.26%	12.40%	11.93%
— UAB Ratio	16.63%	17.53%	17.13%	15.73%	14.89%	14.97%	14.54%

Linn-Mar Fund Balance & Unspent Balance

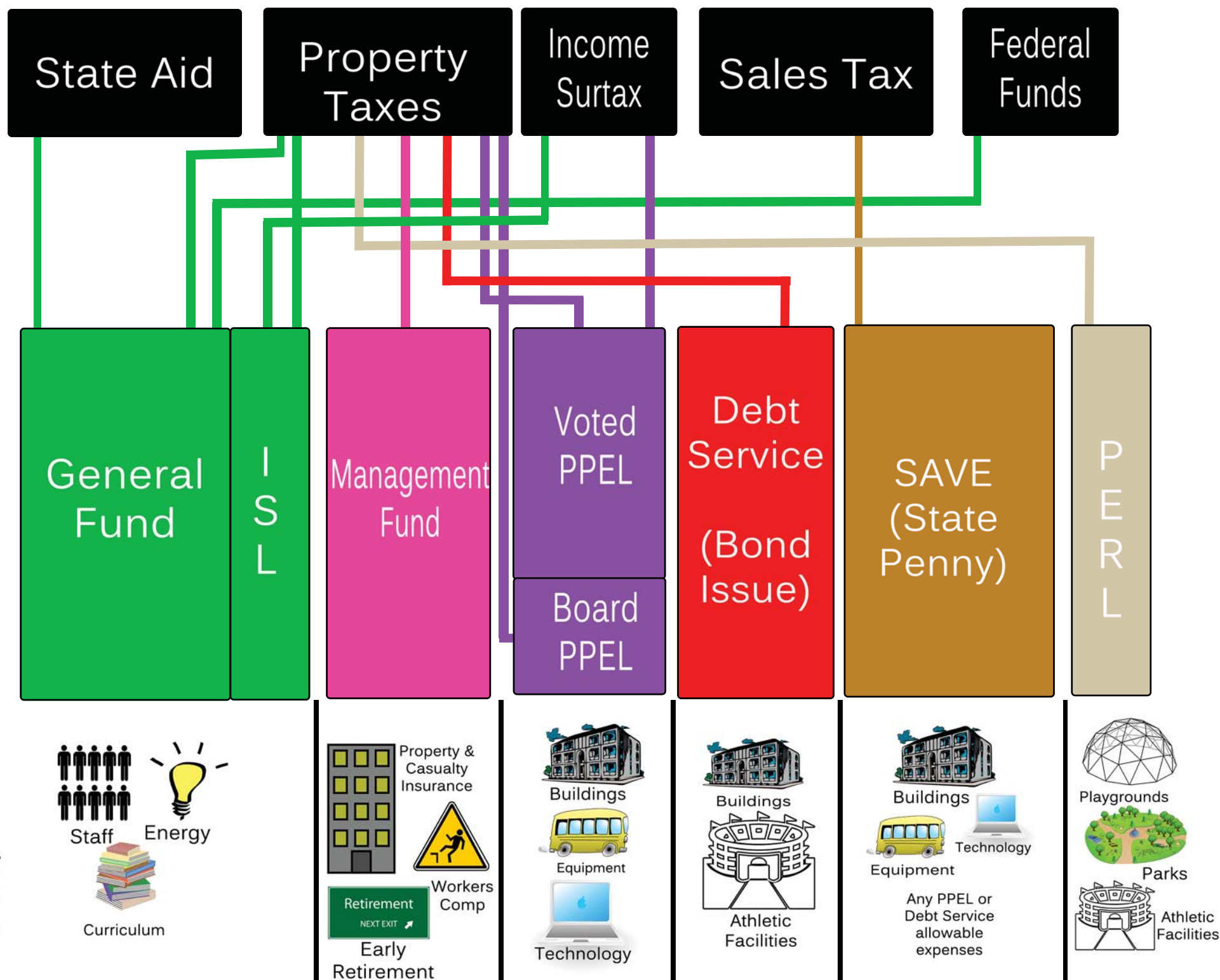


	2010	2011	2012	2013	2014	2015	2016
Fund Balance	\$6,116,376	\$9,809,900	\$11,770,969	\$11,662,166	\$11,022,271	\$10,405,877	\$10,126,244
Unspent Bal.	\$11,551,266	\$12,783,110	\$12,963,648	\$12,191,131	\$11,986,993	\$12,851,068	\$13,071,656

Linn-Mar Fund Balance Breakdown



	2010	2011	2012	2013	2014	2015	2016
Restricted	\$943,449	\$1,487,025	\$1,536,821	\$1,706,507	\$1,739,691	\$1,793,043	\$1,363,797
Assigned	\$-	\$396,400	\$-	\$443,261	\$484,639	\$521,726	\$445,301
Unassigned	\$5,172,928	\$7,926,475	\$10,234,148	\$9,512,398	\$8,797,941	\$8,091,108	\$8,317,146





September 8, 2016

I am requesting that you fill out the form below stating the balances as of June 30, 2016 for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Angie Morrison

A handwritten signature in cursive script that reads 'Angie Morrison'.

Business Manager/Board Secretary

Bank Name: Hill Bank and Trust

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30 2016 Balance</u>
School House	2557395	\$ <u>16,307,202.14</u>

Bank employee signature 
Date 9/6/16 Adam Calcaro



September 8, 2016

I am requesting that you fill out the form below stating the balances as of June 30, 2016 for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

Thank you for your cooperation and service to the Linn-Mar CSD.

Angie Morrison

Angie Morrison

Business Manager/Board Secretary

Bank Name: Farmers State Bank

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30 2016 Balance</u>
School Nutrition	740688	* <u>1,507,727.66</u>
Student Activity	740670	* <u>765,258.75</u>
Management	279034	* <u>2,012,173.19</u>
General	708271	* <u>17,807,979.41</u>

Bank employee signature

Maureen Stachura

Date

9/7/16

2015-2016 Screen 8 - Special Education Balance

2015-16

Gray cells are pre-populated data from the CAR application
 Blue cells are pre-populated data
 Yellow cells are calculations based on numbers entered in the textboxes
 You must click Submit button to save changes

Special Education
 Cost

Successfully Saved!

Summary

Exhibit 707.1

Submit

Help

Special Education Expenditures and Revenues

Revenues	Weight 1.72	Weight 2.21	Weight 3.74	Total
Special Education Receipts	\$4,280,292.00	\$1,944,609.00	\$2,071,228.00	\$8,296,129.00
Tuition In Receipts	\$278,962.95	\$92,194.20	\$128,219.98	\$499,377.13
Medicaid Reimbursement for Instructional Program	\$0.00	\$236,697.23	\$888,824.55	\$1,125,521.78
Part B Receipts for Instructional Program	\$134,710.41	\$88,711.75	\$105,139.84	\$328,562.00
Teacher Quality	\$188,081.40	\$111,812.95	\$141,061.07	\$440,955.42
Foster Care Claims	\$0.00	\$0.00	\$0.00	\$0.00
Termination of Rights Claims	\$5,264.14	\$8,916.32	\$16,129.74	\$30,310.20
High Cost Fund Claims	\$0.00	\$0.00	\$0.00	\$0.00
Non-Public Claim	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Sales	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00
DE Revenue Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Revenue	\$4,887,310.90	\$2,482,941.45	\$3,350,603.18	\$10,720,855.53
Expenditures				
Total Salaries (Instructional Only)	\$2,767,639.13	\$2,023,532.09	\$2,998,195.14	\$7,789,366.36
Total Employee Benefits (Instructional Only)	\$448,799.96	\$318,212.95	\$475,281.94	\$1,242,294.85
Employee Travel (Instructional Only)	\$0.00	\$0.00	\$2,082.26	\$2,082.26
Total Supplies & Materials (Consumables)	\$17,888.50	\$8,617.67	\$30,988.53	\$57,494.70
Total Contract Services (Non-Tuition)	\$4,524.00	\$18,334.00	\$78,301.54	\$101,159.54
Total Pupil Transportation	\$160,018.13	\$48,267.11	\$560,871.34	\$769,156.58
Total Equipment	\$2,293.39	\$0.00	\$8,907.29	\$11,200.68
Total	\$3,401,163.11	\$2,416,963.82	\$4,154,628.04	\$9,972,754.97
SBRC Approval for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
SBRC Receipts for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
State/Local SBRC Approved Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Special Education	\$3,401,163.11	\$2,416,963.82	\$4,154,628.04	\$9,972,754.97
General Program Percentage	\$2,090,375.00	\$295,015.00	\$151,440.00	\$2,536,830.00
Tuition Out Total	\$362,199.56	\$200,586.30	\$276,622.17	\$839,408.03
Maintenance of Effort Reduction Amount	\$0.00	\$0.00	\$0.00	\$0.00
DE Expenditure Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Expenditures	\$5,853,737.67	\$2,912,565.12	\$4,582,690.21	\$13,348,993.00
Total Net				
Net Revenues Over (Under) Expenditures	(\$966,426.77)	(\$429,623.67)	(\$1,232,087.03)	(\$2,628,137.47)

Total Deficit

2015-2016 Screen 11 - Certification

Help

By selecting the "Certify" button below, I, the superintendent or chief administrator, certify the data reported on this Special Education Supplement is true and accurate to the best of my knowledge and belief.

A district may request allowable growth and supplement aid for a negative special education balance for the current school year. The supplemental aid payment will be calculated by the Department of Management after all special education balances have been finalized. If a district has a positive special education balance, they do not have the ability to request allowable growth and supplemental aid. The date listed below indicates when the district's board approved seeking allowable growth and supplemental aid for a negative special education balance.

Our Board approved this action on 9/12/2016

Upload your minutes (PDF or Word): No file chosen

Previous Year Carryover (Screen 4)

\$0.00

Total Special Education Revenue

\$10,720,855.53

Total Special Education Expenditures

\$13,348,993.00

Special Education Balance in Current Year

(\$2,628,137.47)

Weighted Receipts (Screen 4)

\$4,324,777.00

Carryover Allowed in Current Year (10% of Weighted Receipts)

\$432,477.70

Amount to be Redistributed to Districts with a Negative Balance

\$0.00

Amount of Allowable Growth Request

\$2,628,137.47

SBRC
Request

DISTRICT LEVEL FORMS	STATUS	DATE
Screen 1 - Resident Students Tuitioned Out	COMPLETE	9/9/2016 5:46:31 AM
Screen 2 - Resident Students	COMPLETE	9/9/2016 5:46:40 AM
Screen 3 - Non-Resident Students Tuitioned In	COMPLETE	9/9/2016 5:46:43 AM
Screen 4 - Receipts	COMPLETE	9/9/2016 5:46:49 AM
Screen 5 - Part B Funds	COMPLETE	9/9/2016 5:46:55 AM
Screen 6 - Medicaid Reimbursement	COMPLETE	9/9/2016 5:47:01 AM
Screen 7 - Transportation Costs	COMPLETE	9/9/2016 5:47:10 AM

	<u>Activity</u>	<u>Sponsor Group</u>	<u>Start Date</u>	<u>End Date</u>	<u>Contact</u>	<u>Date Rec'd</u>	<u>Est Profit</u>	<u>Purpose of Funds</u>	<u>BM Reviewed</u>
Bowman Woods	Art to Remember	School	10/1/2016	12/31/2016	S. Krause	6/29/2016	\$ 2,000.00	art supplies	7/28/2016
Echo Hill	Art to Remember	School	8/23/2016	12/31/2016	K. Bailey	8/5/2016	\$ 2,000.00	art supplies	8/9/2016
Indian Creek	Squart One Art	School	9/16/2016	12/31/2016	L. Havlicek	9/7/2016	\$ 1,000.00	storage cabinet for art supplies	9/7/2016
Linn Grove	Art to Remember	School	Nov. 2016	Jan. 2017	T. Boyle	8/17/2016	\$ 900.00	osmos and glazes for clay	8/29/2016
Novak	Scholastic Book Fair	School	3/2/2017	3/7/2017	C. Duncan	6/29/2016	\$ 1,500.00	fiction and chapter books. Possibly student chairs	7/28/2016
Oak Ridge	Nature's Vision Fundraiser	School	9/13/2016	10/10/2016	J. Steichen	6/29/2016	\$ 10,000.00	club/activity/classroom funding	7/28/2016
Wilkins	Scholastic Book Fair	School	3/1/2017	3/9/2017	T. Miller	8/18/2016	\$ 1,000.00	books and Maker space materials for library	8/29/2016
HS Fine Arts	Scholastic Book Fair	School	9/13/2016	9/16/2016	T. Miller	8/18/2016	\$ 1,000.00	books and Maker space materials for library	8/29/2016
	Fruit/Cheese/Candy	HS Music Dept	10/17/2016	10/31/2016	A. Nuss	6/14/2016	\$ 7,000.00	music needs	8/29/2016
	Frozen Food Sales	6-12 Band/Orch 5th-8th	2/10/2017	2/25/2017	A. Nuss	6/14/2016	\$ 10,000.00	instruments for 5-12 Band low income summer lessons thru LMFound	7/28/2016
	Music Connects	Band/Orch	11/17/2016	3/13/2017	D. Terrell	6/6/2016	\$ 2,000.00	trip fund- HS/ 5th instruments	8/29/2016
	Pizza/Candy/Gift	5th Band	9/12/2016	9/27/2016	A. Nuss	6/14/2016	\$ 6,000.00	buy tshirt for every marching band member	7/28/2016
	Donation	Marching band	8/15/2016	8/19/2016	D. Terrell	6/6/2016	\$ -	repair and update marching band instruments	7/28/2016
	Tote bags from Uniforms	Band	11/17/2016	3/13/2017	D. Terrell	6/6/2016	\$ 2,000.00	intrument purchase, repair, other expense	7/28/2016
	Marching Band Invite	Band	9/24/2016	9/24/2016	D. Terrell	6/6/2016	\$ 10,000.00	instruments, clinicians, jazz camp	7/28/2016
	Jazz A Thon	Jazz Band	11/4/2016	11/4/2016	D. Terrell	6/6/2016	\$ 8,000.00	scholarships	7/28/2016
	SuperNova	Vocal Music	1/14/2017	1/14/2017	B. Anderson	8/25/2016	\$ 25,000.00	fund activities for show choir, vocal dept	8/29/2016
	Get in Spirit	Vocal Music	12/17/2016	12/17/2016	B. Anderson	8/25/2016	\$ 3,000.00	fund activities for show choir, vocal dept	8/29/2016
	Posters	B/G Bowling	9/15/2016	12/1/2016	J. Moser	8/19/2016	\$ 1,000.00	create poster	8/29/2016
	Swim a Thon, Garment sale	B. Swim	Nov. of 2016		T. Belin	8/19/2016	\$ 4,000.00	team equip and consultants (yoga, coaches, etc)	8/29/2016
	Team Poster	B. Swim	Nov. of 2016		T. Belin	8/19/2016	\$ 400.00	create poster	8/29/2016

HS Girls Athletics

Cheer Clinic	Cheerleading	9/10/2016	9/10/2016	E. Taylor	5/24/2016	\$ 500.00	tryout judges, poms, warm up pants	7/28/2016
Poster donations	G. Golf	3/22/2017	3/29/2017	B. Hoefle	8/27/2016	\$ 1,200.00	create poster, golf bags	8/29/2016
Poster donations	G. Soccer	March of 2017		M.DeLeon	8/27/2016	\$ 1,000.00	mannequins and target nets	8/29/2016
Jr. Lions Clinic	G. Soccer	4/1/2017	4/1/2017	M.DeLeon	8/27/2016	\$ 1,500.00	balls, bags, training vests, cones, nets	8/29/2016
Pizza and Cookie Dough	G. Soccer	March of 2017		M.DeLeon	8/27/2016	\$ 5,000.00	varsity jerseys,LMGS website, soccer goals	8/29/2016
Little Lions Tourney	G. Bktball	11/12/2016	11/13/2016	J. Brandt	8/29/2016	\$ 2,500.00	uniforms, charter bus, warm ups	8/29/2016

HS Boys Athletics

Bean Bag Tournament	G/B Cross Ctry	fall of 2016	TBD	T. Goodell	5/24/2016	\$ 500.00	team shirts, travel expense,EOY awards	7/28/2016
Club Tourney	Wrestling	Dec. of 2016		D. Streicher	5/16/2016	\$ 1,000.00	team travel, shirts, awards, equip, supplies	7/28/2016
Wrestling Poster	Wrestling	Nov. of 2016		D. Streicher	5/16/2016	\$ 2,500.00	team travel, shirts, awards, equip, supplies	7/28/2016
Sponsor a Wrestler	Wrestling	Feb. of 2017		D. Streicher	5/16/2016	\$ 2,000.00	team travel, shirts, awards, equip, supplies	7/28/2016
Club Tourney	Wrestling	Jan. of 2017		D. Streicher	5/17/2016	\$ 3,000.00	team travel, shirts, awards, equip, supplies	7/28/2016
Wrestling Camp	Wrestling	summer 2017		D. Streicher	5/18/2016	\$ 500.00	supplies	7/28/2016
HS BBAll player shirts	B. Bktball	Nov. of 2016		C. Robertson	8/22/2016	\$ 1,000.00	balls, practice jerseys	8/29/2016
Jr. Lion Tourney	B. Bktball	Dec. of 2016	Jan. 2017	C. Robertson	8/22/2016	\$ 4,000.00	volunteer coaches,	8/29/2016
Poster donations	B. Golf	9/1/2016	9/7/2016	B. Hoefle	8/27/2016	\$ 1,200.00	create poster, rain suits	8/29/2016

High School Clubs

HyVee Cash 4 Kids	Kat Power class	9/9/2016	4/30/2017	K. Power	6/15/2016	\$ 1,500.00	sensory items for students, software	7/28/2016
Spectrum shirts	Spectrum Club	9/9/2016	12/31/2016	K. Power	6/15/2016	\$ 400.00	connecting and awareness with GSA groups	7/28/2016
Donation Solicitation	Magazine Club	9/1/2016	4/30/2017	J. Turner	6/29/2016	\$ 5,000.00	publishing cost of magazine	7/28/2016
Fruit, cheese, cookie dough	FFA	10/7/2016	11/11/2016	B.Lemmer	6/4/2016	\$ 4,000.00	FFA training, supplies, banquet	7/28/2016
Girls Basketball Tshirts	Science Club	10/31/2016	12/15/2016	L. Azelborn	6/4/2016	\$ 1,000.00	science club activities	7/28/2016
Magazine Sales	Magazine Club	11/1/2017	5/31/2017	J. Turner	6/4/2016	\$ 3,500.00	publishing cost of magazine	7/28/2016
Blood Drive	Model UN	9/21/2016	9/21/2016	H. Gehrls	6/4/2016	\$ 250.00	hotel for Spring Conference	7/28/2016
Trick or Treat UNICEF	Model UN	10/24/2016	10/31/2016	H. Gehrls	6/4/2016	\$ 300.00	proceeds sent to UNICEF	7/28/2016
Tshirt Sales	Magazine Club	10/1/2016	2/28/2017	J. Turner	6/4/2016	\$ 150.00	field trip to Sutherland Printing	7/28/2016
Color Run	Key Club	9/28/2016	9/28/2016	D. Patterson	8/15/2016	\$ 1,000.00	Thirst Project and offset dues	8/17/2016
Flower Sales/Dance Marathon	Key Club	Feb. of 2017	4/14/2017	D. Patterson	8/15/2016	\$ 2,000.00	pay for dance marathon, proceed to Uof I	8/17/2016
VFW Pancake Breakfast	Key Club	weekends	thru year	D. Patterson	8/15/2016	\$ 500.00	fund various service projects	8/17/2016
Pop Can Collection	FBLA	19-Sep	thru year	D. Lampe	8/25/2016	\$ 500.00	conference expenses	8/29/2016

Blood Drive	Rotary-Interact	Nov-16		R. Wheaton	8/23/2016	\$ 300.00	donate to charity	8/29/2016
Apple Pie	Rotary-Interact	Sept	Oct	R. Wheaton	8/23/2016	\$ 1,200.00	Pets for Vets	8/29/2016
Butter Braids	League of Own	3-Oct	28-Oct	D. Niemitalo	8/22/2016	\$ 1,500.00	Prosthesis leg for kid in Kenya	8/30/2016
Culver's Night	Anime Club	Fall 2016	TBD	L. Rodriguez	8/23/2016	\$ 100.00	Awards, club activities	8/29/2016
Fall Snack Sale	Anime Club	10/27/2016	10/31/2016	L. Rodriguez	8/23/2016	\$ 100.00	Awards, club activities	8/29/2016
Cold Stone Fundraiser	Magazine Club	9/13/2016	9/13/2016	J. Turner	8/19/2016	\$ 500.00	publishing cost of magazine	8/29/2016
Powder Puff	Student Council	9/29/2016	9/29/2016	H. Heater	8/23/2016	\$ 500.00	student council activities	8/29/2016
Homecoming Dance	Student Council	10/1/2016	10/1/2016	H. Heater	8/23/2016	\$ 5,000.00	student council activities	8/29/2016
HACAP food drive	Student Council	Nov. of 2016		H. Heater	8/23/2016	\$ 500.00	donate to HACAP	8/29/2016



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EDUCATIONAL OBJECTIVES

Policy Title LEGAL STATUS OF THE SCHOOL DISTRICT

Code 100

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

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

Adopted 6/5/00 Reviewed 7/05; 11/08; 9/10; 10/11; 4/13; 5/14 Revised

Related Policy: (Code Numbers)

Legal Reference: (Code of Iowa) §§ 274.1, .2, .6, .7; 278.1(9); 279.8; 594A (2013)



EDUCATIONAL OBJECTIVES

Policy Title EDUCATIONAL PHILOSOPHY OF THE SCHOOL DISTRICT Code 101

As a school corporation of Iowa, the Linn-Mar Community School District, acting through its Board, is dedicated to promoting an equal opportunity for a quality public education to its students commensurate with the school district's ability to furnish financial support to provide for students. In cooperation with parents/guardians, the school district will strive to provide a nurturing learning environment that gives guidance and develops critical thinking in students for a lifetime.

The following vision, mission, and beliefs statements govern all actions of the district:

Vision:



Mission Statement:

Inspire Learning. Unlock Potential. Empower Achievement

Beliefs:

1. Effective teaching and meaningful learning are our highest priorities.
2. Individuals are unique and learn at different rates in a variety of ways.
3. Quality instructional programming requires a rigorous curriculum, effective teaching, and ongoing assessment.
4. Our schools and facilities shall provide safe and engaging environments where civility is evident and individuality is respected.
5. Students, staff, parents, and community members are partners and all have responsibility in the educational process.
6. Meeting the learning needs of every student is an essential factor in their achievement.
7. Staff make an essential difference in the lives of children, communities, and the larger context of the role that students will play as adults in the world.

Adoption 6/15/70 Reviewed 6/00; 7/05; 11/08; 4/13; 5/14 Revised 9/99; 9/10; 10/10/11

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§256.11, (2013)



EDUCATIONAL OBJECTIVES

Policy Title CURRICULUM

Code 101.1

Curriculum development and its improvement is of primary importance and, as such, will be a part of the continuous improvement processes put in place in this district. The superintendent, or designee, shall:

- Have general coordinating authority over development of curriculum;
- Ensure that curricula is research-based and developed prior to selection of instructional materials;
- Develop a process for curriculum review and development;
- Include the participation of teachers, administrators, students, parents/legal guardians, and representatives from higher education and business and industry in its curriculum development as appropriate;
- Keep the Board informed regarding current district curriculum efforts and student achievement;
- Provide all necessary assistance to the Board in reviewing reports, information, and data on each curricular area for evaluation and adoption by the Board.

The superintendent, or designee, will establish a curriculum material review and evaluation process for each area of the curriculum, which shall serve the procedure for districtwide curriculum development. The Board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the Board. Curricular proposals from certified staff may be presented to the superintendent or designee. Curriculum maps including standards and aligned assessments shall be developed and used for the various subject areas or interdisciplinary offerings. The maps shall present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. These maps, reflecting a correlation of standards, the Iowa Core Curriculum and the Common Core, shall be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials.

The superintendent, and/or designee, will design procedures for the development and the use of curriculum maps.

Adopted 9/7/99 Reviewed 6/00; 4/13 Revised 7/05; 11/08; 9/10; 10/11; 5/5/14
Related Policy: (Code Number) 101, 602.22, 602.23, 602.24, 602.25, 602.26, 602.27
Legal Reference: (Code of Iowa) _____



EDUCATIONAL OBJECTIVES

Policy Title INSTRUCTION

Code 101.2

The quality of instruction the students receive is essential to their growth as lifelong learners and productive community members. The success of students in achieving the educational goals and essential learnings of the district is determined, in part, by the capacity of professional staff to select and deliver the appropriate instructional strategy that aligns with curriculum content, process, application, and learner need. Professional staff development designed for continuous improvement and the acquisition of research-based methodology is necessary to build a repertoire for effective instruction for all students. Implementation of multiple teaching strategies in classroom instruction is critical to student growth and learning as students progress through the educational program at Linn-Mar.

Adopted 7/18/05 Reviewed 7/05; 11/08; 9/10; 4/13; 5/14 Revised 10/10/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



EDUCATIONAL OBJECTIVES

Policy Title ASSESSMENT

Code 101.3

The purpose of assessment is to measure individual student achievement. As students progress through their educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classroom with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps. The assessments shall include formative assessments designed to monitor learning and adjust instruction to optimize student achievement as appropriate; and summative assessments for the purpose of measuring achievement of curriculum standards. In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing system(s) for reporting student progress and comparison of student performance as well as benchmarking with other comparable school districts.

Adopted 7/18/05 Reviewed 7/05; 11/08; 10/11; 4/13 Revised 9/10; 5/5/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



EDUCATIONAL OBJECTIVES

Policy Title GOALS OF THE EDUCATIONAL PROGRAM

Code 102

Educational Goals:

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

Competent in Core Skills and Knowledge: who are proficient in reading comprehension, computation, mathematical reasoning, and technology skills; and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct 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 personal 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.

Practitioners of Healthy Life Styles: who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday life.

Adopted 6/15/70 Reviewed 6/00; 11/08; 10/11; 4/13; 5/14 Revised 10/95; 7/05; 9/3/10

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) 280.12



EDUCATIONAL OBJECTIVES

Policy Title LONG-RANGE PLANNING

Code 103

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students, and determines how well students are meeting student learning goals. The Board may conduct ongoing and in-depth needs assessment by soliciting information from business, labor, industry, higher education, and community members regarding their expectations for adequate student preparation as responsible citizens and successful wage earners.

Feedback from district patrons, staff, and students will be gathered on a regular basis. The Strategic Planning Committee, working with the superintendent, will gather input from the district's patrons, staff, and students on the district's long-range goals, student learning goals, and other areas as deemed appropriate by the committee. This input will be used in the committee's decision-making processes and guidance in making recommendations to the Board of Education.

It shall be the responsibility of the superintendent to ensure the school district community is informed of student progress on state and locally determined indicators. The superintendent, or designee, shall report annually to the Board about the means used to keep the community informed.

As a result of the Board and committee's work, the Board shall determine major educational needs and rank them in priority order; develop long-range goals and plans to meet the needs; establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance; evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects; and annually report the school district's progress made under the plan to the committee, community, and Iowa Department of Education.

Adopted 7/9/81 Reviewed 11/08; 10/11; 5/14 Revised 6/00; 7/05; 9/10; 4/15/13
Related Policy: (Code Number) 100; 102; 204.8
Legal Reference: (Code of Iowa) §§21; 256.7; 280.12, .18; 281 I.A.C. 12.8(1)(b)



EDUCATIONAL OBJECTIVES

Policy Title ANTI-BULLYING/HARASSMENT POLICY

Code 104

Harassment and/or bullying of students and employees are against federal, state, and local policy and are not tolerated by the Board. The Board is committed to providing all students and employees with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the Board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers will not be tolerated in the schools or school district.

The Board prohibits harassment, bullying, hazing, or any other victimization of students based on any of the following actual or perceived traits or characteristics, including but not limited to: age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Harassment against employees based upon race, color, creed, sex, sexual orientation, gender identity, national origin, religion, age, or disability is also prohibited.

This policy is in effect while students or employees are on property within the jurisdiction of the Board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, up to and including, suspension and expulsion. If, after an investigation, a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, up to and including, termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, up to and including, exclusion from school grounds. "Volunteer" means an individual who has regular, significant contact with students.

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Adopted 8/20/07 Reviewed 9/10; 4/13 Revised 7/08; 10/11; 7/13; 5/5/14

Related Policy: (Code Number) 401; 403.13; 502.14

Legal Reference: (Code of Iowa) 20 USC §§1221-1234i (2004); 29 USC §794 (1994); 42
§§2000d-2000d-7 (2004); 42 USC §§12001 et. Seq. (2004);
Senate File 61, 1st Reg. Session, 82nd Gen. Assy. (2007);
IA Code §§ 216.9; 280.3 (2013); 281 IAC 12.3(6);
Morse v Frederick, 1275 S Ct. 2618 (2007)

EDUCATIONAL OBJECTIVES

Policy Title ANTI-BULLYING/HARASSMENT POLICY

Code 104

When looking at the totality of the circumstances, harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student or employee and which creates an objectively hostile school/work environment that meets one or more of the following conditions:

- Places the student or employee in reasonable fear of harm to the student's or employee's person or property;
- Has a substantially detrimental effect on the student's or employee's physical or mental health;
- Has the effect of substantially interfering with the student's academic performance or the employee's work performance; or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes, but is not limited to, communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging, or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances;

- Verbal, nonverbal, physical, or written harassment, bullying, hazing, shunning, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one's grades, achievements, property, etc., that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Demeaning jokes, stories, pictures, graphics, or activities directed at the victim that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a victim's performance or creation of an intimidating, offensive, or hostile learning/work environment.

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Adopted 8/20/07 Reviewed 9/10; 4/13 Revised 7/08; 10/11; 7/13; 5/5/14

Related Policy: (Code Number) 401; 403.13; 502.14

Legal Reference: (Code of Iowa) 20 USC §§1221-1234i (2004); 29 USC §794 (1994); 42
§§2000d-2000d-7 (2004); 42 USC §§12001 et. Seq. (2004);
Senate File 61, 1st Reg. Session, 82nd Gen. Assy. (2007);
IA Code §§ 216.9; 280.3 (2013); 281 IAC 12.3(6);
Morse v Frederick, 1275 S Ct. 2618 (2007)

EDUCATIONAL OBJECTIVES

Policy Title ANTI-BULLYING/HARASSMENT POLICY Code 104

Sexual harassment means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student's education or benefits or the employee's employment or benefits;
- Submission to or rejection of the conduct is used as the basis for academic decisions affecting that student or affecting employment status of the employee; or
- The conduct has the purpose or effect of substantially interfering with the student's academic performance or the employee's work performance by creating an intimidating, hostile, or offensive education environment.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to and including suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to and including termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to and including exclusion from school grounds.

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Adopted 8/20/07 Reviewed 9/10; 4/13 Revised 7/08; 10/11; 7/13; 5/5/14

Related Policy: (Code Number) 401; 403.13; 502.14

Legal Reference: (Code of Iowa) 20 USC §§1221-1234i (2004); 29 USC §794 (1994); 42
§§2000d-2000d-7 (2004); 42 USC §§12001 et. Seq. (2004);
Senate File 61, 1st Reg. Session, 82nd Gen. Assy, (2007);
IA Code §§ 216.9; 280.3 (2013); 281 IAC 12.3(6);
Morse v Frederick, 1275 S Ct. 2618 (2007)

EDUCATIONAL OBJECTIVES

Policy Title ANTI-BULLYING/HARASSMENT POLICY

Code 104

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Equity Investigator at the building level (principal), or designee, will be responsible for handling all complaints by students alleging bullying or harassment. The District Equity Investigator (Associate Superintendent or Chief Officer of Human Resources), or designee, will be responsible for handling all complaints by employees alleging bullying or harassment.

It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop procedures regarding this policy. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment to the Board. The superintendent shall report on the progress of reducing bullying and harassment to the Board.

The Board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook;
- Inclusion in the employee handbook;
- Inclusion in the registration materials;
- Inclusion on the school or school district's website;
- Inclusion on student and employee display boards.

A copy shall be made available to any person at the Learning Resource Center (2999 N 10th Street, Marion, Iowa 52302).

Complaint Procedures: Persons who feel they are victims of acts of intolerance or harassment, or persons who feel they are aware of acts of intolerance or harassment, should take action by reporting said acts or filing a complaint.

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Adopted 8/20/07 Reviewed 9/10; 4/13 Revised 7/08; 10/11; 7/13; 5/5/14

Related Policy: (Code Number) 401; 403.13; 502.14

Legal Reference: (Code of Iowa) 20 USC §§1221-1234i (2004); 29 USC §794 (1994); 42
§§2000d-2000d-7 (2004); 42 USC §§12001 et. Seq. (2004);
Senate File 61, 1st Reg. Session, 82nd Gen. Assy, (2007);
IA Code §§ 216.9; 280.3 (2013); 281 IAC 12.3(6);
Morse v Frederick, 1275 S Ct. 2618 (2007)

EDUCATIONAL OBJECTIVES

Policy Title ANTI-BULLYING/HARASSMENT POLICY

Code 104

Inquiries regarding the district's complaint procedures may be directed to the Associate Superintendent (2999 N 10th Street, Marion, Iowa 52302).

Inquiries may also be directed in writing to the Iowa Civil Rights Commission in Des Moines, Iowa, the Office of the United States Equal Employment Opportunity Commission (500 W Madison Street, Suite 2800, Chicago, IL 60661), or the Director of the Midwestern Division Office for Civil Rights (United States Department of Education, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114 / 816-268-0550).

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. The superintendent, or designee, shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case a student is harassed.

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Adopted 8/20/07 Reviewed 9/10; 4/13 Revised 7/08; 10/11; 7/13; 5/5/14

Related Policy: (Code Number) 401; 403.13; 502.14

Legal Reference: (Code of Iowa) 20 USC §§1221-1234i (2004); 29 USC §794 (1994); 42
§§2000d-2000d-7 (2004); 42 USC §§12001 et. Seq. (2004);
Senate File 61, 1st Reg. Session, 82nd Gen. Assy, (2007);
IA Code §§ 216.9; 280.3 (2013); 281 IAC 12.3(6);
Morse v Frederick, 1275 S Ct. 2618 (2007)

ADMINISTRATIVE REGULATIONS REGARDING ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - Tell a teacher, counselor, or principal; and
 - Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including:
 - What, when, and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did either at the time or later;
 - How the student felt; and
 - How the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the Associate Superintendent, the designated investigator. The alternate investigator is the Chief Officer of Human Resources. The investigator may request that the individual complete the Harassment/Bullying Complaint Form and turn over evidence of the harassment, including but not limited to, letters, tapes, or pictures. The complainant shall be given a copy of the completed complaint form. Information received during the investigation is kept confidential to the extent possible.

The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to the principal. The investigator will provide a copy of the findings of the investigation to the principal.

ADMINISTRATIVE REGULATIONS REGARDING
ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser, and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined, up to and including, suspension and expulsion or, in the case of an employee, termination.

CONFLICTS

If the investigator is a witness to the incident the alternate investigator shall investigate.

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident(s): _____

Nature of discrimination or harassment alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please specify below
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying; i.e., letters, photos, etc. (attach evidence, if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____



WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____

DISPOSITION OF ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Name of student or
employee target: _____Grade and building of
student or employee: _____Name and position or grade of
Alleged perpetrator/respondent: _____

Date of initial complaint: _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identity	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please specify below
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Summary of investigation: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: _____ / _____ / _____



EDUCATIONAL OBJECTIVES

Policy Title SECTION 504 COMPLIANCE

Code 104.1

It is the policy of the Board of Education of the Linn-Mar Community School District not to discriminate against any otherwise qualified individual with disability, solely by reason of his/her disability, in admission or access to, or treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be directed to the district Section 504 Coordinator, Executive Director of Student Services (2999 N 10th Street, Marion, Iowa 52302 or 319-447-3003), or to the US Department of Education (Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114 or 816-268-0550).

Adopted _____ Reviewed 4/13; 5/14 Revised 7/05; 11/08; 9/10; 10/10/11

Related Policy: (Code Number) 104

Legal Reference: (Code of Iowa) Section 504 of the Rehabilitation Act of 1973

SECTION 504 STUDENT AND PARENTAL RIGHTS NOTIFICATION

The following statement is to be published in written and electronic form in the district's official documents and on the website.

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet his or her individual needs as adequately as the needs of other students. As a parent, you have the right to the following:

- Participation of your child in school district programs and activities including extracurricular programs and activities to the maximum extent appropriate, free of discrimination, based upon the student's disability, and at the same level as students without disabilities;
- Receipt of free, educational services to the extent they are provided students without disabilities;
- Receipt of information, either orally or written, about your child and your child's educational programs and activities in your native language;
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and right to periodically request a re-evaluation of your child;
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate;
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing, and have the decision of the impartial hearing officer reviewed.

Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 should be directed to the Executive Director of Student Services (2999 N10th Street, Marion, IA 52302 / 319-447-3003) who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2013).



EDUCATIONAL OBJECTIVES

Policy Title EQUAL EDUCATIONAL OPPORTUNITY

Code 105.1

The Board will not discriminate in its educational activities, and is committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status. Further, the Board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

The Board requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.

Adopted 11/3/08 Reviewed 10/11; 5/14 Revised 9/10; 4/15/13

Related Policy: (Code Number) 101; 401, 500, 505.6

Legal Reference: (Code of Iowa) 20 USC §§ 1221 et seq. (2004); 20 USC §§ 1681 et seq. (2004); 20 USC §§ 1701 et seq. (2004); 29 USC § 794 (2004); 42 USC §§ 12101 et seq. (2004); 34 CFR Pt. 100 (2004); 34 CRF Pt. 1004 (2004); Iowa Code §§ 216.9, 256.11, 280.3 (2013); 281 IAC 12



ADMINISTRATIVE REGULATIONS REGARDING
EQUAL EDUCATIONAL OPPORTUNITY GRIEVANCE PROCEDURE

Students, parents of students, employees, and applicants for employment in the school district will have the right to file a formal complaint alleging discrimination under federal or state regulations requiring non-discrimination in programs and employment.

Level One – Principal, Immediate Supervisor, or
Chief Officer of Human Resources
(Informal and Optional – may be bypassed by the grievant)

Employees with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity, or disability are encouraged to first discuss it with their immediate supervisor, with the objective of resolving the matter informally. An applicant for employment with a complaint of discrimination based upon their gender, race, national origin, creed, religion, age, sexual orientation, gender identity, or disability are encouraged to first discuss it with the Chief Officer of Human Resources. This paragraph is for employees and “marital status” isn’t a protected class for employees.

A student, or a parent of a student, with a complaint of discrimination based upon their gender, race, national origin, creed, religion, marital status, sexual orientation, gender identity, or disability are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

Level Two – Compliance Officer

If the grievance is not resolved at Level One and the grievant wishes to pursue the grievance, the grievant may formalize it by filing a complaint in writing on a Grievance Filing Form, which may be obtained from the Compliance Officer. The complaint will state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance, or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the Compliance Officer. A minor student may be accompanied at the meeting by a parent or guardian. The Compliance Officer will investigate the complaint and attempt to resolve it. A written report from the Compliance Officer regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

Level Three – Superintendent/Administrator

If the complaint is not resolved at Level Two, the grievant may appeal it to Level Three by presenting a written appeal to the superintendent within five working days after the grievant receives the report from the Compliance Officer, the grievant may request a meeting with the superintendent. The superintendent may request a meeting with the grievant to discuss the appeal. A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. If in cases of disability grievances at the elementary and secondary level the issue is not resolved through the grievance process, the parents have a right to an impartial hearing to resolve the issue.

ADMINISTRATIVE REGULATIONS REGARDING
EQUAL EDUCATIONAL OPPORTUNITY GRIEVANCE PROCEDURE

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, the US Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances or to seek private counsel for complaints alleging discrimination.

Level Four – Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the Board within five days of the decision. It is within the discretion of the Board to determine whether it will hear the appeal.

The Compliance Officers are:

Associate Superintendent (319-447-3028) or
Chief Officer of Human Resources (319-447-3036)
2999 N 10th Street, Marion IA 52302
Office Hours: 8:00 AM to 4:30 PM



NOTICE OF NON-DISCRIMINATION

The following statement is to be published in written and electronic form in the district's official documents and on the website.

Students, parents, employees, and others doing business with or performing services for the Linn-Mar Community School District are hereby notified that this school district does not discriminate on the basis of race, creed, color, age (except students), religion, national origin, gender, marital status, sexual orientation, gender identity, or disability in admission or access to or treatment in its programs and activities.

The school district does not discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status in admission or access to or treatment in its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504, or *Iowa Code* § 280.3 is directed to contact the:

Associate Superintendent (319-447-3028) or
Chief Officer of Human Resources (319-447-3036)
2999 N 10th Street
Marion IA 52302

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 (2013).



GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS
REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets, if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets, if necessary)

Signature _____

Address _____

Phone Number _____

If student, Name _____ Grade Level _____

Attendance Center _____



GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

Indicate principal's or supervisor's response or action to above complaint.

Signature of principal or supervisor _____



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BOARD OF DIRECTORS

Policy Title STATEMENT OF GUIDING PRINCIPLES Code 200

It is the policy of the Linn-Mar Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative governing body of the school district and those administrative activities which are to be performed by the Superintendent of Schools, and his or her staff, in the exercise of delegated administrative authority. The function of the Board can best be described as policy-making, appraisal, and evaluation.

The Board of Directors shall have the duty of providing the financial means by which the educational program is delivered. It shall further ensure that the community is informed on the needs, purposes, values, and status of the schools.

The Board of Directors shall develop policy and procedure for its own business conduct and for that of the entire school corporation.

Legislative - The School Board represents the people of the district and shall function as a policy-making body. The Board has complete jurisdiction over the school district and its employees.

Executive - The Board of Directors selects an executive officer, the Superintendent of Schools, and delegates to him or her the authority for carrying out the policies, plans, and administrative details necessary to ensure that all phases of operation formulated by the Board are effective.

Appraisal - Appraisal is that function which determines the efficiency of the operation of the school financially and examines the worth of what is to be transmitted as the result of instruction based on a sound philosophy of education.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 12/95; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 274.2; 275.2; 275.23A; 277.23; .28, .31; 279.1, .5, .7, .8, .33 (2013); 281 IAC 12.3(2)



GENERAL ORGANIZATION

Policy Title _____ NAME OF SCHOOL DISTRICT _____ Code 201.1

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

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

The Linn-Mar Schools are presently organized in a pattern which consists of:

Preschool classes for children ages three and four;
Early Childhood Blended Program;
Elementary Grades: Kindergarten through Five;
Middle School: Grades Six, Seven and Eight; and
Senior High School: Grades Nine through Twelve.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 8/14 Revised 9/04; 8/05; 4/15/13
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 274.1, .2, .6, .7; 278.8; 594A



GENERAL ORGANIZATION

Policy Title SCHOOL BOARD LEGAL STATUS Code 201.2

The Board of Directors of the Linn-Mar Community School District derives its legal status from the Constitution of the State of Iowa and the statutes enacted by the General Assembly. The Board of Directors acts as an agent of the State in developing an educational program in accordance with the Constitution and laws of the State of Iowa. The Board is organized for the purpose of setting policy and providing general direction for the school district.

Adopted 6/15/70 Reviewed 8/05; 9/10; 10/11; 4/13; 8/14 Revised 12/95; 11/03/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Chapters 274.1, 274.2, 274.4, 277.2, 277.3



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 QUALIFICATIONS OF BOARD CANDIDATES

Code 201.5

Citizens wanting to run for a position on the Board must be a resident of the school district, an eligible elector of the district, and free from a financial conflict of interest with the position as described in Policy 202.6, *Board of Director's Conflict of Interest*.

Adopted 9/16/85 Reviewed 9/10; 10/11; 4/13; 8/14 Revised 8/05; 11/03/08

Related Policy: (Code Number) 202.6

Legal Reference: (Code of Iowa) §§ 63; 68B; 277.4, .27; 279.7A (2013)



GENERAL ORGANIZATION

Policy Title ORGANIZATION OF THE BOARD OF DIRECTORS Code 201.6

The Board shall hold its organizational meeting biennially at the first regular meeting following the canvass of votes in odd numbered years. Notice of the meeting place and time will be given by the board secretary to each member, member-elect, and the public.

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

Vacancies in Officer Positions

If any office of the Board should become vacant between organizational meetings such office will be filled as follows:

- President – Filled by the Vice President (Policy 202.3).
- Vice President – Filled by election from members of Board.
- Secretary – Filled temporarily by the superintendent or designee (Policy 202.4).
- Treasurer – Filled temporarily by the Chief Financial Officer until a replacement is appointed by the Board (Policy 202.5).

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

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2013); 279.33



GENERAL ORGANIZATION

Policy Title BOARD MEMBER – TERM OF OFFICE Code 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 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 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.

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.



GENERAL ORGANIZATION

Policy Title BOARD MEMBER LIABILITY

Code 201.9

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless, and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties unless the act constitutes a willful or wanton act or omission. However, the school district cannot save harmless or indemnify board members for punitive damages.

Adopted 11/3/08 Reviewed 9/10; 10/11; 4/13; 8/14 Revised

Related Policy: (Code Number) 709

Legal Reference: (Code of Iowa) Wood v. Strickland, 420 US 308 (1975);
42 USC §§ 1983, 1985 (2004); Iowa Code ch. 670 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

Board member actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, board members must conduct themselves professionally and in a manner fitting to their position.

Each board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the Board if the situation requires it, but I will consider "star chamber" or "secret" sessions of board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect in board meetings to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the Board in legal session and not with individual members of the Board except as authorized by law.
10. I will make no disparaging remarks, in or out of the board meeting, about other members of the Board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the Board participate fully in board action and recommend that when special committees are appointed they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the Board.
14. I will carefully consider petitions, resolutions, and complaints and will act in the best interest of the school district.
15. I will not discuss the confidential business of the Board in my home, on the street, or in my office; the place for such discussion is the board meeting.
16. I will endeavor to keep informed on local, state, and national educational developments of significance so I may become a better board member.



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it; giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the Board to interpret the aims, methods, and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons, or groups.
6. I will not regard the school district facilities as my own private property, but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow board members, to see the school district is properly run and not run it myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the Board.
5. I will work through the administrative employees of the Board not over or around them.
6. I will expect the superintendent to keep the Board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on employees and the Board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ any employee who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will associate myself with board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title IDEAL BOARDSMANSHIP

Code 202.2

As the district's governance leaders the primary function of the Board of Education is to focus on policy and strategic planning. In that role the Board endorses the following principles of boardsmanship for practice by the members of the Board of Education.

Board members will:

1. Remember always that the first and greatest concern must be the educational welfare of all students attending the public schools.
2. Understand their responsibility for the future of the district by focusing purposefully on the district's Strategic Plan and board goals.
3. Process conflict in a productive manner that will not detract from the mission of the district and will be respectful of all individuals.
4. Attend all regularly scheduled board meetings insofar as possible and become informed concerning the issues to be considered at those meetings.
5. Recognize the importance of making policy decisions only after full discussion at publicly held board meetings.
6. Consider all decisions drawing upon the available facts and independent judgments and make all decisions based on the best interests of students and the district.
7. Encourage and respect the free expression of opinion by all board members and seek systematic communications between the Board and superintendent and the constituents in the community.
8. Hire and support the superintendent through community comments, periodic feedback, and annual evaluation.
9. Delegate authority for the administration and management of the schools and implementation of board policy to the superintendent.
10. Follow the appropriate lines of communication in obtaining information from staff and relating information to staff understanding that the staff is responsible to and reports to the superintendent.
11. Communicate to other board members and the superintendent the expression of public reaction to board policies and school programs.
12. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the State and national school board associations.
13. Avoid being placed in a position of conflict of interest and disclose when such a situation occurs.
14. Take no private action that will compromise the Board or administration and respect the confidentiality of information that is privileged under applicable law.
15. Support new members through mentoring ensuring their participation in meetings and board activities and assisting in developing their knowledge of school board culture.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ PRESIDENT _____

Code 202.3

It shall be the responsibility of the board president to lead a well-organized board in an efficient and effective manner. The board president shall set the tone of the board meetings and, as the representative of the consensus of the Board, speak on behalf of the Board to the public.

The president of the Board shall be elected by a majority vote at the organizational meeting in odd numbered years; to serve a one-year term of office. In even numbered years the election of the president shall take place at the annual meeting.

The president, in addition to presiding at the board meeting, shall take an active role in board decisions by discussing and voting on each motion before the Board in the same manner as other board members. However, before making or seconding a motion, the board president shall turn over control of the meeting to either the vice-president or another board member.

The board president has the authority to call special meetings of the Board. Prior to board meetings the board president, or designee, shall consult with the superintendent, or designee, on the development of an agenda for the meeting.

The board president, as the chief officer of the school district, shall sign employment contracts and may sign other contracts and school district warrants approved by the Board and appear on behalf of the school corporation in causes of action involving the school district.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.1-.2; 291.1 (2013)



OFFICERS OF THE BOARD

Policy Title VICE PRESIDENT

Code 202.4

If the board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice president of the Board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice president shall serve as president for the balance of the president's term of office and a new vice president shall be elected.

The vice president of the Board shall be elected by a majority vote at the organizational meeting in odd numbered years to serve a one-year term of office. In even numbered years the election of the vice president shall take place at the annual meeting.

The vice president shall accept control of the meeting from the president when the president wishes to make or second a motion. The vice president shall take an active role in board decisions by discussing and voting on matters before the Board in the same manner as other board members.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.5 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ SECRETARY _____

Code 202.5

It shall be the responsibility of the Board to annually appoint a board secretary.

A board secretary may be appointed from school district employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment, the board secretary shall take the oath of office during the meeting at which the individual was appointed or no later than 10 days thereafter.

It shall be the responsibility of the board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the Board, to ensure complete minutes of special and regular board meetings; including closed sessions, to keep a record of the results of regular and special elections, to keep an accurate account of school funds, to sign warrants drawn on the school funds after board approval, and collect data on truant students. The board secretary shall also be responsible for filing the required reports with the Iowa Department of Education.

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

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8
.10-.11; 299.10 (2013); 281 I.A.C. 12.3(1)



OFFICERS OF THE BOARD

Policy Title TREASURER

Code 202.6

It shall be the responsibility of the Board to annually appoint a treasurer. The Board may annually appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. To finalize the appointment the treasurer shall take the oath of office at the meeting or no later than 10 days thereafter.

It shall be the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund, and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the treasurer to work with the board secretary to coordinate the financial records, the financial reports, the cash flow needs, and the investment portfolio of the school district.

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the business manager to carry out the duties of the treasurer until the board treasurer is able to resume the responsibility or a new board treasurer is appointed. The treasurer shall give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 12/95; 8/1/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.14 (2013);
281 I.A.C. 12.3(1)



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS CONFLICT OF INTEREST

Code 202.7

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district unless exempted in law or policy for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member shall not act as an agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It shall not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefit a board member or **to compensate** for part-time or temporary employment which benefits a board member if the benefit to the board member does not exceed \$2,500 in a fiscal year; or if the contracts are made by the Board upon competitive bid in writing; publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note, or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party who may or may not be the original underwriter, purchaser, or obligee of the contract or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid in writing; publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It shall also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/14, 4/16

Related Policy: (Code Number) 201.4; 201.5; 202.1; 205.3

Legal Reference: (Code of Iowa) 22 CFR § 518.42. §§ 68B; 71.1; 277.27; 279.7A; 301.28

SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member, or a member of the board member's immediate family, from anyone other than the State or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties; or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the employment or activity falls under (3), then the board member must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmation action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

It is a conflict of interest for the board to hire the spouse of a board member or do business with the spouse of a board member during the term of the board member. The payment of compensation to any other family member is within the discretion of the Board.

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/14, 4/16

Related Policy: (Code Number) 201.4; 201.5; 202.1; 205.3

Legal Reference: (Code of Iowa) 22 CFR § 518.42. §§ 68B; 71.1; 277.27; 279.7A; 301.28



PROCEDURES OF OPERATIONS

Policy Title DEVELOPMENT OF POLICY

Code 203.1

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

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

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

Adopted 11/3/08 Reviewed 9/10; 10/11; 8/14 Revised 4/15/13
Related Policy: (Code Number) 101; 200.2; 200.3; 209
Legal Reference: (Code of Iowa) §§ 274.1-2; 279.8 (2013); 281 IAC 12.3(2); 1970 Op. Att'y
Gen. 287



PROCEDURES OF OPERATIONS

Policy Title _____ ADOPTION OF POLICY _____

Code 203.2

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final board action. This notice procedure shall be required; except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion. *Procedure and administration of policy shall be the responsibility of the superintendent and administration.*

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the Board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title REVIEW AND REVISION OF POLICY Code 203.3

The Board shall, at least once every five years, review each board policy. Once the policies have been reviewed, even if no changes were made, a notation of the date of review or revision shall be made on the face of the policy statement.

The Board will review at least one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors (series 200)
- Administration, Employees (series 300 and 400)
- School District, Education Program (series 100 and 600)
- Students (series 500)
- Non-instructional Operations and Business Services, Buildings and Sites, School District-Community Relations (series 700, 800, and 900)

It shall be the responsibility of the superintendent, or designee, to keep the Board informed as to legal changes at both the federal and state levels. The superintendent, or designee, shall also be responsible for bringing proposed policy statement revisions to the Board's attention.

If a policy is revised because of a legal change over which the Board has no control, the policy may be approved at one meeting at the discretion of the Board.

The Board Policy Manual is available on the district website (www.linnmar.k12.ia.us). Persons unable to access the policy manual electronically should contact the Communications/Media Coordinator (319-447-3005) for assistance. A print copy of the manual is available for inspection in the superintendent's office.

Generally, the Board shall follow board policy and enforce it equitably. The Board, and only the Board, may in extreme emergencies of a very unique nature; suspend policy. It shall be within the discretion of the Board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of board policy shall be documented in board minutes.

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

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 7/00; 8/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title REVIEW AND REVISION OF POLICY

Code 203.3

It shall be the responsibility of the superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the superintendent shall draft a proposed policy for the Board to consider.

The Board shall delegate to the Superintendent of Schools the function of formulating the administrative rules and regulations designed to carry out the policies of the Board of Directors. These rules and detailed arrangements shall constitute the administrative rules and regulations governing the schools.

The superintendent is authorized to create administrative rules and regulations and to keep the Board informed of any substantive changes for policy series 300-1000.

The Board of Directors is responsible for the administrative regulations in series 100 and 200.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 7/00; 8/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title AD HOC COMMITTEES Code 203.8

Whenever the Board deems it necessary, the Board may appoint a committee composed of citizens, staff, or students to assist the Board. Committees formed by the Board shall be ad hoc committees.

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

The method for selection of committee members shall be stated in the board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community, shall reflect gender balance, racial/ethnic diversity, include persons with disabilities; and shall consider the various viewpoints on the issue. The Board may designate a board member and the superintendent, or designee, to serve on an ad hoc committee. The committee will select its own chairperson, unless the Board designates otherwise.

Adopted 6/15/70 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13 Revised 5/10; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21; 279.8; 280.12(2) (2013); 281 I.A.C. 12.3(3),
.3(8), .5(8)



PROCEDURES OF OPERATIONS

Policy Title BOARD OF DIRECTORS LEGAL COUNSEL Code 203.9

The Board may employ legal counsel to represent the school corporation as necessary for the proper conduct of the legal affairs of the school corporation.

The superintendent shall have the authority to contact the Board's legal counsel on behalf of the Board when the superintendent believes it is necessary for the management of the school district. The board president may contact and seek advice from the School Board's legal counsel. The Board's legal counsel will attend both regular and special board meetings upon the request of the Board or the superintendent. Board members may contact legal counsel upon approval of a majority of the Board. It shall be the responsibility of each board member to pay the legal fees, if any, of an attorney the board member consulted regarding matters of the school district unless the Board has authorized the board member to consult an attorney on the matter.

It shall be the responsibility of the superintendent, or designee, to keep the Board informed of matters for which legal counsel was consulted; particularly if the legal services will involve unusual expense for the school district.

Adopted 6/15/70 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13 Revised 12/18/95; 8/11/14
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 279.37 (2013)



MEETINGS OF THE BOARD

Policy Title MEETINGS OF THE BOARD Code 204.1

The regular meeting time and date(s) of the month shall be set by the Board at its annual meeting. The Board shall adhere to this established meeting date unless the Board requires additional meetings or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date and the meeting will be re-scheduled at the Board's convenience. Public notice of the meetings shall be given.

Meetings of the Board are conducted for the purpose of carrying on the business of the school district. Only board members have the authority to make and second motions and vote on issues before the Board. The Board may establish rules for its own governance and determine the procedures that will be followed during board meetings. Meetings may be closed to the public to allow the Board to discuss a specific topic as defined by law (Policy 204.3).

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date, and tentative agenda of board meetings. The official public notice shall be posted on public display at the Learning Resource Center at least three (3) days before it is scheduled but, at the minimum, 24-hour notice needs to be given.

A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the board secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or board members shall constitute a waiver of notice.

It shall be the responsibility of the board secretary, or designee, to give public notice of board meetings and work sessions. The district's website is used to inform the public of future meetings and agendas.

Adopted 9/16/85 Reviewed 8/05; 11/08; 10/10; 10/11 Revised 4/13; 8/11/14
Related Policy: (Code Number) 204.3; 204.4
Legal Reference: (Code of Iowa) §§ 21.1-4; 279.1 (2013); 1980 Op. Att'y Gen 148



MEETINGS OF THE BOARD

Policy Title SPECIAL MEETINGS

Code 204.2

It may be necessary for the Board to conduct a special meeting in addition to the regularly scheduled board meeting. Special meetings may be requested by the president of the board, the superintendent, or by the board secretary at the request of a majority of the Board. Should a special meeting be called, public notice shall be given.

If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The Board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special board meeting.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.3, .4; 279.2 (2013)



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS

Code 204.3

Generally, board meetings shall be open meetings unless a closed session or exempt meeting is provided for by law. The Board shall hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. A minimum of two-thirds of the Board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions shall be electronically recorded and have detailed minutes kept by the board secretary or court reporter. Final action on matters discussed in the closed session shall be taken in an open meeting.

The minutes and the electronic recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape electronic recording and the written minutes shall be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and electronic recording shall be sealed and shall not be public record open to public inspection. The minutes and electronic recording shall only be opened upon court order in an action to enforce the requirements of the open meetings law. The Board has complete discretion as to whom may be present at a closed session.

Reasons for the Board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the Board's possession or receipt of federal funds. (Section 21.5(1)(a))
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the Board. (Section 21.5(1)(c))

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS

Code 204.3

Generally, board meetings shall be open meetings unless a closed session or exempt meeting is provided for by law. The Board shall hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. A minimum of two-thirds of the Board, or all of the board members present, must vote in favor of the motion on a roll call vote. Closed sessions shall be **electronically** recorded and have detailed minutes kept by the board secretary or court reporter. Final action on matters discussed in the closed session shall be taken in an open meeting.

The minutes and **the electronic** recordings will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The **tape** recordings and the written minutes shall be kept for one year from the date of the meeting. Real estate related minutes and **tapes recordings** will be made public after the real estate transaction is completed.

The detailed minutes and **electronic** recordings shall be sealed and shall not be public record open to public inspection. The minutes and **electronic** recordings shall only be opened upon court order in an action to enforce the requirements of the open meetings law. The Board has complete discretion as to whom may be present at a closed session.

Reasons for the Board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the Board's possession or receipt of federal funds. (Section 21.5(1)(a))
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the Board. (Section 21.5(1)(c))

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS Code 204.3

3. To discuss whether to conduct a hearing for suspension or expulsion of a student unless an open meeting is requested by the student or the parent of the student. (Section 21.5(1)(e))
4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. (Section 21.5(1)(i))
5. To discuss the purchase of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the Board would have to pay for the property. (Section 21.5(1)(j))

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the Board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements they can be held without public notice, be separate from an open meeting, be held without **electronically** recording the gathering or taking minutes, and be held without a vote or motion. The Board may also hold an exempt session for the following:

1. Negotiating sessions, strategy meetings, or public employers or employee organizations mediation and the deliberative process of arbitration; (Section 20.17(3))
2. To discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law; (Section 20.9)
3. To conduct a private hearing related to the recommended termination of a teacher's contract. However, the private hearing in the teacher's contract termination shall be recorded verbatim by a court reporter; (Section 21.9) and
4. To conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract. (Section 279.24)

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title ANNUAL AND ORGANIZATIONAL MEETINGS

Code 204.4

- 6) Election of the vice president. The president of the board will call for nominations; the nominations need not be seconded. The Board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice president.

Other Items of Business at the Organizational Meeting May Include:

- 1) Board resolution of appreciation recognizing the public service rendered by retiring board members.
- 2) Board resolution to define the operating rules and practices that will be followed by the new board.
- 3) Board resolution to authorize the interim payment of bills pursuant to Policy 705.3.
- 4) Approve minutes of its previous meetings.
- 5) Communications.
- 6) Items of Business.
- 7) Superintendent's Administration Report

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Adopted 6/15/70 Reviewed 8/05; 4/13 8/14 Revised 7/00; 11/08; 10/10; 10/11; 9/9/13

Related Policy: (Code Number) 204.1; 204.5

Legal Reference: (Code of Iowa) Iowa Code §§ 279.2, .3, .33 (2013); 275.23A; 277.23, 128, .31; 279.1, .5, .7, .8 (2013); 281 I.A.C. 12.3(2)



MEETINGS OF THE BOARD

Policy Title BOARD MEETING AGENDA

Code 204.7

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. The agenda is part of the public notice of the board meeting and will be posted and distributed. It is the responsibility of the board president and the superintendent to develop the agenda for each board meeting.

Persons wishing to place an item on the agenda must make a request to the superintendent or board president who will decide whether to place the item on the agenda and, if so, the appropriate meeting date. The person making the request must state the person's name, address, purpose of the presentation, action desired, and pertinent background information. Requests received after the deadline for processing the agenda may only be added to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to board members at least two days prior to the scheduled board meeting. These documents are the private property of the board member.

The Board shall take action only on items on the tentative agenda posted with the public notice. Items added to the agenda after the statutorily required 24-hour notice may be discussed or taken under advisement by the Board. If an added item is acted upon, the minutes of the board meeting shall state the reason for immediate action. The Board shall exercise this discretionary authority with great care.

Board action voted on from a previous agenda item cannot be brought forward for a second vote unless the following parameters are met:

1. There is proof of a significant change of facts or addition of vital information not included in the discussion or motion of the first vote;
2. The proposed change(s) must meet a clearly demonstrated mission-related need;
3. The proposed change(s) must address the impact on students, other programs, courses, services, staffing, and/or projects; and
4. The proposed changes survive a cost-benefit analysis as per the timeline of execution and any changes to the motion of the initial vote.

Any additional information related to the addition of the second vote on a subsequent board agenda must be distributed in a timely manner by the superintendent through the board secretary with the agenda for the meeting at which consideration of a second vote will be reviewed.

In order for a more efficient administration of board meetings, the Board may elect to use a consent agenda for the passage of items under the management of the superintendent.

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Adopted 6/15/70 Reviewed 7/00; 10/10; 10/11; 4/13 Revised 8/05; 11/08, 01/12; 8/11/14

Related Policy: (Code Number) 204, 204.2, 204.6

Legal Reference: (Code of Iowa) §§ 21; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title BOARD MEETING AGENDA

Code 204.7

Public hearings may be held on school district matters at the discretion of the Board. Public notice of a public hearing shall be in the same manner as for a board meeting except that notice will be given at least 10 days before the hearing is to be held; unless it is impossible or impractical to do so or the law requires otherwise.

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Adopted 6/15/70 Reviewed 7/00; 10/10; 10/11; 4/13 Revised 8/05; 11/08, 01/12; 8/11/14

Related Policy: (Code Number) 204, 204.2, 204.6

Legal Reference: (Code of Iowa) §§ 21; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title OPEN MEETINGS

Code 204.8

Any gathering of a majority of board members, either formal or informal, in which deliberation of a policy matter takes place is defined as a meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open board discussion, and voting by the board members on the issues properly before the Board, and a public record of the proceedings in the form of written minutes.

All public board meetings shall be conducted in accordance with the provisions of Iowa law. The board secretary shall be responsible for public notification of all meetings, arranging for **electronic** recording (when necessary), **and making producing** minutes of all meetings, and retaining appropriate minutes and records as required by law.

The minutes shall be kept on file as the permanent official records of school legislation for the district. The secretary shall act as custodian of the minutes and shall make them available to any citizen who wishes to examine them during usual office hours of the district. The minutes shall be posted on the website after board approval.

A gathering for the purpose of social or ministerial action will not constitute a board meeting.

Adopted 9/16/85 Reviewed 7/00; 4/13; 8/14 Revised 11/08; 10/10; 10/10/11

Related Policy: (Code Numbers) 204.3, 204.6, 204.12

Legal Reference: (Code of Iowa) §§ 21; 279.1-2 (2013)



MEETINGS OF THE BOARD

Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS Code 204.9

The Board encourages public attendance and participation in its public meetings. Individuals or delegations are welcome at regular and special meetings; as are those wishing to present petitions to the Board. In assuring the public is heard and board meetings are conducted efficiently and in an organized manner, the Board has established the specific agenda item, *Audience Communications*, for the purpose of providing speakers the opportunity to express their points of view on items related to school business. Regarding petitions or other submitted written materials; the Board will only receive the petitions or materials and not act on them or their contents at the public meeting. Speaker comments will be taken under consideration and a response, if appropriate, may be issued at another time.

Audience Communications

Public comment is subject to the following regulations:

1. Time Limit for Speakers: Individuals shall limit their presentation to three (3) minutes unless the time limit is pre-scheduled or waived by the board president or a majority of board members present. When there are a large number of speakers to be heard the Board may shorten the time.
2. How to Address the Board: The speaker is asked to stand during audience communications, be recognized by the presiding officer, state and record his/her name and address, identify whom they represent, and state the topic and comment in a respectful manner. Only those individuals recognized by the presiding officer will be allowed to speak. The speaker's comments should not contain names or other identifying information about students, teachers, administrators, or other personnel because of the potentially confidential nature of certain situations. In such cases the speaker should instead contact the appropriate administrator with concerns.
3. Acknowledgement of Speaker Comments: The speaker's comments will be received and filed (for written copies) by the Board. If appropriate, and for clarification purposes, the board president or superintendent may seek additional information from the speaker. The board president will thank the speaker for his/her comments. The Board, at its discretion, may choose to place the topic on a future agenda or delegate any action to the administration.
4. Conduct and Remarks Out-of-Order: Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out-of-order. The presiding officer may terminate the speaker's comments if, after being called to order, he/she persists in improper conduct or remarks. If disruptive the individual making the comments, or any individual causing disruption, will be asked to leave the board meeting.

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Adopted 3/16/72 Reviewed 11/08; 10/11 Revised 10/10; 4/15/13; 8/14; 10/20/14
Related Policy: (Code Numbers) _____
Legal Reference: (Code of Iowa) §§ 21; 22; 279.8 (2013)



Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS Code 204.9

5. Special Procedures: The Board reserves the right to establish special procedures to deal with extraordinary issues or circumstances. If the decision is made not to have audience communications at a particular meeting it will be so noted on the board agenda; which is posted at least 24 hours before the scheduled board meeting.

Individuals, including students, who have a complaint about employees may bring their complaint to the Board only after they have followed board Policy 1003.3 *Complaints about School Personnel*, in addressing their concern.

Note: Members of the public do not have a legal right to participate in board meetings. The Board needs to make the determination how best, if at all, to involve the public in board meetings.



MEETINGS OF THE BOARD

Policy Title RULES OF ORDER Code 204.10

The Board shall follow *Robert's Rules of Order, Revised*, latest edition as modified by this policy.

The purposes of modified rules adopted by the Board are:

1. To establish guidelines by which the business of the governing board can be conducted in a regular and internally consistent manner;
2. To organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an ordered and reasonable manner;
3. To ensure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions and to ensure adequate discussion of decisions to be made;
4. To ensure that meetings and actions of the Board are conducted so as to be informative to the staff and the public and to produce a clear record of actions taken and decisions made.

It is the responsibility of each board member to follow the rules of order stated in this policy at each meeting; and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Adopted 9/16/85 Reviewed 8/05; 10/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.2, .7; 279.8 (2013)



ADMINISTRATIVE REGULATIONS REGARDING
RULES OF ORDER

The following rules of procedure have been adopted by the Board at the annual organizational meeting:

1. Board members need not rise to gain the recognition of the chair.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only yes or no votes are counted in this calculation. It should be noted that some motions require a larger number of affirmative votes; such as to move into a closed session.
4. All motions shall receive a second prior to opening the issue for discussion of the Board. If a motion does not receive a second the chair may declare the motion dead for lack of a second.
5. The board president may decide the order in which board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions.
6. The board president shall rule on all motions that come before the Board.
7. The board president may rule on points of order brought before the Board.
8. The board president shall have complete authority to recognize any member of the audience regarding a request to participate in the board meeting. Members of the public who wish to participate shall follow the procedures outlined in board Policy 204.9.
9. The board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The order in which names will be called for roll call votes will be as follows:
 - a. All board members will be listed in alphabetical order by last name.
 - b. All roll call votes will be called in alphabetical order, beginning at various positions on the list.
 - c. The first roll call vote will begin at the top of the list and proceed down. The second roll call vote will begin with the second name and proceed down the list with the last name called to be the first person called on the previous vote.
 - d. A person's absence or presence will have no effect on the rotation.
 - e. The board secretary will maintain the record of rotation for roll call votes. The sequence will continue from meeting to meeting.
11. The board president has the same authority and responsibility as each board member to vote on all issues.



MEETINGS OF THE BOARD

Policy Title BOARD OF DIRECTORS RECORDS

Code 204.12

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of all board meetings, open and closed, and other required records received by the Board. The minutes shall be preserved in accordance with Iowa Code.

Detailed minutes and complete **electronic** recordings will be made of closed meetings of the Board and required by the Iowa Code. Detailed minutes and complete **electronic** recordings of closed meetings that are exempt from the provisions of the Iowa Code will be made when deemed necessary by the Board. Detailed minutes will include a synopsis of the discussion, the persons present, and any action occurring during the closed session. The board secretary will be custodian of the detailed minutes and **electronic** recordings which will be maintained in a securely locked depository separate from the regular board minutes for a period of one year; after which they will immediately and routinely be destroyed (**tapes recordings** will be erased). The minutes and **tape** recordings shall only be opened upon court order in an action to enforce the requirements of the open meetings law.

Detailed minutes and **electronic** recordings of closed sessions held under the purchase of real estate exception to open meetings must be made available for public examination when the transaction discussed is completed. There shall be separate detailed minutes and **electronic** recordings for each real estate transaction.

It shall be the responsibility of the board secretary to keep the minutes of the School Board mandatory meetings. The minutes of each meeting shall include, as a minimum, the following items: a record of date, time, place, members present, action taken, and the vote of each member; and the schedule of bills allowed will be attached. This information will be available after board approval at the second meeting of the month and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once-monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection after the board secretary transcribes the notes into typewritten material which has been proofread for errors and corrected.

Adopted 3/8/79 Reviewed 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21, 22, 279.8, .31; .35; .36; .37, 291.6, 618.3 (2013)
670 IAC 3.3(1), 281 IAC 12.3(1)



MEETINGS OF THE BOARD

Policy Title QUORUM FOR BOARD MEETINGS

Code 204.13

The majority of the full membership of the Board of Directors constitutes a quorum and must be present for the transaction of business; either in person or telephonically. An affirmative vote of those present and voting shall be sufficient to pass any motion or take any action, unless the law or board policy requires the vote of a greater number in a particular case.

A quorum need not be present to adjourn a meeting.

The affirmative vote of two-thirds of the entire membership of the Board or the affirmative vote of all members present at a meeting where a quorum, but not the entire Board, is present is required before the Board can go into closed session.

Adopted 9/16/85 Reviewed 8/05; 10/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21.5(l); 279.4 (2013)



MEETINGS OF THE BOARD

Policy Title OATH OF OFFICE Code 204.15

Board members are officials of the State. As a public official, each board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the board member's ability.

Each newly-elected board member will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new board member elected at the annual school election at or before the organizational meeting of the Board. In the event of an appointment or special election to fill a vacancy, the new board member shall take the oath of office within ten (10) days of the appointment or election.

Board members elected to offices of the Board shall also take the same oath of office, but replacing the office of board member with the title of the office to which they were elected.

The oath of office shall be administered by the board secretary and does not need to be given at a board meeting. In the event the board secretary is absent, the oath shall be administered by another board member.

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially, to the best of your ability, discharge the duties of the office of _____ (naming the office) in the Linn-Mar Community School District as now and hereafter required by law?”

Adopted 9/16/85 Reviewed 11/08; 10/10; 10/11; 4/13; 8/14 Revised 12/18/95
Related Policy: (Code Numbers) _____
Legal Reference: (Code of Iowa) §§ 277.28; 279.1, .6 (2013)



MEETINGS OF THE BOARD

Policy Title WORK SESSIONS

Code 204.16

The Board, a learning and decision making body, is confronted with a continuing flow of topics, issues, and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The Board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly and work sessions and retreats will be conducted in open session. However, no board action will take place at the work session.

Adopted 9/16/85 Reviewed 11/08; 10/10; 10/11; 4/13; 8/14 Revised 8/1/05

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21; 22.7; 279.8 (2013)



MISCELLANEOUS

Policy Title BOARD OF DIRECTORS MEMBER
COMPENSATION AND EXPENSES Code 205.1

As an elected public official the board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the board member must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense(s) non-reimbursable. Personal expenses will be reimbursed by the board member to the district no later than 10 working days following the date of the expense. In exceptional circumstances the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the board secretary to compile the expenses of board members for audit and approval in the same manner as other claims of the school district. It is the responsibility of the superintendent and business ~~administrator~~ manager to determine through the audit and approval process of the Board whether the expenses incurred by a board member are actual and necessary expenses incurred in the performance of their official duties.

Adopted 6/15/70 Reviewed 7/00; 10/10; 4/13; 8/14 Revised 8/05; 11/08; 10/10/11
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 68B; 277.27; 279.7A, .8, .32 (2013)



REQUEST FOR REIMBURSEMENT FOR TRAVEL
Linn-Mar Community School District
Marion, Iowa 52302

NAME _____ DATE _____

TYPE AND NAME OF CONFERENCE /MEETING _____

LOCATION _____

DATE(S) _____

DATE	ITEMS	*MILEAGE OR TRANSPORTATION	*HOTEL/ LODGING	* MEALS			*MISC.	DAILY TOTAL
				B	L	D		
TOTAL EXPENSES								

COMMENTS:

I herewith declare that the above amount is due and unpaid for expenses incurred while on an authorized school assignment and that I am entitled to the above reimbursement.

Claimant School or Department DATE _____

APPROVED _____ DATE _____
Principal/Administrator Superintendent Business Administrator **Manager**

CHARGE TO ACCOUNT NUMBER _____

NOTE: * PLEASE ATTACH BILLS FOR PUBLIC TRANSPORTATION, LODGING, AND MEALS. IDENTIFY ALL MISCELLANEOUS EXPENSES AND ATTACH RECEIPTS. **NO REIMBURSEMENT WITHOUT RECEIPT(S).**



MISCELLANEOUS

Policy Title SCHOOL BOARD ASSOCIATIONS

Code 205.2

The Board believes in active membership in the associations which support the professional activities and development of the School Board as a method for continued board learning and sources of information. The Board will annually review the membership(s) it wishes to maintain in these and other organizations.

Adopted 6/15/70 Reviewed 11/08; 10/10; 4/13; 8/14 Revised 7/00; 10/10/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.38 (2013)



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

Board members, officers, or employees may receive a gift on behalf of the school district. Board members, officers, or employees shall not, either directly or indirectly, solicit, accept, or receive any gifts, series of gifts, or an honorarium unless the giver does not meet the definition of a donor stated below; or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or **either** entity which:

- Is seeking to be, or is a party to, any one or any combination of sales, purchases, leases or contracts to, from, or with the school district;
- Will be directly and substantially affected financially by the performance or non-performance of the board member’s, officer’s, or employee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region, or;
- Is a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Informational material relevant to a board member’s official function, such as books, pamphlets, reports, documents, periodicals, or other information that is recorded in a written, audio, or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the public generally without regard to the official status of the board member, officer, or employee;
- Items received from a charitable, professional, educational or business organization to which the board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual member’s status or position held outside of the organization and if the dues paid are not inconsequential when compared to the items received;



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

- Actual expenses of a board member, officer, or employee for food, beverages, travel, and lodging for a meeting; which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day, or days, on which the board member, officer, or employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public services;
- Items of food and drink with the value of less than \$3.00 that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national, or regional organization in which the State of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting, or solicited by or given to state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members, or representatives of members, as part of a regularly scheduled event that is part of a business or educational conference, seminar, or other meeting that is sponsored and directed by any state, national, or regional government organization in which the State of Iowa or a political subdivision of the State of Iowa is a member; or received at such an event by members or representatives of members of state, national, or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a board member's employer or the firm in which the board member is a member for the cost of attending a meeting of a subunit of an agency when the board member whose expenses are being paid serves on a board, commission, committee, council, or other subunit of the agency and the board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel, and lodging received by a board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the board member; or

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Adopted 2/12/81 Reviewed 8/05; 10/10/ 10/11; 4/13; 8/14 Revised 11/3/08
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 68B (2013)



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging, and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or session which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a board member, officer, or employee as consideration for an appearance, speech, or article. An honorarium does not include any of the following:

- Actual expenses of a board member, officer, or employee for food, beverages, travel, or lodging for a meeting; which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the board member, officer, or employee has participation or presentation responsibilities;
- A non-monetary gift or series of non-monetary gifts donated within 30 days to a public body, a bona fide educational or charitable organization, or the department of general services;
- A payment made to a board member, officer, or employee for services rendered as part of a bona fide private business, trade, or profession in which the board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a board member, officer, or employee but rather because of some special expertise or other qualifications.

It shall be the responsibility of each board member, officer, or employee to know when it is appropriate to accept or reject gifts or an honorarium.



MISCELLANEOUS

Policy Title THE BOARD'S RELATIONSHIP WITH ELECTED OFFICIALS Code 205.4

The Board shall keep current and express opinions on proposed law revisions and new laws which are essential for maintaining and creating an education program to meet the needs of the school district.

It shall be the responsibility of the Board to maintain contact with the elected officials representing the school district.

It shall be the responsibility of the superintendent to assist the Board in keeping up-to-date on proposed laws and in contacting the elected officials who represent the school district.

Adoption 12/21/92 Reviewed 11/08; 10/10/ 10/11; 4/13; 8/14 Revised 7/17/00
Related Policy: (Code Number) 205.3
Legal Reference: (Code of Iowa) § 279.8; 68B



BOARD EVALUATION

Policy Title BOARD OF DIRECTORS MEMBER
DEVELOPMENT AND TRAINING Code 206.1

The Board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The Board will work closely with professional organizations supporting board development and the board members will be encouraged to participate in conferences and share their learning with colleagues.

Adopted 7/18/05 Reviewed 7/05; 11/08; 10/11; 4/13; 8/14 Revised 10/5/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 279.8, .38 (2013)



BOARD EVALUATION

Policy Title BOARD SELF-EVALUATION

Code 206.2

It shall be the policy of the Board to conduct a periodic self-evaluation of board operations. The results of the self-evaluation shall be used in planning growth activities.

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Adoption 4/17/89 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



EDUCATIONAL PROGRAM

Policy Title PHYSICAL EDUCATION

Code 603.8

Students in grades kindergarten through twelve shall be required to participate in physical education courses unless they are excused by the principal of their attendance center.

A student may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or if the student has been exempted because of a conflict with the student's religious beliefs.

A student in grades 9-12 may also be excused from physical education courses if the student is enrolled in academic courses not otherwise available or the student has obtained a physical education waiver for a quarter because the student is actively involved in an extra- or co-curricular program requiring 425 minutes of planned exercise weekly for the quarter.

A twelfth grade student may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Any student who does not participate in physical education must complete a written request approved by the parent(s), guardian(s) or legal custodian(s), and a high school administrator.

Adopted 3/1/99 Reviewed 12/09; 9/13; 4/16 Revised 7/03; 7/08; 7/11; 9/12; 2/23/15

Related Policy: (Code Number) 602.1

Legal Reference: (Code of Iowa) § 256.11 (2007); 281 IAC 12.5



**Request to be Excused
from High School
Physical Education Course**

Please print when completing the information below.

Student's Name: _____ Grade: _____

Counselor: _____ Date of Request: _____

Request time period for excuse from Physical Education course: _____

Reason: *Check reason below and briefly describe.*

☐ Health: _____

☐ Religious: _____

☐ Academic: _____

☐ Extra- or Co-Curricular: _____

☐ Coop: _____

☐ Work Study: _____

☐ Internship: _____

☐ School Authorized Program: _____

Parent/Guardian Approval: _____
Signature *Date*

Administrator Approval: _____
Signature *Date*



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 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*



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
Special Session Minutes
September 6, 2016**

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Board called the special session to order at 6:00 PM in the boardroom of the Learning Resource Center and determined a quorum was present. Board members present: AbouAssaly, Gadelha, Nelson, Weaver, Isenberg, and Patterson. Absent: Hutcheson.

200: REVISION AND/OR ADOPTION OF THE AGENDA

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

300: SPECIAL SESSION

301: Strategic Planning Forum

The Board facilitated a forum with PTO members about the potential restructuring and strategic planning process.

400: ADJOURNMENT

Motion by Patterson for the Board to adjourn the special session at 7:00 PM; second by Gadelha. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes submitted by:
Angie Morrison, Board Secretary
9/6/2016*



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
Special Session Minutes
September 8, 2016**

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Board called the special session to order at 6:00 PM in the boardroom of the Learning Resource Center and determined a quorum was present. Board members present: Gadelha, Isenberg, Nelson, Patterson, Weaver, and AbouAssaly. Absent: Hutcheson.

200: REVISION AND/OR ADOPTION OF THE AGENDA

Motion by Gadelha for the Board to adopt the agenda as presented, second by Weaver. Voice vote; motion approved.

300: SPECIAL SESSION

301: Strategic Planning Forum

The Board facilitated a forum with PTO members from about the potential restructuring and strategic planning process.

400: ADJOURNMENT

Motion by Nelson for the Board to adjourn the special session at 7:00 PM; second by AbouAssaly. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes submitted by:
Angie Morrison, Board Secretary
9/8/2016*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/26/2016 - 09/08/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
Fund: Aquatic Center		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,877.71
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$50.61
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$216.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$50.61
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$216.41
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$116.79
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$22.17
Fund Total:		\$3,550.71
Fund: GENERAL		
A-1 RENTAL WEST	RENTALS EQUIPMENT	\$570.00
ABS ACTIVITY BASED SUPPLIES	INSTRUCTIONAL SUPPLIES	\$777.03
ACDA	INSTRUCTIONAL SUPPLIES	\$128.00
ADVENTURELAND	INSTRUCTIONAL SUPPLIES	\$4,466.00
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$228.94
ALLIANCE PUBLISHING & MARKETING INC	INSTRUCTIONAL SUPPLIES	\$575.02
ALLIANT ENERGY	ELECTRICITY	\$78,159.67
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$46.35
AMSTERDAM	INSTRUCTIONAL SUPPLIES	\$219.71
ANCHOR FRAME & AXLE	VEHICLE REPAIR	\$2,809.29
AOSNC, LLC	TECH REPAIRS	\$1,602.25
APEX LEARNING	INSTRUCTIONAL SUPPLIES	\$7,875.00
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$1,756.00
APPLEBY & HORN	REPAIR/MAINT SERVICE	\$96.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$80.41
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$1,306.88
ASTA	INSTRUCTIONAL SUPPLIES	\$116.00
AUTO-JET MUFFLER	TRANSP. PARTS	\$701.03
BARK'S PIZZA INC	INSTRUCTIONAL SUPPLIES	\$170.00
BARNES & NOBLE	GENERAL SUPPLIES	\$184.52
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$3,928.00
BAUER BUILT	TIRES AND TUBES	\$2,334.64
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$766.35
BISGARD SHANNON	TRAVEL	\$168.48
C.J. COOPER & ASSOCIATES	PHYSICALS	\$640.00
CALCARA MARILYN	TRAVEL	\$12.75
CAMBIUM LEARNING	INSTRUCTIONAL SUPPLIES	\$27.90
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$13,430.17
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$243.55
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$252.65
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$508.75
CENTRAL PROGRAMS, INC	LIBRARY BOOKS	\$1,100.00
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$933.48
CENTURYLINK	TELEPHONE	\$934.99
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$290.11

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/26/2016 - 09/08/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
CITY OF ROBINS	WATER/SEWER	\$333.90
CMS COMMUNICATIONS	COMP/TECH HARDWARE	\$618.18
CMS COMMUNICATIONS	INSTRUCTIONAL SUPPLIES	\$407.25
COLLECTION	EE LIAB-GARNISHMENTS	\$18.00
COMMUNICATIONS ENGINEERING CO	INSTRUCTIONAL SUPPLIES	\$540.12
CONTINENTAL CLAY	INSTRUCTIONAL SUPPLIES	\$1,489.41
COOKSLEY DAWN	TRAVEL	\$9.59
CRESCENT ELECTRIC	MAINTENANCE SUPPLIES	\$2,852.78
CULLIGAN	MAINTENANCE SUPPLIES	\$435.20
CUMMINS CENTRAL POWER LLC	TRANSP. PARTS	\$1,072.22
CUSTOM HOSE & SUPPLIES, INC.	REPAIR PARTS	\$76.30
D&N FENCE CO	REPAIR/MAINT SERVICE	\$218.00
DAVID KARL NEWPORT	INSTRUCTIONAL SUPPLIES	\$405.05
DEMCO	GENERAL SUPPLIES	\$295.68
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$2,720.00
DICK REDMAN	INSTRUCTIONAL SUPPLIES	\$432.04
DON JOHNSTON INCORPORATED	GENERAL SUPPLIES	\$2,644.00
DVORAK, BARRY	INSTRUCTIONAL SUPPLIES	\$388.20
ENGELHARDT, KYLE	INSTRUCTIONAL SUPPLIES	\$390.39
FAMILY VIDEO	FACILITY RENTAL	\$3,642.04
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$58.13
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$170,904.46
FIRST	INSTRUCTIONAL SUPPLIES	\$225.00
FLINN SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$22.56
FROST JEFF	TRAVEL	\$107.72
FRY ANN	TRAVEL	\$782.34
GASWAY CO, J P	GENERAL SUPPLIES	\$24,829.61
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$569.31
GOSNELL JIM	INSTRUCTIONAL SUPPLIES	\$386.80
GOSNELL JOHN	INSTRUCTIONAL SUPPLIES	\$435.16
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$1,810.30
HAJEK AMANDA	TRAVEL	\$7.57
HANDWRITING WITHOUT TEARS	INSTRUCTIONAL SUPPLIES	\$621.50
HAYES ELIZABETH	TRAVEL	\$137.83
HOUCHEN BINDERY LTD	INSTRUCTIONAL SUPPLIES	\$370.00
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$3,333.30
HOUGHTON MIFFLIN HARCOURT	TEXTBOOKS	\$960.00
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$103.27
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$160.02
IACTE	INSTRUCTIONAL SUPPLIES	\$100.00
IN TOUCH RECEIPTING	DATA PROCESSING AND	\$1,525.20
IN TOUCH RECEIPTING	GENERAL SOFTWARE	\$780.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$3,338.85
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$14,276.73
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$3,338.85

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/26/2016 - 09/08/2016

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Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$14,276.73
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$16,940.73
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$338.85
INVOLTA	OTHER TECH SER	\$345.00
IOWA ASSOCIATION OF AG ED	INSTRUCTIONAL SUPPLIES	\$125.00
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$5,003.87
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$788.00
IOWA-ILLINOIS INSULATION INC	REPAIR/MAINT SERVICE	\$3,550.00
IPROMOTEu	GENERAL SUPPLIES	\$1,184.18
IWI MOTOR PARTS	VEHICLE REPAIR	\$191.13
JAZZ EDUCATORS OF IOWA	INSTRUCTIONAL SUPPLIES	\$60.00
KELVIN TRAN	Professional Educational Services	\$525.00
KESL CAROL	TRAVEL	\$23.95
KOENEN KARLA	TRAVEL	\$15.44
LANHAM, JESSICA	TRAVEL	\$8.19
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$281.31
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$70.00
LEARNING RESOURCES, INC	INSTRUCTIONAL SUPPLIES	\$65.57
LEVEL 10	INSTRUCTIONAL SUPPLIES	\$1,843.00
LINN CO-OP OIL	GASOLINE	\$6,252.00
LINN COUNTY TREASURER..	GENERAL SUPPLIES	\$24.00
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$460.88
LYNCH FORD	TRANSP. PARTS	\$103.38
LYNCH FORD	VEHICLE REPAIR	\$590.29
MARION IRON CO.	GENERAL SUPPLIES	\$11.25
MARION JANITORIAL SUPPLY CO	GENERAL SUPPLIES	\$75.34
MARION TIMES	ADVERTISING	\$946.55
MARION WATER DEPT	WATER/SEWER	\$5,639.81
MARZANO RESEARCH LABORATORY LLC	STAFF WORKSH/CONF	\$5,200.00
MATHESON-LINDWELD	INSTRUCTIONAL SUPPLIES	\$426.38
MCBRIDE CORY	Professional Educational Services	\$1,250.00
MCMAHON STEPHANIE	TXTBK RENTAL PS	\$25.00
McSWEENEY, CHRISTINE	TRAVEL	\$325.34
MEDCO SUPPLY	INSTRUCTIONAL SUPPLIES	\$14.83
MENARDS -13127	GENERAL SUPPLIES	\$109.07
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$91.20
MENARDS -13127	MAINTENANCE SUPPLIES	\$116.83
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$91.00
MIDWAY OUTDOOR EQUIPMENT INC	MAINTENANCE SUPPLIES	\$221.15
MIDWEST COMPUTER PRODUCTS	EQUIPMENT >\$1999	\$1,998.08
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$8,000.00
MIDWEST WHEEL	TRANSP. PARTS	\$527.63
MILLER PHIL	TRAVEL	\$111.93
MODEL ME KIDS	INSTRUCTIONAL SUPPLIES	\$466.75
MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$436.00

Linn-Mar Community School District

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Vendor Name	Description	Check Total
NASCO	INSTRUCTIONAL SUPPLIES	\$35.88
NEFF	INSTRUCTIONAL SUPPLIES	\$2,002.81
NEIBA	INSTRUCTIONAL SUPPLIES	\$60.00
NORCON COMMUNICATIONS INC	TEACHER PAY	\$139.54
OFFICE EXPRESS	GENERAL SUPPLIES	\$326.59
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$15,915.41
ORKIN PEST CONTROL	OTHER PROFESSIONAL	\$1,675.00
ORWOLL, GREG	INSTRUCTIONAL SUPPLIES	\$394.05
PARLOR CITY ICE CREAM	INSTRUCTIONAL SUPPLIES	\$470.00
PEARSON EDUCATION CUSTOMER SERV	TEXTBOOKS	\$1,481.95
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$1,562.90
PERFECTION LEARNING CORPORATION	INSTRUCTIONAL SUPPLIES	\$3,190.69
PLUMBERS SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$4,261.39
POOL TECH MIDWEST INC	CHEMICALS	\$132.00
PREMIER AGENDAS INC	INSTRUCTIONAL SUPPLIES	\$407.90
PROFESSIONAL MEDIA GROUP LLC	DUES AND FEES	\$2,507.50
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$275.00
QUILL CORPORATION	GENERAL SUPPLIES	\$95.81
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$414.16
QUINTIN SHEPHERD	TRAVEL	\$344.76
READING READING BOOKS, LLC	INSTRUCTIONAL SUPPLIES	\$61.88
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$845.54
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$316.16
ROCHESTER 100 INC.	INSTRUCTIONAL SUPPLIES	\$380.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$900.60
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$2,436.87
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$3,030.60
SCHOOL'S IN	INSTRUCTIONAL SUPPLIES	\$508.48
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$89.46
SHORTER MARGARET	TRAVEL	\$16.54
STAR AUTISM SUPPORT INC	INSTRUCTIONAL SUPPLIES	\$134.20
STONE SHARON	Professional Educational Services	\$1,700.00
TEACHING STRATEGIES INC	INSTRUCTIONAL SUPPLIES	\$3,187.25
THE POINTE SCHOOL OF DANCE	INSTRUCTIONAL SUPPLIES	\$4,013.00
THE SHREDDER	OTHER PROFESSIONAL	\$486.00
THERAPY SHOPPE INC	INSTRUCTIONAL SUPPLIES	\$84.41
THINK SOCIAL PUBLISHING, INC	INSTRUCTIONAL SUPPLIES	\$199.81
THOMAS BUS	TRANSP. PARTS	\$44.09
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$490.94
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$365.70
TJ REICHER INC.	INSTRUCTIONAL SUPPLIES	\$1,500.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$7,305.16
UNITYPOINT HEALTH	PROF SERV: EDUCATION	\$7,271.33
VALLEY HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$125.00
VANESSA TERRELL	Professional Educational Services	\$75.00

Linn-Mar Community School District

IA - Warrants Paid Listing

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Vendor Name	Description	Check Total
VEX ROBOTICS, INC	INSTRUCTIONAL SUPPLIES	\$441.67
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$6,383.94
WAGE WORKS	EE LIAB-FLEX HEALTH	\$127.33
WELLMARK	OTHER PROFESSIONAL	\$1,176.00
WELTER STORAGE EQUIPMENT CO INC	INSTRUCTIONAL SUPPLIES	\$1,708.00
WRIGHT, ASHLEIGH	INSTRUCTIONAL SUPPLIES	\$457.00
ZIMMERMAN JESSICA	TRAVEL	\$28.51

Fund Total: \$536,347.23

Fund: LOCAL OPT SALES TAX

AOSNC, LLC	COMP/TECH HARDWARE	\$21,585.76
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Fund Total: \$21,585.76

Fund: NUTRITION SERVICES

ADAMS GLADYS	UNEARNED REVENUE	\$19.30
ARNOLD MOTOR SUPPLY	VEHICLE REPAIR	\$153.95
DERRICK ERIKA	UNEARNED REVENUE	\$39.70
EMS DETERGENT SERVICES	CLEANING PRODUCTS	\$4,064.15
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$12,420.08
FITZPATRICK, TERESA	UNEARNED REVENUE	\$50.75
GARLING CONSTRUCTION	MACHINERY AND EQUIP	\$303,000.00
GARRETT MIKI	UNEARNED REVENUE	\$13.40
GOODWIN TUCKER GROUP	REPAIR/MAINT SERVICE	\$2,266.03
GRAINGER	GENERAL SUPPLIES	\$623.04
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$40.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$234.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$1,002.28
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$234.39
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$1,002.28
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$895.27
KRESS NICOLE	UNEARNED REVENUE	\$15.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$188.89
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$3,911.00
SCHMICKLEY KEITH	UNEARNED REVENUE	\$10.85
THOMAS ANNETTE	UNEARNED REVENUE	\$34.05
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$341.29
WAECHLI AMY	UNEARNED REVENUE	\$10.25

Fund Total: \$330,570.34

Fund: PHY PLANT & EQ LEVY

C.R. GLASS CO	CONSTRUCTION SERV	\$8,993.00
CROELL REDI-MIX INC	CONSTRUCTION SERV	\$4,700.00
DRYSPACE INC	CONSTRUCTION SERV	\$1,632.58
GARLING CONSTRUCTION	CONSTRUCTION SERV	\$243,232.90
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$184,397.57
LYNCH FORD	VEHICLES	\$27,700.00
STOREY KENWORTHY	EQUIPMENT >\$1999	\$12,278.00

Linn-Mar Community School District

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Vendor Name	Description	Check Total
TY-CO PAINTING INC	BLDG. CONST SUPPLIES	\$15,700.00
VIRCO INC	EQUIPMENT >\$1999	\$361.36
Fund Total:		\$498,995.41
Fund: Pool 10 Million Issue and 2013 10M Issue		
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$447,123.25
PODS ENTERPRISES, LLC	BLDG. CONST SUPPLIES	\$616.00
Fund Total:		\$447,739.25
Fund: PUB ED & REC LEVY		
BLUE GRASS ENTERPRISES INC	GROUNDS UPKEEP	\$109.00
Fund Total:		\$109.00
Fund: STUDENT ACTIVITY		
ANDREW KAUDER	INSTRUCTIONAL SUPPLIES	\$610.00
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$575.88
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$479.00
AQUATIC SOLUTIONS, LLC	INSTRUCTIONAL SUPPLIES	\$225.80
BAB SPORTS INC	INSTRUCTIONAL SUPPLIES	\$3,048.00
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$253.75
BROOKER TINA	OFFICIAL/JUDGE	\$100.00
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$7,528.97
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$570.76
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$55.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$928.00
DUFFY JAN	OFFICIAL/JUDGE	\$100.00
GAIL MCINNIS PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$18,079.00
GLOE CARL	OFFICIAL/JUDGE	\$135.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$45.00
HEALY AWARDS	INSTRUCTIONAL SUPPLIES	\$570.49
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$292.97
IOWA CHEERLEADING COACHES ASSOC.	INSTRUCTIONAL SUPPLIES	\$680.00
IOWA HIGH SCHOOL SPEECH ASSOC	DUES AND FEES	\$75.00
IOWA HS GOLF COACHES ASSOC	DUES AND FEES	\$45.00
JEFFERSON HIGH SCHOOL	DUES AND FEES	\$60.00
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$57,048.50
KEITH M MERRICK CO INC	INSTRUCTIONAL SUPPLIES	\$580.88
KOLLEGE TOWN SPORTS	INSTRUCTIONAL SUPPLIES	\$396.84
LISTON CHUCK	OFFICIAL/JUDGE	\$65.00
LITTLE CAESARS	INSTRUCTIONAL SUPPLIES	\$107.82
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$830.52
MONTICELLO EXPRESS, INC	INSTRUCTIONAL SUPPLIES	\$92.00
MOSER KEVIN	OFFICIAL/JUDGE	\$55.00
MUSCATINE HIGH SCHOOL	DUES AND FEES	\$80.00
NATHAN JOHN SEVERSON	INSTRUCTIONAL SUPPLIES	\$450.00
PEIFFER RON	OFFICIAL/JUDGE	\$55.00
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$170.00

Linn-Mar Community School District

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Vendor Name	Description	Check Total
PORTO'JONNY	INSTRUCTIONAL SUPPLIES	\$511.00
PRAIRIE DANCE TEAM	INSTRUCTIONAL SUPPLIES	\$140.00
RIDDELL ALL-AMERICAN	INSTRUCTIONAL SUPPLIES	\$2,395.14
ROBSON ALEXIS	INSTRUCTIONAL SUPPLIES	\$7,012.42
SAMUEL FRENCH	INSTRUCTIONAL SUPPLIES	\$68.30
SOCCERONE	INSTRUCTIONAL SUPPLIES	\$122.47
STAGERIGHT	INSTRUCTIONAL SUPPLIES	\$112.50
THE UNIVERSITY OF IA. COLLEGE OF ENG.	DUES AND FEES	\$675.00
UTTERBACK BILL	OFFICIAL/JUDGE	\$55.00
VANDEN BOSCH, DAN	OFFICIAL/JUDGE	\$70.00
WINDSTAR LINES	TRAVEL	\$1,020.00
ZIO JOHNNO'S	INSTRUCTIONAL SUPPLIES	\$439.13

Fund Total: \$107,010.14

Grand Total: \$1,945,907.84

End of Report



School Nurse Contract Heartland Home Care, Inc.

This contract is entered into between Linn-Mar Community School District (Client) 2999 North 10th Street, Marion, IA 52302 and Heartland Home Care, Inc. (the Service provider), 212 North Market St., Oskaloosa, IA 52577. The Client and the Service Provider shall be collectively known herein as the Parties.

Whereas, the purpose of this contract is to set out the terms of services to be provided to students by the Service Provider generally known as "Skilled Nursing Care Services", IN consideration of mutual promises and other valuable consideration exchanged, the Parties hereby agree and contract as follows.

- 1. Authorization.** The Client hereby grants the authority to the Service Provider to provide Skilled Nursing Services to student(s) in the Linn-Mar Community School District at all schools in their school district or as assigned.
- 2. Term.** This grant of authorization to provide Skilled Nursing Services shall begin on August 25, 2016 and shall remain effective for a period of one calendar school year. This contract may be terminated prior to this term by either party on giving written notice of 30 days.
- 3. Certification.** The Service Provider warrants that, the Service Provider is certified in the State of Iowa to provide services mentioned in this Contract. Further, any employee or representative of the Service Provider performing skilled services under this contract is licensed in the state of Iowa as a Skilled Nurse, has had a background check completed and on file, and is current on all certifications and training.
- 4. Description of Services.** The Service Provider shall provide a Skilled Nurse to fill in as needed.

The Skilled Nurse provided by the Service Provider shall have the power to:

-Provide care based on the "Nursing Process"; assessment, diagnosis, planning, intervention, and evaluation

- Administer medications as physician ordered.
- Provide medical treatments/procedures as ordered.
- Maintain documentation to support care provided.
- Follow the Iowa Code (Iowa Code §152) Practice of Nursing and Iowa Administrative Code Nursing Practice for RNs (655 IAC 6).

5. Compensation. The Client agrees to an hourly rate of 55 (fifty five) dollars, billed in whole hour increments. Heartland Home Care, Inc. will bill on a monthly basis for its services. Payment is due within 30 days of invoice.

6. Non-Compete/ Non- Solicitation. The Client agrees to take no steps to recruit the Service Providers employees.

7. Miscellaneous. This contract is not all inclusive and shall not be construed as declaring what the specific duties and responsibilities of any particular party shall be. It is not intended to limit or in any way modify the right of the Service Provider to assign, direct or control the work of employees under his or her supervision. The use of a particular expression or illustration describing services provided shall not be held to exclude other duties not mentioned that are similar kind or level of difficulty.

This agreement is signed and dates- _____, _____ of 20__.

School representative_____

Heartland Home Care representative_____

**INTERAGENCY AGREEMENT FOR
SPECIAL EDUCATION PROGRAM
2016-2017 SCHOOL YEAR**

This Agreement is entered into between _____ School District (hereinafter "Resident LEA") and the Linn-Mar Community School District (hereinafter "Receiving LEA").

The Resident LEA wishes to obtain special education and related services for a resident student entitled to such programs and services, through an agreement with the Receiving LEA. The Receiving LEA agrees to provide these services at actual cost to the Resident LEA.

1. The student listed below will be provided special education and related services under this agreement:

Student: _____ State ID: _____ Date of Birth: _____
 Parent (or Legal Guardian): _____ Today's Date: _____
 Address: _____
 Student's Current Residing Address: _____
 Grade Level: _____ Basis of Enrollment: _____ Program: _____ Weight: _____
 Entry Date: _____ Exit Date: _____ School Building Attending: _____

Other information Receiving LEA desires:

2. The special education program and related services shall be provided in accordance with the Federal and State laws governing such services (including the Individuals with Disabilities Education Act, Iowa Code Chapters 256B, 257 and 273 and Iowa Administrative Code Chapter 281-41) and in accordance with the student's individualized education program ("IEP").
3. At all times, the Resident LEA shall remain responsible for providing the student a free appropriate public education ("FAPE"), including special education and related services. The Receiving LEA shall develop and/or implement an IEP in accordance with the rules of the Iowa Department of Education and with an opportunity for input from the Resident LEA; however, the Resident LEA remains responsible for insuring the student is receiving a free appropriate public education and shall be the responsible party in any dispute relating to the provision of special education and related services.
4. A designated representative of the Resident LEA shall be given notice and an opportunity to participate in IEP meetings regarding the student identified above and shall be given periodic progress reports as given to the parents of the student and at other times as requested by the Resident LEA.
5. The Receiving LEA reserves the right to limit enrollment to those students for whom appropriate programming and space is available in the Receiving LEA's programs, as determined by the receiving LEA.

6. The Receiving LEA reserves the right to enforce its discipline policy, attendance policy, and all other policies and procedures relating to student enrollment and conduct. If a student is excluded, the Resident LEA will be responsible for any continuing programs or services.
7. The cost of all special education and related services shall be paid by the Resident LEA to the Receiving LEA and shall be equal to the actual costs incurred in providing all such special education and related services. Actual costs will be determined and paid in the following manner:
 - A. The Receiving LEA shall provide the Resident LEA with an estimate of the actual cost of the special education program and related services for the current fiscal year. The estimated cost shall be determined by multiplying the special education weighting for the student times the Receiving LEA's per pupil cost. Cost will be prorated if service is for less than one full year.
 - B. Invoices for the estimated costs shall be forward to the Receiving LEA at the close of each semester.
 - C. The Receiving LEA shall provide the Resident LEA with an itemized final statement of actual costs by August 1 for the preceding fiscal year.
 - D. The Resident LEA shall pay the Receiving LEA within thirty-one (31) calendar days of receipt of an invoice.
8. The rights and responsibilities created in this Agreement may not be assigned without express written consent of both parties and may not be enforced by any third party beneficiary or any other person other than the Resident LEA and the Receiving LEA.
9. This Agreement may be terminated by providing at least ten calendar days' written notice to the other party.

Board President or Designee
Resident Local Education Agency

Board President or Designee
Receiving Local Education Agency

ATTEST: _____
District Representative
Resident Local Education Agency

ATTEST: _____
District Representative
Receiving Local Education Agency

Date

Date



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:

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

Field Trip Group: FBLA Submitted by: Kathy Larson
(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>[Signature]</u> Date <u>9/2/16</u>		
District Administrator Approval		<u>[Signature]</u> Date <u>9/6/16</u>		
Board Approval				

- 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; 2/23/15 Revised 10/08; 1/10



Linn-Mar Community Schools

9/2/16
Date Received

Overnight Field Trip Request Form

Field trip requests must be submitted 3 weeks prior to the departure date. Send your completed form, with all required items included, to the **Learning Resource Center, Office of Support Services** for approval. The sponsor will be notified when the approval process is complete.

Sponsor: Kathy Larson Date of Request: 9/2/16

Purpose of the Trip: FBLA State Fall Leadership Conference

Departure Date: 10/2/16 ~~10/2/16~~ Return Date: 10/3/16

Destination: Des Moines

Chaperones: Kathy Larson
Brent Henry

Please attach these required items:

- Itinerary
- Overnight Accommodations
- List of Participants
- Mode of Transportation
- Criteria Checklist—pg 2 of this form

For Office Use Only	
Building Approval: <u>Mark Hutchins</u> Principal or Assoc. Principal	Date: <u>9/2/16</u>
District Approval: <u>Rick A. Jensen</u> Executive Director-Support Services	Date: <u>9/6/16</u>

Request for Overnight Field Trip

High School Future Business Leaders of America

Submitted by Kathy Larson

Itinerary

Sunday October 2

9:00am	Leave Linn-Mar
11:30pm	Stop outside of Des Moines for lunch (on your own)
1:00	Registration & Chapter Check-in – Business Professional Dress Required @ Registration
1:30-2:45	Opening Session w/ Keynote Kent Stock
3:00-6:00	Breakout Sessions
6:30-8:30	Chapter Dinner
9:00-11:30	Activities/Closing Session
Midnight	Curfew

Monday October 3

6:45 -8:30	Breakfast
8:30	Check out of hotel
9:00	Depart hotel
10:00-12:00	Business Tour
12:00-1:00	Stop for lunch
1:00	Depart for Marion
3:30pm	Return to Linn-Mar in time to attend after school activities/practices

Participants

Criteria

Purpose *What is the purpose of this field trip/work site visit?*

The Future Business Leaders of America State Fall Leadership Conference (SFLC) is a two-day conference that allows students interested in business to develop a more in-depth view of business practices in the “real world”. It also allows students to fine-tune their skills to make themselves more employable, more aware of careers in business fields, and it allows them to network with students from other school districts, as well as professionals that speak at and lead workshops at these conferences. The State Fall Leadership Conference consists of general sessions, special interest sessions, seminars, workshops, tours, and other leadership development activities.

Pre-Planning *How are you planning to maximize the learning experiences of students on this field trip/work site visit?*

Students are given a framework to attend sessions throughout the two-day conference, but are encouraged to go to the sessions they are attracted to and feel compelled to learn more about. We feel that by putting the decisions in the hands of the students, they often are more satisfied with their experience. While many of our students may take business-related courses after high school, the career skills often addressed far outreach one area. Workshops often are related to all-encompassing skills and topics such as resume-writing, career exploration, proper business attire, college searches, and networking, to name a few.

Students have been in meetings at the local level and have joined committees within our chapter, and we feel that by doing this early, students not only can look for session in their own interest-groups, but also the interests for others and specifically in relation to these small groups. Students can talk with other students from other high schools and chapters about their committee topics and see and hear what others are doing, and share their own ideas. In addition, many of the things learned here will help student later this year as they prepare to compete in selected business events at the State, and possibly National Conferences.

Follow-Up *Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?*

Upon returning to Linn-Mar, students will be asked to share their experiences with those that were unable to attend, and many will also take their experiences one step further this fall when attending the National Fall Leadership Conference in November. Those that attend the National Conference will experience a similar conference, but one that is on a larger scale (bigger budget, more students, more diversity, more sessions to choose from). For all who attend, as members of our chapter's committees (fundraising, community service, state conference, and event preparation), students can bring a knowledge of what kind of things have been done at other schools and implement similar programs here at Linn-Mar, in an effort to give our chapter a newer, fresher feel, instead of doing activities that are less than continue to be done, even attendance has been less than desirable.

Assessment *How will students be required to demonstrate their understanding of the learning expected from this experience?*

Students will be required to attend sessions and summarize what they learned while at the conference. Summary forms will be distributed to the students prior to their first session and are due to the advisers in attendance following the conference.

Multi-Disciplinary *What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?*

Students who attend this year's conference will experience a wealth of information that they can not only use right away as high school students, but also throughout their life in whatever career path they might follow. Many students will be exposed to a wealth of new opportunities, while some might be inspired to follow a specific career path. Some will learn valuable leadership skills while others will simply learn how to make a good impression upon others. Regardless of what sessions students attend, they should all discover how to act more professional, lead fellow students within our local chapter, and how to begin a path of success during and after their high school career.

Funding *Describe your source(s) of funding that meets both Department of Education and District guidelines.*

Students paid their own registration and hotel expenses to attend this conference. Each student paid a total of \$85 that covers registration, hotel, Sunday dinner, Monday breakfast and adviser expenses.

Student Expenses:

\$50.00 Registration per student

\$35.00 per hotel room (some rooms will be doubles, triples and quads)

Adviser Expenses:

2 Hotel Rooms \$82.88 each (one male one female room)

Adviser registration \$30 each

Common Experience *Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.*

Students should find that by attending this year's conference, they will be able to be a more productive member of any experience they might be part of. Many of the sessions are designed with the idea that these students are not only involved in their particular CTSO, but also active in other activities at his/her respective schools. Some students may find they are less hesitant during a large group meeting while others may be inspired to challenge themselves. Many will likely find traits within themselves they never knew existed, and want to share it with their peers.

Overnight Accommodations

All students will be staying at the Holiday Inn Hotel & Suites, 4800 Merle Hay Road, Des Moines, IA 50322.

*Rooms will be reserved by Sept. 12 by Kathy Larson, using one of the school's credit cards.

Rooming assignments have not been made yet.

Mode of Transportation

Students will take a Linn-Mar School Bus to Des Moines on October 2nd and return on October 3rd.

Sunday, Oct. 2	
9:00 am	Leave Linn-Mar
11:30-12:30 pm	Stop at Jordan Creek Mall in Des for lunch
1:00 pm	Drop off at Holiday Inn hotel
Monday, Oct. 3	
9:00 am	Pick up from Holiday Inn hotel
9:45 am	Drop off at assigned tour site
11:45 am	Pick up from tour site
12:00 pm	Stop for lunch
3:30 pm	Return to LM

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:

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 " <i>... is a vital part of the curriculum or current activity.</i> " Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input 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"/>	<input type="checkbox"/>
Common	Recommend	This field trip/work site visit is a common experience that all	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience	ed	students at this grade level or activity group should have.		
Multi-disciplinary	Recommend ed	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration	✓	
School Administrator Approval		<i>Mark / Tuttle</i>	Date	8/31/16
District Administrator Approval		<i>Rick A. Kossade</i>	Date	9/6/16
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

SCHOOL SPONSORED FIELD TRIP

DATE(S) OF FIELD TRIP: 10-19 to 10-22, 2016

OF STUDENTS ATTENDING: _____

DATE/TIME LEAVING: 10-19, 2016 7:00 AM

DATE/TIME RETURNING: 10-22-2016 midnight

FIELD TRIP INFORMATION:

DESTINATION: Indianapolis, IN Convention Center

TYPE: ☐ CURRICULAR ☒ CO-CURRICULAR ☐ MEETING
☐ TESTING ☐ OTHER

PURPOSE: National FFA Convention

STAFF SPONSOR/ACCOMPANYING ON TRIP: Barb Lemmet

CELL PHONE # 319-480-0386

STUDENT PARTICIPANT NAMES:

(PLEASE PRINT OR TYPE AN ALPHABETICAL LIST OF STUDENT NAMES PARTICIPATING IN THIS TRIP)

☞ Students must complete/submit an advanced make-up form prior to participating in this field trip ☞

OFFICE USE ONLY:

APPROVED BY: Mark Hutch

DATE: 8/31/16

☐ COPY TO ATTENDANCE

☐ COPY TO SPONSOR

2016 National FFA Convention Application

Deadline: October 9th - Application/Paperwork and \$300

Attending the National FFA Convention is a once is a lifetime opportunity that you don't want to miss!

The 89th National FFA Convention will be held on October 19th – 22st. We will be leaving on Wednesday, October 19th at 7:00 AM. We will be returning on Saturday, October 22nd at 10:00 PM. The hotel we will be staying at is The Rodeway Inn (formerly Caribbean Cove & Holiday Inn at the Pyramids).

1. Represent the Linn-Mar FFA Chapter at this national level event.
2. Attend leadership development workshops and listen to featured speakers.
3. Attend the Agriculture Career Show and other points-of-interest.
4. Hear the National FFA Chorus, Band and Talent.
5. Observe national officers conduct convention sessions.
6. Assist with National FFA Alumni Association activities.
7. Attend the National FFA Agriscience Fair.
8. Meet people from across the nation, as approximately 60,000 FFA members, Alumni members, and guests will be in attendance.

Priority to Attend

The chapter annually budgets money for fees and lodging at the National FFA Convention and there are many ways members can earn the right to attend. **Members attending the convention must sell a minimum of \$250 of fruit, meat, and cheese and/or other fundraising items. Members not selling at least \$250 of fundraising products will be assessed an additional \$50 to help defray the costs of the trip. Students who do not remain an eligible member of the FFA organization for the 2016-2017 school year will be asked to pay the full cost of the convention trip.**

Following is the order in which members will be selected to attend:

1. Qualify for a national competition and/or award.
2. Be awarded the American FFA Degree.
3. Be selected to participate in the National FFA Choir or National FFA Band.
4. Be selected to participate in the National FFA Talent Show.
5. Be a four-year member of the chapter.
6. Earn the Greenhand Degree, regularly attend chapter meetings and participate in FFA activities.
7. Have attended the National FFA Convention before.
8. First year members are eligible on limited bases. (most first year members have been able to participate in the past few years)

Conduct and Cost

1. Official FFA dress is required for all Convention Sessions.
2. Give your full attention at Convention Sessions by actively listening to speakers to gain new ideas. No cell phone use at convention sessions and workshops!
3. Be in your room by 11:00 p.m. and no one in the hallway until morning.

(- over -)

4. Be on time for activities, which means getting adequate sleep. Preferably television, cell phone, and lights out at midnight.
5. Members must be in good standing with the Code of Conduct, Attendance Policy, and Co-Curricular Activities Policy in order to participate in the Convention.
6. **Complete the 2016 National FFA Convention Application, Off-Campus Participation Agreement, Field Trip Permission/Health Information Form,** and report on the Convention at the November Chapter Meeting.
7. Complete the **Field Trip Advanced Make-up Form** and all school assignments before leaving for Louisville.
8. Pay the \$300 plus any additional special event fees (Hypnotist, Bull Bash, concert ticket, tour fees, etc.) before Friday, October 7th. Take another \$150 with you to pay for meals and souvenirs. The FFA is taking a rental van.

We have read the above and recognize the importance of proper conduct by a Linn-Mar FFA member at the National FFA Convention and understand what is expected of the member.

Member's Signature

Parent's
Signature

PARENTS ARE ALSO ELIGIBLE TO ATTEND THE NATIONAL FFA CONVENTION