



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 26, 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 Board President Tim Isenberg. 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, Gustason, Buelt, and Nietert.

### **200: Revision and/or Adoption of Agenda *Motion 57-09-26***

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

### **300: Special Introductions**

Dr. Vic Klopfenstein, with Friendship Force International, and several educators from the Ukraine stopped by the district to visit with administrators, tour the High School, Stadium, and Aquatic Center; and visit with the Board. Earlier in the day they visited Grant Wood Area Education Association and Four Oaks and also met with Iowa Regent Dr. Katie Mulholland. The Ukrainian educators ranged from teachers to a superintendent and were visiting the States as part of the Open World Leadership Conference to gain a better understanding of various school systems across the globe. It was very interesting to learn that Ukrainian schools are already participating in Blended Learning; which is a pathway that the Linn-Mar District is currently reviewing.

### **400: Closed Session**

#### **401: Motion to Move to Closed Session *Motion 58-09-26***

Motion by Patterson for the Board to hold a closed session as provided in Section 21.5(1)(e) of the Code of Iowa to conduct a hearing to determine whether to suspend or expel two students; second by Weaver. Roll call vote resulted in ayes from Gadelha, Isenberg, Nelson, Patterson, Weaver, and AbouAssaly; motion approved. Board moved into closed session at 5:16 PM. Attorney Terry Abernathy and Court Reporter Jeanne Strand were in attendance.

#### **402: Motion to Return to Open Session *Motion 59-09-26***

Motion by Patterson for the Board to return to open session; second by AbouAssaly. Roll call vote resulted in ayes from Isenberg, Nelson, Patterson, Weaver, AbouAssaly, and Gadelha; motion approved. Board returned to open session at 6:30 PM.

### **500: Open Session**

#### **501: Determination Regarding Student A *Motion 60-09-26***

Motion by AbouAssaly for the Board to expel Student A for the duration of the 2016-17 school year until August 1, 2017. Expulsion includes the student being excluded from all Linn-Mar activities and properties for the duration of the expulsion. High School and district

administration, working with the family, will ensure the student will continue their education plan. Upon completion of a successful integration plan developed by district staff and mental health professionals currently seen by the student, the student may return to Linn-Mar High School; second by Patterson. Roll call vote resulted in ayes from Nelson, Patterson, Weaver, AbouAssaly, Gadelha, and Isenberg; motion approved.

**502: Determination Regarding Student B *Motion 61-09-26***

Motion by AbouAssaly for the Board to expel Student B for the duration of the 2016-17 school year until August 1, 2017. Expulsion includes the student being excluded from all Linn-Mar activities and properties for the duration of the expulsion. High School and district administration, working with the family, will ensure the student will continue their education plan. Upon completion of a successful integration plan developed by district staff and mental health professionals currently seen by the student, the student may return to Linn-Mar High School; second by Patterson. Roll call vote resulted in ayes from Patterson, Weaver, AbouAssaly, Gadelha, Isenberg, and Nelson; motion approved.

**600: Adjournment *Motion 62-09-26***

Motion by Gadelha to adjourn the work session at 6:32 PM; second by Nelson. Voice vote; motion approved.

---

Tim Isenberg, Board President

---

Gayla Burgess, Recording Secretary



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b>Student Achievement:</b> <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	<b>Learning Environments:</b> <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	<b>Staff Development:</b> <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	<b>Community Engagement:</b> <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	<b>Resources:</b> <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 - September 26, 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 Board President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Weaver, AbouAssaly, Gadelha, Isenberg, Nelson, and Patterson. Absent: Hutcheson. Administration present: Shepherd, Bisgard, Breitfelder, Christian, and Ramos.

### **200: Revision and/or Adoption of the Agenda *Motion 63-09-26***

Motion by Patterson for the Board to adopt the agenda with the removal of Item 802; second by Nelson. Voice vote; motion approved.

### **300: Recognitions/Proclamations**

### **400: Audience Communications**

### **500: Resolutions/Opening of Bids/Public Hearings**

### **600: Informational Reports**

#### **601: Finance Committee**

Weaver and AbouAssaly reported that during the September 15<sup>th</sup> Finance Committee meeting topics included building values, reserve fund values, and construction updates including the clarification that the new parking lot at Westfield Elementary will increase spaces from 100 to 141 and will be constructed of concrete instead of asphalt.

#### **602: Board Visit**

Board members shared highlights of their September 16<sup>th</sup> visit to Indian Creek Elementary that included their excitement over the staff's progress with Positive Behavior Interventions and Supports (PBIS), the development of a Science, Technology, Engineering, and Mathematics (STEM) Center in their media center, and the enthusiasm and dedication of the entire staff.

#### **603: Community Forum**

Board members reported that during the September 19<sup>th</sup> Community Forum on Strategic Planning they received various opinions on the potential restructuring of the district and they are appreciative for all the feedback they have received through the various input-gathering options they have used.

#### **604: Technology Committee**

Ramos reported that during the September 20<sup>th</sup> Technology Committee meeting topics included the Strategic Plan, technology standards, firewalls and web filters, and Future Ready Schools.

#### 605: Special Education Advisory

Nelson reported that during the September 21<sup>st</sup> Special Education Advisory meeting the discussion centered on planning for the March 7<sup>th</sup> family night event that will focus on making connections for families with students with special learning needs. There will be informative breakout sessions as well as information booths. More information will be shared as the event gets closer.

#### 606: Marion City Council

Patterson reported that during the September 22<sup>nd</sup> Marion City Council meeting she had a chance to speak with Mayor AbouAssaly about the City providing housing plat information to the district as it is approved so the district has better time to assess various needs.

#### 607: Administration Report

*Exhibit 607.1*

Superintendent Shepherd reviewed highlights of the Administration Report drawing special attention to the 2017-18 school year calendar approval process and highlights of the October 10<sup>th</sup> Board meeting that will focus on the Strategic Plan.

### **700: Unfinished Business**

#### 701: Second Reading of Updates to Policy Series 100 **Motion 64-09-26**

*Exhibit 701.1*

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

#### **100 SERIES - EDUCATIONAL OBJECTIVES**

Reviewed	9/16	<b>100</b>	<b>Legal Status of the School District</b>
Reviewed	9/16	<b>101</b>	<b>Educational Philosophy of the School District</b>
Reviewed	9/16	101.1	Curriculum
Reviewed	9/16	101.2	Instruction
Reviewed	9/16	101.3	Assessment
Reviewed	9/16	<b>102</b>	<b>Goals of the Education Program</b>
Reviewed	9/16	<b>103</b>	<b>Long-Range Planning</b>
Reviewed	9/16	<b>104</b>	<b>Anti-Bullying/Harassment Policy</b>
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	<b>105.1</b>	<b>Equal Educational Opportunity</b>
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

#### 702: Second Reading of Updates to Policy 200 Series **Motion 65-09-26**

*Exhibit 702.1*

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

#### **200 SERIES - BOARD OF DIRECTORS**

Reviewed	9/16	<b>200</b>	<b>Statement of Guiding Principals</b>
	<b>201</b>		<b>General Organization</b>

Reviewed	9/16	201.1	Name of School District
Reviewed	9/16	201.2	School Board Legal Status
<b><u>Revised</u></b>	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
<b><u>New</u></b>	9/16	201.7	<i>Term of Office</i>
<b><u>Revised</u></b>	9/16	201.8	<i>Vacancies</i>
Reviewed	9/16	201.9	Board Member Liability
<b>202</b>		<b>Specific Duties of the Board</b>	
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
<b><u>Revised</u></b>	9/16	202.7	<i>Board of Directors' Conflict of Interest</i>
<b>203</b>		<b>Procedures of Operation</b>	
Reviewed	9/16	203.1	Development of Policy
<b><u>Revised</u></b>	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
<b>204</b>		<b>Meetings of the Board</b>	
Reviewed	9/16	204.1	Meetings of the Board
Reviewed	9/16	204.2	Special Meetings
<b><u>Revised</u></b>	9/16	204.3	<i>Closed Meetings</i>
<b><u>Revised</u></b>	9/16	204.4	<i>Annual and Organizational Meetings</i>
Reviewed	9/16	204.7	Board Meeting Agenda
<b><u>Revised</u></b>	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
<b><u>Revised</u></b>	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
<b>205</b>		<b>Miscellaneous</b>	
<b><u>Revised</u></b>	9/16	205.1	<i>Board of Directors Member Compensation and Expenses</i>
<b><u>Revised</u></b>	9/16	205.1-E	<i>Request for Reimbursement for Travel</i>
Reviewed	9/16	205.2	School Board Associations
<b><u>Revised</u></b>	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
<b>206</b>		<b>Board Evaluation</b>	
Reviewed	9/16	206.1	Board Member Development and Training
Reviewed	9/16	206.2	Board Self-Evaluation

703: SBRC Allowable Growth Request for FY16 LEP Allowable Cost **Motion 66-09-26** *Exhibit 703.1*  
Motion by Patterson for the Board to approve the School Budget Review Committee (SBRC) application authorizing the request of allowable growth and supplemental aid for fiscal year 2016, Limited English Proficiency (LEP) allowable cost of \$122,865.49; second by Nelson. Clarification shared that this is an annual expense due to Special Education being an under-funded mandate. Voice vote; motion approved.

**704: Future Ready Schools Pledge Motion 67-09-26**

Motion by AbouAssaly for the Board to support Superintendent Shepherd in moving forward with completing the Future Ready Schools pledge for the Linn-Mar Community School District as discussed during the September 12<sup>th</sup> board meeting; second by Patterson. Voice vote; motion approved.

**800: New Business**

**801: Establishment of Public Hearing and Bid Date Motion 68-09-26 *Exhibit 801.1***

Motion by AbouAssaly for the Board to establish a public hearing date of October 10, 2016, for approval of the design and specifications for the Westfield Elementary parking lot project; and to establish November 2, 2016, at 1:00 PM as the bid date and time; second by Nelson. Voice vote; motion approved.

**802: Receive and File a Recommendation Regarding Termination of Employment**

*Item removed from the agenda during motion 63-09-26.*

**803: Open Enrollment Requests Motion 69-09-26**

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

**Denied In**

	<b>Name</b>	<b>Grade</b>	<b>Resident District</b>	<b>Reason</b>
1	Marquez, Mataeo	6 <sup>th</sup>	Cedar Rapids CSD	Insufficient Space

**900: Consent Agenda**

**901: Personnel**

**Classified Staff: Assignment/Reassignment/Transfer**

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Adair, Jennifer	NE: Part-time Student Support Associate	9/9/16	LMSEAA II, Step 10
Baker, Douglas	O&M: Summer Help	9/8/16	\$10.00/hour
Berggren, Scott	NS: From Assistant Driver (school year) to Lead Driver (year-round)	9/12/16	SEIU, C+.25(b) Step 8
Bielefeld, Wendy	AC: Academic Aquatic Instructor	10/3/16	\$15.00/hour
Brown, Roger	Technology: Technician	10/3/16	\$23.20/hour
Clark, Brooke	OR: Student Support Associate	9/26/16	LMSEAA II, Step 7
Cummings, Miranda	LG: From .5 to 1.0 Student Support Associate	9/12/16	Same
Gill, Beth	OR: Student Support Associate	9/26/16	LMSEAA II, Step 7
Groezienger, Jill	WF: Student Support Associate	10/3/16	LMSEAA II, Step 10
Haugen, Katrina	WE: Student Support Associate	9/16/16	LMSEAA II, Step 10
Heneisen, Chrystal	NS: From HS General Help to Production Mngr	9/19/16	\$20.25/hour
Hess, Jan	HS: Student Support Associate	9/26/16	LMSEAA II, Step 10
Hopkins, Betty	HS: Student Support Associate	10/5/16	LMSEAA II, Step 10
Kost, Jeff	OR: ASSIST Program Associate	9/19/16	LMSEAA II, Step 10
Potter, Michael	TR: From Sub to Regular Bus Driver	9/12/16	Step 1
Sears, Margaret	NS: HS From Part-Time General Help to Lead Cook	9/22/16	SEIU A+.25, Step 1
Stolba, Daniel	NS: Part-Time Assistant Driver	9/19/16	SEIU C(b), Step 1
Vogel, Caleb	NS: From .5 to 1.0 Assistant Driver	9/19/16	Same
Weber, Sheri	AC: Aquatic Instructor	9/7/16	\$12.00/hour
Zerr, Kim	NS: General Help	9/12/16	Step 1

***Classified Staff: Resignation***

Name	Assignment	Dept Action	Reason
Bettcher, Carrie	LG: Student Support Associate	9/23/16	Personal
Pfau, Sue	HS: Student Support Associate	9/23/16	Personal

***Extra-Curricular: Assignment/Reassignment/Transfer***

Name	Assignment	Dept Action	Salary Placement
Miles, Ed	HS: Assistant 9 <sup>th</sup> Gr Football Coach	9/9/16	Schedule H, Category D \$3,195

902: Approval of Minutes from September 12<sup>th</sup>*Exhibit 902.1*903: Approval of Minutes from September 19<sup>th</sup>*Exhibit 903.1*904: Approval of Bills*Exhibit 904.1*905: Approval of Contracts*Exhibits 905.1-7*

1. Non-commercial licensing agreement with Matthew Hoskins, Head Coach of the Indian Creek Lions basketball team.
2. Commercial licensing agreement with Michael Stromert, President of Cotton Gallery.
3. Addendum to agreement with Four Oaks Family and Children's Services.
4. Agreement for statewide voluntary preschool program with the Cedar Rapids Community School District in concurrence with the Cooperative 28E agreement between the Cedar Rapids CSD and Rockwell Collins, Inc., for providing space at the Rockwell Collins Child Development Center for the 2016-17 school year.
5. Interagency agreements for Special Education instructional programming with Cardinal CSD (1), College CSD (5), Dubuque Community Schools (1), and Keokuk CSD (1).
6. Contract agreement with the Iowa Department of Education for Echo Hill, Indian Creek, and Linn Grove to participate in the Specially Designed Instruction (SDI) Usability Site Project as part of the Significant Disabilities Literacy Strand with Leisa Breitfelder as head of the SDI Team for the district for a contracted amount of up to \$15,000.00.
7. Change order with Larson Construction for labor and materials associated with the High School renovation project for a contract sum increase of \$45,395.27.

906: Board Information*Exhibits 906.1-2*

1. School finance report as of August 31, 2015
2. School finance report as of August 31, 2016

907: Fieldtrip Request*Exhibit 907.1*

Fieldtrip request for the High School Concert Band to attend a band clinic at the University of Kansas in Lawrence, Kansas on April 23-23, 2017.

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. ***No items currently listed for sale.***

909: Items Removed from the Consent Agenda for Separate Action ***Motion 70-09-26***

Motion by Gadelha to remove Items 902 and 903; second by Patterson. Gadelha clarified she was unable to open the exhibits. Voice vote; motion approved.

910: Approval of the Consent Agenda ***Motion 71-09-26***

Motion by Patterson for the Board to approve the consent agenda with the removal of Items 902 and 903; second by Gadelha. It was requested that the Board receive a more in-depth

update on the number of changes orders and amounts pertaining to the High School renovations. Voice vote; motion approved.

Motion by Patterson for the Board to approve Items 902 and 903 as presented; second by AbouAssaly. Voice vote, Gadelha abstained, motion approved. **Motion 72-09-26**

## **1000: Communications, Announcements, and Transmittals**

### **1001: Board Communications**

- Weaver shared kudos to the High School administration for their dedication to ensuring a safe and fun homecoming week.
- Nelson congratulated the 10 seniors who were named Commended Students in the 2016 National Merit Scholarship Program.
- Gadelha shared she would like to see the district provide various avenues for students to participate in the flood recovery efforts.
- AbouAssaly agreed with Gadelha's idea and shared that Xavier High School closed one day for the students to help sandbag. AbouAssaly also requested prayers for his mother due to recent health issues.
- Patterson shared that she was excited to hear that 1/3 of the Indian Creek 3<sup>rd</sup> graders she visited with during Olweus have provided some sort of flood recovery aid. Patterson also shared that during the Marching Band competition hosted at Linn-Mar during the weekend of the flood, Jefferson High School received a special award for deciding not to compete so the students, staff, and families could volunteer flood aid.
- Isenberg shared that he will be presenting information on the potential Innovation Center to the Marion Independent School District Board of Education on October 10<sup>th</sup> to see if they would like to participate.

### **1002: Calendar**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
September 28 <sup>th</sup>	7:30 AM	Board Visit <b>**Postponed to 1/18</b>	Success Center
September 29 <sup>th</sup>	5:15 PM	Homecoming Parade & Coronation	High School
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
October 4 <sup>th</sup>	11:30 AM	Marion Chamber Luncheon	Cedar Rapids Marriott
October 6 <sup>th</sup>	5:30 PM	Marion City Council (Nelson)	City Hall
October 7 <sup>th</sup>	7:30 AM	Board Visit	Excelsior Middle School
October 10 <sup>th</sup>	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
October 12 <sup>th</sup>	7:30 AM	Board Visit	O&M/Transportation Building
October 20 <sup>th</sup>	7:30 AM	Finance Committee	Superintendent's Conference Room
October 20 <sup>th</sup>	4:00 PM	Health & Human Development	Boardroom
October 20 <sup>th</sup>	5:30 PM	Marion City Council (Weaver)	City Hall
October 24 <sup>th</sup>	5:00 PM 7:00 PM	Board Work Session Board Regular Session	High School Pride Rock Commons
October 26 <sup>th</sup>	7:00 AM	Board Visit	Novak Elementary
October 27 <sup>th</sup>	9:00 AM	Innovation Center Advisory Board	Hupp Electric Motors (500 57 <sup>th</sup> St)
October 28 <sup>th</sup>	7:30 AM	Board Visit	Echo Hill Elementary
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location</b>
November 2 <sup>nd</sup>	4:00 PM	Equity Advisory	LRC Room 5
November 3 <sup>rd</sup>	5:30 PM	Marion City Council (Weaver)	City Hall
November 4 <sup>th</sup>	7:00 AM	Board Visit	Aquatic Center
November 7 <sup>th</sup>	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
November 9 <sup>th</sup>	4:00 PM	School Improvement Advisory	LRC Room 5
November 10 <sup>th</sup>	7:30 AM	Finance Committee	Superintendent's Conference Room



Date	Time	Event	Location
November 10 <sup>th</sup>	5:30 PM	All-Metro Board Meeting	Hotel at Kirkwood
November 12 <sup>th</sup>	8:30 AM	Coffee Conversation	Wilkins Elementary
November 15 <sup>th</sup>	9:00 AM	Policy Committee	Superintendent's Conference Room
November 16 <sup>th</sup>	4:30 PM	Special Education Advisory	Boardroom
November 16-17	All Day	IASB Convention	Des Moines
November 16 <sup>th</sup>	5:00 PM	UEN Banquet	Des Moines Marriott
Date	Time	Event	Location
November 17 <sup>th</sup>	5:30 PM	Marion City Council	City Hall
November 18 <sup>th</sup>	7:30 AM	Board Visit	High School
November 21 <sup>st</sup>	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	

### 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 73-09-26***

Motion by AbouAssaly for the Board to adjourn the regular session at 7:43 PM; second by Patterson. Voice vote; motion approved.

---

Tim Isenberg, Board President

---

Gayla Burgess, Recording Secretary

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

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

### **Strategic Goal #1: Student Achievement – Performance Measures**

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

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

### **Next Steps/Strategy – Teaching & Learning/Curriculum**

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

**2017-18 School Calendar:** As we begin to prepare for the 2017-18 school year, we will be making some changes in the process used to gather feedback from the staff and community regarding the school calendar. In lieu of a separate Calendar Committee the following process will be used:

- Draft calendar(s) will be created by Shannon Bisgard, Associate Superintendent, and shared with principals in October.
- Principals will share the draft calendar(s) with staff and parent organizations to gather feedback.
- Staff will be able to provide feedback on calendar options.
- Mr. Bisgard will review the feedback and then meet with principals, Teaching & Learning, Teacher Leadership, and Cabinet to discuss feedback and potential changes or revisions.
- One proposed calendar will be brought forward to the Board in December for approval.

The reason for this change in process is simply because the State of Iowa has declared that school cannot start until August 23rd on any given school year. The State's determination limits the district in making many decisions in regard to the school calendar. So, the formation of a separate committee is unnecessary as feedback can be gathered in a more efficient and direct manner.



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

### **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

**Westfield Parking Lot Replacement Project:** The project will be completed during the summer of 2017 with a start date in June 2017. Design includes 141 parking stalls (current lot has about 100). Current engineering estimate for the project is between \$800,000 and \$900,000; which will be paid from the SAVE Fund.

Proposed timeline for the Westfield parking lot replacement project:

- 9/15/2016 - Finance Committee meeting review
- 9/26/2016 - Establish public hearing and advertisement for bids at board meeting
- 10/10/2016 - Public hearing and approve final plans at board meeting (issue bid documents next day)
- 10/25/2016 - Pre-bid meeting
- 11/2/2016 - Receive bids
- 11/7/2016 - Approve bids at board meeting

**Westfield Addition:** Target date to begin moving current classrooms into new addition is January 2017.

- Brickwork completed by 10/7
- Window installation completed by 10/28
- Roof work completed by 10/7
- Heating, air conditioning, electrical, and roof drains operational by 10/21
- Steel stud work and drywall completed by 10/3
- Painting completed by 11/18
- Ceiling grid and panels installed by 11/25
- Door hardware, casework, cabinets, electrical, and restroom fixtures completed by 12/16

### **High School Remodel Update:**

As of 9/19, the following areas are complete and operational with only punch list items remaining: corridors, restrooms (excluding south classroom 1st and 2nd floors), classroom E section (rooms 158-162), exterior, area F, media center, south and north additions, and weight/fitness/wrestling area. Areas currently under construction are: old weight room, restroom, and corridors; classroom stack #1 (four classrooms) to be completed by 9/26; lecture hall/conference room scheduled for completion by 12/9; and nurses' office (former administrative offices).



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

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

### **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

**MIIP (Metro Interagency Insurance Program):** The first meeting of 2016-17 was held on September 7th. Reports and discussion included:

- [Fund balance for MIIP entities and LM:](#) LM continues to have a healthy balance (the highest within MIIP).
- [Enrollment by plan:](#) Our most popular plan continues to be the PPO Choice. HMO Basic participation is up; we are seeing more interest in this plan and will likely discuss considering an HSA option this year. Cedar Rapids is also interested in offering an HSA.
- Telehealth: LM is the only entity that offers a telehealth option through TelaDoc. It has been very successful and we have very high participation and good ROI as the claims do not run through Wellmark. Wellmark is now offering a telehealth option. It is not as robust as TelaDoc and claims will run through the plan.
- Potential RFP for Vendor: The Board discussed the option to seek proposals for potential TPA's. After discussion, it was decided that instead of sending out proposals for TPA's, the Board would rather discuss other potential savings avenues.
- FYI: Trend at this time is 9.5% for Wellmark book of business.

**Early Childhood Professional Development:** On October 5<sup>th</sup>, the Early Childhood staff will be fortunate enough to spend the day with Kate Werling, Consultant on School Readiness. Kate's focus with the Linn-Mar staff and our two community partners, Rockwell Collins and Hand in Hand, will be on Creative Curriculum. Kate will be sharing some foundational work on the background of Creative Curriculum and how to use the system/kit to its potential. Kate will also be discussing with the staff how GOLD can drive instruction for individual students, small groups, and large groups.

**Safety Update:** The Safety Steering Committee met on September 13th ([meeting minutes](#)). The committee reviewed the educational assistant training held on August 18th, safety snippets, the safety survey from last spring, and claims data. There is the potential that, due to Linn-Mar employee's safety practices, the district could have significant savings in premiums upon renewal this year.



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

### **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

**Board Visit to Indian Creek:** The Board of Education held the first school visit of the year with Indian Creek Elementary staff on September 16th. During the visit information was shared about several great programs and initiatives including Special Education, innovation spaces, and PBIS.

### **Strategic Planning:**

- Strategic Plan Document: The Board of Education is scheduled to see a preview of the Strategic Plan document (which will ultimately be printed and shared throughout the community) at the October 10th work session. As we get closer to completion of the plan, the Board can also expect to see dramatic changes in the Administration Report. The changes in the Admin Report will reflect strategic alignment with the goals and indicators elucidated within the Strategic Plan.
- Face-to-face:
  - An open community forum was held on September 19th
  - A team of district administrators is visiting with the staff from buildings to solicit feedback and take questions. Visits have been held at Linn Grove, Indian Creek, Novak, and Wilkins. Future meetings are scheduled at Westfield, Echo Hill, Bowman Woods, Oak Ridge, and Excelsior.
  - Associate Superintendent Bisgard met with the High School Student Advisory on 9/15.
  - Superintendent Shepherd and a small team of district administrators are also conducting dine around sessions as another opportunity for staff to share feedback and ask questions.
- Digital: The Thoughtexchange survey is running concomitant for those unable to participate in the face-to-face opportunities. Here is the survey timeline:
  - The *Share Step* has concluded with 797 parents, staff, and community members sharing a total of 2,340 thoughts; and 141 students sharing a total of 325 thoughts.
  - *Moderating* has concluded as well. This was a period of time for editing and clean-up.
  - *Star Step* was open from 9/14 through 9/21: Participants were invited by email to prioritize thoughts by assigning stars.



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

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

- *Analysis* is occurring now (9/22 through 10/2): Thoughts and ideas are being reviewed by a 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.

**New Website Progress:** Administration is working with Juicebox to determine a roll-out date. Templates already built (these include the responsive versions as well): Home, Interior, Alert, Calendar, Highlights, News Landing, News Interior, 404, and Teacher Sites. Currently working on templates for each building. Templates for the Virtual Backpack, directory, and work to link all the templates will begin soon.

**Technology Advisory:** The September 20th meeting included a review of the high level Strategic Plan goals and discussion on the restructuring plan, technology projects in process, and the [Future Ready Schools](#) initiative.

**Special Education Advisory:** The Special Education Advisory met on September 21st with the main focus centering on the beginning stages of planning for the March 7th parent night event. The team discussed building on the district theme of making connections (#LMConnections) and thought this would be a great opportunity for families to make community-family-school connections. The evening will include breakout sessions as well as informational booths for families to visit.



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

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

### **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 LEP Allowable Cost Report and Request for Allowable Growth:** The Limited English Proficiency (LEP) Cost Report is an annual report whereby district LEP expenditures are reconciled against LEP revenues. With the growing number of LEP students, coupled with no new revenues, LEP is another underfunded mandate the district has each year. In 2015-16, Linn-Mar realized a LEP deficit of \$122,865, compared to \$165,746 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. This process is similar to the Special Education deficit discussed at the September 12th board meeting. Therefore, administration is recommending the Board approve the SBRC application requesting allowable growth in the amount of \$122,865.49, for the negative LEP balance in 2015-16.

### **Finance/Audit Committee Meeting Notes - September 15, 2016:**

- Committee reviewed the 2015-16 Certified Annual Report (CAR) at the individual fund level. Revenues, expenditures, and fund balance amounts were compared to the previous year and any notable fluctuations were explained.
- Committee also reviewed the following reports that were due to the Iowa Department of Education by September 15th: Special Education Supplement, Transportation Report, and Facilities, Elections, and Sales Tax.
- Rick Ironside, Executive Director of Support Services, updated the Board on the ongoing capital projects (HS renovation, Westfield addition, and Oak Ridge cafeteria), and reviewed the upcoming Westfield parking lot project. *See the facilities section on page 2 for more information.*



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<b><u>Student Achievement:</u></b> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<b><u>Learning Environments:</u></b> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<b><u>Staff Development:</u></b> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<b><u>Community Engagement:</u></b> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<b><u>Resources:</u></b> 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 26, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

### Achievements and Honors:

**2016 National Merit Scholarship Semifinalists:** High School Seniors Nathan Bellows, Jennifer Jenks, Nolan Jessen, Cameron Kraklio, Jacob Lam, Alan Liang, Finlan Rhodes, and Kyle Tupper were named semifinalists in the 2016 National Merit Scholarship Program. Congratulations to these eight seniors on their achievement and good luck in 2017!

**Award of Excellence:** Junior Sarah Velazquez received an Award of Excellence certifying her successful completion of the Congress of Future Medical Leaders. Four students from around Iowa were invited to participate in the Congress that hosted over 8,000 people from around the world. Congratulations, Sarah!



**KCRG Athlete of the Week:** Junior Drew Brandel is the newest KCRG-TV9 Athlete of the Week. Drew shot a 75 during the MVC Mississippi Division Golf Meet that tied him for medalist honors. Great job, Drew!



**LMHS Orchestra Students Perform at Paramount Theatre:** Senior Violinists Morgan Francis and Ji Yeon In; and Junior Violinists Whitney Guthrie, Sydney Walther, and Kathy Zhou were selected to perform alongside the internationally renowned touring group, The Piano Guys. The event took place at the Paramount Theatre in Cedar Rapids on September 22nd. Congratulations to these talented musicians!



**2017 National Merit Scholarship Program:** Linn-Mar Seniors Marion Cagnard, Donald Fejfar, Nick House, Ji Yeon In, Sarah Jones, Jackson Kane, Tracy Lansing, Scott Laubengayer, Benjamin Steinbach, and Jordan Turner were named Commended Students in the 2017 National Merit Scholarship Program. The seniors were among 34,000 students being recognized nationwide for their exceptional academic promise. The students placed in the top 5% of more than 1.6 million students who entered the 2017 competition by taking the Preliminary SAT (PSAT) exam.

**Girls' Soccer Team Honored:** The Eastern Iowa Association of Fundraising Professionals selected the Linn-Mar Girls' Soccer Team as winners of the 2016 Youth Philanthropist Award for their combined efforts with Cedar Rapids Kennedy in their Kickin' Cancer Campaign. Great job!



**2018 State Large Group Speech Contest:** The Iowa High School Speech Association has selected the district to host the State Large Group Speech Contest for the Southeast District of Iowa in February 2018. Students from 100 schools will compete during the event. Congratulations to the district's Speech and Communications programs for achieving the honor to host this event.

**Sports Updates:** Congratulations to all the Linn-Mar sports for their dedication and drive. Recent achievements include Girls' Volleyball defeating Waterloo West winning all three sets and achieving their 14th win, Boys' Golf setting a record of 44-9, the second-most wins in the State and putting them 4th as a team in the Class 4A rankings, Boys' Cross Country finished 11th out of 31 teams at the Heartland Invitational hosted at ISU and the Girls' Team placed 8th out of 28 teams, and Girls' Swimming & Diving scored a dual victory over City High with a score of 97-89; placing them 14th in the State.





## INDEX OF POLICIES

### 100 SERIES - EDUCATIONAL OBJECTIVES

Reviewed 9/16	<b>100</b>	<b>Legal Status of the School District</b>
Reviewed 9/16	<b>101</b>	<b>Educational Philosophy of the School District</b>
Reviewed 9/16	101.1	Curriculum
Reviewed 9/16	101.2	Instruction
Reviewed 9/16	101.3	Assessment
Reviewed 9/16	<b>102</b>	<b>Goals of the Education Program</b>
Reviewed 9/16	<b>103</b>	<b>Long-Range Planning</b>
Reviewed 9/16	<b>104</b>	<b>Anti-Bullying/Harassment Policy</b>
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	<b>105.1</b>	<b>Equal Educational Opportunity</b>
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



## 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.

Page 1 of 5

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, 1<sup>st</sup> Reg. Session, 82<sup>nd</sup> 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.

Page 2 of 5

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, 1<sup>st</sup> Reg. Session, 82<sup>nd</sup> 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.

Page 3 of 5

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, 1<sup>st</sup> Reg. Session, 82<sup>nd</sup> 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 10<sup>th</sup> 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.

Page 4 of 5

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, 1<sup>st</sup> Reg. Session, 82<sup>nd</sup> 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 10<sup>th</sup> 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.

Page 5 of 5

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, 1<sup>st</sup> Reg. Session, 82<sup>nd</sup> 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 N10<sup>th</sup> 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 10<sup>th</sup> 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 10<sup>th</sup> 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 \_\_\_\_\_



## INDEX OF POLICIES

### 200 SERIES - BOARD OF DIRECTORS

Reviewed 9/16	<b>200</b>	<b>Statement of Guiding Principals</b>
	<b>201</b>	<b>General Organization</b>
Reviewed 9/16	201.1	Name of School District
Reviewed 9/16	201.2	School Board Legal Status
<i>Revised 9/16</i>	<i>201.4</i>	<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
<i>New 9/16</i>	<i>201.7</i>	<i>Term of Office</i>
<i>Revised 9/16</i>	<i>201.8</i>	<i>Vacancies</i>
Reviewed 9/16	201.9	Board Member Liability
	<b>202</b>	<b>Specific Duties of the Board</b>
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
<i>Revised 9/16</i>	<i>202.7</i>	<i>Board of Directors' Conflict of Interest</i>
	<b>203</b>	<b>Procedures of Operation</b>
Reviewed 9/16	203.1	Development of Policy
<i>Revised 9/16</i>	<i>203.2</i>	<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



## **INDEX OF POLICIES** *(continued)*

	<b>204</b>	<b>Meetings of the Board</b>
Reviewed 9/16	204.1	Meetings of the Board
Reviewed 9/16	204.2	Special Meetings
<i>Revised 9/16</i>	<i>204.3</i>	<i>Closed Meetings</i>
<i>Revised 9/16</i>	<i>204.4</i>	<i>Annual and Organizational Meetings</i>
Reviewed 9/16	204.7	Board Meeting Agenda
<i>Revised 9/16</i>	<i>204.8</i>	<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
<i>Revised 9/16</i>	<i>204.12</i>	<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
	<b>205</b>	<b>Miscellaneous</b>
<i>Revised 9/16</i>	<i>205.1</i>	<i>Board of Directors Member Compensation and Expenses</i>
<i>Revised 9/16</i>	<i>205.1-E</i>	<i>Request for Reimbursement for Travel</i>
Reviewed 9/16	205.2	School Board Associations
<i>Revised 9/16</i>	<i>205.3</i>	<i>Gifts to School Board Members, Officers, or School District Employees</i>
Reviewed 9/16	205.4	The Board's Relationship with Elected Officials
	<b>206</b>	<b>Board Evaluation</b>
Reviewed 9/16	206.1	Board Member Development and Training
Reviewed 9/16	206.2	Board Self-Evaluation



## 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 <sup>st</sup> Tuesday
April	1 <sup>st</sup> Tuesday
June	Last Tuesday
September	2 <sup>nd</sup> Tuesday

### Even Years

February	1 <sup>st</sup> Tuesday
April	1 <sup>st</sup> Tuesday
September	2 <sup>nd</sup> Tuesday
December	1 <sup>st</sup> 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.

Page 2 of 3

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.

Page 1 of 2

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.



## 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](http://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.

Page 1 of 2

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.



## 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))

Page 1 of 2

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))

Page 1 of 2

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)

Page 2 of 2

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

Page 2 of 2

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.

Page 1 of 2

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.

Page 2 of 2

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.

Page 1 of 2

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

Page 2 of 3

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.

\

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) \_\_\_\_\_

**LEP Allowable Cost**

Due Date: October 1, 2016

Record certified.

Certified on 9/20/2016 10:39:38 AM

Name	J.T. Anderson
Title	CFO
Phone	319-447-3008
Email	jranderson@linmar.k12.ia.us

Program between 410 - 419 Account ID = 9 and Fund = 10 Object by Function		Salaries	Benefits	Purchased Professional	Equip rental/repair	Other (tuition)	Supplies	Equip	Total
		100-199	200- 299	300-399	430-449	500- 599	600-699	730- 739	
1. Instruction	1XXX	276,234.35	48,135.36	0.00	0.00	1,009.65	7,219.01	0.00	332,598.37
2. Student Support Services	21XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Staff Support Services	22XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Exec Admin	23XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Bldg Admin	24XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Business Admin	25XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. O & M	26XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Transportation	27XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Community Services	33XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Total		276,234.35	48,135.36	0.00	0.00	1,009.65	7,219.01	0.00	332,598.37

11. Total (Line 10)		332,598.37
12. Weighted funding received (from October 2014 CE x FY16 DCP) (23.98 X 6447)	154,599.06	
13. Other resources (expenditures above that have project >0000, excluding 1112)	40,950.82	
14. FY15 state and federal carryover	0.00	
15. MAG on FY16 Application form (from SBRC application form)	14,183.00	



16. Resources Available but unused	0.00	
Total Resources Available (Sum Lines 12 thru 16)	209,732.88	
17. Preliminary Maximum allowable request (Lines 11-Total Resources Available, if positive, otherwise zero)		122,865.49
18. Any expenditure included in the row above that is not expressly allowed by IAC (district input)	0	
19. Maximum allowable request (Line 17 minus 18, if positive, otherwise zero)		122,865.49
20. Amount requested (may be less than maximum allowable)		122865.49
21. FTE of LEP students in instructional LEP program on count date (from October 15 SRI/CE)	108.00	108.00
22. FTE of LEP students in instructional LEP program at end of year (from SRI Spring 16)	124.00	124.00
23. FTE of teachers exclusively assigned to LEP additional instruction outside of regular classroom instruction. Do not include coordinator or director positions (from Fall BEDS staffing)		0.00
24. FTE of aides (including interpreters) exclusively assigned to LEP additional instruction outside of regular classroom instruction (from Fall BEDS staffing)		0.00
25. Program delivery model as reported in SRI Spring 16 SRI		
Dual Language Program	0	
Sheltered Instruction	0	
English as a Second Language (ESL)	0	
Other Bilingual Program	0	
Newcomer Program	0	
Exited ELL During Year	0	
Total	0	
26. Languages represented in LEP population (SRI Spring 16)		
Dutch	2	
English	3	
Filipino	2	
French	10	
Gujarati	2	

SBRC

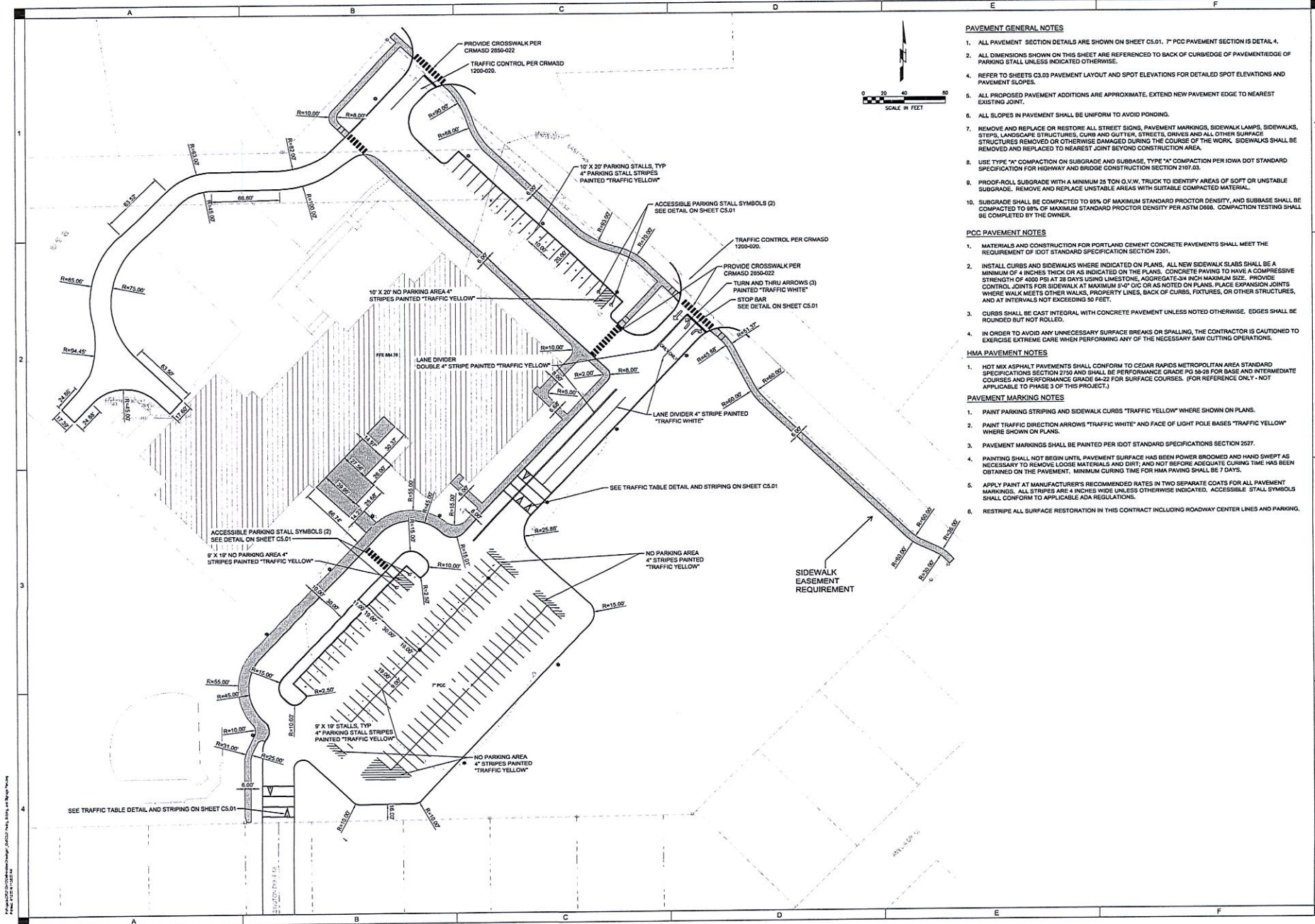
Request

Albanian	1	
Arabic	8	
Bengali	4	
Chinese	8	
Hindi	4	
Japanese	2	
Kannada	1	
Konkani	2	
Korean	1	
Lingala	3	
Mongo	1	
Malayalam	1	
Marathi	1	
Mandar	3	
Nepali	4	
Panjabi	1	
Portuguese	2	
Rundi	1	
Russian	1	
Spanish	22	
Swahili	3	
Tamil	3	
Telugu	5	
Thai	1	
Ukrainian	2	
Urdu	10	
Vietnamese	10	
27. Adult to student ratio (FTE of students served during year / total of teachers and aides FTE) (0 / 0)		0.00
28. LEP costs per pupil in excess of the DCP (grand total expenditures / FTE of students served during year) (332598.37 / 0)		0.00
29. % of LEP students from Certified Enrollment October 2014		1.29

Please contact Carla Schimelfenig by email or phone (515)242-5612 with questions regarding this form

### **Timeline for Westfield Parking Lot Project:**

- 9/26/2016 Establish public hearing and advertisement for bids at school board meeting
- 10/10/2016 Public hearing and approve final plans at school board meeting
- 10/25/2016 Pre-bid meeting
- 11/2/2016 Receive bids
- 11/7/2016 Approve bids at school board meeting
- Spring 2017 Construction Begins
- August 2017 Construction Complete



#### PAVEMENT GENERAL NOTES

1. ALL PAVEMENT SECTION DETAILS ARE SHOWN ON SHEET C5.01. 7\"/>

#### PCC PAVEMENT NOTES

1. MATERIALS AND CONSTRUCTION FOR PORTLAND CEMENT CONCRETE PAVEMENTS SHALL MEET THE REQUIREMENT OF DOT STANDARD SPECIFICATION SECTION 2301.
2. INSTALL CURBS AND SIDEWALKS WHERE INDICATED ON PLANS. ALL NEW SIDEWALK SLABS SHALL BE A MINIMUM OF 4 INCHES THICK OR AS INDICATED ON THE PLANS. CONCRETE PAVING TO HAVE A COMPRESSIVE STRENGTH OF 4000 PSI AT 28 DAYS USING LESTONITE AGGREGATE 3/4 INCH MAXIMUM SIZE. PROVIDE CONTROL JOINTS FOR SIDEWALK AT MAXIMUM 8'-0\"/>

#### HMA PAVEMENT NOTES

1. HOT MIX ASPHALT PAVEMENTS SHALL CONFORM TO CEDAR RAPIDS METROPOLITAN AREA STANDARD SPECIFICATIONS SECTION 2750 AND SHALL BE PERFORMANCE GRADE PG 58-28 FOR BASE AND INTERMEDIATE COURSES AND PERFORMANCE GRADE 64-22 FOR SURFACE COURSES. (FOR REFERENCE ONLY - NOT APPLICABLE TO PHASE 3 OF THIS PROJECT.)

#### PAVEMENT MARKING NOTES

1. PAINT PARKING STRIPING AND SIDEWALK CURBS \"TRAFFIC YELLOW\" WHERE SHOWN ON PLANS.
2. PAINT TRAFFIC DIRECTION ARROWS \"TRAFFIC WHITE\" AND FACE OF LIGHT POLE BASES \"TRAFFIC YELLOW\" WHERE SHOWN ON PLANS.
3. PAVEMENT MARKINGS SHALL BE PAINTED PER DOT STANDARD SPECIFICATIONS SECTION 2527.
4. PAINTING SHALL NOT BEGIN UNTIL PAVEMENT SURFACE HAS BEEN POWER BROOMED AND HAND SWEEP AS NECESSARY TO REMOVE LOOSE MATERIALS AND DIRT; AND NOT BEFORE ADEQUATE CURING TIME HAS BEEN OBTAINED ON THE PAVEMENT. MINIMUM CURING TIME FOR HMA PAVING SHALL BE 7 DAYS.
5. APPLY PAINT AT MANUFACTURER'S RECOMMENDED RATES IN TWO SEPARATE COATS FOR ALL PAVEMENT MARKINGS. ALL STRIPES ARE 4 INCHES WIDE UNLESS OTHERWISE INDICATED. ACCESSIBLE STALL SYMBOLS SHALL CONFORM TO APPLICABLE ADA REGULATIONS.
6. RESTRIPE ALL SURFACE RESTORATION IN THIS CONTRACT INCLUDING ROADWAY CENTER LINES AND PARKING.

**SHIVEHATTERY**  
ARCHITECTURAL FIRM, INC.



**LINN MAR CSD WESTFIELD PARKING LOT  
RECONSTRUCTION**

**PRELIMINARY  
- NOT FOR  
CONSTRUCTION**

DESIGN: EAP  
APPROVED: LAK  
REVIEW: BJK  
DATE: 04/20/2018  
PROJECT NO: 233415  
FIELD BOOK: 1293  
CLIENT NO:

**PAVING, STRIPING,  
AND SIGNAGE PLAN**

**C3.01**

**Linn-Mar Westfield Parking Lot Reconstruction  
2017 Construction**

Cedar Rapids, Iowa

Engineer's Opinion of Construction Cost - Rough Order of Magnitude  
Estimate of Quantities - September 13, 2016

SH Project No. 215341-0

Item No	Description	Unit	Unit Price	Quantity	Cost
1	Mobilization	LS	\$ 40,000	1	\$ 40,000
2	Construction Survey	LS	\$ 5,000	1	\$ 5,000
3	Temporary Sediment and Erosion Control	LS	\$ 2,000	1	\$ 2,000
4	Silt Fence	LF	\$ 3	1,700	\$ 5,100
5	Pavement Removals (including sidewalk, curb and gutter, and sawcutting)	SY	\$ 5	10,000	\$ 50,000
6	Unclassified Excavation	CY	\$ 8	4,000	\$ 32,000
7	Miscellaneous Demolition	LS	\$ 5,000	1	\$ 5,000
8	Subgrade Preparation	SY	\$ 3	12,050	\$ 30,125
9	Granular Subbase	SY	\$ 8	11,600	\$ 87,000
10	Storm Sewer Intake	EA	\$ 2,500	5	\$ 12,500
11	Storm Sewer Pipe, RCP	LF	\$ 40	450	\$ 18,000
12	Flared End Section	EA	\$ 1,500	2	\$ 3,000
13	Water Main Extension, including fire hydrant	LS	\$ 10,000	1	\$ 10,000
15	12" Pavement, PCC	SY	\$ 40	315	\$ 12,600
16	7" Pavement, PCC	SY	\$ 27	11,550	\$ 311,850
17	4" Sidewalk, PCC	SY	\$ 25	1,700	\$ 42,500
18	Sidewalk Ramp Truncated Domes	SF	\$ 70	48	\$ 3,360
19	Painted Pavement Markings and Symbols	LS	\$ 5,000	1	\$ 5,000
20	Hydroseeding	LS	\$ 2,000	1	\$ 2,000
21	Electrical Demolition	LS	\$ 3,000	1	\$ 3,000
22	Lighting Poles, Footings, and Luminaires (17 Poles assumed)	LS	\$ 77,000	1	\$ 77,000
23	Conduit and Wire, Trench and Backfill (1450 LF trenching 1850 Wire)	LS	\$ 15,000	1	\$ 15,000
24	Light Aiming and Commissioning	LS	\$ 2,500	1	\$ 2,500
Sub-Total					\$ 774,535

Item No	Description	Unit	Unit Price	Quantity	Cost
<b>Owner Provided Items</b>					
1	Subgrade and Subbase Compaction Testing	LS	\$ 10,000	1	\$ 10,000
2	Concrete Maturity Testing for PCC Pavement	LS	\$ 5,000	1	\$ 5,000
3	Overstory Deciduous Trees	EA	\$ 400	12	\$ 4,800
4	Ornamental Deciduous Trees	EA	\$ 300	14	\$ 4,200
5	Conifert Trees	EA	\$ 400	4	\$ 1,600
6	Shrubs	EA	\$ 30	100	\$ 3,000
7	Plugs	EA	\$ 2.15	3014	\$ 6,480
8	Mulch	CY	\$ 42	113	\$ 4,746
9	Tree Stakes & Tree Tie	EA	\$ 15	60	\$ 900
10	Landscape Fabric	SF	\$ 0.10	9400	\$ 940
Sub-Total					\$ 41,666

Total Construction Cost Estimate	\$ 816,201
10% Contingency	\$ 81,620
Total Project Cost	\$ 897,800

\*The Architect/Engineer, as a design professional familiar with the construction industry, has prepared this opinion of the Probable Cost of Construction. It is recognized, however, that neither the Architect/Engineer nor the Owner has control over the cost of labor, materials, or equipment, over the Contractor's method of determining bid prices, or over competitive bidding, market, or negotiating conditions. Accordingly, the Architect/Engineer cannot and does not warrant or represent which bids or negotiated prices will not vary from the Probable Cost of Construction.

Going from 100 parking stalls to 141



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

**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.

<b>Committees</b>	<b>2015-16 Representatives</b>	<b>2016-17 Representatives</b>
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	<b>100</b>	<b>Legal Status of the School District</b>
Reviewed	9/16	<b>101</b>	<b>Educational Philosophy of the School District</b>
Reviewed	9/16	101.1	Curriculum
Reviewed	9/16	101.2	Instruction
Reviewed	9/16	101.3	Assessment
Reviewed	9/16	<b>102</b>	<b>Goals of the Education Program</b>
Reviewed	9/16	<b>103</b>	<b>Long-Range Planning</b>
Reviewed	9/16	<b>104</b>	<b>Anti-Bullying/Harassment Policy</b>
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	<b>105.1</b>	<b>Equal Educational Opportunity</b>
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	<b>200</b>	<b>Statement of Guiding Principals</b>
		<b>201</b>	<b>General Organization</b>
Reviewed	9/16	201.1	Name of School District
Reviewed	9/16	201.2	School Board Legal Status
<b><u>Revised</u></b>	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
<b><u>New</u></b>	9/16	201.7	<i>Term of Office</i>
<b><u>Revised</u></b>	9/16	201.8	<i>Vacancies</i>
Reviewed	9/16	201.9	Board Member Liability
		<b>202</b>	<b>Specific Duties of the Board</b>
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
<b><u>Revised</u></b>	9/16	202.7	<i>Board of Directors' Conflict of Interest</i>
		<b>203</b>	<b>Procedures of Operation</b>
Reviewed	9/16	203.1	Development of Policy
<b><u>Revised</u></b>	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
		<b>204</b>	<b>Meetings of the Board</b>
Reviewed	9/16	204.1	Meetings of the Board
Reviewed	9/16	204.2	Special Meetings
<b><u>Revised</u></b>	9/16	204.3	<i>Closed Meetings</i>
<b><u>Revised</u></b>	9/16	204.4	<i>Annual and Organizational Meetings</i>
Reviewed	9/16	204.7	Board Meeting Agenda
<b><u>Revised</u></b>	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
<b><u>Revised</u></b>	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
		<b>205</b>	<b>Miscellaneous</b>
<b><u>Revised</u></b>	9/16	205.1	<i>Board of Directors Member Compensation and Expenses</i>
<b><u>Revised</u></b>	9/16	205.1-E	<i>Request for Reimbursement for Travel</i>
Reviewed	9/16	205.2	School Board Associations
<b><u>Revised</u></b>	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
		<b>206</b>	<b>Board Evaluation</b>
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**

	<b>Name</b>	<b>Grade</b>	<b>Resident District</b>	<b>Reason</b>
1	Cruz, Cheyenne	10 <sup>th</sup>	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 <sup>th</sup> Gr Football Coach	9/6/16	Schedule H, Category D \$3,195
Harsen, Erich	EX: From Head to Assistant 8 <sup>th</sup> 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 25<sup>th</sup>, 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 <sup>th</sup>	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
September 16 <sup>th</sup>	7:00 AM	Board Visit	Indian Creek Elementary
September 19 <sup>th</sup>	10:30 AM	Lifetouch Photos for Board IDs	LRC Gym
September 19 <sup>th</sup>	5:00 PM	Strategic Planning Community Forum	Boardroom
September 20 <sup>th</sup>	5:30 PM	Technology Committee	Boardroom
September 21 <sup>st</sup>	4:30 PM	Special Education Advisory	Boardroom
September 22 <sup>nd</sup>	5:30 PM	Marion City Council (Patterson)	City Hall
September 26 <sup>th</sup>	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
September 28 <sup>th</sup>	7:30 AM	Board Visit	Success Center
September 29 <sup>th</sup>	5:15 PM	Homecoming Parade & Coronation	High School
Date	Time	Event	Location
October 6 <sup>th</sup>	5:30 PM	Marion City Council	City Hall
October 7 <sup>th</sup>	7:30 AM	Board Visit	Excelsior Middle School
October 10 <sup>th</sup>	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
October 12 <sup>th</sup>	7:30 AM	Board Visit	O&M/Transportation Building
October 20 <sup>th</sup>	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
October 20 <sup>th</sup>	4:00 PM	Health & Human Development	Boardroom
October 20 <sup>th</sup>	5:30 PM	Marion City Council	City Hall
October 24 <sup>th</sup>	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
October 26 <sup>th</sup>	7:00 AM	Board Visit	Novak Elementary
October 27 <sup>th</sup>	9:00 AM	Innovation Center Advisory Board	Hupp Electric Motors (500 57 <sup>th</sup> St)
October 28 <sup>th</sup>	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*



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 19<sup>th</sup>, 2016**

**100: CALL TO ORDER AND DETERMINATION OF A QUORUM**

President Tim Isenberg called the special 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.

**200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 55-09-19***

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 community forum about the potential restructuring and strategic planning process.

**400: ADJOURNMENT *Motion 56-09-19***

Motion by Weaver for the Board to adjourn the special session at 6:03 PM; second by AbouAssaly. Voice vote; motion approved.

---

Tim Isenberg, Board President

---

Angie Morrison, Board Secretary

*Minutes submitted by:  
Angie Morrison, Board Secretary  
September 19, 2016*

## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
<b>Fund: Aquatic Center</b>		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,172.45
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$65.92
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$281.80
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$65.92
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$281.80
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$572.44
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$334.18
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$501.54
ISI SWIMMING INC	GENERAL SUPPLIES	\$100.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$9.71
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$495.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$37.44
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$172.26
<b>Fund Total:</b>		<b>\$6,098.46</b>
<b>Fund: GENERAL</b>		
95 PERCENT GROUP INC	INSTRUCTIONAL SUPPLIES	\$108.90
A-1 RENTAL WEST	RENTALS EQUIPMENT	\$449.80
ADVANCE AUTO PARTS	TRANSP. PARTS	\$764.99
ADVANTAGE	GENERAL SUPPLIES	\$122.34
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$3,575.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$425.75
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$736.40
ALBERTSON JIM	OFFICIAL/JUDGE	\$70.00
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$530.28
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$3.69
ALLIED GLASS PRODUCTS INC	REPAIR PARTS	\$120.00
AMBROSY TODD	OFFICIAL/JUDGE	\$62.00
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$769.45
AMERICAN SPECIALTIES	UNDESIGNATED	\$5.15
ANCHOR FRAME & AXLE	VEHICLE REPAIR	\$163.88
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$1,137.00
ASCD	INSTRUCTIONAL SUPPLIES	\$629.22
ASCD	REF & RSRCH MATERIAL	\$269.66
ASCD	STAFF WORKSH/CONF	\$400.00
AUTOMATIC DOOR GROUP INC	OTHER PROFESSIONAL	\$541.22
BARCLAY WOOD TOYS AND BLOCKS, INC	INSTRUCTIONAL SUPPLIES	\$208.18
BARNES & NOBLE	LIBRARY BOOKS	\$372.39
BAUER BUILT	TIRES AND TUBES	\$1,117.44
BLR (BUSINESS & LEGAL RESOURCES)	OTHER PROFESSIONAL	\$449.00
BP	GASOLINE	\$66.08
BROWN & SAENGER	INSTRUCTIONAL SUPPLIES	\$82.14
BRUST, JAMES	OFFICIAL/JUDGE	\$60.00



# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$95.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$270.00
C.R. GLASS CO	MAINTENANCE SUPPLIES	\$455.34
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$68.82
CARROLL DISTRIBUTING	REPAIR PARTS	\$129.78
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$30,000.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$681.92
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$4,666.20
CENGAGE LEARNING	TEXTBOOKS	\$1,892.00
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$475.93
CENTURYLINK	TELEPHONE	\$721.83
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$109.59
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$448.77
CLARK SECURITY PRODUCTS INC	MAINTENANCE SUPPLIES	\$458.59
CMS COMMUNICATIONS	INSTRUCTIONAL SUPPLIES	\$407.32
COLLECTION	EE LIAB-GARNISHMENTS	\$700.29
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$1,012.80
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,855.00
CR/LC SOLID WASTE AGENCY	MAINTENANCE SUPPLIES	\$785.38
CROELL REDI-MIX INC	GROUND UPKEEP	\$147.00
DAVID J. PHILIPP	OFFICIAL/JUDGE	\$120.00
DEKE SONNY	OFFICIAL/JUDGE	\$180.00
DEMCO	GENERAL SUPPLIES	\$742.67
DENNIS COMPANY	REPAIR PARTS	\$432.68
EDVOTEK	INSTRUCTIONAL SUPPLIES	\$627.00
ENTERPRISE	RENTALS EQUIPMENT	\$1,341.08
FAREWAY STORES	GENERAL SUPPLIES	\$54.05
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$47.54
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,607,868.95
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$1,203.50
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$1,024.83
FONTENOT JOSEPH	OFFICIAL/JUDGE	\$62.00
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$734.14
GRANT WOOD AEA	GENERAL SUPPLIES	\$980.00
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$122.50
GRANT WOOD AEA	PROFESSIONAL-OTHER	\$8.75
GRANT WOOD AEA	UNDESIGNATED	\$20.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$27,781.60
HARGERS ACCOUSTICS INC	MAINTENANCE SUPPLIES	\$753.75
HARVARD BUSINESS REVIEW	OTHER PROFESSIONAL	\$169.00
HEARTLAND HOME CARE, INC	PROF SERV: EDUCATION	\$800.00
HEINEMANN-GREENWOOD PUBLISHING	INSTRUCTIONAL SUPPLIES	\$242.00
HODGES BADGE COMPANY, INC.	INSTRUCTIONAL SUPPLIES	\$263.38
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$3,182.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$980.28
IMON COMMUNICATIONS LLC	TELEPHONE	\$7,740.00
IN TOUCH RECEIPTING	GENERAL SUPPLIES	\$450.00
IN TOUCH RECEIPTING	INSTRUCTIONAL SUPPLIES	\$150.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$54,919.87
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$233,687.44
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$54,919.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$233,687.44
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$407,982.34
IOWA DIRECT EQUIP & APPRAISAL	REPAIR/MAINT SERVICE	\$1,258.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$778.90
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$251,367.65
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$377,262.92
IOWA SHARES	EE LIAB-CHARITY	\$28.00
JC'S TOWING LLP	GENERAL SUPPLIES	\$160.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$70.00
JOHNSTONE SUPPLY	REPAIR PARTS	\$352.88
K-12 SCHOOL SUPPLIES LLC	INSTRUCTIONAL SUPPLIES	\$76.43
KATE WERLING	PROF SERV: EDUCATION	\$2,500.00
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$25.00
KLOSTERMANN KEVIN	OFFICIAL/JUDGE	\$62.00
KONE INC	REPAIR/MAINT SERVICE	\$265.78
LASER RESOURCES, LLC	Copies	\$9,561.12
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$879.30
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$625.72
LIFELINE AMPLIFICATION SYSTEMS	INSTRUCTIONAL SUPPLIES	\$545.00
LINN COUNTY REC	ELECTRICITY	\$15,198.11
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$559.23
LINN COUNTY TREASURER..	GENERAL SUPPLIES	\$24.00
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$723.10
LITERACY RESOURCES, INC	INSTRUCTIONAL SUPPLIES	\$234.97
LOUGHREN PATRICK	OFFICIAL/JUDGE	\$62.00
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$20.12
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,502.48
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11,694.10
MARION INDEPENDENT SCHOOLS	INSTRUCTIONAL SUPPLIES	\$250.00
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$650.26
MARION IRON CO.	MAINTENANCE SUPPLIES	\$34.00
MARION JANITORIAL SUPPLY CO	INSTRUCTIONAL SUPPLIES	\$88.36
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$1,784.30
MARION TIMES	ADVERTISING	\$431.76
MARZANO RESEARCH LABORATORY LLC	STAFF WORKSH/CONF	\$200.00
MAYER-JOHNSON LLC	INSTRUCTIONAL SUPPLIES	\$559.00
MCBRIDE CHRYSANN	STAFF WORKSH/CONF	\$5,796.47
MCCORMACK DISTRIBUTING	REPAIR PARTS	\$126.53

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
MCDERMOTT CHARLOTTE	TRAVEL	\$38.65
MCM ELECTRONICS	MAINTENANCE SUPPLIES	\$92.44
MEDCO	DUES AND FEES	\$1,000.00
MEDCO SUPPLY	INSTRUCTIONAL SUPPLIES	\$2,163.50
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$691.12
MERCYCARE COMMUNITY PHYSICIANS	OTHER PROFESSIONAL	\$880.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$15,801.20
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$407,541.34
METRO INTERAGENCY INS PROG.	EE LIAB-VOL/SUN LIFE INS	(\$269.34)
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18,588.96
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$25,230.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$20,462.20
MIDWEST ALARM SERVICES	OTHER PROFESSIONAL	\$330.84
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$447.62
MILLENNIUM TECHNOLOGY OF IOWA	REPAIR/MAINT SERVICE	\$170.46
MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$408.00
MPS	TEXTBOOKS	\$3,536.84
NASCO	INSTRUCTIONAL SUPPLIES	\$2,075.70
NEIBA	INSTRUCTIONAL SUPPLIES	\$40.00
NORTHSTAR AV	INSTRUCTIONAL SUPPLIES	\$93.00
OAKES CODY	OFFICIAL/JUDGE	\$62.00
OLYMPUS GROUP, INC	GENERAL SUPPLIES	\$650.25
ORKIN PEST CONTROL	Pest Control	\$470.00
P & D WELDING	REPAIR/MAINT SERVICE	\$1,315.00
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$211.74
PEIFFER RON	OFFICIAL/JUDGE	\$62.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$2,266.18
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$842.58
POSTMASTER	POSTAGE/UPS	\$4,000.00
PRAIRIE LAKES AREA EDUCATION AGENCY	INSTRUCTIONAL SUPPLIES	\$1,140.00
PRIMARY SYSTEMS	REPAIR PARTS	\$180.00
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$1,774.04
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$1,165.63
QUILL CORPORATION	UNDESIGNATED	\$13.49
RAPIDS REPRODUCTIONS INC	MAINTENANCE SUPPLIES	\$28.90
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$312.29
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$162.47
REPUBLIC SERVICES	GARBAGE COLLECTION	\$1,024.72
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$416.00
SADLER POWER TRAIN	TRANSP. PARTS	\$1,260.00
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$449.93
SCHLEGEL SCOTT	OFFICIAL/JUDGE	\$70.00
SCHOLASTIC BOOK CLUBS	INSTRUCTIONAL SUPPLIES	\$52.15
SCHOOL ADMINISTRATORS OF IOWA	DUES AND FEES	\$774.00
SCHOOL BUS SALES	TRANSP. PARTS	\$4,600.79

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$208.80
SCHOOL MATE	INSTRUCTIONAL SUPPLIES	\$604.50
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$3,400.96
SCHOOL SYSTEMS LLC	INSTRUCTIONAL SUPPLIES	\$800.00
SCHRADER KEVIN	OFFICIAL/JUDGE	\$62.00
SEIU LOCAL 199	EE LIAB-UNION DUES	\$714.04
SHARON K. GONZALEZ,	TAXES AND ASSESSMENT	\$2,424.00
SIGNS ETC.	GENERAL SUPPLIES	\$25.00
SOCIETY FOR HUMAN RESOURCE MGMT	OTHER PROFESSIONAL	\$190.00
SOLUTION TREE	STAFF WORKSH/CONF	\$39.95
SPRAY-LAND USA	GENERAL SUPPLIES	\$92.00
STAPLES	GENERAL SUPPLIES	\$377.59
STAPLES	INSTRUCTIONAL SUPPLIES	\$706.61
STATE HYGIENIC LABORATORY	MAINTENANCE SUPPLIES	\$12.50
SUMMIT COMPANIES	REPAIR/MAINT SERVICE	\$2,306.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,112.70
SUPPLYWORKS	REPAIR/MAINT SERVICE	\$496.80
SYSTEMS UNLIMITED, INC.	PROF SERV: EDUCATION	\$858.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$1,319.07
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$175,316.70
TRI-CITY ELECTRIC COMPANY OF IOWA	COMP/TECH HARDWARE	\$70,738.94
U.S. CELLULAR	TELEPHONE	\$1,152.12
UI COLLEGE OF ENGINEERING-PLTW	INSTRUCTIONAL SUPPLIES	\$375.00
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$1,038.53
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$1,182.36
URBAN SUPERINTENDENTS ASSOC.OF AMERICA	DUES AND FEES	\$400.00
VALUE INSPIRED PRODUCTS/SERVICES	INSTRUCTIONAL SUPPLIES	\$4,122.33
VAN METER CO	MAINTENANCE SUPPLIES	\$4,298.55
VEX ROBOTICS, INC	INSTRUCTIONAL SUPPLIES	\$218.13
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$54,422.71
VOYAGER SOPRIS LEARNING	INSTRUCTIONAL SUPPLIES	\$380.44
VRBAN FIRE PROTECTION, INC	REPAIR/MAINT SERVICE	\$356.49
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$13,589.47
WAGE WORKS	EE LIAB-FLEX HEALTH	\$23,427.98
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$652.64
WARTBURG COLLEGE	INSTRUCTIONAL SUPPLIES	\$99.00
WELTER STORAGE EQUIPMENT CO INC	INSTRUCTIONAL SUPPLIES	\$778.00
WENDLING QUARRIES	GROUND'S UPKEEP	\$985.76
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$6,167.03
YMCA CAMP WAPSIE	INSTRUCTIONAL SUPPLIES	\$638.40
YUSKA BRANDON	OFFICIAL/JUDGE	\$62.00

**Fund Total: \$5,291,447.46**

**Fund: MANAGEMENT LEVY**

EMC INSURANCE	LEGAL SERVICES	\$2,000.00
---------------	----------------	------------

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
TRUENORTH COMPANIES, LC	Vehicle Insurance	\$4,071.00
TRUENORTH COMPANIES, LC	WORKERS COMP	\$45,799.00
<b>Fund Total:</b>		<b>\$51,870.00</b>
<b>Fund: NUTRITION SERVICES</b>		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$7,975.87
BACLET KATHY	UNEARNED REVENUE	\$1.97
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$657.55
EARTHGRAINS	PURCHASE FOOD	\$2,058.18
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$52,834.40
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,124.53
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,808.26
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,124.53
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,808.26
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$7,050.20
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$5,760.40
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$8,645.43
LASER RESOURCES, LLC	Copies	\$9.67
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$150.01
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$216.06
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$182.29
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$8,778.34
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$524.16
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$1,414.66
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$470.25
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$7,551.63
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$99,377.42
SCHOOL NUTRITION ASSOCIATION	DUES AND FEES	\$77.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$124.70
SUTTON AUBREY	UNEARNED REVENUE	\$27.45
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$2,667.72
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$109.20
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$50.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$1,790.00
<b>Fund Total:</b>		<b>\$220,370.14</b>
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
ACTERRA GROUP	EQUIPMENT >\$1999	\$449.32
BRECKE	CONSTRUCTION SERV	\$2,889.85
COMMUNICATIONS ENGINEERING CO	EQUIPMENT >\$1999	\$4,195.20
CULLIGAN	CONSTRUCTION SERV	\$2,320.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
DLR GROUP INC	ARCHITECT	\$1,817.33
DRYSPACE INC	CONSTRUCTION SERV	\$2,554.10
HALVORSON BUILDING SOLUTIONS	EQUIPMENT >\$1999	\$607.49
IN TOUCH RECEIPTING	COMPUTER SOFTWARE	\$5,290.00
OPN ARCHITECTS, INC.	ARCHITECT	\$4,402.99

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
TERRACON CONSULTANTS INC	ARCHITECT	\$776.00
VEST-FELD-HAZER & ASSOCIATES INC	BLDG. CONST SUPPLIES	\$713.72
VIRCO INC	EQUIPMENT >\$1999	\$150.12
WALSH DOOR & HARDWARE	BLDG. CONST SUPPLIES	\$1,480.00

**Fund Total: \$32,171.12**

**Fund: Pool 10 Million Issue and 2013 10M Issue**

COMMUNICATIONS ENGINEERING CO	CONSTRUCTION SERV	\$10,356.34
DLR GROUP INC	ARCHITECT	\$25,572.99
IOWA DIRECT EQUIP & APPRAISAL	EQUIPMENT >\$1999	\$2,600.00
KLEIMAN CONSTRUCTION, INC.	CONSTRUCTION SERV	\$1,400.00
PODS ENTERPRISES, LLC	BLDG. CONST SUPPLIES	\$318.00
SOIL-TEK	CONSTRUCTION SERV	\$250.00

**Fund Total: \$40,497.33**

**Fund: PUB ED & REC LEVY**

FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,501.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$31.01
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$132.55
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$31.01
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$132.55
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$207.46
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$145.99
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$219.11
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.51
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.95
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$23.15
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$414.66
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18.72
TENNIS SERVICES OF IOWA	GROUNDS UPKEEP	\$13,845.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$86.01
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$30.00

**Fund Total: \$16,828.43**

**Fund: STUDENT ACTIVITY**

AGILE SPORTS TECHNOLOGIES	DUES AND FEES	\$2,999.00
ALBURNETT COMMUNITY SCHOOLS	DUES AND FEES	\$45.00
AMBROSY TODD	OFFICIAL/JUDGE	\$55.00
ANDERSON'S	INSTRUCTIONAL SUPPLIES	\$602.71
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$226.44
BARILLAS DEB	MISC REVENUE	\$70.00
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$188.68
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$112.95
BLOCKLINGER RONNIE	OFFICIAL/JUDGE	\$95.00
BONTRAGER DAN	OFFICIAL/JUDGE	\$113.40
BROOKER TINA	OFFICIAL/JUDGE	\$160.00
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$381.99

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$180.00
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$397.00
CEDAR RAPIDS CORVETTE CLUB	INSTRUCTIONAL SUPPLIES	\$120.00
CLASSROOM DIRECT	INSTRUCTIONAL SUPPLIES	\$57.86
COE COLLEGE	INSTRUCTIONAL SUPPLIES	\$600.00
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$115.00
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$10.62
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$477.50
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$481.00
DEKE SONNY	OFFICIAL/JUDGE	\$65.00
DUFFY JAN	OFFICIAL/JUDGE	\$160.00
DUNCAN JEFF	OFFICIAL/JUDGE	\$95.00
ED THOMAS FAMILY FOUNDATION	INSTRUCTIONAL SUPPLIES	\$140.00
EDUCATIONAL THEATRE ASSOCIATION	DUES AND FEES	\$85.00
EDWARDS, MATTHEW	OFFICIAL/JUDGE	\$55.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$6,249.35
FRIDAY MATT	OFFICIAL/JUDGE	\$120.00
FRITZ SCOTT	OFFICIAL/JUDGE	\$55.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$493.40
GREAT RIVER REVELRY	DUES AND FEES	\$250.00
GREAT RIVER REVELRY	INSTRUCTIONAL SUPPLIES	\$250.00
GUTKNECHT MARK	OFFICIAL/JUDGE	\$160.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$26.00
HARTWIG RON	OFFICIAL/JUDGE	\$55.00
HILBY DAN	OFFICIAL/JUDGE	\$95.00
HUNTERS RIDGE GOLF COURSE	DUES AND FEES	\$2,363.61
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$1,960.00
HY-VEE DRUGSTORE-4430	INSTRUCTIONAL SUPPLIES	\$333.75
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$160.05
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$116.41
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$497.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$116.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$497.87
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$783.65
IOWA BASKETBALL COACHES ASSOC	DUES AND FEES	\$140.00
IOWA GIRLS COACHES ASSOCIATION	DUES AND FEES	\$115.00
IOWA HIGH SCHOOL ATHLETIC ASSOC	DUES AND FEES	\$490.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$440.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$473.42
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$710.49
JEFF SCHNEIDERMAN	OFFICIAL/JUDGE	\$60.00
JEFFRY DOWNING	OFFICIAL/JUDGE	\$120.00
KEITH M MERRICK CO INC	INSTRUCTIONAL SUPPLIES	\$604.55
KEITH ZIEGLER	OFFICIAL/JUDGE	\$65.00
KLOSTERMANN KEVIN	OFFICIAL/JUDGE	\$60.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
KNOBBE PAT	OFFICIAL/JUDGE	\$95.00
KREMER SCOTT	OFFICIAL/JUDGE	\$164.60
LEVEL 10	INSTRUCTIONAL SUPPLIES	\$1,749.00
LOUGHREN PATRICK	OFFICIAL/JUDGE	\$60.00
MARCH OF DIMES	INSTRUCTIONAL SUPPLIES	\$1,000.00
MARION PARKS & RECREATION	INSTRUCTIONAL SUPPLIES	\$20.00
MARSHALLTOWN HIGH SCHOOL	DUES AND FEES	\$60.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$228.93
MEDICAL SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$30.11
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$223.37
MENKEN DEB	OFFICIAL/JUDGE	\$65.00
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$337.00
MICHAEL POWNELL	OFFICIAL/JUDGE	\$115.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$674.00
MUSIC IN MOTION	INSTRUCTIONAL SUPPLIES	\$529.51
NEIBA	INSTRUCTIONAL SUPPLIES	\$200.00
NOBLE ROBERT	OFFICIAL/JUDGE	\$150.00
PALMER HILLS GOLF COURSE	DUES AND FEES	\$60.00
PANTINI ANDY	OFFICIAL/JUDGE	\$200.00
PANTINI LORILYNNE	OFFICIAL/JUDGE	\$100.00
PATIK KIM	OFFICIAL/JUDGE	\$169.20
PATTERSON JIM	OFFICIAL/JUDGE	\$80.00
PEIFFER RON	OFFICIAL/JUDGE	\$60.00
PIONEER DRAMA SERVICE INC	INSTRUCTIONAL SUPPLIES	\$12.00
PISARIK STEVE	OFFICIAL/JUDGE	\$60.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$384.52
REMINGTON SHANE	OFFICIAL/JUDGE	\$95.00
RHINE DANIEL	OFFICIAL/JUDGE	\$160.00
ROBINSON MARK	OFFICIAL/JUDGE	\$100.00
SCHOLL AARON	OFFICIAL/JUDGE	\$95.00
SHAWN THOMSEN	OFFICIAL/JUDGE	\$140.00
STEVEN RUCKER	OFFICIAL/JUDGE	\$60.00
SUBWAY	INSTRUCTIONAL SUPPLIES	\$377.40
THEODORE ROOSEVELT HIGH SCHOOL	DUES AND FEES	\$170.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$322.61
TRESONA MULTIMEDIA, LLC	INSTRUCTIONAL SUPPLIES	\$2,205.00
UNIVERSITY OF MINNESOTA	DUES AND FEES	\$30.00
VALENTINE MIKE	OFFICIAL/JUDGE	\$95.00
VARIAN BOB	OFFICIAL/JUDGE	\$55.00
VIBRATIONS PRO DJs & PHOTOBOOTH	INSTRUCTIONAL SUPPLIES	\$400.00
WILLIAMSBURG HIGH SCHOOL	DUES AND FEES	\$65.00
WINTER JERRY	OFFICIAL/JUDGE	\$155.00
YANECEK DOUG	OFFICIAL/JUDGE	\$60.00

**Fund Total: \$37,363.23**



## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 09/09/2016 - 09/22/2016

Fiscal Year: 2016-2017

Vendor Name	Description	Check Total
<b>Fund: Student Store</b>		
BRANDED CUSTOM SPORTSWEAR, INC	GENERAL SUPPLIES	\$670.33
KOLLEGE TOWN SPORTS	GENERAL SUPPLIES	\$150.00
<b>Fund Total:</b>		<b>\$820.33</b>
<b>Grand Total:</b>		<b>\$5,697,466.50</b>

End of Report

LICENSE AGREEMENT  
NON-COMMERCIAL

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

1. Definitions

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

1.2 "Licensed Product" means products bearing the Trademarks.

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

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

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

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

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

2. LICENSE

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

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

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

3. LICENSOR'S CONTROL

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

#### 4. USE OF THE TRADEMARK

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

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

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

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

#### 5. TERMINATION

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

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

Trademark in a manner not expressly permitted by this Agreement.

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

## 6. REPORTING AND PAYMENTS

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

## 7. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

---

*Please print (except for your signature) and provide all the information requested.*

**Licensee: (Non-Commercial)**

Full Name of Team/Entity: Indian Creek Lions BB team  
(Example: LM Starz 3<sup>rd</sup> Gr Girls' BB Team)

Contact's Title/Position: Head Coach  
(Example: Head Coach)

Contact's Printed Name: Matthew Hoskins

Contact's Signature: Matthew Hoskins Date Signed: 7/2/16

How to Reach Contact: Phone: 319 270 8395

Email: Mattemissiongreen.com

Full Address: 1440 Huntington Hills Drive  
Marion IA 52302

---

**Licensors:**

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
District Contact: Angie Morrison, Business Manager  
Email: AMORRISON@LINN-MARIAEDU  
Phone: 319-730-3673

Approver's Printed Name & Title: Tim Isenberg, Board President

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit A



a)



b)



c)



d)



e)



f)

g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Non-commercial

Royalty Rate: 0%

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

Customers: Members of the group

Term: 5 years

Reporting Period: Annually

## CODE OF CONDUCT NON-COMMERCIAL

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

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

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

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

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

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

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



## LICENSE AGREEMENT COMMERCIAL

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

### 1. Definitions

- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
- 1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.

### 2. LICENSE

- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate times Net Sales.
- 2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

### 3. LICENSOR'S CONTROL

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

#### 4. USE OF THE TRADEMARK

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

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

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

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

#### 5. TERMINATION

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

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

Trademark in a manner not expressly permitted by this Agreement.

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

## 6. REPORTING AND PAYMENTS

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

## 7. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

---

*Please print (except for your signature) and provide all the information requested.*

**Licensee: (Commercial)**

Full Name of Team/Entity: Cotton Gallery, LTD  
(Example: LM Starz 3<sup>rd</sup> Gr Girls' BB Team)

Contact's Title/Position: President  
(Example: Head Coach)

Contact's Printed Name: Michael B. Stromert

Contact's Signature:  Date Signed: 9/20/16

How to Reach Contact: Phone: (319) 373-0068

Email: mbstromert@cottongallery.com

Full Address: 799 44<sup>th</sup> St

Marion, IA 52302

---

**Licensor:**

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
District Contact: Angie Morrison, Business Manager  
Email: [amorrison@linnmar.k12.ia.us](mailto:amorrison@linnmar.k12.ia.us)  
Phone: 319-730-3673

Approver's Printed Name & Title: Tim Isenberg, Board President

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit A



a)



b)



c)



d)



e)



f)

g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Commercial

Royalty Rate: 8%

Licensed Markets: Everything not prohibited by the Code of Conduct

Customers: Everyone

Term: 1 year

Reporting Period: Quarterly

CODE OF CONDUCT  
COMMERCIAL

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

**Supplier Performance.** Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

**Gifts.** Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

**Compensation.** Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

**Working Conditions.** Licensee shall provide a safe and healthy working environment, and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

**Worker Rights.** Employees of Licensee and sub-contractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual or verbal harassment. No employee may be discriminated against in employment in any way 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.

**Legal Compliance.** Licensee shall comply with all the laws and regulations governing the workplace and Licensees conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

ADDENDUM TO AGREEMENT

This Addendum to Agreement (this "Addendum") is entered into by and between Four Oaks Family and Children's Services ("Four Oaks") and Linn-Mar Community School District ("LMCSD").

RECITALS

WHEREAS, Four Oaks and LMCSD are parties to that certain Agreement dated November 23, 2015 for services (the "Agreement"); and

WHEREAS, Four Oaks and LMCSD wish to add the following terms to the Agreement between the parties.

AGREEMENT

Therefore, for good and valuable consideration, the sufficiency of which is agreed to by the parties, the parties hereby agree as follows:

1. Four Oaks agrees to allow educational services at the Site (as defined in the Agreement) for 1 to 3 students from LMCSD who are not residents of Four Oaks.
2. LMCSD agrees to pay \$1,000.00 annually during the Term of the Agreement for the nonexclusive lease of the two classrooms, one intervention room, and gymnasium at the Site for use by the non-resident students.
3. LMCSD will be responsible for transportation of the non-resident students.
4. All other terms of the Agreement shall remain the same and remain in full force and effect.

Date this 26th day of September, 2016

FOUR OAKS FAMILY AND CHILDREN'S SERVICES

By: \_\_\_\_\_  
Anne Gruenewald, CEO and President

LINN-MAR COMMUNITY SCHOOL DISTRICT

By: \_\_\_\_\_  
Tim Isenberg, Board of Education President

By: \_\_\_\_\_  
Angie Morrison, Board of Education Secretary



**AGREEMENT FOR STATEWIDE VOLUNTARY PRESCHOOL PROGRAM  
BETWEEN THE LINN MAR COMMUNITY SCHOOL DISTRICT AND CEDAR  
RAPIDS COMMUNITY SCHOOL DISTRICT IN CONCURRENCE WITH THE  
COOPERATIVE 28E AGREEMENT BETWEEN THE CEDAR RAPIDS  
COMMUNITY SCHOOL DISTRICT AND ROCKWELL COLLINS INC.**

This Agreement is entered into between the Linn Mar Community School District ("Linn Mar"), 2999 10<sup>th</sup> Street Marion, Iowa 52302 and the Cedar Rapids Community School District ("Cedar Rapids"), 2500 Edgewood Rd NW Cedar Rapids, Iowa 52403 with corresponding approval as to form and content by Rockwell Collins, Inc. ("Rockwell") in concurrence with the Cooperative 28E Agreement, as amended, between the Cedar Rapids Community School District and Rockwell Collins, Inc.

**Program:** Linn Mar and Cedar Rapids Community School District are entering into this Contract for the purpose of providing space at the Rockwell Collins Child Development Center for an education program for the Statewide Voluntary Preschool four-year-old children (Program). The Program shall consist of one classroom with a total of 20 students in the morning classroom (8:30am-11:30am) and the same classroom for 20 students in the afternoon session from (12:30p.m.-3:30p.m). Preschool Programming days will consist of Monday, Tuesday, Thursday and Friday. Wednesday's will be a contracted day for staff training and curriculum development.

**Term:** The term of this contract would be from August 2016 to May 2017 (excluding holidays specified in the preschool calendar) and will be reviewed on a year to year basis.

The parties may renew this Agreement for subsequent school years (with actual contract dates modified by the parties each school year) upon the written agreement of the parties no later than April 1 prior to the start of the next school year. Either party may terminate the Agreement with or without cause upon sixty (60) days written notice to the other, and in that event, no further payment will be due or payable from Linn Mar to Cedar Rapids for services or expenses after the date of termination.

**Rockwell Child Development Center's Responsibility**

Rockwell Collins Child Development Center is a child development center which has been approved and licensed by the Department of Human Services (DHS).

Rockwell Collins Child Development Center agrees to provide one classroom which shall have access to appropriate bathroom facilities and playground area. Rockwell Collins Child Development Center agrees to furnish the classroom with start-up materials and educational supplies needed for this classroom.

There must be one teacher present at all times in the classroom at the Rockwell Collins Child Development Center. A minimum of one teacher associate and one teacher shall be present when 11-20 children are present. There shall be no more than 20 children per classroom.

### **Cedar Rapids Community School District's Responsibility**

Cedar Rapids Community School District agrees that during the term of this contract and any subsequent renewal it shall maintain such approval and licensing and will abide by all licensing requirements of DHS. If at any time the Rockwell Collins Child Development Center shall no longer be DHS approved or licensed, Linn Mar may terminate this Contract immediately without prior notice and no further payment will be due from Linn Mar after the date of termination.

The Cedar Rapids Community Schools agrees to provide one teacher who is appropriately licensed by the Board of Educational Examiners. This licensed teacher would be classified under the current Child Care working agreement with Cedar Rapids School District. This teacher will attend professional development opportunities provided by Linn Mar when possible. The Cedar Rapids Community School District teacher assigned to the Program shall be responsible for ensuring that the approved curriculum is taught and for overseeing the implementation of the curriculum.

The teacher will provide at least 10-12 hours per week of intentional instruction, as defined by the State of Iowa in the Statewide Voluntary Preschool Program Rules, *"eligible children shall receive from the teacher at least ten hours per week of intentional instruction directly related to the program's curriculum, such time to be exclusive of recess."*

Cedar Rapids Community Schools agrees to provide one teacher associate for the classroom who shall be available to work with the teacher and children while the children are in session from 8:30-11:30 am and 12:30 to 3:30 p.m. The teacher associate assigned to the Program shall not be a contracted para-educator, but will be considered a Cedar Rapids Community School District employee and classified under the Child Care working agreement. The teacher associate from Cedar Rapids Community Schools will attend professional development opportunities provided by Linn Mar when possible that would include contact hours towards The Child Development Associate program.

Cedar Rapids Community Schools agrees to provide administrative supervision of the program from the Rockwell Daycare Director. This will include daily supervision, evaluation and support to families as appropriate.

The parties will cooperatively agree on any materials and supplies which are purchased. The materials and supplies purchased with the Statewide Voluntary monies, which are not consumed as meals, will become property of the Linn Mar School District.

### **Linn Mar School District Responsibilities**

Linn Mar shall provide an approved curriculum and reimbursement costs for GOLD subscriptions based on enrolled children in the classroom. Linn Mar shall provide additional educational materials as needed to maintain IQPPS standards and curriculum requirements for the classroom. Linn Mar shall provide guidance for the Iowa Quality Preschool Program Standards to be implemented by Cedar Rapids Community School District teacher and associate teacher. Linn Mar shall provide an approved assessment

system for the classrooms but implemented by the Cedar Rapids Community School District teacher. Linn Mar agrees to provide professional development to the Cedar Rapids Community School District teacher and teacher associate as required to meet the IQPPS and State Wide Preschool Program guidelines. Linn Mar will assist with the registration and enrollment in connection with the Rockwell Collins Child Development Center for the Statewide Voluntary Preschool program. Linn Mar will share and promote enrollment at the Rockwell Collins Child Development Center for the Statewide Voluntary Preschool program. Linn Mar will share waiting lists with the Rockwell Collins Child Development Center concerning enrollment for the Statewide Voluntary Preschool program.

### **Students**

Cedar Rapids Community Schools and Linn Mar School District shall be required to enroll only students who will be four on or before September 15, 2016. It is the responsibility of the Cedar Rapids Community School District and Linn Mar School to give priority enrollment to families at or below the 130% poverty level.

### **Student Records**

Linn Mar and the Cedar Rapids Community School District shall cooperate regarding student records for students enrolled in the program, and Linn Mar shall maintain all educational records as required by the law as information is requested by the Department of Education. Linn Mar, Cedar Rapids Community School District and their respective employees, shall be responsible for maintaining the confidentiality of any education records as required by law. The parties shall furnish each other with any necessary documentation needed to comply with each party's federal and state standards, regulations, and requirements, including, but not limited to, free and reduced lunch applications, enrollment reports and attendance reports.

### **Insurance and Indemnification**

Property Insurance. Rockwell shall insure the site and contents. In the event of destruction or damage such that Cedar Rapids is not able to perform its services under this Agreement, Linn Mar may elect to terminate this Agreement.

Liability Insurance. Cedar Rapids and the Linn Mar shall carry Commercial General Liability insurance for protection of each, respectively, from any liability arising out of any accidents or other occurrence causing any bodily injury and/or property damage to any person or property in or about the Program site or arising from the performance of their obligations under this Agreement due directly or indirectly to the actions of the insured. Liability policies shall have limits of not less than \$2,500,000 per occurrence and \$5,000,000 annual aggregate, which limit can be met with a combination of primary and umbrella policies. The policies shall include Professional Liability insurance and shall also cover the parties in the supervision of children in the Program, including coverage for claims of sexual abuse and corporal punishment. Each party shall be solely responsible for its own retentions, co-insurance, and/or insurance deductibles.

Workers' Compensation/Employer's Liability Insurance. Cedar Rapids and Linn Mar shall each be responsible for maintaining Workers' Compensation insurance for its employees as statutorily required by the State of Iowa and Employer's Liability insurance.

Other Insurance Provisions. All required insurance shall be obtained from issuers of recognized responsibility licensed to do business in the State of Iowa. Each party shall be furnished with a certificate of insurance required under this Agreement upon request. Such policies shall not be modified or cancelled except upon at least thirty (30) calendar days' prior written notice to the other party to this Agreement.

It is specifically agreed that the types and amounts of insurance specified above shall not limit or otherwise affect any party's obligation to indemnify and hold the other party harmless as provided by the indemnification provisions of this Agreement. The failure of any party to maintain the insurance coverage and limits required by this Agreement shall be considered a material breach of this Agreement. However, the failure of any party to declare another party to be in material breach shall not be deemed a waiver by the party of the right to claim a material breach for a subsequent failure to maintain the required coverage or limits.

Linn Mar's Indemnification of Cedar Rapids. To the extent permitted by law, Linn Mar will indemnify and hold harmless Cedar Rapids from and against any and all losses, costs, damages, and expenses, including reasonable attorneys' fees and expenses, occasioned by, or arising out of, Linn Mar's breach of this Agreement or its negligence or willful misconduct in the performance of its duties under this Agreement. The provisions of this indemnification shall survive termination of this Agreement with respect to any damage or injury occurring prior to such termination.

Cedar Rapids Indemnification of Linn Mar. To the extent permitted by law, Cedar Rapids will indemnify and hold harmless Linn Mar from and against any and all losses, costs, damages, and expenses, including reasonable attorneys' fees and expenses, occasioned by, or arising out of, Cedar Rapids breach of this Agreement or its negligence or willful misconduct in the performance of its duties under this Agreement. The provisions of this indemnification shall survive termination of this Agreement with respect to any damage or injury occurring prior to such termination.

Waiver of Subrogation Rights. Cedar Rapids and Linn Mar each release the other from any claim for recovery for any loss or damages to any of its property which is insured under valid and collectible insurance policies to the extent of any recovery collectible under such insurance and as permitted by the applicable policy of insurance.

Claims. Each party shall notify the other party of any claim or any potential claim for bodily injury or property damage to another arising out of the operation of the Program as soon as practical following knowledge of the claim or potential claim.

## **Financial Agreements**

Equipment and materials purchased with Statewide Voluntary Preschool Program Funds are the property of Linn-Mar.

Cedar Rapids Community School District will invoice Linn-Mar Community School District on a monthly basis, stating a per pupil cost. Cedar Rapids can be reimbursed for up to 24 children (based on the October 1, 2015 certified enrollment data), but not to exceed 20 students per session per IQPPS Guidelines. Linn-Mar Community School District will make payments within 30 days after receipt of the invoice. Invoices will be submitted based on the nine months from September to May.

The monthly per pupil cost at which Linn-Mar Community Schools will pay Cedar Rapids is \$347.27. For this agreement, the total annual distribution to Cedar Rapids will not exceed \$75,010.32 (based on 24 students counted on October 1, 2015 and funded during the 2016-17 fiscal year).

At the end of the school year (May/June) the Cedar Rapids Community School District will submit a final budget reflecting the expenditures incurred for the 4 year old State-Wide Preschool program. At that time, Cedar Rapids Community Schools will return any unused SWVPP funds to Linn-Mar.

## **Status of the Parties**

It is expressly understood and agreed by the parties that nothing contained in this Agreement shall be construed to create a partnership, association, or other affiliation or like relationship between the parties, it being specifically agreed that their relation is and shall remain that of independent parties to a cooperative contractual relationship. In no event shall either party be liable for the debts or obligations of the other party.

## **No Separate Entity or Joint Board**

No separate legal or administrative entity or joint board shall be established to carry out the purposes of this Agreement. The Executive Director of Cedar Rapids shall be designated as the administrator of the Agreement for purposes of Iowa Code Chapter 28E.

## **Miscellaneous**

Headings. The headings of this Agreement are inserted for convenience of reference only and in no way describe or limit the scope or intent of this Agreement or any of the provisions hereof.

Severability. In case any one or more of the provisions contained in this Agreement shall be declared invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.

Law. The parties consent to the jurisdiction of the Linn County, Iowa District Court for all matters relating to this Agreement and agree that this Agreement shall be governed by Iowa law. Anything in this Agreement to the contrary notwithstanding, the parties shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement. The parties agree to cooperate as needed to assure that all required services and responsibilities are provided and that the Program is operated in compliance with applicable law.

Entire Agreement. This Agreement supersedes all previous agreements, contracts, addenda, amendments, arrangements, and understandings, and constitutes the entire agreement between the parties. No oral statements or prior written material not specifically incorporated herein shall be of any force and effect and no change in, additions to, or deletions from this Agreement shall be valid unless agreed to in writing by the parties.

Waiver. The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

Force Majeure. Notwithstanding anything contained in this Agreement to the contrary, neither party shall be liable to the other for failure to comply with any obligation under this Agreement (nor shall any charges or payments be made in respect thereof) if prevented from doing so by reason of contingencies beyond the reasonable control of the parties; and all requirements as to notice and other performance required hereunder within a specified period shall be automatically extended to accommodate the period of pendency of any such contingency which shall interfere with such performance.

Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

The foregoing terms are agreed to and accepted by Linn-Mar Community School District and Cedar Rapids Community School District

Linn Mar Community School District

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Cedar Rapids Community School District

By:           *Paula A. Long*          

Its:           Board Secretary          

Date:           August 22, 2016          

Rockwell Collins, Inc

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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

This Agreement is entered into between [REDACTED] Community 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: [REDACTED] State ID: [REDACTED] Date of Birth: [REDACTED]  
 Parent (or Legal Guardian): [REDACTED] Today's Date: September 14, 2016  
 Address: [REDACTED]  
 Student's Current Residing Address: [REDACTED]  
 Grade Level: [REDACTED] Basis of Enrollment: [REDACTED] Program: [REDACTED] Weight: [REDACTED]  
 Entry Date: [REDACTED] Exit Date: [REDACTED] School Building Attending: [REDACTED]

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



**2016-2017 INTERAGENCY AGREEMENT FOR  
SPECIAL EDUCATION INSTRUCTIONAL PROGRAM**

This agreement is entered into by the COLLEGE COMMUNITY SCHOOL DISTRICT and the SENDING AGENCY.

The agencies named herein agree to the following conditions for the student being provided Special Education Instructional programs and services.

**I. THE COLLEGE COMMUNITY SCHOOL DISTRICT AGREES TO:**

- A. Administer/Supervise appropriate Special Education Instructional programs and services for identified student in accordance with the Iowa Department of Education Rules of Special Education and state laws governing these services.
- B. Submit semi-annual tuition statements to the sending district on or before January 15 and July 15 of the current contracted school year.
- C. Submit upon request, reports or other data requested by the Sending Agency.

**II. THE SENDING AGENCY AGREES TO:**

- A. Forward semi-annual payments to the College Community School District prior to January 30 and July 30 of the current contracted school year.

Student: [REDACTED]	Date of Birth: [REDACTED]	Grade: [REDACTED]
Weighting: [REDACTED]	School Attending: [REDACTED]	Start Date: [REDACTED]
State ID: [REDACTED]	Enrollment Type: [REDACTED]	Exit: [REDACTED]
1:1 Student Specific Para: [REDACTED] (If yes, will bill separately)	Resident District: [REDACTED]	
Parent Name & Address: [REDACTED]		

\_\_\_\_\_  
Board President or Designee  
Resident Local Education Agency

Attest: \_\_\_\_\_  
District Representative  
Resident Local Education Agency

\_\_\_\_\_  
Date

*Cheryl Kibury*  
\_\_\_\_\_  
Board President or Designee  
Receiving Local Education Agency

Attest: *Linda Bruch*  
\_\_\_\_\_  
District Representative  
Receiving Local Education Agency

*9-2-16*  
\_\_\_\_\_  
Date

Please sign both copies. Return one copy to:  
College Community School District  
Attn: Linda Bruch  
401-76<sup>th</sup> Avenue SW  
Cedar Rapids, IA 52404



*Joni Lucas, Secretary/Treasurer*  
Board of Education  
2300 Chaney Road  
Dubuque IA 52001  
Phone: 563/552-3037  
jlucas@dbqschools.org

**CONTRACT FOR THE PROVISION OF STUDENTS RESIDING IN  
PSYCHIATRIC MEDICAL HOSPITALS OR INSTITUTIONS FOR CHILDREN  
2016-17 SCHOOL YEAR**

A resident student of the Linn Mar Community School District (sending agency) and the Dubuque Community School District (receiving agency) is currently or has resided at [REDACTED] and been provided educational services by the Dubuque Community School District. In keeping with Senate File 2320-Section 10, as passed by the Seventy-fourth General Assembly, the responsibility for payment of educational services now belongs to the student's resident district. "The board of directors of each district of resident shall pay to the school district in which is located such psychiatric unit or institution, for the provision of educational services to the child, a portion of the district of residence's district cost per pupil for each of such children based upon the proportion that the time each child is provided educational services while in such unit or institution is to the total time for which the child is provided educational services during the normal school year."

Anna B. Lawther Academy will provide instructional services and programs for the student referred in accordance with the State of Iowa Department of Education Rules and Regulations and in accordance with state laws governing such service and the delivery thereof.

The Dubuque Community School District will send an invoice for the cost of services.

The student listed below will be provided regular education and related services under this Agreement:

Contract Services provided for: [REDACTED]


Student Date of Birth: [REDACTED]

Admission Date: [REDACTED]

Discharge Date:

\_\_\_\_\_  
Board President  
Sending Agency

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Michael J. Donohue, Board President  
Dubuque Community School District

September 12, 2016  
Date

Please sign and return a copy to:

Joni Lucas, Secretary/Treasurer  
Dubuque Community School District  
2300 Chaney Road  
Dubuque, IA 52001-3095

**CONTRACTUAL AGREEMENT BETWEEN**

STATE OF IOWA, IOWA DEPARTMENT OF EDUCATION (DE), Bureau of Standards & Curriculum  
Grimes State Office Building, 400 East 14<sup>th</sup> Street, Des Moines, IA 50319-0146  
Department Contact Person: Emily Thatcher/Kim Darr Phone: (515) 281-3500

**RECEIVED**

SEP 07 2016

**AND**

CONTRACTING PARTY - AGENCY OR INDIVIDUAL: Linn-Mar Community School District

PERSON TO PERFORM SERVICES: Leisa Breitfelder

ADDRESS: 2999 N 10<sup>th</sup> Street

PHONE: 319-447-3000

BUSINESS CONTACT PERSON: J.T. Anderson

CITY, STATE, ZIP: Marion, IA 52302

EMAIL: lbreitfelder@linnmar.k12.ia.us

BUSINESS CONTACT EMAIL: jtanderson@linnmar.k12.ia.us

DEPARTMENT OF  
EDUCATION

THE DEPARTMENT WILL COMPENSATE FOR THE FOLLOWING SERVICES RENDERED BY THE CONTRACTING PARTY:  
(DESCRIPTION OF SERVICES): See Exhibit 1

THE DEPARTMENT WILL MONITOR AND REVIEW THE PERFORMANCE OF THE CONTRACTING PARTY USING THE FOLLOWING  
MEASURES: (PERFORMANCE MEASURES): See Exhibit 1

**CONTRACT PERIOD:** Service Begins: September 19, 2016 Service Ends: June 30, 2017

**COMPENSATION:** As indicated and in accordance with the stated terms below.

\$15,000.00 Contract is for actual costs estimated as itemized below under the "Associated Costs" section.

\$0.00 Contract is for a specified fee for a max of (Number) (Units) at \$ per (Unit).

\$15,000.00 **CONTRACT IS NOT TO EXCEED AMOUNT SHOWN ON THIS LINE**

**ASSOCIATED COSTS:** Only the items designated are covered; required documentation is indicated under the "Other Conditions/ Requirements" section. A budget shall be submitted. (Estimated costs shown)

\$0.00 TRAVEL: FROM TO AND RETURN via means and for the amounts shown:  
Air Coach \$ Auto \$ (\$0.39/mile) Taxi \$ Parking \$  
Other \$ (ITEMIZE)

**NOTE: ALL OUT-OF-STATE TRAVEL (from Iowa to another state) MUST BE APPROVED BY THE DEPARTMENT PRIOR TO ANY TRAVEL ARRANGEMENTS BEING MADE OR TRAVEL OCCURRING.**

\$0.00 MEALS: Actual and necessary; not to exceed the following amounts and rates:

Breakfast: @ \$ ea Lunch: @ \$ ea Dinner: @ \$ ea

*\*\*Vendor must leave home before 6:00am to claim breakfast; and must return home after 7:00pm to claim dinner. Reimbursement shall be per state established guidelines unless otherwise noted above: Breakfast \$8/Lunch \$12 (unless provided)/Dinner \$23. Alcohol is not a reimbursable expense.*

\$0.00 LODGING: Number of nights , not to exceed \$ per night, plus tax of \$

\$15,000.00 OTHER: (ITEMIZE) See Attached

**CLAIM/PAYMENT PROVISIONS:**

- 1) UPON ACCEPTANCE OF DELIVERABLES (AS STATED) BY THE DE; AND
- 2) ITEMIZED INVOICE FOR ACTUAL EXPENSES INCURRED.
- 3) ALL CLAIMS MUST BE SUBMITTED WITHIN THIRTY (30) DAYS OF PERFORMING SERVICES.

Payment requests should be submitted to the attention of: Kim Darr, Internal Administrative Services, Iowa Department of Education, Grimes State Office Building, 400 East 14<sup>th</sup> Street, Des Moines, IA 50319-0146

*FOR DEPARTMENT OF EDUCATION USE ONLY*							VENDOR NUMBER
FUND	DEPT	UNIT	S/ORG	OBJ	PROG	AMOUNT	
0286	282	3362		2469	PI62	\$15,000.00	00002108844
	282					\$0.00	VENDOR DUNS NUMBER
	282					\$0.00	
	282					\$0.00	CFDA NUMBER
TOTAL CONTRACT AMOUNT						\$15,000.00	
							84.323A

**OTHER CONDITIONS/REQUIREMENTS:** Unless otherwise stipulated, the rates and requirements listed below shall apply:

Reimbursement shall be limited to the State of Iowa reimbursement rates.

Mileage Reimbursement: \$0.39 per mile.

Lodging and Meal Reimbursement rates: as designated under "Associated Costs" section.

Receipts: Must be submitted with a signed claim when the contract is with an individual. Legible itemized receipts are required for Travel, Lodging (must show a \$0 balance), and other reimbursable expenses, excluding meals. Credit card receipts are not acceptable.

The following expenses are specifically referenced:

TRAVEL: Air coach, taxi fares, related parking fees and car rental.

MEALS: Detailed itemized expense log listing each meal with dates, times, and amounts noted.

LODGING: Reimbursement approved only for those residing outside the designated meeting site. Lodging must be outside the contracting party's domicile.

OTHER: Registration fees and other items (as designated under "Associated Costs" section) require receipts unless specified otherwise.

The DE reserves the right to request receipts as necessary to: (1) validate any expense claim and (2) adjust reimbursable rates and policies for in-state and out-of-state travel in order to remain in compliance with DAS State Accounting Policy and/or Iowa Code. Proper notice of changes, if applicable, will be issued unilaterally to vendors.

**ITEMIZED INVOICE:** Contracting Party must submit an original, detailed invoice with original signature(s).

**INTELLECTUAL PROPERTY RIGHTS (IP):** All Intellectual Property Rights to materials, documents, and data or any other tangible/intangible designed and/or developed under direct funding from this project shall be the sole property of the DE.

**GOVERNING LAWS:** This contract shall be governed by the laws of the State of Iowa.

**MONITORING:** Progress and performance will be monitored and reviewed by the DE on a schedule determined by the DE in collaboration with the Contracting Party.

**TERMINATION:** This contract may be terminated by either party upon ten (10) days written notice.

**NONTRANSFERENCE:** Unless otherwise stipulated in this contract, the Contracting Party shall not transfer any interest in this contract without prior written approval from the Iowa Department of Education.

**AMENDMENTS:** Requests for an approval of amendments to this agreement must be mutually acceptable and in writing.

**INDEMNIFICATION:** The Contracting Party agrees jointly and severally to indemnify and hold the State, its successors and assigns harmless from and against all liability, loss, damage, or expense, including reasonable counsel fees, which the State shall incur by reason of the failure of the contracting party to perform fully and comply with the terms and obligations of this agreement.

**AVAILABILITY OF FUNDS:** This contract is subject to the anticipated availability of Federal and/or State funds under the program from which it is supported.

**COMPLIANCE WITH THE LAW; NONDISCRIMINATION IN EMPLOYMENT:** The Contracting Party, its employees, agents, and subcontractors shall not engage in discriminatory employment practices which are forbidden by federal or state law, executive orders, and rules of the Iowa Department of Administrative Services. The Contracting Party, its employees, agents, and subcontractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations, orders when performing under this contract, including without limitation, all laws applicable to the prevention of discrimination in employment (e.g., Iowa Code Chapter 216 and Section 19B.7) and the use of targeted small businesses as subcontractors and suppliers. Upon the State's written request, the Contracting Party shall submit to the State a copy of its affirmative action plan, containing goals and time specifications, and accessibility plans and policies as required under Iowa Administrative Code Chapter 11—121.

The Contracting Party, its employees, agents, and subcontractors shall also comply with all federal, state, and local laws, including any permitting and licensure requirements, in carrying out the work performed under this contract.

In the event Contracting Party contracts with third parties for the performance of any of the Contracting Party obligations under this contract, Contracting Party shall take such steps as necessary to ensure such third parties are bound by the terms and conditions contained in this Section.

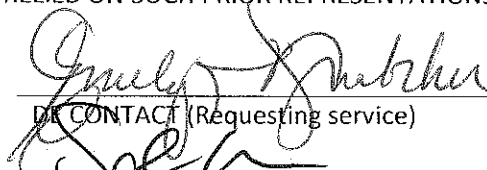

Notwithstanding anything in this contract to the contrary, Contracting Party's failure to fulfill any requirement set forth in this Section shall be regarded as a material breach of this contract and the State may cancel, terminate, or suspend, in whole or in

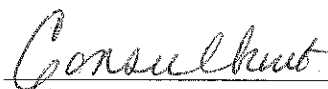
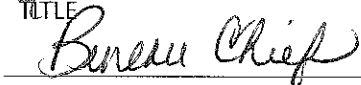
part, this contract. The State may further declare Contracting Party ineligible for future State contracts in accordance with authorized procedures or the Contracting Party may be subject to other sanctions as provided by law or rule.

If all or a portion of the funding used to pay for the deliverables is being provide through a grant from the Federal Government, Contracting Party acknowledges and agrees that pursuant to applicable federal laws, regulations, circulars, and bulletins, the awarding agency of the Federal Government receives certain rights including, without limitation, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for Federal Government purposes, the deliverables developed under this contract and the copyright in and to such deliverables.

**ASSURANCE:** THE CONTRACTING PARTY, BY SIGNATURE AFFIXED BELOW, ASSURES THE DEPARTMENT THAT SAID CONTRACTING PARTY IS OPERATING IN COMPLIANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL STATUTES, RULES AND REGULATIONS, INCLUDING CERTIFICATION THE CONTRACTING PARTY AND/OR ITS PRINCIPAL OFFICIALS ARE NOT SUSPENDED OR DISBARRED.

**REPRESENTATIONS:** VERBAL OR WRITTEN, THAT MAY HAVE BEEN MADE PRIOR TO THE SIGNING OF THIS CONTRACT AND ARE NOT EXPRESSLY STATED IN THE TERMS OF THE CONTRACT, ARE NONBINDING, VOID AND OF NO EFFECT. NEITHER PARTY HAS RELIED ON SUCH PRIOR REPRESENTATIONS WHEN ENTERING INTO THIS CONTRACTUAL AGREEMENT.

  
DE CONTACT (Requesting service)  
  
DE ADMINISTRATION

  
CONSULTANT  
  
BUREAU CHIEF  
TITLE

7/6/16  
DATE  
7-7-16  
DATE

CONTRACTING AGENCY OR INDIVIDUAL

TITLE

DATE

DE AUTHORIZING SIGNATURE

Chief, Internal Administrative Services  
TITLE

DATE

CONTRACTING PARTY: PLEASE SIGN, DATE, AND RETURN AN ORIGINAL COPY TO THE DEPARTMENT. THIS CONTRACT WILL BE VALID WHEN YOU RECEIVE A COPY WITH THE IOWA DEPARTMENT OF EDUCATION'S AUTHORIZING SIGNATURE.

Agreement # 017417

## **Exhibit 1**

### **Description of Services**

Echo Hill Elementary, Indian Creek Elementary, and Linn Grove Elementary will be participating in the Specially Designed Instruction (SDI) Usability Site Project as part of the Significant Disabilities Literacy Strand. The schools will each have an SDI Team that supports the SDI work and will participate in all relevant project activities, including but not limited to:

- ✓ Training
- ✓ Coaching
- ✓ Data Collection
- ✓ Provision of Feedback

Any materials to be purchased with these funds must receive prior approval following processes established by project staff at the Department.

The \$15,000 (up to \$5,000 per school) can be used for any of the following purposes:

- Hotel at \$98 plus tax per night, per person (will need \$0 balance receipts for reimbursement for each person)
- Meals for each person during travel time - \$43 per person, per day
  - Limits are \$8 for breakfast, \$12 for lunch, and \$23 for dinner
- Mileage from District to Meeting sites and return - \$0.39 per mile
- Parking (will need receipts for reimbursement)
- Sub-Pay of up to \$150 per day
- Stipend pay for time spent working off-contract for the project. The stipend will be a maximum of \$200 per day
- Professional learning and/or training
- Materials - this pertains to diagnostic assessment materials, intervention and/or instructional materials or resources. Can apply to books for participating teachers and professional development and training (these purchases must be approved by the Department Project Coach and the appropriate forms must be submitted to the Department Coach prior to ordering)

### **Performance Measures**

The Schools will participate in trainings, complete project activities and provide evaluation data.



# **AIA** Document G701<sup>TM</sup> – 2001

## Change Order

<b>PROJECT</b> (Name and address):	<b>CHANGE ORDER NUMBER:</b> CC-15	<b>OWNER:</b> <input type="checkbox"/>
Linn-Mar High School Additions and Renovations - Phase 2	<b>DATE:</b> September 12, 2016	<b>ARCHITECT:</b> <input type="checkbox"/>
Marion, Iowa		<b>CONTRACTOR:</b> <input type="checkbox"/>
<b>TO CONTRACTOR</b> (Name and address):	<b>ARCHITECT'S PROJECT NUMBER:</b> 11-13105-20	<b>FIELD:</b> <input type="checkbox"/>
Larson Construction Co., Inc.	<b>CONTRACT DATE:</b> March 9, 2015	<b>OTHER:</b> <input type="checkbox"/>
600 17 <sup>th</sup> Street SE	<b>CONTRACT FOR:</b> Combined Construction	
P.O. Box 112		
Independence, IA 50644		

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

The original Contract Sum was	\$	19,548,000.00
The net change by previously authorized Change Orders	\$	472,070.55
The Contract Sum prior to this Change Order was	\$	20,020,070.55
The Contract Sum will be increased by this Change Order in the amount of	\$	45,395.27
The new Contract Sum including this Change Order will be	\$	20,065,465.82

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

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

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

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

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



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

**Attachment to Change Order CC-15**

**General Contractor: Larson Construction**

**September 12, 2016**

**Item No. 1:**

Cost for labor and material to install new 6" fire and domestic piping as directed in lieu of existing 4" on the north side of building.

Pricing per Larson Construction correspondence COR #56 dated February 10, 2016, reviewed by DLR Group on August 31, 2016.

**Total Item No. 1:** **Add: \$28,304.74**

**Item No. 2:**

Credit to delete mirrors in Rooms EL32 and EL33 as requested by Owner.

Pricing per Larson Construction correspondence COR #84R dated June 1, 2016, reviewed by DLR Group on September 2, 2016.

**Total Item No. 2:** **Deduct: (\$2,800.00)**

**Item No. 3:**

Per owner's request, additional cost to re-lay brick at existing 4'-0"x10'-0" wing wall outside of Fire Service/Janitor F196. Costs include demolition, hauling and disposal of existing brick.

Pricing per Larson Construction correspondence COR #98 dated June 13, 2016, reviewed by DLR Group on August 26, 2016.

**Total Item No. 3:** **Add: \$1,460.85**

**Item No. 4:**

Credit for technology revisions in Area J.

DLR Group Proposal Request CC-72 dated June 21, 2016. Pricing per Larson Construction correspondence dated August 30, 2016.

**Total Item No. 4:** **Deduct: (\$1,094.12)**

**Item No. 5:**

Per city inspector's requests, costs to install safety rail extensions/returns in Commons BL092 at the east stair.

DLR Group Proposal Request CC-76 dated July 13, 2016. Pricing per Larson Construction correspondence dated August 3, 2016.

**Total Item No. 5:** **Add: \$1,012.65**

**Item No. 6:**

Cost for material and labor to eliminate installing VCT-1 and RB-1 per the Room Finish Schedule in Corridor BL190 and the adjacent alcove east of the east double doors in the Gymnasium.

DLR Group Proposal Request CC-77 dated July 27, 2016. Pricing per Larson Construction correspondence dated August 16, 2016.

**Total Item No. 6:** **Deduct: (\$250.50)**

**Item No. 7:**

Cost for an additional stoop, located on the north side.

Pricing per Larson Construction correspondence COR #118R dated July 26, 2016, reviewed by DLR Group on August 18, 2016.

**Total Item No. 7:** **Add: \$494.08**

**Item No. 8:**

Cost for labor and material to paint Rooms D149A, D149B, D149C, D149F, D149G, D149J, D149K, and D149L.

Pricing per Larson Construction correspondence COR #119R dated August 18, 2016, reviewed by DLR Group on August 19, 2016.

**Total Item No. 8:** **Add: \$4,827.77**

**Item No. 9:**

Costs to demolish, remove and infill four (4) abandoned floor troughs and cover plates throughout project. Costs also include applying self-leveling cementitious flooring to conceal existing conditions inadequate to receive new flooring in Commons G195. Costs were discussed with owner on site.

Pricing per Larson Construction correspondence COR #120 dated July 25, 2016, reviewed by DLR Group on August 10, 2016.

**Total Item No. 9:** **Add: \$6,892.57**

**Item No. 10:**

Costs to hang new gypsum wallboard ceiling in Lobby CL198 and west of Corridor BL091 at underside of existing stair landing. Existing ceiling was in irreparable condition.

Pricing per Larson Construction correspondence COR #124R dated August 4, 2016, reviewed by DLR Group on August 10, 2016.

**Total Item No. 10:** **Add: \$1,215.65**

**Item No. 11:**

Cost for labor and material to paint ground level Area C Corridor.

Pricing per Larson Construction correspondence COR #127R dated August 9, 2016, reviewed by DLR Group on August 11, 2016.

**Total Item No. 11:** **Add: \$2,777.95**

**Item No. 12:**

Per owner's request, costs to paint two (2) walls in School Store BL010 paint color P-4 (red).

Pricing per Larson Construction correspondence COR #128 dated July 29, 2016, reviewed by DLR Group on August 10, 2016.

**Total Item No. 12:** **Add: \$357.73**

**Item No. 13:**

Cost for labor and material to paint north wall of the little theatre, floor to ceiling, flat black.

Pricing per Larson Construction correspondence COR #129 dated August 9, 2016, reviewed by DLR Group on August 15, 2016.

**Total Item No. 13:** **Add: \$292.30**

**Item No. 14:**

Cost to eliminate Telecom A1 J120. Costs to include deleting installing steel stud gypsum board walls, door and frame and finishing of items. Door and frame to be turned over to the owner (already fabricated and delivered).

Pricing per Larson Construction correspondence COR #131 dated August 9, 2016, reviewed by DLR Group on August 26, 2016.

**Total Item No. 14:** **Deduct: (\$1,559.00)**

**Item No. 15:**

Cost to delete installation of wall tile (128 SF) urinal wall at Room MOM1. Cover base tile will be installed at this location. Delete installation of floor tile (1,525 SF) and tile base (176 LS) at Corridors G190, G193 and H191.

Pricing per Larson Construction correspondence COR #133 dated August 18, 2016, reviewed by DLR Group on August 18, 2016.

**Total Item No. 15:** **Deduct: (\$5,322.50)**

**Item No. 16:**

Cost for labor and material to add electrical receptacle on the west all of Orchestra Room for short throw projector.

Pricing per Larson Construction correspondence COR #134 dated August 18, 2016, reviewed by DLR Group on August 19, 2016.

**Total Item No. 16:** **Add: \$322.31**

**Item No. 17:**

Cost for labor and material to finish benches in the corridors, application of gypsum board on walls in back of benches in Area C.

Pricing per Larson Construction correspondence COR #135 dated August 26, 2016, reviewed by DLR Group on September 1, 2016.

**Total Item No. 17:** **Add: \$1,869.90**

**Item No. 18:**

Cost for removal of existing mechanical / electrical enclosures on the north elevation of Area B, brick dirty / stained black, cleaned brick to make presentable.

Pricing per Larson Construction correspondence COR #136 dated August 26, 2016, reviewed by DLR Group on September 1, 2016.

**Total Item No. 18:** **Add: \$1,637.75**

**Item No. 19:**

Cost to match existing ceiling grid in Corridor C299A and add one (1) RL5 fixture.

Pricing per Larson Construction correspondence COR #137 dated August 26, 2016, reviewed by DLR Group on September 1, 2016.

**Total Item No. 19:** **Add: \$141.88**

**Item No. 20:**

Cost for labor and material to install lighting and acoustical ceiling in Corridor G196.

Pricing per Larson Construction correspondence COR #138 dated August 26, 2016, reviewed by DLR Group on September 1, 2016.

**Total Item No. 20:** **Add: \$2,491.71**

**Item No. 21:**

Cost for labor and material to install two (2) additional ceiling clouds in Cafeteria BL44 per Proposal Request No. CC-20, dated August 5, 2015. Price for additional ceiling clouds was inadvertently left out of Larson Construction's pricing for Proposal Request No. CC-20.

Pricing per Larson Construction correspondence COR #139 dated August 26, 2016, reviewed by DLR Group on September 2, 2016.

**Total Item No. 21:** **Add: \$2,321.55**

<b>TOTAL AMOUNT OF CHANGE ORDER CC-15:</b>	<b>ADD: \$45,395.27</b>
--	-------------------------

## School Finance Report

### August 31, 2015

17% of the School Year Complete

	Current Budget ( as amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$51,825,000			\$627,918	\$753,975	\$1,364,205	2.6%		\$50,460,795		
2) Support Services(2000-2999)	\$26,019,000			\$1,295,930	\$1,423,992	\$2,757,480	10.6%		\$23,261,520		
3) Non-Instructional(3000-3999)	\$4,081,000			\$56,539	\$11,799	\$68,338	1.7%		\$4,012,662		
4) Other Expenditures((4000-5299)	\$35,916,786			\$3,332,292	\$3,304,726	\$6,637,018	-12.1%	w/o transf	\$29,279,768		
<b>Total</b>	<b>\$117,841,786</b>			<b>\$ 5,312,678</b>	<b>\$ 5,494,493</b>	<b>\$ 10,827,041</b>	<b>-0.1%</b>	w/o transf	<b>\$107,014,745</b>		
Interfund Transfers	\$26,200,952			\$ 493,603	\$ 10,493,603	\$ 10,987,205	41.9%		\$15,213,747		
Operating Fund-10	\$76,416,786	\$10,405,877	\$417,846	\$1,594,876	\$704,159	\$2,336,593	3.1%		74,080,193	(1,918,747)	8,487,130
PPEL-36	\$3,725,000	\$3,733,684	\$7,930	\$226,199	\$398,461	\$624,660	16.8%		3,100,340	(616,730)	3,116,954
Management-22	\$1,242,000	\$2,182,209	\$575	\$195,173	\$1,006,049	\$1,201,222	96.7%		40,778	(1,200,647)	981,561
Activity-21	\$1,400,000	\$647,290	\$270,352	\$74,540	\$69,298	\$126,150	9.0%		1,273,850	144,202	791,493
Nutrition-61	\$3,965,000	\$1,114,878	\$73,494	\$28,866	\$8,725	\$37,592	0.9%		3,927,408	35,902	1,150,780
SAVE-33	\$1,100,000	\$7,074,306	\$10,550,893	\$73,600	\$0	\$73,600	6.7%		1,026,400	10,477,293	17,551,599
Debt Service-40	\$9,300,000	\$3,017,710	\$989,562	\$0	\$3,304,408	\$3,304,408	35.5%		5,995,592	(2,314,847)	702,863
Other Capitol Projects-35	\$20,000,000	\$1,152,258	\$10,001,239	\$2,981,908	\$318	\$2,982,226	14.9%		17,017,774	7,019,013	8,171,271
PERL-24	\$543,000	\$516,196	\$328	\$112,754	\$0	\$112,754	20.8%		430,246	(112,426)	403,770
Aquatic Center-65	\$140,000	\$78,258	\$25,786	\$24,257	\$3,074	\$27,331	19.5%		112,669	(1,545)	76,713
Student Store-68	\$10,000	\$2,202	\$295	\$504	\$0	\$504	5.0%		9,496	(209)	1,993
<b>Total</b>	<b>\$117,841,786</b>	<b>\$29,924,868</b>	<b>\$22,338,300</b>	<b>\$5,312,678</b>	<b>\$5,494,493</b>	<b>\$10,827,041</b>	<b>9.2%</b>		<b>107,014,745</b>	<b>11,511,259</b>	<b>41,436,127</b>
Interfund Transfers	\$26,200,952		\$10,987,205	\$493,603	\$10,493,603	\$10,987,205	0.0%		15,213,747		

## School Finance Report August 31, 2016

17% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$54,600,000			\$1,284,917	\$724,981	\$2,009,899	3.7%		\$52,590,101		
2) Support Services(2000-2999)	\$26,900,000			\$1,525,226	\$1,427,334	\$2,952,560	11.0%		\$23,947,440		
3) Non-Instructional(3000-3999)	\$3,838,000			\$63,598	\$20,362	\$83,960	2.2%		\$3,754,040		
4) Other Expenditures((4000-5299)	\$25,395,416			\$2,853,640	\$5,318,913	\$8,172,552	28.3%	w/o transf	\$17,222,864		
<b>Total</b>	<b>\$110,733,416</b>			<b>\$ 5,727,380</b>	<b>\$ 7,491,591</b>	<b>\$ 13,218,971</b>	<b>11.0%</b>	w/o transf	<b>\$97,514,445</b>		
Interfund Transfers	\$7,161,226			\$ 495,935	\$ 495,935	\$991,871	13.9%		\$6,169,355		
Operating Fund-10	\$80,197,783	\$10,126,244	\$994,906	\$2,052,410	\$1,034,358	\$3,086,767	3.8%		77,111,016	(2,091,861)	8,034,383
Activity-21	\$1,375,000	\$555,799	\$223,868	\$48,741	\$2,327	\$51,068	3.7%		1,323,932	172,800	728,599
Management-22	\$1,145,000	\$2,013,570	\$345	\$172,477	\$916,087	\$1,088,564	95.1%		56,436	(1,088,218)	925,352
PERL-24	\$423,000	\$320,776	\$132	\$35,140	\$0	\$35,140	8.3%		387,860	(35,008)	285,768
SAVE-33	\$1,825,000	\$7,031,752	\$560,231	\$1,130,707	\$495,935	\$1,626,643	89.1%		198,357	(1,066,412)	5,965,340
Other Capitol Projects-35	\$5,000,000	\$4,957,033	\$1,739	\$1,276,435	\$934	\$1,277,369	25.5%		3,722,631	(1,275,630)	3,681,403
PPEL-36	\$5,860,000	\$3,478,709	\$42,500	\$946,838	\$458,470	\$1,405,308	24.0%		4,454,692	(1,362,808)	2,115,901
Debt Service-40	\$11,022,633	\$4,236,478	\$992,167	\$0	\$4,563,116	\$4,563,116	41.4%		6,459,517	(3,570,949)	665,528
Nutrition-61	\$3,585,000	\$1,153,321	\$88,807	\$35,782	\$10,369	\$46,151	1.3%		3,538,849	42,656	1,195,976
Aquatic Center-65	\$275,000	\$136,654	\$26,905	\$28,402	\$9,993	\$38,396	14.0%		236,604	(11,491)	125,163
Student Store-68	\$25,000	\$1,811	\$55	\$448	\$0	\$448	1.8%		24,552	(393)	1,418
<b>Total</b>	<b>\$110,733,416</b>	<b>\$34,012,147</b>	<b>\$2,931,655</b>	<b>\$5,727,380</b>	<b>\$7,491,591</b>	<b>\$13,218,971</b>	<b>11.9%</b>		<b>97,514,445</b>	<b>(10,287,315)</b>	<b>23,724,832</b>
Interfund Transfers	\$7,161,226		\$495,935	\$495,935	\$495,935	\$991,871	0.0%		6,169,355		



Code 603.3-R2

# ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

HS Band Trip  
April 21-23, 2017

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 "... 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. All Band 10-12 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		Kim Buelt	Date	9-20-16
District Administrator Approval		Rick A. Hommel	Date	9-21-16
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; 9/13 Revised 10/08; 1/11/10



**Linn-Mar High School Band Department**  
**Kansas City Trip**  
**Friday-Sunday, April 21-23, 2017**

All concert band members in grades 10-12 are eligible and encouraged to participate.

Highlights:

- Deluxe Motor Coach Transportation
- Accommodations at the Hilton Kansas City Airport Hotel
- Daily Buffet Breakfast at the Hotel
- Concert Band Clinic on the campus of the University of Kansas in Lawrence, Kansas or at the University of Missouri, Kansas City (TBD)
- Kansas City Zoo
- Shopping and Lunch at the Crown Center in Downtown Kansas City
- An evening at the New Theatre Restaurant Dinner Theatre in Overland Park, Kansas
- Worlds of Fun

Cost:

- \$380.00 (If 140 students travel)
- \$390.00 (If 130 students travel)
- \$405.00 (If 120 students travel)

Payment Schedule:

- Wednesday, October 19: deposit of \$125 is due
- Wednesday, January 11: second payment of \$125 is due
- Wednesday, February 15: final balance is due

Important Notes:

- Students must be on schedule with payments before they will be allowed to sign up for a room or bus.
- In the event of an individual student cancellation, refunds will only be provided if the cost can be recovered from our travel agency and if the cancellation does not affect the cost for the remaining students.
- Students who fail a course during third quarter will not be eligible to participate because of the District's academic eligibility policy.
- Students with a co-curricular violation may be declared ineligible by the LMHS or District Administration.
- In the event a student is deemed ineligible for academic or co-curricular reasons, a refund may be offered if the cost can be recovered from the travel agency and if the cancellation doesn't affect the cost for the remaining students.

✂ -----  
(Please detach and return to a director, or turn in to Mrs. Dayton with your deposit).

**Yes, I plan to participate!**

Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



*Bob Rogers Travel*

Making Moments That Matter

**LINN-MAR HIGH SCHOOL BAND  
AARON NUSS & DAN TERRELL, DIRECTORS  
DESTINATION: KANSAS CITY  
DATE: APRIL 21-23, 2017**

**SUGGESTED ITINERARY  
AS OF  
SEPTEMBER 2, 2016**

**FRIDAY, APRIL 21**

3:30 PM **Motor Coaches** arrive at **Linn-Mar H.S.**; begin loading  
3111 North Tenth Street, Marion, IA 52302

4:00 PM Depart for **West Des Moines, IA** (149 miles, 2 ½ hours drive time)  
\*Meet your Professional **BRT Tour Director**

6:30 PM Arrive at **Jordan Creek Mall**  
101 Jordan Creek Pkwy, West Des Moines, IA 50266  
PM Dinner at the mall (student cost)

7:30 PM Load motor coaches; depart for **Kansas City, MO** (186 miles, 3 ½ hours drive time)

11:00 PM Arrive in **Kansas City** at **Hilton Kansas City Airport**

PM Check into the hotel

11:30 PM Bed Check



3440 Lacrosse Lane  
Naperville, IL 60564

toll free 800-373-1423  
fax 630-824-4349  
bobrogerstravel.com



*Bob Rogers Travel*

Making Moments That Matter

**SATURDAY, APRIL 22**

7:00 AM Enjoy breakfast at the hotel  
 8:00 AM Load motor coaches; depart for the **Kansas University in Lawrence, Kansas**  
 1450 Jayhawk Blvd, Lawrence, KS 66045

AM	Linn-Mar High School <b>Wind Symphony</b> clinic (based on availability)
AM	Linn-Mar High School <b>Symphonic Band</b> clinic (based on availability)
AM	Linn-Mar High School <b>Wind Ensemble</b> clinic (based on availability)

*\*on the off hour, groups will participate in a walking tour with a KU Rep*

11:15 AM Load motor coaches; depart for **Crown Center**  
 2450 Grand Blvd., Kansas City, MO

12:00 PM Enjoy lunch at **Crown Center** (student cost)

1:15 PM Load motor coaches; depart for the **Kansas City Zoo** (618) 285-3689  
 6800 Zoo Drive, Kansas City, Missouri 64132

5:00 PM Zoo closes; load motor coaches and depart for  
**The New Theatre Restaurant / Dinner Theatre**  
 9229 Foster, Overland Park, KS 66212

6:00 PM Enjoy dinner and **"Boeing-Boeing"**  
*This stylishly retro production was a monster comedy hit on the London's West End and a Tony winner on Broadway. Bernard is a bachelor juggling a very precarious social calendar. He is engaged simultaneously to 3 different stewardesses. Helped by his long suffering housekeeper Bertha (Debra Jo Rupp), Bernard has devised a sophisticated timetable so that each girlfriend visits him on their layovers and remains oblivious of the other 2. Everything proceeds like clockwork until the arrival of the new double speed Super Boeing which changes the schedules of the airlines. Bernard's old school friend Robert arrives unexpectedly and unwittingly joins in this farcical whirlwind of mayhem.*

10:00 PM Load motor coaches; return to the hotel

11:00 PM Bed check



3440 Lacrosse Lane  
 Naperville, IL 60564

toll free 800-373-1423  
 fax 630-824-4349  
 bobrogerstravel.com



*Bob Rogers Travel*

Making Moments That Matter

**SUNDAY, APRIL 23**

8:00 AM Enjoy breakfast at the hotel

9:00 AM Check out of the hotel

9:30 AM Load motor coaches; depart for **Worlds of Fun** (816) 454-4545  
4545 Worlds of Fun Ave., Kansas City, MO 64161

10:00 AM Arrive and enjoy the day!

**Don't Miss: Mamba:** Named for one of the fastest and most feared snakes in Africa, Mamba® is one of the tallest, longest and fastest roller coasters in the world. The addition of Mamba® placed Worlds of Fun in an elite class of roller coaster parks. Mamba® is a state-of-the-art scream machine whose first hill takes riders over 200 feet above the ground and flings them toward the earth at 75 miles per hour.

**ThunderHawk:** After being lifted to a height of nearly 60 feet, ThunderHawk's gondola inverts while rotating in a circular motion both forwards and backwards.

PM Lunch in the park (student cost)

3:00 PM Load motor coaches; depart for **home** (322 miles, 5 ½ hours drive time)

PM Dinner en route (student cost)

10:00 PM Approximate arrival at **Linn-Mar High School**



3440 Lacrosse Lane  
Naperville, IL 60564

toll free 800-373-1423  
fax 630-824-4349  
bobrogerstravel.com