



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 REGULAR SESSION MINUTES
LRC BOARD ROOM
JANUARY 12, 2015 @ 7:00 PM**

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Directors regular session was called to order in the Board Room of the Learning Resource Center by President Tim Isenberg at 7:00 PM. Roll was taken and it was determined a quorum was present. Present: Isenberg, Buchholz, Gadelha, Hutcheson, Patterson, Stark, and Wilson. Administration present: Mulholland, Morrison, Halupnik, Jensen, Anderson, Christian, Ramos, and Ironside.

REVISION AND/OR ADOPTION OF THE AGENDA **Motion 154-01-12**

Motion by Hutcheson for the Board to accept the agenda as presented. Second by Patterson. Voice vote. Motion unanimously approved.

AUDIENCE COMMUNICATIONS

Tammy Northey (3035 Abbey Road) addressed the Board with a concern for High School students living on 29th Street. Northey asked the Board to consider bussing these students and charging the parents a fee since the distance is less than three miles.

RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

Public Hearing for Conveyance of Real Property

Exhibit 401.1

No comments were received during the public hearing on the conveyance of real property known as 3290 9th Street and 3295 8th Street, Marion, Iowa and legally described as: *Lot 9 and Lot 27, Linnwood Acres 3rd Addition to the City of Marion, Linn County, Iowa.*

RECOGNITIONS/PROCLAMATIONS

BOARD ANNOUNCEMENTS AND REPORTS

Policy Committee

The Policy Committee reviewed the 500 Series (*Policies 500 through 503.12; excluding Policies 503.7 and 503.11*) at their January 7th meeting. Minor changes will be presented for first reading later in the session.

ERMA Committee

Rick Ironside, Executive Director of Support Services, reported on the January 8th ERMA Committee meeting. Highlights included: 1) receipt of the second rebate for the High School south parking lot and 2) review of the Aquatic Center bills which reflected that natural gas usage was less than expected, but electricity use was more than anticipated. The committee will meet with the Weidt Group, KJWW, and Alliant Energy to review the systems.

Marion City Council

Patterson, Buchholz, and Wilson reported on the Marion City Council meetings held on December 18th and January 8th. Neither meeting focused on any items related to the District.

Career & Tech Ed Meeting

Wilson reported on the December 10th Career & Tech Ed meeting sharing that the discussion centered on remodeling updates.

INFORMATIONAL REPORTS

Technology Quarterly Report

Exhibit 701.1

Executive Director of Technology Jeri Ramos updated the Board on the Fall 2014 Technology initiatives as well as plans for Winter/Spring 2015. Some highlights from the fall were:

1) replacing the Barracuda web filter, 2) wireless access in the High School science rooms, and 3) upgrades to the Destiny Library System. Upcoming projects include updating the technology plan, Erate changes, phone system upgrades, and secure access to the LRC building.

2015-16 Calendar Update

Exhibit 702.1

Deputy Superintendent Dirk Halupnik reviewed the 2015-16 calendar that was Board approved in December and shared optional calendars that may be utilized if the District is not granted a waiver by the Department of Education on the school start date. Halupnik highlighted several educational reasons for the approved 2015-16 school calendar and discussed the negative impact that may occur if the waiver is not granted. The District is currently waiting on guidance from the Department of Education regarding the new process for requesting a waiver. The Board discussed ways to communicate with the legislature regarding this topic.

2014-15 Organizational Chart

Exhibit 703.1

Superintendent Katie Mulholland reviewed the District's organizational chart for 2014-15.

SUPERINTENDENT'S UPDATE

Superintendent's Update

Katie Mulholland, Superintendent, shared the *2014-15 Condition of the District* report, which is now available on the District's website. Dr. Jeff Gustason, High School Principal, provided the Board with an example of the new report cards that include the course map proficiency scores as well as the traditional letter grades. Mulholland shared weekly volunteer statistics including the following highlights: 1) many teachers in the District use four or more volunteers per week and 2) there are approximately 292 regular volunteers sharing their time with the District each week.

UNFINISHED BUSINESS

NEW BUSINESS

Gift to District: Aquatic Center **Motion 155-01-12**

Motion by Buchholz for the Board to approve a gift in the amount of \$5,000 towards the purchase of a record board for the Aquatic Center from the Thomas Belin Family. *Per Policy 802.7: Gifts, Grants, Bequests.* Second by Stark. Voice vote. Motion unanimously approved.

Motion by Patterson for the Board to approve the first reading of Board Policies Series 500: *Student Personnel (Policies 500 thru 503.12 excluding 503.7 and 503.11)*. Second by Gadelha. Voice vote. Motion unanimously approved.

500 SERIES - STUDENT PERSONNEL

Revised 1/15 **500** **OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS**

501 STUDENT ATTENDANCE

Reviewed	1/15	501.1	Compulsory Attendance
Reviewed	1/15	501.2	Entrance–Admissions
Reviewed	1/15	501.3	Attendance Center Assignment
Reviewed	1/15	501.4	Student Attendance Records
Reviewed	1/15	501.5	Resident Students
Reviewed	1/15	501.6	Nonresident Students
Reviewed	1/15	501.7	Foreign Exchange Students
Reviewed	1/15	501.9	Student Transfers In
Reviewed	1/15	501.10	Student Transfers Out or Withdrawals
Reviewed	1/15	501.11	Student Absences–Excused
Reviewed	1/15	501.12	Truancy–Unexcused Absences
Reviewed	1/15	501.13	Student Release During School Hours
Reviewed	1/15	501.14	Students of Legal Age
Reviewed	1/15	501.15	Homeless Children and Youth
Revised	1/15	501.15-R	Administrative Regulations Regarding Homeless Children and Youth

502 BEHAVIOR AND DISCIPLINE

Reviewed	1/15	502.1	Student Conduct
Reviewed	1/15	502.1-R1	Administrative Regulations Regarding Student Conduct Procedures
Reviewed	1/15	502.2	Expulsion
Reviewed	1/15	502.2-R	Administrative Regulations Regarding Student Expulsion Procedures
Revised	1/15	502.3	Prohibition of Tobacco/Nicotine, Alcohol, Drugs
Reviewed	1/15	502.3-R	Administrative Regulations Regarding Enforcement of Prohibition of Tobacco/Nicotine, Alcohol, Drugs
Reviewed	1/15	502.4	Search and Seizure
Reviewed	1/15	502.4-R	Administrative Regulations Regarding Search and Seizure
Reviewed	1/15	502.4-E	Search and Seizure Checklist
Reviewed	1/15	502.5	Co- and Extra-Curricular Conduct Policy
Reviewed	1/15	502.5-R1	Administrative Regulations Regarding Co- and Extra-Curricular Conduct for Students
Reviewed	1/15	502.5-R2	Administrative Regulations Regarding Co- and Extra-Curricular Conduct Policy
Revised	1/15	502.5-R3	Administrative Regulations Regarding Co- and Extra-Curricular Conduct Policy
Reviewed	1/15	502.6	High School Academic Eligibility for Co- and Extra-Curricular Activities
Reviewed	1/15	502.7	Corporal Punishment
Reviewed	1/15	502.8	Weapons
Revised	1/15	502.8-R	Administrative Regulations Regarding Weapons
Reviewed	1/15	502.9	Student Appearance
Reviewed	1/15	502.10	Care of School Property/Vandalism
Reviewed	1/15	502.11	Freedom of Expression
Reviewed	1/15	502.12	Student Complaints and Grievances
Reviewed	1/15	502.13	Student Lockers

503 STUDENT ACTIVITIES

Reviewed	1/15	503.1	Student Government
Reviewed	1/15	503.2	Student Organizations
Revised	1/15	503.3	Student Publications
Reviewed	1/15	503.3-R	Administrative Regulations Regarding Student Publications
Reviewed	1/15	503.4	Student Activity Program
Reviewed	1/15	503.5	Reserved Time for Non-School Student Activities
Reviewed	1/15	503.6	Attendance at Events Outside of School
Reviewed	1/15	503.8	Intramural Activities
Reviewed	1/15	503.10	Student Travel
Reviewed	1/15	503.12	Contests for Students and Honor Recognitions for Students

Resignation of Board Member Motion 157-01-12

Motion by Buchholz for the Board to approve the resignation of Board Member Ann Stark due to relocation. Second by Hutcheson. Voice vote. Motion unanimously approved.

Recognition of Outgoing Board Member

Exhibit 1004.1

Superintendent Katie Mulholland read a proclamation thanking Mrs. Ann Stark for over 12 years of service to the District. The proclamation highlighted many of the District's accomplishments during Stark's tenure on the Board.

Approval of Overnight Fieldtrip: Special Olympics Motion 158-01-12

Exhibit 1005.1

Motion by Buchholz for the Board to approve the overnight fieldtrip request for the Special Olympics Winter Sports Competition in Dubuque, Iowa, from January 12-14, 2015. Second by Patterson. Voice vote. Motion unanimously approved.

Approval of Overnight Fieldtrip: Robotics Motion 159-01-12

Exhibit 1006.1

Motion by Wilson for the Board to approve the overnight fieldtrip request for the Robotics Team to compete at the Fox Valley FIRST Tech Challenge Qualifier in Hortonville, Wisconsin from January 16-17, 2015. Second by Patterson. Voice vote. Motion unanimously approved.

Approval of Overnight Fieldtrip: Varsity Cheerleading Motion 160-01-12

Exhibit 1007.1

Motion by Patterson for the Board to approve the overnight fieldtrip request for the Varsity Cheerleading Squad to perform at the 2016 TaxSlayer Bowl in Jacksonville, Florida, from December 28, 2015 thru January 3, 2016. Second by Stark. Voice vote. Motion unanimously approved.

Contract for Replacement of High School Bleachers Motion 161-01-12

Exhibit 1008.1

Motion by Stark for the Board to approve the contract with DLR Group in the amount of \$9,500.00, for architectural services to prepare a bleacher replacement bid package for the High School. Second by Hutcheson. Voice vote. Motion unanimously approved.

Contract for Oak Ridge Windows/Flashing Motion 162-01-12

Exhibit 1009.1

Motion by Buchholz for the Board to approve the contract with Shive-Hattery for Phase 2 of the Oak Ridge building envelope repairs, which includes improvements to the windows/flashing for a total expense of \$20,800.00. Second by Patterson. Voice vote. Motion unanimously approved.

Contract for High School Roof Improvements Motion 163-01-12

Exhibit 1010.1

Motion by Buchholz for the Board to approve the contract with Shive-Hattery for the High School roof improvements for a total expense of \$20,500.00. Second by Patterson. Voice vote. Motion unanimously approved.

Contract for Excelsior Mechanical Room Piping Revisions **Motion 164-01-12** *Exhibit 1011.1*
 Motion by Patterson for the Board to approve the contract with AJ Associates for engineering services for the Excelsior mechanical room piping revisions, at a stipulated sum of \$7,500.00. Second by Buchholz. Voice vote. Motion unanimously approved.

Contract for Excelsior Gym Floor Renovation **Motion 165-01-12** *Exhibit 1012.1*
 Motion by Patterson for the Board to approve the contract with Novak Design Group for architectural services for the Excelsior gym floor renovations, at a cost not to exceed \$6,800.00. Second by Buchholz. Voice vote. Motion unanimously approved.

Resolution for Conveyance of Real Property **Motion 166-01-12** *Exhibit 1013.1*
 Motion by Buchholz for the Board to approve the resolution for conveyance of real property to the Community Baptist Church for \$220,000. Property described as 3290 9th Street and 3295 8th Street, Marion, Iowa and is legally described as Lot 9 and Lot 27, Linnwood Acres 3rd Addition to the City of Marion, Linn County, Iowa. Second by Hutcheson. Roll call vote with ayes received from: Isenberg, Buchholz, Gadelha, Hutcheson, Patterson, Stark, and Wilson. Motion unanimously approved.

Approval of Early Separation for Class of 2015 **Motion 167-01-12** *Walk-In Exhibit*
 Motion by Patterson for the Board to approve the 11 early separation requests as presented by the Human Resources Department. Second by Stark. Voice vote. Motion unanimously approved.

Certified Staff – Resignation – Early Separation

Name	Assignment	Department Action	Reason
Nelson, Sondra	BW – 2 nd Gr	January 12, 2015	Early Sep
Flater, Susan	NE – 2 nd Gr	January, 12, 2015	Early Sep
Reck, Sally	IC – Teacher Librarian	January 12, 2015	Early Sep
Black-Primmer, Sherry	NE – Art	January 12, 2015	Early Sep
Hopkins, Kenneth	HS – Industrial Tech	January 12, 2015	Early Sep
Zigtema, Denae	HS – Counselor	January 12, 2015	Early Sep
Zmolek, Gloria	HS – Art	January 12, 2015	Early Sep
Tindal, Phyllis	HS – Special Education	January 12, 2015	Early Sep
Kelzenberg, Robert	HS – Special Education	January 12, 2015	Early Sep
Roach, Debra	IC – Art	January 12, 2015	Early Sep
Pillard, Susan	HS – Special Education	January 12, 2015	Early Sep

Open Enrollment Requests **Motion 168-01-12**

Motion by Patterson for the Board to approve the following Open Enrollment requests. Second by Buchholz. Voice vote. Motion unanimously approved.

Open Enrolled IN

Name	Grade	Resident District	Reason
Bunkers, Rosalynn	K	Marion	Good Cause
Mulderig, Zoey	10 th	Marion	Good Cause
Walden, Alexis	11 th	Cedar Rapids	Good Cause

Open Enrolled OUT

Name	Grade	Receiving District	Reason
Davis, Timothy	11 th	Alburnett	Good Cause

CONSENT AGENDA Motion 169-01-12

Motion by Stark for the Board to approve the Consent Agenda as presented. Second by Patterson. Voice vote. Motion unanimously approved.

Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Snead, Chelsi	HS – From 1.0 to .67 FTE Health/PE Teacher	January 6, 2015	Same

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Anders, Jacklen	NS General Help	December 17, 2014	PTNS Step 1
Busenbark, Joyce	From District Sub Custodian to Echo Hill Custodian	December 22, 2014	Same
Elgin, Sam	LG – Student Support Associate – From 4 to 6 hrs/day	January 7, 2015	Same
Name	Assignment	Dept. Action	Salary Placement
Randklev, Linda	TR – From Reg. Sub Driver to Bus Driver	December 8, 2014	Step 1
Sheehan, Kimberly	WE – Paraprofessional	January 6, 2015	V, Step 6

Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Cain, Marcus	HS – Student Support Associate	January 16, 2015	Personal
Thomas, Jerene	TR – Bus Driver	December 17, 2014	Retirement
Vogel, Caleb	O&M – Summer Help	November 27, 2014	Position Ended

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Blakely, Karla	EC – HS Student Council Sponsor	January 1, 2015	Schedule H, Category B
Printy, Jeff	HS – Assistant Varsity Girls Basketball Coach	January 1, 2015	\$3,000 – paid from coach acct.

Extra-Curricular Positions: Resignation

Name	Assignment	Dept. Action	Reason
Brady, Christina	EC – HS Student Council Sponsor	January 1, 2015	Personal

Approval of Minutes from December 8, 2015

Exhibit 1102.1

Approval of Bills

Exhibit 1103.1

Approval of Contracts (For student confidentiality, no exhibits provided)

- Interagency Agreements for Special Education:
- Cedar Rapids (3 agreements)
- Central City (1 agreement)
- Clayton Ridge (1 agreement)
- College Community (1 agreement)
- Dubuque (1 agreement)

Board Information

Exhibit 1105.1

- 1) School Finance Reports and Cash Balance Reports as of 11/30/2013
- 2) School Finance Reports and Cash Balance Reports as of 11/30/2014

Items Removed from the Consent Agenda for Separate Action: No items removed.

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

Communications

- Todd Goddell was elected State Cross Country Coach of the Year.
- Gateway to Technology went very well.
- Opening on Legislative Committee due to Stark's resignation.

Calendar

Date	Time	Event	Location
January 14 th	4:30 PM	Special Education Advisory	LRC Conf Rm 304/305
January 19 th	5:00 PM	Policy Committee	LRC Main Conf Rm
January 20 th	11:45 AM	Executive Committee	LRC Office Conf Rm
January 21 st	4:00 PM	Health & Human Development	LRC Board Room
January 24 th	8:30 AM	Coffee Conversation	Oak Ridge MS
January 26 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
January 28 th	7:00 AM	Board Visit: Excelsior	Excelsior MS
Date	Time	Event	Location
February 2 nd	5:30 PM	Construction Advisory	LRC Board Room
February 3 rd	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
February 3 rd	11:45 AM	Executive Committee	LRC Office Conf Rm
February 3 rd	5:30 PM	Technology Advisory	LRC
February 4 th	4:00 PM	Equity Committee	LRC Board Room
February 9 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
February 12 th	9:00 AM	ERMA Committee	LRC
February 16 th	5:00 PM	Policy Committee	LRC Office Conf Rm
February 17 th	11:45 AM	Executive Committee	LRC Office Conf Rm
February 18 th	7:30 AM	Board Visit: COMPASS	LRC – Compass
February 21 st	8:30 AM	Coffee Conversations	Aquatic Center
February 23 rd	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
Date	Time	Event	Location
March 3 rd	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
March 3 rd	11:45 AM	Executive Committee	LRC Office Conf Rm
March 5 th	5:30 PM	Marion City Council	Marion City Hall
March 6 th	7:00 AM	Board Visit: Wilkins	Wilkins Elementary
March 9 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
March 11 th	4:30 PM	Special Education Advisory	LRC Conf Rm 304/305
March 16 th -20 th		Spring Break	
March 19 th	5:30 PM	Marion City Council	Marion City Hall
March 30 th	5:00 PM	Policy Committee	LRC Office Conf Rm

Committees

Committee	Participants
Executive Committee	Tim Isenberg, Barry Buchholz, Katie Mulholland
Finance/Audit Committee	Barry Buchholz, Todd Hutcheson, Elizabeth Wilson, Angie Morrison, JT Anderson, Katie Mulholland
Policy Committee	Rene Gadelha, Tina Patterson, Katie Mulholland
Career & Technical Education	Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rick Ironside, Katie Mulholland
ERMA (Energy Efficiency)	Todd Hutcheson, Rick Ironside
Equity Advisory	Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Ann Stark, Julie Jensen
Legislative	Tina Patterson, Katie Mulholland
Linn-Mar Foundation	Katie Mulholland
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

ADJOURNMENT **Motion 170-01-12**

Motion by Stark for the Board to adjourn at 8:20 PM. Second by Patterson. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Angie Morrison, Board Secretary
January 12, 2015*

**NOTICE OF PUBLIC HEARING ON
A CONVEYANCE OF REAL PROPERTY**

Notice is hereby given that the Board of Directors of the Linn-Mar Community School District will hold a public hearing on the 12th day of January, 2015 at 7:00 o'clock P.M. central time, in the Board Room located at the Learning Resource Center, 2999 N. 10th Street, Marion, Iowa, on the conveyance of real property, pursuant to Iowa Code Sections 279.8 and 297.22. The real estate is locally known as 3290 – 9th Street and 3295 – 8th Street, Marion, Iowa, and legally described as follows:

Lot 9 and Lot 27, Linnwood Acres 3rd Addition to the City of Marion, Linn County, Iowa.

At the time and place set for the public hearing, interested individuals will be given the opportunity to express their views, both orally and in writing, on the following:

Proposal to convey certain of its land to Community Baptist Church ("Grantee"), for \$220,000.

The proposal may be subject to conditions as may be stated either in the proposal, the Resolution of the Board of Directors of the Linn-Mar Community School District, or documents entered into between the parties.

A copy of the proposal may be reviewed at the office of Secretary of the Board of the Linn-Mar Community School District, located at the Learning Resource Center, 2999 N. 10th Street, Marion, Iowa.

After the public hearing, the Board may make a final determination to accept or reject the proposal as submitted, or upon condition that certain terms be changed, or the Board may defer action on any or all of the proposals until a subsequent meeting.

BOARD OF DIRECTORS, LINN-MAR COMMUNITY
SCHOOL DISTRICT

By _____
Angie Morrison,
Secretary of the Board of Directors

TECHNOLOGY UPDATE

JANUARY 2015



FALL 2014



District

- Internet Redundancy Installed – 2 Disparate Circuits to the LRC
- 100M Circuit to HS
- Removed loop from HS to LRC
- Replaced Barracuda Webfilter, due to Hardware failure



High School Project


- Tower Relocation Specs ready for RFP
- Port Map completed for Relocation of IDF Closet A (Communications Closet where demolition is scheduled)
- Science Rooms at HS – new WAPs (Wireless Access Points)



General Items

- Added new laptop cart @ HS
- Installed Certiport Certification Software in the HS Skogman Lab
- Removed virtual lab at LG. Moving server to Wilkins
- New Security Cameras installed at Wilkins
- Destiny Library System – major upgrade

WINTER/SPRING 2015

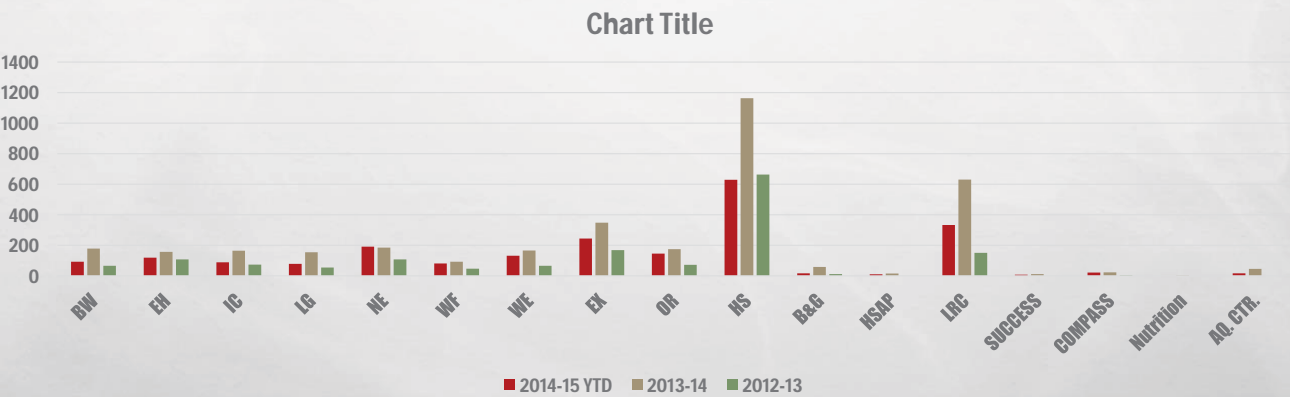


- Technology Plan
- LRC – Secure Access
- Scheduled Equipment Refresh Planning
- E-Rate 2.0 – Major Changes
- Phone System Upgrade
- General Projects – TTL4, Time Clock Plus, HS classroom relocation, ...

TECHNICIAN WORK ORDERS

[illegible]

WORK ORDERS BY BUILDING



Update

School Calendar

LINN-MAR | 2015-2016



2015-2016 School Calendar

Start-Finish
August 18 – May 26

Summary of Calendar
Days in classroom: 178/176

42 Q1	Oct 15
43 Q2	Dec 22
46 Q3	March 10
47 Q4	May 26

Calendar Legend

Start	End
Quarter	Quarter
Holidays	Vacation
K-12 Teacher Work Day	K-8 Teacher Work Day
K-6 Teacher Work Day	6-12 Teacher Work Day
9-12 Teacher Work Day	New Teacher Orientation
Professional Learning	K-12 Student Non-Attendance
K-8 Student Non-Attendance	K-8 Teacher Comp Day
9-12 Student Non-Attendance	

Linn-Mar Days:
High School (9-12)
178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Comp Days
191 Total

+ 1 TQSA
192

Elementary & Middle School (PreK-8)
176 School Days
6 Teacher Work Days
5 Professional Learning Days
4 Parent/Teacher Comp Days
191 Total

+ 1 TQSA
192

Snow Days:
First March 28
Second March 27
Third March 11
Subsequent May 31+

M	T	W	Th	F	Student Days	Teacher Days
August, 2015						
3	4	5	6	7		3
10	11	12	13	14		8
17	18	19	20	21		13
24	25	26	27	28		10
31						14
September						
1	2	3	4			18
7	8	9	10	11		22
14	15	16	17	18		27
21	22	23	24	25		32
28	29	30			31	36
October						
5	6	7	8	9		37
12	13	14	15	16		42
19	20	21	22	23		47
26	27	28	29	30		52
31						57
November						
2	3	4	5	6	56/55	62
9	10	11	12	13		67
16	17	18	19	20		72
23	24	25	26	27		77
30					66/65	76
December						
1	2	3	4			80
7	8	9	10	11		85
14	15	16	17	18		90
21	22	23	24	25	85/84	92
28	29	30	31			
January, 2016						
1	2	3	4	5		87
11	12	13	14	15		102
18	19	20	21	22		107
25	26	27	28	29	103/102	112
February						
1	2	3	4	5		117
8	9	10	11	12	113/111	122
15	16	17	18	19		127
22	23	24	25	26		132
29					123/121	133
March						
1	2	3	4			137
7	8	9	10	11	131/129	142
14	15	16	17	18		147
21	22	23	24	25		152
28	29	30	31		130/137	157
April						
4	5	6	7	8		161
11	12	13	14	15		166
18	19	20	21	22		171
25	26	27	28	29	160/158	176
May						
2	3	4	5	6		178
9	10	11	12	13		181
16	17	18	19	20		186
23	24	25	26	27	178/176	191
30	31					
June						
1	2	3				
6	7	8	9	10		
13	14	15	16	17		

Board Approved 12/8/14
OE Approval Pending



August	
10, 11	New Teacher Orientation
12, 13, 17	Teacher Work Days
14	Professional Learning
18	First Day of School K-12
September	
7	No School K-12 (Labor Day)
28-30	K-8 Conference Window
October	
1-8	K-8 Conference Window
8-15	End 1st Quarter
16	No School K-12 (K-12 Teacher Comp Day)
19	No School K-12 (Professional Learning)
November	
6	Elementary Grade Reporting
8	No School K-8 (K-8 Teacher Work Day)
12	High School Conferences
26	No School K-12 (K-12 Teacher Comp Day)
26, 27	No School K-12 (Thanksgiving Vacation)
December	
15, 21, 22	9-12 Final Exams
22	End 2nd Quarter
12/23-1/1	Winter Break
January	
4	No School K-12 (9-12 Teacher Work Day)
18	No School K-8 (Professional Learning)
February	
11	High School Conferences
12	Elementary Grade Reporting
12	No School K-8
15	No School K-12 (K-8 Teacher Work Day)
18	No School K-12 (Professional Learning)
March	
1-10	K-8 Conference Window
1-10	End 3rd Quarter
11	No School K-12 (K-12 Teacher Comp Day)
14-18	Spring Break
28	No School K-12
April	
May	
9	No School K-12 (Professional Learning)
26	Last Day of School K-12
27	K-8 Teacher Work Day
29	9-12 Teacher Comp Day
29	Graduation
30	Memorial Day
June	

- ▶ Effective **July 1, 2014**, districts and accredited nonpublic schools have the option to choose between 180 days or 1,080 hours of instruction.

School Hours

- ▶ School Hours
 - ▶ For each instructional level
 - ▶ Minimum of 1080 hours
 - ▶ Includes
 - ▶ Instructional minutes
 - ▶ Transition minutes
 - ▶ Parent –teacher conferences
 - ▶ Excludes
 - ▶ Lunch minutes
 - ▶ Early dismissals etc...

LM Hours – Elementary/Middle School

2020

School Day = 6:45

6:45

- 25 minute lunch

=

6:20 = 380 minutes/day

380 minutes/day

380 min.

X 176 days

66879.99 minutes/year

66879.99 min./yr.

66879.99 min.

÷ 60

1115 hours / year

***can add 16 hours (conferences) =

1131 hours

***Current state code = 1080 hours/year

***Day length is local decision

LM Hours – High School

2020

School Day = 7:00

7:00

- 25 minute lunch

=

6:35 = 395 minutes/day

395 minutes/day

395 min.

X 178 days

69520 minutes/year

69520 min./yr.

69520min.

÷ 60

1159 hours / year

***can add 8 hours (conferences) = **1167**

***Current state code = 1080 hours/year

***Day length is local decision

School Days

2020

▶ School Days

- ▶ For each instructional level
- ▶ 180 day requirement
- ▶ Day is a minimum of 6.0 hours
- ▶ Includes
 - ▶ Instructional minutes
 - ▶ Transition minutes
 - ▶ Parent –teacher conferences
- ▶ Excludes
 - ▶ Lunch minutes

LM School Days (*Approved Innovative Calendar)

2020

▶ Elementary & Middle School (PreK-8)

▶ **176 School Days**

- ▶ 6 Teacher Work Days
- ▶ 5 Professional Learning Days
- ▶ 4 Parent/Teacher Comp Days
- ▶ 191 Teacher Contract Days

▶ High School (9-12)

▶ **178 School Days**

- ▶ 6 Teacher Work Days
- ▶ 5 Professional Learning Days
- ▶ 2 Parent/Teacher Comp Days
- ▶ 191 Teacher Contract Days

How does this relate to an early start date waiver?

The district's request for early start date is normally submitted in Spring BEDS. This is a separate and distinct process from hours/days, but is included in Iowa Code section 279.10.

Waiver Process

- School districts starting before the first Monday in September must complete an early start date waiver.

[Print](#) [Certification](#) [Go](#) [Dir Helpdesk](#) [Exit](#) [Logout](#)

[District: 3710](#) [School: 8888](#) [Name: Lincoln Community School District](#)

Certification

CERTIFIED 6/19/2013 11:05:25 AM
 All the records described below are now DISCLOSE ONLY
 Please contact person listed at the bottom of the display
 if you need to make further adjustments to this information
 Thank You

DISTRICT LEVEL FORMS	STATUS	RECORDS FOUND	RECORDS UPDATED
Anti-Bullying/Harassment	COMPLETE	1	1
Early Start Calendar Waiver Request	COMPLETE	1	1
Graduation Requirements	COMPLETE	1	1
Kindergarten Plus	COMPLETE	1	1
LEP/ELL Staffing	COMPLETE	1	1
Postsecondary Enrollment Options	COMPLETE	1	1
Principal Evaluations	COMPLETE	1	1

BUILDING LEVEL FORMS	STATUS	RECORDS FOUND	RECORDS UPDATED
Address Review	COMPLETE	12	12
Child Care Programs	COMPLETE	10	10
School Minutes	COMPLETE	10	10
Teacher Evaluations	COMPLETE	10	10
Technology Access	COMPLETE	10	10

[Return to Edit](#) [Help](#)

The District Online System (DOIS)

[Print](#) [Early Start Calendar Waiver Request](#) [Go](#) [Dir Helpdesk](#) [Exit](#) [Logout](#)

[District: 3710](#) [School: 8888](#) [Name: Lincoln Community School District](#)

2013-2014 Early Start Calendar Waiver Request

Summary Records Are Browned Only
[Return to Edit](#) [Help](#)

Enter your 2013-2014 school year start date (the first day students return).
 Example: 9/01/2013 (month/date/year)

8/19/2013

Enter your 2013-2014 school year end date (the last day students attend).
 Example: 5/30/2014 (month/date/year)

5/30/2014

Would your school district like to make an early start waiver request for 2013-2014?

YES

Enter the Date of Public Hearing On Early Start Request for 2013-2014
 Example: 3/30/2013 (month/date/year)

10/22/2012



2020
Iowa Department of Education

DECEMBER 12TH LETTER TO THE FIELD



TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

STATE OF IOWA

DEPARTMENT OF EDUCATION
BRAD A. BUCK, DIRECTOR

2020
Iowa Department of Education

December 12, 2014

Dear Iowa school leaders,

In recent years, the Department has received numerous complaints from parents and other community members alike about waivers of the school start date law. As such, the Department has reviewed its current practice and will be implementing a new procedure that more accurately reflects the legal authority the Department has to grant these waiver requests. Effective immediately, the Department will no longer automatically grant waivers of the school start date requested under Iowa Code section 279.10(4) for the 2015-2016 school year.

Moving forward, the director or director's designee will only consider a school or school district's request for a waiver of the school start date if the school or school district has adequately demonstrated that starting on or after the earliest start date specified would have a significant negative educational impact. Each request will be individually reviewed and approved or denied by the director or the director's designee. These requests will be considered in light of the new flexibility allowed under the law, which is outlined below.

As of July 1, 2014, districts and accredited nonpublic schools have the option to choose between 180 days or 1,080 hours of instruction when setting their school calendars. Iowa Code § 256.7(19). This change in the law has provided new flexibility to schools and school districts to set their school calendars in a manner consistent with the requirements of Iowa Code section 279.10(1) which requires that "school shall begin no sooner than a day during the calendar week in which the first day of September falls . . . if the first day falls on a Sunday, school may begin on a day during the calendar week which immediately precedes the first day of September." *Id.*

Please plan accordingly for the 2015-2016 school year. The Department will issue guidance on implementation of current law in early 2015.

Respectfully,

Brad A. Buck
Director



2015-2016 School Calendar

Start-Finish
August 31 – June 9

Summary of Calendar
Days in classroom: 178/178

4 th Q1	180/180
4 th Q2	180/180
4 th Q3	180/180
4 th Q4	180/180

Calendar Legend

Start	
End	
Quarter	
Holidays	
Vacation	
K-12 Teacher Work Day	
K-5 Teacher Work Day	
6-12 Teacher Work Day	
9-12 Teacher Work Day	
New Teacher Orientation	
Professional Learning	
K-12 Student Non-Absence	
K-5 Student Non-Absence	
9-12 Student Non-Absence	

Linn-Mar Days:
High School (HS) 178
178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Camp Days
191 Total

A. L. TOSA
192

Elementary & Middle School (EM)
178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Camp Days
191 Total

A. L. TOSA
192

High School Days:
First: March 25
Second: April 1
Third: January 28
Subsequent: June 10

M	T	W	Th	F	Student Days	Teacher Days
August 2015						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						1
September						
1	2	3	4			
8	9	10	11	12		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				22
October						
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		43
November						
2	3	4	5	6		47
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						60
December						
1	2	3	4	5		64/63
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		76/75
28	29	30	31			
January, 2016						
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		90/89
25	26	27	28	29		
February						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29						114/113
March						
1	2	3	4	5		118/116
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30	31				131/129
April						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		151/149
May						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		173/169
30	31					
June						
6	7	8	9	10		178/176
13	14	15	16	17		
20	21	22	23	24		

Full 1st week
Spring Break



2020



2015-2016 School Calendar

Start-Finish
August 31 – June 9

Summary of Calendar
Days in classroom: 178/178

4 th Q1	180/180
4 th Q2	180/180
4 th Q3	180/180
4 th Q4	180/180

Calendar Legend

Start	
End	
Quarter	
Holidays	
Vacation	
K-12 Teacher Work Day	
K-5 Teacher Work Day	
6-12 Teacher Work Day	
9-12 Teacher Work Day	
New Teacher Orientation	
Professional Learning	
K-12 Student Non-Absence	
K-5 Student Non-Absence	
9-12 Student Non-Absence	

Linn-Mar Days:
High School (HS) 178
178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Camp Days
191 Total

A. L. TOSA
192

Elementary & Middle School (EM)
178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Camp Days
191 Total

A. L. TOSA
192

High School Days:
First: March 25
Second: March 28
Third: April 1
Subsequent: June 9

M	T	W	Th	F	S	S	Student Days	Teacher Days
August 2015								
3	4	5	6	7				
10	11	12	13	14				
17	18	19	20	21				
24	25	26	27	28				
31							1	
September								
1	2	3	4					
8	9	10	11					
14	15	16	17	18				
21	22	23	24	25				
28	29	30					22	
October								
5	6	7	8	9				
12	13	14	15	16				
19	20	21	22	23				
26	27	28	29	30			43	
November								
2	3	4	5	6			47	
9	10	11	12	13				
16	17	18	19	20				
23	24	25	26	27				
30							60	
December								
1	2	3	4	5			64/63	
7	8	9	10	11				
14	15	16	17	18				
21	22	23	24	25			76/75	
28	29	30	31					
January, 2016								
4	5	6	7	8				
11	12	13	14	15				
18	19	20	21	22			90/89	
25	26	27	28	29				
February								
1	2	3	4	5				
8	9	10	11	12				
15	16	17	18	19				
22	23	24	25	26				
29							114/113	
March								
1	2	3	4	5			118/116	
8	9	10	11	12				
15	16	17	18	19				
22	23	24	25	26				
29	30	31					131/129	
April								
1	2	3	4	5				
8	9	10	11	12				
15	16	17	18	19				
22	23	24	25	26			151/149	
May								
2	3	4	5	6				
9	10	11	12	13				
16	17	18	19	20				
23	24	25	26	27			173/169	
30	31							
June								
6	7	8	9	10			178/176	
13	14	15	16	17				
20	21	22	23	24				

No spring break
Full 1st week



2020



2015-2016 School Calendar

Start/Finish
August 31 – June 9

Summary of Calendar
Days in classroom: 178/178

9/1/21	180/5
23/24	Jan 22
28/29	March 31
42/24	June 9

Calendar Legend

Start	
End	
Quarter	
Holidays	
Vacation	
K-12 Teacher Work Day	
K-5 Teacher Work Day	
6-12 Teacher Work Day	
9-12 Teacher Work Day	
New Teacher Orientation	
Professional Learning	
K-12 Student Non-Absence	
K-5 Student Non-Absence	
9-12 Student Non-Absence	

Linn-Mar Days:

High School (HS):
178 School Days
5 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Conf Days
191 Total

J. J. TOSA

192

Elementary & Middle School (EM):

178 School Days
5 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Conf Days
191 Total

J. J. TOSA

192

Days

First: March 22
Second: April 8
Third: January 25
Subsequent: June 10+

M	T	W	Th	F	S	S
August 2015						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						
September						
1	2	3	4			
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				
October						
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		
November						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
December						
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30				
January, 2016						
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		
February						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29						
March						
7	8	9	10	11	12	
14	15	16	17	18	19	
22	23	24	25	26	27	
April						
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	30	
May						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					
June						
5	6	7	8	9	10	
13	14	15	16	17		
20	21	22	23	24		

Full 1" week
Spring Break
Semester in Doc.



2020

Some Issues...

- ▶ Local Control
- ▶ Calendar based on academic learning units of time
- ▶ Our start date, breaks, and end date are all determined by these academic learning units of time
- ▶ Our high school has a proud history of high academic performance and utilizes a modified block schedule that aligns with these academic learning units of time
- ▶ Ending the first semester of learning at winter break has been supportive of high levels of learning for students
- ▶ Pushing the start date to a later time would no longer make this feasible.

2020

- ▶ College level courses
 - ▶ 628 students
 - ▶ not aligned with colleges, our staff, will not be able to offer
- ▶ Advanced Placement courses
 - ▶ 743 students
 - ▶ May exams
- ▶ Activities and Athletics
- ▶ August vs. June
- ▶ Rockwell Collins break
- ▶ 1080 hours option
- ▶ Extending school day option
- ▶ Iowa Weather

Questions?



2015-2016 School Calendar

Start-Finish
August 18 – May 26

Summary of Calendar
Days in classroom: 178/176

42 Q1	Oct 15
43 Q2	Dec 22
46 Q3	March 10
47 Q4	May 26

Calendar Legend

	Start
	End
	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	K-5 Teacher Work Day
	6-12 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Professional Learning
	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
	9-12 Student Non-Attendance

Linn-Mar Days:

High School (9-12)

178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Comp Days
191 Total

+ 1 TQSA
192

Elementary & Middle School (PreK-8)

176 School Days
6 Teacher Work Days
5 Professional Learning Days
4 Parent/Teacher Comp Days
191 Total

+ 1 TQSA
192

Snow Days

First March 28
Second May 27
Third March 11
Subsequent May 31+

M	T	W	Th	F	Student Days	Teacher Days
August, 2015						
3	4	5	6	7		
10	11	12	13	14		3
17	18	19	20	21		8
24	25	26	27	28		13
31					10	14
September						
	1	2	3	4		18
7	8	9	10	11		22
14	15	16	17	18		27
21	22	23	24	25		32
28	29	30			31	35
October						
			1	2		37
5	6	7	8	9		42
12	13	14	Q	16	42	47
19	20	21	22	23		52
26	27	28	29	30	51	57
November						
2	3	4	5	6	56/55	62
9	10	11	12	13		67
16	17	18	19	20		72
23	24	25	26	27		75
30					69/68	76
December						
	1	2	3	4		80
7	8	9	10	11		85
14	15	16	17	18		90
21	Q	23	24	25	85/84	92
28	29	30	31			
January, 2016						
				1		
4	5	6	7	8		97
11	12	13	14	15		102
18	19	20	21	22		107
25	26	27	28	29	103/102	112
February						
1	2	3	4	5		117
8	9	10	11	12	113/111	122
15	16	17	18	19		127
22	23	24	25	26		132
29					123/121	133
March						
	1	2	3	4		137
7	8	9	Q	11	131/129	142
14	15	16	17	18		
21	22	23	24	25		147
28	29	30	31		139/137	150
April						
				1		151
4	5	6	7	8		156
11	12	13	14	15		161
18	19	20	21	22		166
25	26	27	28	29	160/158	171
May						
2	3	4	5	6		176
9	10	11	12	13		181
16	17	18	19	20		186
23	24	25	◇	27	178/176	191
30	31					
June						
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		

Board Approved-12/8/14
DE Approval Pending



August

10,11 New Teacher Orientation
12,13,17 Teacher Work Days
14 Professional Learning
18 First Day of School K-12

September

7 No School K-12
(Labor Day)
28-30 K-5 Conference Window

October

1-9 K-5 Conference Window
5-15 6-8 Conference Window
15 End 1st Quarter
16 No School K-12
(9-12 Teacher Work Day)
(K-8 Teacher Comp Day)
19 No School K-12
(Professional Learning)

November

6 Elementary Grade Reporting
6 No School K-8
(K-8 Teacher Work Day)
12 High School Conferences
25 No School K-12
(K-12 Teacher Comp Day)
26,27 No School K-12
(Thanksgiving Vacation)

December

18,21,22 9-12 Final Exams
22 End 2nd Quarter
12/23-1/1 Winter Break

January

4 No School K-12
(9-12 Teacher Work Day)
(K-8 Teacher Comp Day)
18 No School K-12
(Professional Learning)

February

11 High School Conferences
12 Elementary Grade Reporting
12 No School K-8
(K-5 Teacher Work Day)
(6-8 Teacher Comp Day)
15 No School K-12
(Professional Learning)

March

1-10 K-5 Conference Window
1-10 6-8 Conference Window
10 End 3rd Quarter
11 No School K-12
(6-12 Teacher Work Day)
(K-5 Teacher Comp Day)

14-18 Spring Break
28 No School K-12

April

May

9 No School K-12
(Professional Learning)
26 Last Day of School K-12
27 K-8 Teacher Work Day
9-12 Teacher Comp Day
29 Graduation
30 Memorial Day

June



STATE OF IOWA

TERRY BRANSTAD, GOVERNOR
KIM REYNOLDS, LT. GOVERNOR

DEPARTMENT OF EDUCATION
BRAD A. BUCK, DIRECTOR

December 12, 2014

Dear Iowa school leaders,

In recent years, the Department has received numerous complaints from parents and other community members alike about waivers of the school start date law. As such, the Department has reviewed its current practice and will be implementing a new procedure that more accurately reflects the legal authority the Department has to grant these waiver requests. Effective immediately, the Department will no longer automatically grant waivers of the school start date requested under Iowa Code section 279.10(4) for the 2015-2016 school year.

Moving forward, the director or director's designee will only consider a school or school district's request for a waiver of the school start date if the school or school district has adequately demonstrated that starting on or after the earliest start date specified would have a significant negative educational impact. Each request will be individually reviewed and approved or denied by the director or the director's designee. These requests will be considered in light of the new flexibility allowed under the law, which is outlined below.

As of July 1, 2014, districts and accredited nonpublic schools have the option to choose between 180 days or 1,080 hours of instruction when setting their school calendars. Iowa Code § 256.7(19). This change in the law has provided new flexibility to schools and school districts to set their school calendars in a manner consistent with the requirements of Iowa Code section 279.10(1) which requires that "school shall begin no sooner than a day during the calendar week in which the first day of September falls . . . if the first day falls on a Sunday, school may begin on a day during the calendar week which immediately precedes the first day of September." *Id.*

Please plan accordingly for the 2015-2016 school year. The Department will issue guidance on implementation of current law in early 2015.

Respectfully,

A handwritten signature in black ink, appearing to read "Brad A. Buck".

Brad A. Buck
Director

Grimes State Office Building - 400 E 14th St - Des Moines IA 50319-0146
PHONE (515) 281-5294 FAX (515) 242-5988
www.educateiowa.gov
Championing Excellence for all Iowa Students through Leadership and Service



August 31 – June 3

Days in classroom: 178/176

47 Q1	Nov 5
43 Q2	Jan 22
46 Q3	March 31
42 Q4	June 3

	Start
	End
	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	K-5 Teacher Work Day
	6-12 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Professional Learning
	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
	9-12 Student Non-Attendance

178	School Days
6	Teacher Work Days
5	Professional Learning Days
<u>2</u>	Parent/Teacher Comp Days
191	Total

+ 1 TQSA
192

176	School Days
6	Teacher Work Days
5	Professional Learning Days
4	Parent/Teacher Comp Days
191	Total

$$\frac{+1}{192} \text{ TQSA}$$

First	March 25
Second	March 28
Third	April 1
Subsequent	June 6+

M	T	W	Th	F	Student Days	Teacher Days
August, 2015						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31					1	
September						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30			22	
October						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30	43	
November						
2	3	4	Q	8	47	
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30					60	
December						
	1	2	3	4	64/63	
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25	76/75	
28	29	30	31			
January, 2016						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	Q	90/89	
25	26	27	28	29		
February						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29					114/113	
March						
	1	2	3	4	118/116	
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30	Q		135/133	
April						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	155/153	
May						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31				175/173	
June						
		1	2	3	178/176	
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		

No spring break
Full 1st week





2015-2016 School Calendar

Start-Finish
August 31 – June 9

Summary of Calendar
Days in classroom: 178/176

47 Q1	Nov 5
43 Q2	Jan 22
46 Q3	March 31
42 Q4	June 9

Calendar Legend

	Start
	End
	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	K-5 Teacher Work Day
	6-12 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Professional Learning
	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
	9-12 Student Non-Attendance

Linn-Mar Days:

High School (9-12)

178 School Days
6 Teacher Work Days
5 Professional Learning Days
2 Parent/Teacher Comp Days
191 Total

+ 1 TQSA
192

Elementary & Middle School (PreK-8)

176 School Days
6 Teacher Work Days
5 Professional Learning Days
4 Parent/Teacher Comp Days
191 Total

+ 1 TQSA
192

Snow Days

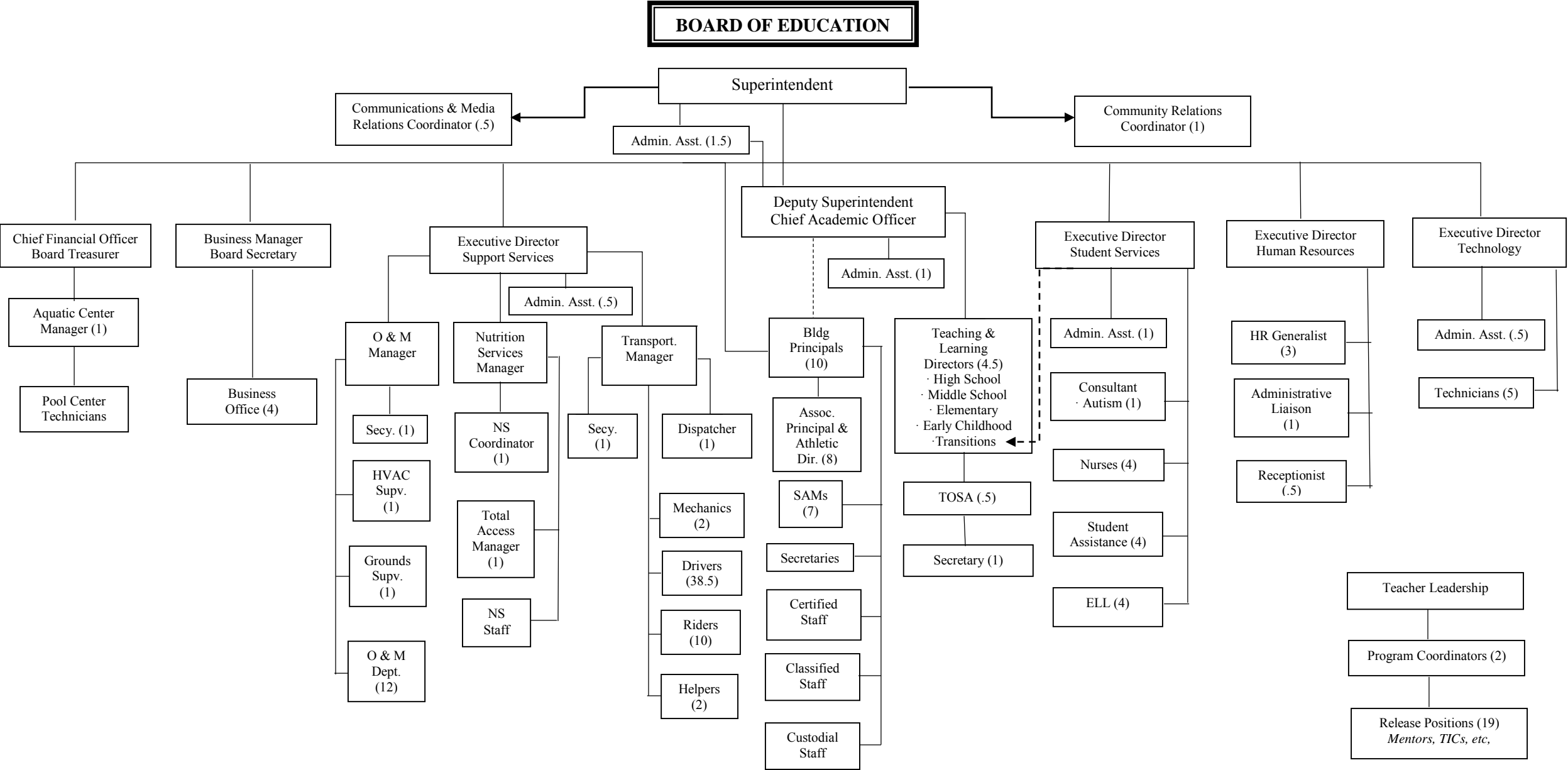
First March 25
Second April 8
Third January 25
Subsequent June 10+

M	T	W	Th	F	Student Days	Teacher Days
August, 2015						
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31					1	
September						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	30			22	
October						
			1	2		
5	6	7	8	9		
12	13	14	15	16		
19	20	21	22	23		
26	27	Q	29	30	43	
November						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30						
December						
	1	2	3	4		
7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25		
28	29	Q	31		82/81	
January, 2016						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		
February						
1	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29					121/120	
March						
	1	2	3	4		
7	8	9	10	Q	130/128	
14	15	16	17	18		
21	22	23	24	25		
28	29	30	31			
April						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29	160/158	
May						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	◇	178/176	
30	31					
June						
		1	2	3		
6	7	8	9	10		
13	14	15	16	17		
20	21	22	23	24		

Full 1st week
Spring Break
Semester in Dec.



2014-15 ORGANIZATIONAL CHART



Inspire Learning. Unlock Potential. Empower Achievement.

Superintendent's Report
Board of Education
January 12, 2015

Strategic Goal #1 Student Achievement

1. **High School Grade Reporting** – High School Principal Dr. Jeff Gustason reports that for the first time since incorporating priority standards and proficiency scales organization into the course curricula, the high school will be sharing, with the unofficial transcript a copy of student progress made on priority standards for each course. This is informational, only, as the standard transcript will show only traditional grades.

Curriculum Maps Proficiency Scales

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

2. **Condition of the District** – This report, posted on the website at <http://www.linnmar.k12.ia.us/files/5FB34D998B174A7D86D3E6E0E010A5E9/condition%20of%20the%20district%202014-15.pdf>

It includes annually updated statistics on enrollment, demographics, ACT scores, AP results, achievement test data, District staffing, hiring data, average salary of teachers, property tax rates, construction projects, referenda history, PPEL & SILO/SAVE information, financial information.

Strategic Goal #4 Community Engagement

3. **Volunteers by the Week** – Karla Terry recently surveyed Linn-Mar teachers and found that many use 4 or more volunteers per week. The teachers and schools are:
 - **Bowman Woods:** Jill Brockschink (7), Courtney East (4) and Molly Schuett (4)
 - **Echo Hill:** Heather Agnew (6), Diane Irvine (4), Bobbie Janssen (5), Shelly Jelinek (7), Krystal Lensing (5), Brooke Martens (5), Katie Merulla – Media Center (8), Tara Seery (7), Shawna Widdell (5)
 - **Indian Creek:** Michelle Haugse (9), Gina Merrill (8), Sally Reck – Media Center (6)
 - **Linn Grove:** Carly Remington (5)
 - **Novak:** Cynde Duncan- Media Center (6), Sue Flater (8), Cyndi Hofstetter (4), Jill Paulson (4), Holly Peiffer (4), Kari Ryder (10), Janice Vogel (6)
 - **Westfield:** Teresa David (5), Tara Dirks (7), Kari Hollinrake (6), Rhonda King (4), Shari Kuchera (11), Juli Wirtjes (7), Tracey Urell (7)
 - **Wilkins:** Jen Christopherson (4), Kristi Kester (6), Tiffany Miller (5), Karen Ward (7), Sue Wilson (5)

Weekly, there are at least 292 volunteers across the district. At the elementary schools, the weekly breakdown is as follows:

Bowman Woods – 28
Echo Hill – 61
Indian Creek – 31
Linn Grove – 21
Westfield – 58
Wilkins - 40



Community School District

**Condition of the District
Last Updated 12/12/2014**

	CERTIFIED ENROLLMENT				OPEN ENROLLMENT (Linn-Mar)		FREE & REDUCED LUNCH		STUDENTS PER TEACHER (K-5)	DROP OUT RATES GRADES 7 – 12		DROP OUT RATES GRADES 9 – 12		GRADUATION RATE	
	State	% Change	Linn-Mar	% Change	IN	OUT	State	Linn-Mar	Linn-Mar	State	Linn-Mar	State	Linn-Mar	State	Linn-Mar
1995-96	504,505	0.70%			164	175									
1996-97	505,523	0.20%	4376.9		163	213									
1997-98	505,130	-0.08%	4495.6	2.64%	187	288									
1998-99	502,534	-0.52%	4667.6	3.68%	206	311									
1999-00	498,556	-0.80%	4883.1	4.41%	174	334	27.5%	8.79%							
2000-01	494,291	-0.86%	4998.7	2.31%	167	385	26.3%	8.30%							
2001-02	489,523	-0.97%	5149.9	2.94%	170	446	26.7%	9.67%							
2002-03	487,021	-0.51%	5263.1	2.15%	139	459	27%	9%	23.6	1.34%	.46%	1.98%	.74%	90%	99%
2003-04	481,226	-1.20%	5412.8	2.77%	128	470	30%	9%	23.1	1.58%	.43%	2.39%	.7%	90%	97%
2004-05	483,335.2	0.44%	5628.2	3.83%	135	490	NA	10%	23.9	1.44%	.49%	2.14%	.9%	90%	97%
2005-06	483,201	-.03%	5780.5	2.63%	158	491	31%	13%	22.5	1.46%	.48%	2.14%	.69%	91%	98%
2006-07	482,752	-.1%	6196.2	6.71%	153	543	32%	15%	21.8	1.6%	.73%	2.3%	1%	91%	96%
2007-08	480,609	-0.45%	6371.6	2.75%	174	561	33%	15%	22.4	1.96%	.61%	2.85%	.92%	88.7%	96%
2008-09	477,019	-0.75%	6490.9	1.84%	214	667	33%	17%	21.7	2.16%	1.6%	3.15%	2.4%	87.2%	96%
2009-10	474,227	-0.59%	6601	1.67%	253	589	36.8%	18%	22.2	2.34%	1.7%	3.41%	2.5%	87.3%	97%
2010-11	473,493	-0.15%	6644.1	0.7%	358	531	38.2%	18%	23	2.32%	1.4%	3.38%	2.4%	91%	96%
2011-12	473,504	.002%	6729.68	1.2%	415	671	38.9%	19%	23	2.18%	1.5%	3.20%	2.3%	91%	94%
2012-13	475,314	0.996%	6879.88	.98%	441.7	537.8	40%	19%	22.9	1.92%	.92%	2.83%	1.44%	92%	94%
2013-14	478,921	0.6%	6942.97	.92%	504.8	526.6	41.1%	20%	22.7						
2014-15			7145.24	2.9%	526.2	545.9		18%	22.8						

SPECIAL EDUCATION								
	Level I	Level II	Level III	Total	Student Change	Change %	SPED % to Dist	State
1995-96	204	46	22	272	n/a	n/a	6.63%	
1996-97	260	42	24	326	54	19.85%	7.44%	
1997-98	258	43	24	325	-1	-.31%	7.22%	
1998-99	267	44	23	334	9	2.77%	7.14%	
1999-00	270	58	29	357	23	6.89%	7.31%	
2000-01	299	70	40	409	52	14.57%	8.18%	
2001-02	331	80	52	463	54	13.20%	8.97%	
2002-03	362	88	53	503	40	8.64%	9.53%	13%
2003-04	388	99	61	548	45	8.95%	10.12%	13%
2004-05	403	108	81	592	44	8.03%	10.65%	14%
2005-06	413	115	89	617	25	4.22%	10.67%	
2006-07	427	133	95	655	38	6.16%	10.57%	
2007-08	386	142	98	626	-29	-4.43%	9.83%	
2008-09	374	130	97	601	-25	-3.99%	9.26%	
2009-10	361	142	107	610	9	1.5%	9.24%	
2010-11	363	150	114	627	17	2.79%	9.44%	
2011-12	349	170	100	619	-8	-1.28%	9.20%	
2012-13	334	146	93	573	-46	-7.43%	8.33%	
2013-14	352	138	87	577	4	.70%	8.31%	
2014-15								

ACT Scores				
	National	State	LM	% participation
1994-95	20.8	21.8	23.2	
1995-96	20.9	21.9	23	
1996-97	21	22.1	23.9	
1997-98	21	22.1	23	
1998-99	21	22	22.8	
1999-00	21	22	23.1	
2000-01	21	22	23.9	
2001-02	20.8	22	23.1	76%
2002-03	20.8	22.9	23.3	78%
2003-04	20.9	22	23.1	69%
2004-05	20.9	22	23.7	68%
2005-06	20.9	22.1	24.2	67%
2006-07	21.2	22.3	24.1	75%
2007-08	21.1	22.4	23.9	78%
2008-09	21.1	22.4	24.5	74%
2009-10	21.1	22.4	24.6	73%
2010-11	21.1	22.3	24.2	75%
2011-12	21.1	22.1	24.4	78%
2012-13	20.9	22.1	24.2	77%
2013-14	21	22	24.5	76%

DEMOGRAPHICS							
	TOTAL Male/Female %	Caucasian Male/Female %	African American Male/Female %	Hispanic Male/Female %	Asian Male/Female %	American Indian Male/Female %	TOTAL Majority/Minority %
2010-11	51.25 / 48.74	44.93 / 42.27	2.28 / 2.32	1.22 / 1.41	2.72 / 2.56	.089 / .164	87.2 / 12.763
2011-12	51.71 / 48.28	43.57 / 41.80	2.60 / 2.19	1.24 / 1.33	2.77 / 2.77	.202 / .188	85.37 / 13.29
2012-13	51 / 49	44.09 / 41.99	2.50 / 2.46	1.23 / 1.42	2.92 / 2.82	.21 / .24	86.08 / 13.8
2013-14	51 / 49	44 / 41	3.0 / 2.7	1.5 / 1.5	3.2 / 2.9	.20 / .22	85 / 15.2
2014-15	51 / 49	43 / 41	3.3 / 3.0	1.5 / 1.6	3.3 / 3.1	.15 / .19	84 / 16.14

AP Composite Average				
	National	State	LM	# Exams
2001	3.01	3.13	3.36	85
2002	2.95	3.12	3.42	95
2003	2.99	3.14	3.57	129
2004	2.95	3.15	3.61	144
2005	2.9	3.1	3.56	196
2006	2.9	3.1	3.57	212
2007	2.9	3.1	3.51	266
2008	2.85	3.1	3.75	316
2009	2.89	3.08	3.82	280
2010	2.84	3.05	3.64	375
2011	2.8	3.09	3.62	365
2012	2.91	3.03	3.61	423
2013	2.89	2.97	3.477	482
2014	2.87	2.97	3.85	581

Linn-Mar Scores																								
ACHIEVEMENT TEST DATA Iowa Assessments	Not Proficient: Based on the percent of students who scored as non-proficient on Iowa Assessments.						Proficient: Based on the percent of students who scored as proficient on Iowa Assessments.						Advanced: Based on the percent of students who scored as proficient on Iowa Assessments.							Total of Students Proficient				
	2007	2008	2009	2010	2011	2012	2014*	2007	2008	2009	2010	2011	2012	2014*	2007	2008	2009	2010	2011	2012	2014*	2014*		
Grade 4, Reading		6.8	7.7	12.3	7.7	9.8	11.1	49.5	55.4	47.4	50.7	40.0	54.1	31.5	46.5	37.9	44.8	37.0	52.3	36.1	57.4	88.9	BW	
	15.4	11.3	8.5	14.6	11.5	11.3	12.8	63.1	56.8	68.3	62.9	49.2	50.0	43.6	20.0	31.8	23.2	22.5	39.3	38.8	43.6	87.2	EH	
	4.0	4.3	4.0	9.6	4.1	14.3	5.7	56.1	61.7	51.0	58.9	60.8	48.6	35.7	34.8	34.1	45.1	31.5	35.2	37.1	58.6	94.3	IC	
		19.1	13.9	15.3	6.8	14.3	25.9		61.9	62.8	61.5	72.9	62.9	46.6		19	23.3	23.1	20.4	22.9	27.6	74.2	LG	
	9.1	17.4	13.9	6.9	18.2	26.0	25	52.8	63	51.1	69	59.1	57.5	44.4	23.6	19.6	34.9	24.1	22.8	16.4	30.6	75	NE	
	23.6	9.5	12.7	2.9	1.7	8.5	5.7	53.6	57.1	58.2	60.3	64.4	51.2	45.7	37.7	33.3	29.1	36.8	33.9	40.2	48.6	94.3	Wf	
	8.7	12	15.0	11.3	9.1	23.7	25.4	60.3	50	46.7	60.5	54.5	42.1	31.3	24.4	38	38.3	28.2	36.4	34.2	43.3	74.6	WE	
	16.9	12.2	10.5	10.7	8.4	15.4	15.8	55.5	57.4	55.2	60.3	57.4	52.1	40.1	32.0	30.4	34.2	29.1	34.2	32.4	44.1	84.1	District	
Grade 8, Reading	12.5	17.2	12.5	20.5	17.2	20.8	21.1	51.3	60.7	59.2	55.3	55.4	62.3	56	28.6	21.9	28.3	24.1	27.3	16.9	23	79	EX	
	20.1	23	21.0	14.1	10.4	23.1	16.3	57.1	54.1	54.7	65.3	56.0	57.1	57.5	29.3	23	24.2	20.6	33.6	19.8	26.2	83.7	OR	
	13.6	19.2	16.2	17.7	13.7	21.9	19.1	53.3	58.7	57.4	59.6	55.7	59.8	56.6	28.9	22.1	26.5	22.8	30.6	18.3	24.4	81.3	District	
Grade 11, Reading	17.9	12.1	11.7	10.6	12.5	6.4	5.2	58.7	50.5	57.6	58.4	60.6	64.0	74.7	31.2	37.4	30.7	31.0	26.9	29.6	20.1	94.8	HS	
Grade 4, Math	10.2	8.2	9.0	13.7	3.1	8.2	9.3	47.5	43.8	42.3	53.4	49.2	36.1	42.6	49.5	48	48.7	32.9	47.7	55.7	48.2	90.8	BW	
	11.5	11.4	13.4	4.5	11.5	6.3	10.1	57.8	34.1	48.7	54	41.0	43.8	41.8	28.1	54.6	37.8	41.5	47.6	50.0	48.1	89.9	EH	
	3.0	6.4	9.8	13.7	10.8	4.3	3.9	45.5	40.4	43.2	53.4	45.9	32.9	40	48.5	53.2	47.0	32.8	43.3	62.9	57.1	97.1	IC	
		19.1	21.0	16.9	15.3	7.1	12.1		59.5	58.1	61.6	54.2	42.9	56.7		21.5	20.9	21.5	30.5	50.0	31	87.7	LG	
	6.1	15.2	19.0	10.3	13.6	15.1	11.1	39.4	52.2	38.1	51.7	57.6	49.3	48.6	40.8	32.6	42.9	37.9	28.8	35.6	40.3	88.9	NE	
	19.7	6.3	16.4	1.5	3.4	6.1	2.9	44.9	58.8	47.2	67.2	61.0	36.6	41.4	49.3	34.9	36.3	31.3	35.6	57.3	55.7	97.1	Wf	
	5.8	21.6	16.7	15.5	14.5	15.8	13.4	61.5	45.1	50.0	53.5	49.1	38.2	44.8	26.9	33.3	33.4	31.0	36.4	46.1	41.8	86.6	WE	
	14.1	11.9	14.2	11.0	10.2	9.0	8.7	49.4	48.4	47.1	56.0	51.1	40.0	44.9	40.9	39.6	38.7	33.1	38.7	51.0	46.4	91.2	District	
Grade 8, Math	9.6	15	13.3	18.3	16.3	16.0	24.9	53.3	50	55.8	47.4	52.1	58.9	51.2	30.7	35.1	30.9	34.4	31.5	25.1	23.9	75.1	EX	
	12.1	15.6	20.4	9.4	9.5	12.3	18.5	57.1	50	46.5	52.3	49.8	51.4	47.8	30.7	34.4	33.1	38.3	40.7	36.3	33.8	81.6	OR	
	14.6	15.1	16.2	14.4	13	14.2	22.2	54.6	50.4	52.1	49.3	50.7	55.3	49.7	30.7	34.5	31.7	36.4	36.2	30.5	28.1	78.3	District	
Grade 11, Math	8.4	9.8	7.5	7.7	9.5	4.9	5.6	47.2	37	46.4	46.4	47.4	48.6	46	44.4	53.2	46.1	45.9	43.1	46.5	48.4	94.4	HS	
Grade 4, Science			15.4	8.2	9.2	6.6	4.8		51.4	53.9	54.8	43.1	62.3	66.1		43.3	30.8	37.0	47.7	31.1	29	95.1	BW	
			11.0	7.8	14.7	7.5	6.7		68.2	73.2	68.5	63.9	70.0	57.3		31.8	15.9	23.6	21.4	22.5	36	93.3	EH	
			9.8	5.5	6.8	12.9	8.5		63.9	60.8	67.1	67.6	55.7	59.8		31.9	29.4	27.4	25.7	31.4	31.7	91.5	IC	
			14.3	16.9	15.3	12.9	16.9		52.4	71.4	63.1	67.8	70.0	70.8		28.5	14.3	20.0	17.0	17.1	12.3	83.1	LG	
			11.6	10.3	19.7	19.2	14.5		57.7	72.1	63.8	56.1	68.5	62.7		28.9	16.3	25.8	24.3	12.3	22.9	85.6	NE	
			7.3	3.0	8.6	4.9	4.1		66.6	80.0	67.2	70.7	65.9	70.3		33.4	12.7	29.8	20.7	29.3	25.7	96	Wf	
		9.8	13.3	12.7	18.1	15.8	19.8		50.9	61.7	56.3	60.0	67.1	54.3		39.2	25.0	31.0	21.9	17.1	25.9	80.2	WE	
		7.2	12.5	9.4	13	11.3	10.8		59.1	66.7	62.9	61.5	65.8	62.5		33.6	20.8	27.6	25.7	22.9	26.7	89.2	District	
Grade 8, Science	12.2	9	7.5	14.7	12.6	13.5	13.4	63.7	67.4	68.5	63.4	57.6	72.9	63.3	24.1	23.5	23.9	21.8	29.9	13.5	23.3	86.6	EX	
	8.6	16.4	15.9	11.2	7.5	15.6	11.3	61.4	57.4	54.7	64.1	57.5	66.4	65.8	30.0	26.3	29.3	24.7	35.0	18.0	23	88.8	OR	
	11.0	11.6	11.0	13.1	10.1	14.5	12.5	62.9	63.9	62.9	63.9	57.2	69.8	64.3	26.1	24.4	26.1	23	32.5	15.7	23.2	87.5	District	
Grade 11, Science	5.6	10	8.9	8.2	6.1	5.1	6.7	52.5	44.2	46.7	53.8	48.8	59.4	54.4	41.8	45.7	44.4	38	45.3	35.5	38.9	93.3	HS	
*Iowa Assessment testing window was moved to the Spring (4/1-4/11).																								

*Iowa Assessment testing window was moved to the Spring (4/1-4/11).

DISTRICT STAFF	2002 -03	2003 -04	2004 -05	2005 -06	2006 -07	2007 -08	2008 -09	2009 -10		2010 -11*	2011 -12	2012 -13	2013 -14	2014 -15
Administrators	16	16	18	17	17	19	20	21	Officials, Admin, Director	7	7	7	7	7
Teachers	326	343	352	361. 5	386	416	432	436	Principals	10	10	10	10	10
Education Assistants	124	149	161	152	159	176	181	193	Asst. Principals	8	8	8	8	8
Custodians	36	37	42	42	44	44	48	49	Teachers	436	435	449	455	486
Food Service	51	57	58	60	60	68	72	72	Curriculum	3	3	3	3	3
Other	15	15	15	17	18	30	34	34	Guidance	18	18	17	19	19
Media Specialists	7	8	8	8	8	9	10	10	Other Professional Staff	20	32	33	36	36
Guidance	11	12	12	14	15	17	17	18	Librarians	10	10	10	10	10
Secretaries	34	37	37	38	37	42	47	47	Ed. Assistants	153	157	170	177	174
Transportation	42	48	50	58	62	63	73	67	Technicians	6	6	4	4	5
Maintenance	10	10	10	9	9	11	12	12	Secretaries	41	40	38	40	41
									Service Workers	81	73	72	68	69
									Skilled Crafts	8	9	7	8	8
									Other Part-time Staff	156	140	142	139	146
TOTAL	681	744	769	798	817	895	946	959		957	948	970	984	1022

* 2010-11 categories adjusted to match federal EEOC report.

Teachers with Advanced Degrees	
2004-05	188
2005-06	196
2006-07	217
2007-08	231
2008-09	254
2009-10	265
2010-11	272
2011-12	283
2012-13	305
2013-14	309
2014-15	311

Certified Hires (New & Replacement)	
2003-04	44
2004-05	48
2005-06	33
2006-07	47
2007-08	51
2008-09	39
2009-10	26
2010-11	28
2011-12	28
2012-13	27
2013-14	37
2014-15	45

Base Salary	BA Step 1 w/o benefits Linn-Mar	AEA10	MA Step 1 w/o benefits Linn-Mar	AEA10	MA + 45 w/o benefits Linn-Mar	AEA10	Full-time Average Teacher Salary w/o benefits Linn-Mar
2003-04	\$26,002	NA	\$29,642	NA	\$33,543	NA	\$41,351
2004-05	\$26,605	NA	\$30,330	\$29,406	\$34,320	\$33,344	\$41,025
2005-06	\$27,513	\$27,305	\$31,365	\$30,852	\$35,492	\$34,677	\$40,505
2006-07	\$28,513	\$28,315	\$32,505	\$31,712	\$36,782	\$35,960	\$42,128
2007-08	\$29,740	\$29,470	\$33,904	\$33,006	\$38,365	\$37,427	\$45,108
2008-09	\$30,740	\$30,620	\$35,044	\$34,294	\$39,655	\$38,887	\$46,900
2009-10	\$31,340	\$31,490	\$35,728	\$35,269	\$40,429	\$39,992	\$48,593
2010-11	\$31,640	\$34,153	\$36,070	\$37,941	\$40,816	\$42,676	\$49,573
2011-12	\$35,043		\$39,949		\$45,205		\$55,845
2012-13	\$35,844		\$40,862		\$46,239		\$57,656
2013-14	\$36,644		\$41,774		\$47,271		\$58,971
2014-15	\$37,539		\$42,795		\$48,425		\$59,067

DISTRICT TAX RATES							
	Operating	Mgmt	Board PPEL	Playground	Voter PPEL	Debt Service	Total
1994-95	11.38238	0.35719	0.33	0.135	0.67	1.4292	14.30877
1995-96	11.6323	0.29693	0.33	0.135	0.67	1.36297	14.4272
1996-97	11.63306	0.27742	0.33	0.135	0.67	1.26963	14.31511
1997-98	11.8948	0.32993	0.33	0.135	0.67	2.7	16.05941
1998-99	11.54025	0.29942	0.33	0.135	0.67	3.33885	16.31352
1999-00	11.45904	0.27922	0.33	0.135	0.67	3.07265	15.94591
2000-01	11.56361	0.27244	0.33	0.135	0.67	2.97486	15.94951
2001-02	11.54141	0.25513	0.33	0.135	0.67	3.58808	16.51962
2002-03	12.33196	0.3077	0.33	0.135	0.67	3.13197	16.90663
2003-04	12.16085	0.45	0.33	0.135	0.67	3.15062	16.89647
2004-05	12.71299	0.91309	0.33	0.03048	0.67	3.11169	17.76825
2005-06	12.97192	0.91638	0.33	0.135	0.67	2.97601	17.99931
2006-07	13.79463	0.79637	0.33	0.135	0.67	3.09057	18.81657
2007-08	15.07039	0.65068	0.33	0.03062	0.67	2.64286	19.39455
2008-09	15.86000	0.65000	0.33	0.135	0.67	2.75633	20.40133
2009-10	15.56715	0.90000	0.33	0.135	0.67	2.62736	20.22951
2010-11	15.11830	1.14668	0.33	0.135	0.67	2.33841	19.73839
2011-12	13.93153	0.50	0.33	0.135	1.34	2.30508	18.54161
2012-13	13.26000	0.50	0.33	0.135	1.34	2.16599	17.73099
2013-14	12.73165	0.67647	0.33	0.135	1.34	2.05432	17.26744
2014-15	12.50639	0.52341	0.33	0.135	1.34	2.16931	17.00411

	Grades	Construction Dates	Capacity		Construction Dates	Capacity
High School	9-12	1959 '61 '62 '66 '67 '74 '80 '99 '07 '10 '11 '12 '13	2000	Learning Resource Center	1948 '53 '56 '65, '08 HVAC	500
Excelsior	6-8	1995 '99 '08 HVAC	1100	Transportation and Operations & Maintenance Building	'10	
Oak Ridge	6-8	2003	750			
Bowman Woods	K-5	1968 '69 '70 '95 '02 '10 '13	500	Linn-Mar Stadium	'11	6,000
Echo Hill	PK-5	2008	600			
Indian Creek	K-5	1961 '62 '95 '99 '09 HVAC, '09 '10 '12	500	Aquatic Center	'13	1,284
Linn Grove	PK-5	2007	600			
Novak	PK-5	2010	600			
Westfield	K-5	1999, '08 HVAC	500			
Wilkins	K-5	1966 '67 '99 '09 HVAC	500			

Linn-Mar Referenda History: 60% YES Vote required for passage					
Date	Amount	Projects	Outcome		Result
			YES	NO	
January 24, 2006 14.8% voting	\$27.5 Million	2 Elementary Schools High School Renovation Novak Renovation Conversion of Oak Ridge to MS	74.98% 2,431	25.02% 811	Passed
March 13, 2001 21.5% voting	\$12 Million	K-8 Elementary (Oak Ridge) Bowman Woods Gym	69.97% 2,600	30.0% 1,116	Passed
February 25, 1997	\$25 Million	K-5 Elementary (Westfield) Additions to Wilkins, Indian Creek Expanded Intermediate to 6-8 Remodel Jr./Senior High	61.8%	38.2%	Passed
March 2, 1993	\$8.5 Million	New 5-6 Intermediate Media Center expansions 14 Classrooms @ HS/JHS Additions to Bowman Woods, Indian Creek, Wilkins, Novak	75.26% 2,669	24.74% 876	Passed
December 10, 1991	\$5.945 Million	Additional Classrooms @ Bowman Woods, Indian Creek, Wilkins, Novak Media Center Expansions PE & Multipurpose Areas Conference Areas for Special Needs	56%	44%	Failed
May 21, 1991	\$8.775 Million	A) Additions to Bowman Woods, Wilkins, Indian Creek, Novak @ \$5.35 Million B) 800 Seat Auditorium @ \$2.25 Million C) Swimming Pool @ 1.175 Million	56% 44% 38%	44% 56% 62%	Failed

FY 15					
Tax Levy	Approved	Rate	Amount	Duration	Max. Levy Rate
Voted PPEL	4/1/14	1.34	2,495,643	10 yrs	1.34
Reg. PPEL		.33	614,599		.33
Voted ISL	9/13/05	.10	3,150,991	10 yrs	.10 Reg. Pgm. Dist. Cost
PERL		.135	245,026		.135
Debt Service		2.16931	4,040,166		4.05

School Infrastructure Local Option Sales Tax / SAVE			
Approved by Linn-Mar Voters (simple majority required) February 13, 2007			
YES 59.58%		NO 40.42%	
3,860		2,619	
	Rate	Amount	Duration
2007-08	.01	6,441,526	10 years
2008-09	.01	6,631,599	10 years
2009-10	.01	6,555,309	20 years*
2010-11	.01	6,443,252	20 years*
2011-12	.01	6,752,173	20 years*
2012-13	.01	5,852,614	20 years*
2013-14	.01	5,686,867	Expires 2029
2014-15	.01	5,979,539	Expires 2029
*School Infrastructure Sales, Services and Use Tax			

	DISTRICT COST PER PUPIL			DISTRICT SOLVENCY RATIO		OPERATING FUND REVENUE			DISTRICT'S ASSESSED VALUATION	
	Per Pupil Cost	State Average				Property Tax	State Aid		Assessment Year	Taxable Valuation
1996	\$3,627	\$3,624		-3.12%		\$7,835,053	\$8,263,665		1996-97	\$732,862,314
1997	\$3,747	\$3,746		0.44%		\$8,386,684	\$9,906,561		1997-98	\$755,684,135
1998	\$3,878	\$3,872		5.41%		\$9,118,846	\$12,727,110		1998-99	\$834,959,955
1999	\$4,014	\$4,172		10.07%		\$9,783,220	\$14,016,049		1999-00	\$895,349,430
2000	\$4,172	\$4,339		11.06%		\$10,420,872	\$15,947,705		2000-01	\$917,645,147
2001	\$4,339	\$4,513		10.69%		\$10,694,813	\$17,308,677		2001-02	\$979,900,457
2002	\$4,513	\$4,558		8.49%		\$12,624,463	\$17,904,507		2002-03	\$1,023,727,194
2003	\$4,558	\$4,649		11.15%		\$13,229,566	\$18,432,216		2003-04	\$1,114,121,675
2004	\$4,649	\$4,742		6.74%		\$13,325,279	\$19,462,627		2004-05	\$1,166,448,020
2005	\$4,742	\$4,932		6.53%		\$14,466,469	\$20,984,741		2005-06	\$1,227,920,150
2006	\$4,932	\$5,129		5.00%		\$15,500,786	\$23,243,767		2006-07	\$1,274,056,778
2007	\$5,129	\$5,334		5.00%		\$16,794,139	\$25,409,145		2007-08	\$1,331,413,999
2008	\$5,334	\$5,547		5.55%		\$19,185,325	\$29,651,323		2008-09	\$1,405,068,214
2009	\$5,547	\$5,546		8.00%		\$21,729,812	\$31,352,545		2009-10	\$1,479,583,084
2010	\$5,769	\$5,768		8.78%		\$22,604,896	\$27,764,454		2010-11	\$1,571,568,363
2011	\$5,884	\$5,884		12.53%		\$23,100,614	\$33,471,036		2011-12	\$1,646,319,341
2012	\$5,884	\$5,883		15.83%		\$22,362,664	\$35,325,267		2012-13	\$1,734,667,894
2013	\$6,002	\$6,002		15.27%		\$22,563,138	\$37,612,742		2013-14	\$1,818,961,951
2014	\$6,122	\$6,121		13.68%		\$22,645,781	\$38,582,952		2014-15	\$1,862,419,851



INDEX OF POLICIES

500 SERIES - STUDENT PERSONNEL

Revised	1/15	500	OBJECTIVES FOR EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS
		501	STUDENT ATTENDANCE
Reviewed	1/15	501.1	Compulsory Attendance
Reviewed	1/15	501.2	Entrance–Admissions
Reviewed	1/15	501.3	Attendance Center Assignment
Reviewed	1/15	501.4	Student Attendance Records
Reviewed	1/15	501.5	Resident Students
Reviewed	1/15	501.6	Nonresident Students
Reviewed	1/15	501.7	Foreign Exchange Students
Reviewed	1/15	501.9	Student Transfers In
Reviewed	1/15	501.10	Student Transfers Out or Withdrawals
Reviewed	1/15	501.11	Student Absences–Excused
Reviewed	1/15	501.12	Truancy–Unexcused Absences
Reviewed	1/15	501.13	Student Release During School Hours
Reviewed	1/15	501.14	Students of Legal Age
Reviewed	1/15	501.15	Homeless Children and Youth
Revised	1/15	501.15-R	Administrative Regulations Regarding Homeless Children and Youth
		502	BEHAVIOR AND DISCIPLINE
Reviewed	1/15	502.1	Student Conduct
Reviewed	1/15	502.1-R1	Administrative Regulations Regarding Student Conduct Procedures
Reviewed	1/15	502.2	Expulsion
Reviewed	1/15	502.2-R	Administrative Regulations Regarding Student Expulsion Procedures
Revised	1/15	502.3	Prohibition of Tobacco/Nicotine, Alcohol, Drugs
Reviewed	1/15	502.3-R	Administrative Regulations Regarding Enforcement of Prohibition of Tobacco/Nicotine, Alcohol, Drugs
Reviewed	1/15	502.4	Search and Seizure
Reviewed	1/15	502.4-R	Administrative Regulations Regarding Search and Seizure
Reviewed	1/15	502.4-E	Search and Seizure Checklist
Reviewed	1/15	502.5	Co- and Extra-Curricular Conduct Policy



INDEX OF POLICIES

500 SERIES - STUDENT PERSONNEL

Reviewed 1/15	502.5-R1	Administrative Regulations Regarding Co- and Extra-Curricular Conduct for Students
Reviewed 1/15	502.5-R2	Administrative Regulations Regarding Co- and Extra-Curricular Conduct Policy
Revised 1/15	502.5-R3	Administrative Regulations Regarding Co- and Extra-Curricular Conduct Policy
Reviewed 1/15	502.6	High School Academic Eligibility for Co- and Extra-Curricular Activities
Reviewed 1/15	502.7	Corporal Punishment
Reviewed 1/15	502.8	Weapons
Revised 1/15	502.8-R	Administrative Regulations Regarding Weapons
Reviewed 1/15	502.9	Student Appearance
Reviewed 1/15	502.10	Care of School Property/Vandalism
Reviewed 1/15	502.11	Freedom of Expression
Reviewed 1/15	502.12	Student Complaints and Grievances
Reviewed 1/15	502.13	Student Lockers

503

STUDENT ACTIVITIES

Reviewed 1/15	503.1	Student Government
Reviewed 1/15	503.2	Student Organizations
Revised 1/15	503.3	Student Publications
Reviewed 1/15	503.3-R	Administrative Regulations Regarding Student Publications
Reviewed 1/15	503.4	Student Activity Program
Reviewed 1/15	503.5	Reserved Time for Non-School Student Activities
Reviewed 1/15	503.6	Attendance at Events Outside of School
Reviewed 7/13	503.7	Honors and Awards
Reviewed 1/15	503.8	Intramural Activities
Reviewed 1/15	503.10	Student Travel
Reviewed 7/13	503.11	Public Performances by Students
Reviewed 1/15	503.12	Contests for Students and Honor Recognitions for Students



INDEX OF POLICIES

500 SERIES - STUDENT PERSONNEL

	504	STUDENT HEALTH AND SAFETY REGULATIONS
Reviewed 10/14	504.1	Student Health and Immunization Certificates
Revised 10/14	504.1-E	Immunization Requirements
Reviewed 10/14	504.2	Communicable Diseases
Reviewed 10/14	504.2-R	Administrative Regulations Regarding Communicable Diseases
Revised 10/14	504.2-E1	Communicable Disease Chart
Reviewed 10/14	504.2-E2	Communicable Disease Outbreak
Reviewed 10/14	504.2-E3	Diseases Reportable to Iowa Department of Public Health
Reviewed 10/14	504.2-E4	Disease Reporting Card
Revised 10/14	504.3	Student Injury or Illness at School
New 10/14	504.3-R	Management of Medical Emergency
Reviewed 10/14	504.31	Administration of Medication to Students
Revised 10/14	504.31-E	Medication Permission Form
Reviewed 10/14	504.5	Use of Motor Vehicles
Reviewed 10/14	504.6	Work Permits
Reviewed 10/14	504.7	Emergency School Closings
Reviewed 10/14	504.8	Student Insurance
Revised 10/14	504.9	Student Insurance, Athletic
Reviewed 10/14	504.10	Emergency Drills
Reviewed 10/14	504.11	Student Special Health Services
Reviewed 10/14	504.11-R	Administrative Regulations Regarding Special Health Services
Reviewed 10/14	504.12	Wellness
	505	MISCELLANEOUS-RELATED MATTERS
Reviewed 10/14	505.2	Internal Accounts
Revised 10/14	505.3	Fines–Fees–Charges
Revised 10/14	505.3-R	Administrative Regulations Regarding Student Fee Waiver and Reduction Procedures
Reviewed 10/14	505.3-E	Standard Fee Waiver Application
Reviewed 10/14	505.4	Commencement
Reviewed 10/14	505.5	Interviews with Students
Reviewed 10/14	505.5-R	Administrative Regulations Regarding Interviews with Students at School by Non-School Personnel
Deleted 10/14	505.51	Student Referral Policy
Reviewed 10/14	505.52	Child and Dependent Adult Abuse Reporting by Licensed Personnel
Reviewed 10/14	505.52-R	Administrative Regulations Regarding Child and Dependent Adult Abuse Reporting by Licensed Personnel



INDEX OF POLICIES

500 SERIES - STUDENT PERSONNEL

Reviewed 10/14	505.6	Student Records Access
Revised 10/14	505.6-R	Administrative Regulations Regarding Use of Student Records
Reviewed 10/14	505.6-E1	Student Records Checklist
Reviewed 10/14	505.6-E2	Request of Non-parent for Examination or Copies of Student Records
Reviewed 10/14	505.6-E3	Parental Authorization for Release of Student Records
Reviewed 10/14	505.6-E4	Request for Hearing on Correction of Student Records
Reviewed 10/14	505.6-E5	Parental Request for Examination of Student Records
Reviewed 10/14	505.6-E6	Notification of Transfer of Student Records
Reviewed 10/14	505.62	Student Directory Information
Reviewed 10/14	505.62-R	Administrative Regulations Regarding the Use of Student Directory Information
Reviewed 10/14	505.62-E	Parental Authorization for Releasing Student Directory Information
Reviewed 10/14	505.63	Family Educational Rights and Privacy Act (FERPA) Student Education Records: Annual Notice
Reviewed 10/14	505.8	Custodial and Parental Rights
Reviewed 10/14	505.9	Student Library Circulation Records
Reviewed 10/14	505.10	Student Photographs



STUDENT PERSONNEL

OBJECTIVES FOR

Policy Title EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS Code 500

This series of the Board Policy Manual is devoted to the Board's goals and objectives for assisting the students of the Linn-Mar Community School District in obtaining an education. Each student shall have an opportunity to obtain an education in compliance with the policies in this series.

It is the goal of the Board to ~~develop~~ **promote** a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use the education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures every other student the same opportunity.

The Board supports the delivery of the education program and services to students free of discrimination on the basis of race, sex, creed, color, national origin, religion, marital status, sexual orientation, gender identity or disability. This concept of equal educational opportunity serves as a guide for the Board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

In the delivery of the educational program, students shall treat the employees with respect and students will receive the same in return. Employees have the best interests of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with the guidance counselor or other employees.

Board policies, rules and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

The 500 series of Board policy refers to the term "parents" in many of the policies. The term "parents" for purposes of this policy manual shall mean the legal parents or legal guardians. It shall also mean students who have reached the age of majority or are otherwise considered an adult by law.

STUDENT PERSONNEL

OBJECTIVES FOR

Policy Title EQUAL EDUCATIONAL OPPORTUNITIES FOR STUDENTS Code 500

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Equity Coordinator Dirk Halupnik, Chief Academic Officer, by writing to the Equity Coordinator, Linn-Mar Community School District, 2999 North 10th Street, Marion, Iowa 52302; or by telephoning (319) 447-3028.

Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319, (515) 281-5294, or the U.S. Department of Education, Office for Civil Rights – Region VII, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114, (816) 268-0550. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint at the local level.

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



STUDENT ATTENDANCE

Policy Title COMPULSORY ATTENDANCE

Code 501.1

Parents or guardians within the school district who have children over age six and under age sixteen by September 15, in proper physical and mental condition to attend school, will have the children attend the school district at the attendance center designated by the Board. Students will attend school the number of days school is in session in accordance with the school calendar. Students of compulsory attendance age will attend school a minimum of 87 percent of the approved calendar. Students not attending the minimum days must be exempted by this policy as listed below or referred to the county attorney. Exceptions to this policy include children who:

- have completed the requirements for graduation in an accredited school or have obtained a high school equivalency diploma;
- are attending religious services or receiving religious instruction;
- are attending an approved or probationally approved private college preparatory school;
- are attending an accredited nonpublic school; or,
- are receiving competent private instruction.

It is the responsibility of the parent or guardian of a child to provide evidence of the child's physical and mental inability to attend school or of the child's qualifications for one of the exceptions listed above.

The principal or designee will investigate the cause for a student's truancy. If the principal or designee is unable to secure the truant student's attendance, the principal or designee should discuss the next step with the executive director of student services. If after that referral the student is still truant, the student will be referred the county attorney.

The school will participate in mediation if requested by the county attorney. The executive director of student services will represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

Adopted 6/15/70 Reviewed 8/02; 9/09; 4/12; 7/13; 10/14; 1/12/15 Revised 8/06; 7/08; 5/9/11

Related Policy: (Code Number) 500; 601.2

Legal Reference: (Code of Iowa) IA Code §§ 239.5B; 259A; 279.10-.11; ch. 299;
299A (2013); 441.A.C. 41.25(8)



STUDENT ATTENDANCE

Policy Title ENTRANCE – ADMISSIONS Code 501.2

Children in the school district community will be allowed to enroll in the school district's regular education program beginning at age five. The child must be age five on or prior to September 15 to participate in the school districts kindergarten/early childhood blended program. The child must be age six on or prior to September 15 to begin the first grade of the education program.

The Board shall require evidence of age and residency in the form of a birth certificate or other evidence before the student may enroll in the school district's education program. It shall be within the discretion of the superintendent to determine what is satisfactory evidence for proof of age.

Prior to enrollment, the parent must provide the administration with their child's health and immunization certificate. Failure to provide this information within the time period set by the superintendent shall be reason for suspension, expulsion, or denying admission to the student.

Adopted 6/15/70 Reviewed 9/09; 5/11; 4/12; 10/14; 1/12/15 Revised 8/02; 8/06; 7/15/13

Related Policy: (Code Number) 500; 501.1

Legal Reference: (Code of Iowa) IA Code §§ 139A.8; 282.1, .3, .6 (2013);

1980 Op. Att'y Gen. 258



STUDENT ATTENDANCE

Policy Title ATTENDANCE CENTER ASSIGNMENT Code 501.3

The Board shall have complete discretion to determine the boundaries for each attendance center, to assign students to the attendance center, and assign students to the classrooms within the attendance center.

It shall be the responsibility of the superintendent to make a recommendation to the Board annually regarding assignment of student attendance centers. In making the recommendation, the superintendent shall consider the geographical layout of the school district, the condition and location of the school district facilities, the location of student population, possible transportation difficulties, financial condition of the school district, and other factors deemed relevant by the superintendent or the Board.

The primary purpose of the school boundary attendance plan is to obtain uniform class sizes throughout the district.

Adopted 6/15/70 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 8/02; 8/21/06
Related Policy: (Code Number) 500; 501.1
Legal Reference: (Code of Iowa) §§ 279.11; 282.7-.8 (2013)



STUDENT ATTENDANCE

Policy Title STUDENT ATTENDANCE RECORDS Code 501.4

As part of the school district's records, the daily attendance of each student shall be recorded and maintained on file with the permanent records of the Board Secretary.

It shall be the responsibility of the principals to ensure that such reports are filed with the Board Secretary, the custodian of school records.

Adopted 6/15/70 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised
Related Policy: (Code Number) 500; 501.1; 505.6
Legal Reference: (Code of Iowa) §§ 294.4; 299 (2013); IAC 12.3(4)



STUDENT ATTENDANCE

Policy Title RESIDENT STUDENTS Code 501.5

Children who are residents of the school district community will attend the school district without paying tuition.

The residence of a student means the place, abode, or dwelling of the student. Generally, the legal dwelling of minors is the same as their parents. However, a student may establish a dwelling with someone other than the parents and attend public school in the school district without paying tuition if the primary purpose for residing in the school district is not for the purpose of obtaining a free public education. Further, students who have reached the age of majority and who are still eligible to attend an Iowa secondary school may declare their residence independent of the residence of the parents.

Each case involving the bona fide residence of a student will be decided upon its individual merits by the superintendent.

Adopted 6/15/70 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 9/21/98

Related Policy: (Code Number) 500; 501.1

Legal Reference: (Code of Iowa) §§ 257.6; 282.2, .6, .7; 285.4 (2013);

Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N. W. 2d 704 (Iowa 1983); Mt. Hope School Dist. V. Hendrickson, 197 N.W. 47 (Iowa 1924); Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981); 33 D.P.I. Dec. Rule 80 (1984); 1956 Op. Att'y Gen.185; 1946 Op. Att'y Gen. 197; 1938 Op. Gen. 69; 1930 Op. Gen. 147.



STUDENT ATTENDANCE

Policy Title NONRESIDENT STUDENTS Code 501.6

Students who are eligible to attend an Iowa public school but who are not legal residents of the school district may be admitted into the school district at the discretion of the superintendent upon application and payment of tuition. The tuition rate shall be the current per-pupil cost of the school district as computed by the Board Secretary and as authorized by the Iowa Department of Education.

Resident students whose families move from the school district after the start of a semester and who wish to complete the semester in the school district may be permitted to attend without the payment of tuition at the discretion of the superintendent and approval of the Board. Students who plan to open enroll to the nonresident district may complete the school year without approval of the superintendent or Board. These students, other than students in grades 11 and 12, must have the recommendation of the principal.

Students in grades 11 or 12 who are no longer residents of the school district, but were residents in the preceding school year, may continue to attend school until they graduate without the payment of tuition. These students may be required to identify an adult/guardian, who resides in the school district, identified for the purposes of administration.

Nonresident students who are eligible to attend an Iowa public school and who have evidence they will become legal residents of the school district prior to October 1 may be allowed to attend without the payment of tuition.

Adopted 6/15/70 Reviewed 9/09; 5/11; 3/12; 10/14; 1/12/15 Revised 8/02; 8/06; 7/15/13

Related Policy: (Code Number) 500; 501.1

Legal Reference: (Code of Iowa) §§ 257.6; 282.1, .2, .6, .7, .24 (2013);

Lakota Cons. Ind. School v. Buffalo Center-Rake Comm. School, 334 N.W. 2d 704 (Iowa 1983); Mt. Hope School Dist. v. Hendrickson, 197 N.W. 47 (Iowa 1924); Oshel v. Creston Comm. School Dist., DPI Admin. Doc. 570 (1981)



STUDENT ATTENDANCE

Policy Title FOREIGN EXCHANGE STUDENTS

Code 501.7

Qualified foreign exchange students may be enrolled and attend school without charge if they are recommended by the high school building principal and reside within the boundaries of this district.

It is the responsibility of the superintendent or designee to review and approve organizations that wish to place foreign exchange students in the high school.

Adopted 6/15/70 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 8/19/02

Related Policy: (Code Number) 500; 501.1

Legal Reference: (Code of Iowa) _____



STUDENT ATTENDANCE

Policy Title STUDENT TRANSFERS IN Code 501.9

Students who transfer into the school district must meet the immunization and age requirements set out for students who initially enroll in the school district.

The school district will request the student's cumulative records from the previous school district. If the student cannot offer proof of grade level, the superintendent or designee will make the grade level determination. The superintendent or designee may require testing or other information to determine the grade level. Students expelled or suspended from their previous school district will only be enrolled after approval of the Board.

The superintendent or designee will determine the amount of credits to be transferred. If the student has not previously attended an accredited school, it is within the superintendent's discretion to accept or reject credits or grades.

The Board may deny admission if the student is not willing to provide the Board with the necessary information.

Adopted 11/16/92 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 9/98; 8/21/06

Related Policy: (Code Number) 500; 501.1

Legal Reference: (Code of Iowa) §§ 139.9; 282.1, .3, .4; Chapter 299A (2013);

20 U.S.C. § 1232g (2010)



STUDENT ATTENDANCE

Policy Title STUDENT TRANSFERS OUT OR WITHDRAWALS Code 501.10

If the student's parents/legal guardians wish to withdraw or transfer the student from school prior to completing and graduating from the education program, they shall notify the superintendent or designee in writing as soon as possible of the decision to withdraw or transfer the student from the education program. The student or parent/legal guardian should present this written notice at the office and receive instructions regarding the return of textbooks, library books, locker equipment, hot lunch tickets, etc.

The notice shall state the student's final day of attendance. If the student is not enrolling in another school district, the school district shall maintain the student's records in the same manner as the records of students who have graduated from the school district.

If the parents/legal guardians wish to have the student's cumulative record sent to the new school district, they shall notify the superintendent or designee in writing. This notice shall include the name of the school district and the person at the new school district to whom the student's cumulative records should be sent. If the new school district requests the student's cumulative records, the school district will forward the cumulative records and notify the parents/legal guardians the records have been sent. The notice shall inform the parents/legal guardians of their right to review the records sent.

If the student is of compulsory education age and not transferring to another public school district or an accredited nonpublic school, the parents/legal guardians shall notify the superintendent or designee that the student is receiving competent private instruction and file the necessary competent private instruction reports.

Adopted 9/21/98 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 8/21/06
Related Policy: (Code Number) 501; 506; 604.1
Legal Reference: (Code of Iowa) §§ 274.1; 299.1-.1A (2013)
20 U.S.C. § 1232g (2012)



STUDENT ATTENDANCE

Policy Title STUDENT ABSENCES – EXCUSED Code 501.11

Regular attendance by students is essential for students to obtain the maximum opportunities from the education program. Parents/legal guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Student absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to, illness, family emergencies, dental, medical appointments, recognized religious observances, and school-sponsored or approved activities.

Students whose absences are approved shall make up the work missed and receive full credit for the missed school work. It shall be the responsibility of the student to initiate a procedure with the student's teacher to complete the work missed.

Students who wish to participate in school-sponsored activities must attend half or more of their school classes the day of the activity unless permission has been given by the principal for the student to be absent.

It shall be the responsibility of the parent/legal guardian to notify the student's attendance center as soon as the parent/legal guardian knows the student will not be attending school on that day. The principal may request evidence or written verification of the student's reason for absence.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Adopted 9/21/98 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised _____
Related Policy: (Code Number) 500; 501.1
Legal Reference: (Code of Iowa) §§ 294.4; 299 (2013); 281 I.A.C. 12.3(4)



STUDENT ATTENDANCE

Policy Title TRUANCY – UNEXCUSED ABSENCES Code 501.12

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the education program. Parents/legal guardians and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Truancy is the failure to attend school for the minimum number of days established in the school calendar by the Board. Truancy is the act of being absent without a reasonable excuse. These absences shall include, but not be limited to, tardiness, shopping, hunting, non-school concerts, preparation or participation in parties and other celebrations, and employment. Truancy will not be tolerated by the Board.

Students are subject to disciplinary action for truancy including suspension and expulsion. It shall be within the discretion of the principal to determine, in light of the circumstances, whether a student may make up work missed because of truancy. Students receiving special education services will not be assigned to supervised study hall or in-school suspension unless the goals and objectives of the student's Individualized Education Program are capable of being met.

The building principal or designee shall investigate the cause for a student's truancy. If the principal or designee is unable to secure the truant student's attendance, the principal or designee should discuss the next step with the Superintendent or designee. If after administrative action, the student is still truant, the principal shall refer the matter over to the county attorney.

The school will participate in mediation if requested by the county attorney. The Superintendent or designee shall represent the school district in mediation. The school district will monitor the student's compliance with the mediation agreement and will report violations of the mediation agreement to the county attorney.

It shall be the responsibility of the Superintendent, in conjunction with principals, to develop administrative regulations regarding this policy. The administrative regulations shall indicate the disciplinary action to be taken for truancy.

Adopted 9/21/98 Reviewed 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 8/06; 9/14/09
Related Policy: (Code Number) 500; 501.1
Legal Reference: (Code of Iowa) §§ 294.4; 299 (2013); 281 I.A.C. 12.3(4)



STUDENT ATTENDANCE

Policy Title STUDENT RELEASE DURING SCHOOL HOURS Code 501.13

Students in grades 11 and 12 may be allowed to leave the school district facilities with parental permission when they are not scheduled to be in class. Students who violate school rules may have this privilege suspended.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy.

Adopted 9/21/98 Reviewed 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 8/06; 9/14/09

Related Policy: (Code Number) 500; 501.1

Legal Reference: (Code of Iowa) § 294.4 (2013); 281 I.A.C. 12.3(4)



STUDENT ATTENDANCE

Policy Title STUDENTS OF LEGAL AGE Code 501.14

Students who have attained legal age may continue the education program without payment of tuition as long as they are eligible to attend an Iowa public school and are residents of the school district.

Parents/Legal guardians will be allowed to access and view the student's records without written permission from the student if the student is still a dependent for tax purposes. In most cases, with the discretion of the principal or the superintendent, the student will be able to make decisions and sign documents rather than requiring parental permission or signature.

Adopted 9/21/98 Reviewed 9/09; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised _____
Related Policy: (Code Number) 500; 501.1
Legal Reference: (Code of Iowa) §§ 22; 282.2, .6, .7; 285.4; 599.1; 622.10 (2013)
281 I.A.C. 12.3(6); 20 U.S.C. § 1232g (2012)



STUDENT ATTENDANCE

Policy Title HOMELESS CHILDREN AND YOUTH Code 501.15

The Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment and eliminate existing barriers to their receiving an education which may exist in district policies or practices. The designated coordinator for identification of homeless children and for tracking and monitoring programs and activities for these children is Julie Jensen, Executive Director of Student Services.

Adopted 9/21/98 Reviewed 8/02; 4/11; 3/12; 10/14; 1/12/15 Revised 8/06; 9/09; 7/15/13
Related Policy: (Code Number) 501; 503.3; 506; 507.1; 603.3; 711.1
Legal Reference: (Code of Iowa) 42 U.S.C §§ 11431 et seq. (2012); 281 1.AC.33
No Child Left Behind, Title X, Sec. 722, PL 107-110 (2004)



ADMINISTRATIVE REGULATIONS REGARDING HOMELESS CHILDREN AND YOUTH

The District shall make reasonable efforts to identify homeless children and youth within the District, shall encourage their enrollment in the school, shall eliminate existing barriers in District policies and procedures which may serve as barriers to their enrollment, and shall ensure that homeless children and youth have equal access to the same free public education, including public preschool education, as provided to other children and youth.

Definitions.

“Unaccompanied youth” means a youth not in the physical custody of a parent or guardian, including youth living in runaway shelters, abandoned buildings, cars, on the streets, or in other inadequate housing, youth denied housing by their families, and school-age unwed mothers, living in homes for unwed mothers, who have no other housing available.

“Homeless children and youth” means individuals from age three through age 21 who lack a fixed, regular, and adequate nighttime residence, including children and youth who are:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
- living in emergency or transitional shelters;
- abandoned in hospitals;
- awaiting foster care placement;
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- migratory children who qualify as homeless because they are living in circumstances described in this definition

Incarcerated children and youth and children and youth in foster care are not considered homeless.

“School of origin” means the school that the homeless child or youth attended when permanently housed or the school in which the homeless child was last enrolled.

Designated Coordinator.

Executive Director of Student Services **Julie Jensen** (jjensen@linnmar.k12.ia.us / 319-447-3003) shall serve as the District’s designated coordinator for homeless children and youth. The coordinator shall ensure that:

- homeless children and youth are identified by school personnel and through coordination activities with other entities and agencies;

- homeless children and youth enroll in school and have a full and equal opportunity to succeed in school;
- homeless children and youth receive educational services for which they are eligible, including Head Start and preschool programs administered by the District, and referrals to health, mental health, dental and other appropriate services;
- parents and guardians of homeless children and youth are informed of available educational and related opportunities provided to their children and of the opportunities for the parents and guardians to participate in the education of their children;
- the District disseminates public notices in places in which homeless children and youth receive services of their educational rights;
- the District informs parents, guardians, and unaccompanied youth of transportation services, including to and from the school of origin, and provides assistance in accessing the transportation to school;
- enrollment disputes are properly mediated.

The coordinator shall also assist parents, guardians and unaccompanied youth in enrolling in school and accessing school services, obtaining student records, arranging for immunizations, and shall help to coordinate transportation services.

No Segregation.

Homeless children and youth shall not be separated from the mainstream school environment on the basis of their status as homeless. Homeless children and youth may be segregated from other students only for short periods of time as necessary for health or safety reasons or to provide temporary, special and supplemental services to meet the unique needs of homeless students. Homeless children and youth shall not be stigmatized or isolated on the basis of their status as homeless. Records indicating their status as homeless shall be maintained in accordance with confidentiality requirements.

Immunization Records.

A homeless child or youth shall not be denied enrollment for lack of immunization records if the child is transferring from another school and the school confirms the presence of the immunization record. The District coordinator will make a reasonable effort to locate immunization records from the information provided or will arrange for the student to receive immunizations.

Student Records.

Homeless children and youth transferring into the District may provide student records directly to the District. The District will not require that the records be forwarded from another district or school before the child may enroll. The District will then request the student's records from the previous district or school attended by the student. Homeless children and youth transferring out of the District may be directly provided copies of student records to take with them.

Waiver of School Fees.

School fees shall be waived in accordance with the District's policy on waiver of fees or if necessary for the homeless child or youth to obtain equal access to a free public education. The District coordinator shall also assist students in accessing resources for appropriate school clothing.

Free and Reduced-Price Meals.

The application process for free and reduced price meals shall be expedited for homeless children and youth. The District may determine if a student is homeless and requires free meals without completing the full application process.

School Placement.

School placement determinations for homeless children and youth shall be made on the basis of the best interests of the homeless child or youth. The District will, to the extent feasible including space, keep a homeless child or youth in the school of origin, unless the parent or guardian or unaccompanied youth requests another school and the District concurs in attendance at the preferred school. If the District sends a homeless child or youth to a school other than the school of origin or a school requested by the parent, guardian, or unaccompanied youth, the District will provide a written explanation of its decision with notice of the right to appeal the decision pursuant to State appeal procedures. The placement determination shall be a student-centered, individualized determination. Factors to be considered may include the age of the student, the distance of the commute and the impact on the student's education, personal safety issues, the student's need for special education and related services, the length of the anticipated stay in temporary shelter or other temporary location, space available in the requested school, and the time remaining in the school year. Homeless children and youth may be assigned to other schools if necessary to receive a free and appropriate public education in accordance with the Individuals with Disability Education Act.

Transportation.

If a homeless child or youth continues to live in the District but in a different attendance area than the school the student was previously attending in the District, the District, at the request of the parent, guardian, or at the request of the District coordinator on behalf of an unaccompanied youth, shall provide or arrange for transportation to and from the school previously attended. If the homeless child or youth is no longer living in the District, but is continuing his or her education in the District, the District will apportion the responsibility and costs for providing the child with transportation with the district where the child is currently living.

Conflicts With Other Policies.

Provisions in this policy shall supersede any conflicting provision in other District policies, regulations or procedures.



STUDENT PERSONNEL

Policy Title STUDENT CONDUCT Code 502.1

Board Philosophy

The Board believes inappropriate student conduct causes material and substantial disruption to the school environment, interferes with the rights of others, or presents a threat to the health and safety of students, employees, and visitors on school premises.

Students shall conduct themselves in a manner fitting to their developmental age level with respect and consideration for the rights of others while

- on school district property or on property within the jurisdiction of the school district;
- on school-owned and/or operated school or chartered vehicles;
- attending or engaged in school activities; and
- away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct which have been or may hereafter be established. Emphasis shall be placed upon the growth of the student in his/her ability to discipline himself/herself.

Student Behavior

Students who fail to abide by this policy and the administrative regulations supporting it may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or participation; conduct that is violent or destructive; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom or school-related situation, detention, suspension, probation, and expulsion.

Consequences for the misconduct will be fair and developmentally appropriate.

STUDENT PERSONNEL

Policy Title STUDENT CONDUCT Code 502.1

Assault Against an Employee

A student who commits an assault against an employee on school district property or on property within the jurisdiction of the school district; while on school-owned or school-operated chartered vehicles; while attending or engaged in school district activities shall be suspended by the principal. Notice of the suspension shall be sent to the superintendent who shall review the suspension to determine whether to recommend further sanctions against the student, which may include expulsion. Assault for purposes of this section of this policy is defined as:

- an act which is intended to cause pain or injury to, or which is intended to result in physical contact which will be insulting or offensive to another, coupled with the apparent ability to execute the act; or
- any act which is intended to place another in fear of immediate physical contact which will be painful, injurious, insulting or offensive, coupled with the apparent ability to execute the act; or
- any act of intentionally pointing any firearm or dangerous weapon toward another or displaying in a threatening manner any dangerous weapon toward another.

The act is not an assault when the person doing any of the above and the other person are voluntary participants in a sport; social or other activity, not in itself criminal, when the act is a reasonably foreseeable incident of such sport or activity, and does not create an unreasonable risk of serious injury or breach of the peace.

Types of Administrative Discipline

Removal from the classroom or school-related situation means a student is subject to discipline by the responsible administrator. It shall be within the discretion of the administrator or designee to remove the student.

Detention means the student's presence is required during non-school hours for disciplinary purposes. The student can be required to appear prior to the beginning of the school day, after school has been dismissed for the day, or on non-school days. Whether a student will serve detention, and the length of the detention, shall be within the discretion of the licensed employee disciplining the student or the building principal or designee.

STUDENT PERSONNEL

Policy Title STUDENT CONDUCT Code 502.1

Suspension means either an in-school suspension, an out-of-school suspension with a restriction from activities, a restriction from activities or loss of eligibility administered by the principal or designee. An in-school suspension means the student will attend school but will be temporarily isolated from one or more classes while under supervision.

An in-school suspension will not exceed ten consecutive school days. An out-of-school suspension means the student is removed from the school environment, which includes school classes and activities. An out-of-school suspension will not exceed ten school days. A restriction from school activities means a student will attend school and classes and practice but will not participate in school activities. Administrative suspension shall be the removal of a student by an administrator from the immediate area to a safe zone until further administrative review can be conducted.

Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension shall mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms shall result in immediate reinstatement of the penalty.

Expulsion means an action by the Board to remove a student from the school environment, which includes, but is not limited to, classes and activities, for a period of time set by the Board not to exceed one calendar year plus the completion of the current school year.

Special Education Discipline

Following the suspension of a special education student, an informal evaluation of the student's placement shall take place. The Individual Education Program (IEP) shall be evaluated to determine whether it needs to be changed or modified in response to the behavior that led to the suspension.

If during a calendar school year, a special education student's suspensions, either in or out of school, equal ten school days on a cumulative basis, an IEP team shall meet to review the current IEP and determine whether the student is appropriately placed.

Regulations

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Page 3 of 3

Adopted 6/15/70 Reviewed 5/11; 3/12; 10/14; 1/12/15 Revised 7/06; 9/09; 7/15/13

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8; 282.4, .5; 708.1 (2013)



ADMINISTRATIVE REGULATIONS REGARDING STUDENT CONDUCT PROCEDURES AND DUE PROCESS

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Linn-Mar Community Schools. These regulations are not intended to outline specific rules regarding misconduct for which a student could be suspended, but instead to provide the framework for a fair and orderly method of handling all problems of misconduct.

Law Enforcement may be notified depending on the severity or danger of the situation including the threat to physical safety of others or the student and in cases where the student's behavior cannot be physically controlled by administration.

Due Process

Due process procedures include the right of the student to:

1. be given oral and/or written notice of the charges;
2. be given the opportunity to admit or deny such charges;
3. be given an explanation of the evidence against the student if he/she denies the charges;
4. be given an opportunity to explain the situation.

The principal or designee, at his/her discretion, may allow a student to confront witnesses against the student or present witnesses on behalf of the student.

As appropriate to the age of the student, the administration will make an effort to notify parents of disciplinary due process when warranted.

Statement of Rules

I. Administrative Action

II.

A. Probation

1. Probation is the conditional suspension of a penalty for a set period of time and may include conditional attendance during a trial period. Probation may be imposed by the principal or designee for infractions of school rules which do not warrant the necessity of removal from school. The following procedures shall be followed.

The principal, or other person in charge of the attendance center, shall conduct an informal investigation of the allegations against the student prior to imposition of probationary status. The investigation will include, but not be limited to, written or oral notice to the student of the allegations against the student and an opportunity to respond. Probationary status will not be imposed for a period longer than ten (10) school days.

Should the student breach the conditions imposed for probation, the student may be removed from academic or extracurricular privileges or have more severe penalties, such as suspension, imposed. An investigation similar to that of the informal investigation above shall be made to determine whether the condition imposed has been breached.

Written notice and reasons for the probation shall be sent to the student's parents or legal guardians.

B. In-School Suspension

1. In-school suspension is the temporary isolation of a student from one or more classes while under proper administrative supervision. In-school suspensions may be imposed by the principal or designee for infractions of school rules which are serious but which do not warrant the necessity of removal from school.
2. The principal or designee shall conduct an investigation of the allegations against the student prior to imposition of an in-school suspension. The investigation will include, but not be limited to, written or oral notice to the student of allegations against the student and an opportunity to respond. In-school suspension shall not be imposed for a period longer than ten (10) school days. Written notice and reasons for the in-school suspension shall be sent to the student's parents or legal guardian.
3. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
4. Parents or legal guardians must direct the first appeal to the administrator issuing the suspension.

C. Out-of-School Suspension

1. Out-of-school suspension is the removal of a student from the school environment for periods of short duration. Out-of-school suspension is to be used when other available school resources are unable to constructively remedy student misconduct.
2. A student may be suspended for up to ten (10) school days by a principal or designee for violation of school rules or repeated infractions of school rules, regulations, policy or the law, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school. The principal or designee may suspend the student after conducting an investigation of the allegations against the student, giving the student oral or written notice of allegations against the student and the opportunity to respond. Due

process procedures will be followed prior to the suspension of the student.

At the principal's or designee's discretion, the student may be allowed to confront witnesses against the student or present witnesses on behalf of the student.

3. Nothing should prevent the immediate suspension of a student when the student's continued presence on the school grounds would endanger the student's safety or well-being, the safety or well-being of other members of the school community, or substantially interfere with the proper functioning of the school. In the instance of an immediate suspension, a hearing will be held within three (3) days to determine future action. Such a hearing will be organized by the principal or designee and will be conducted following intent of the process defined above. In the event the suspension occurred prior to the hearing, the person responsible shall document the basis of the necessity for such action.
4. Notice of the out-of-school suspension shall be mailed to the student's parents or legal guardians no later than the end of the school day following the suspension. A notice may be sent to the superintendent and President of the Board. A reasonable effort shall be made to personally notify the student's parents or legal guardians, and the person making or attempting to make the contact shall document such effort.
5. Under no circumstances may more than one administrative suspension be imposed upon a student for the same set of facts.
6. Parents or legal guardians must direct the first appeals to the administrator issuing the suspension.

Written notice to the parents or legal guardians shall include the circumstances which led to the suspension of the student.

D. Administrative Suspension from School for an Indefinite Time

Administrative suspension from school for an indefinite time occurs when the length of the student's disciplinary suspension cannot be determined at the time of the incident depending on the severity of the incident, extenuating circumstances involving the student's well being or that of other students or staff, or the administration's access to all of the facts having bearing on the determination of the discipline.

When the principal or other person in charge of the attendance center deems it necessary, a suspension from school may be made for an indefinite period of time, not to exceed ten (10) school days, with reinstatement conditioned upon a joint conference between school authorities and parents or legal guardians and/or upon the provision of evidence of counseling or intervention. In such instances, the principal or designee shall, prior to the suspension, make known to the student the allegations against him/her and allow the opportunity for the student to respond. The principal will notify the parents or legal guardians no later than the end of the school day following the day that the indefinite suspension was imposed. A reasonable effort shall also be made to notify the student's parents by telephone or personal contact, and the person making or attempting to make the contact shall document such effort.

Parents or legal guardians of students so suspended may make an appointment to meet with school administrators at the earliest possible time. At the conclusion of such conference, the school administration shall determine when the student will be reinstated and under what conditions. A student may be reinstated within ten (10) school days.

E. Suspensions and Special Education Students

1. Students who have been identified as special education students may be referred for a review of the student's Individual Education Program (IEP). A manifestation determination of the behavior will be completed by the IEP team. At that team meeting the IEP may be revised to include a continuum of intervention strategies and programming to change the behavior.
2. Students who have not been identified as special education students may be referred for evaluation after the student's suspension to determine whether the student has a disability and is in need of special education.

Law Enforcement may be notified depending on the severity or danger of the situation including the threat to physical safety of others or the student and in cases where the student's behavior cannot be physically controlled by administration.



STUDENT PERSONNEL

Policy Title EXPULSION Code 502.2

Only the Board may expel a student from the school environment. The removal of a student from the school environment, which includes but is not limited to classes and activities, not exceeding one year plus end of the current school term, is an expulsion from school.

Students may be expelled for violations of Board policy. It shall be within the discretion of the Board to discipline a student by using an expulsion for a single offense or for a series of offenses depending on the nature of the offense and the circumstances surrounding the offense.

It shall be within the discretion of the superintendent to recommend to the Board the expulsion of a student for disciplinary purposes. Only the Board may take action to expel a student. Condition of readmission of the student shall be designated by the Board at the time of the expulsion decision. The principal shall keep records of expulsions in addition to the Board's records.

When a student is recommended for expulsion by the Board, the student shall be provided with:

1. Notice of the reasons for the proposed expulsion;
2. The names of the witnesses and an oral or written report on the facts to which each witness testifies, unless the witnesses are students whose names may be released at the discretion of the superintendent;
3. An opportunity to present a defense against the charges and provide either oral testimony or written affidavits of witnesses on the student's behalf;
4. The right to be represented by counsel; and,
5. The decision of the Board in writing.

In addition to these procedures, a special education student must be provided with additional procedures prior to an expulsion hearing. A determination should be made whether the student's behavior is caused by the student's disability or whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent or legal guardian and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change in placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

Adopted 6/15/70 Reviewed 3/90; 9/09; 5/11; 3/12; 10/14; 1/12/15 Revised 8/02; 10/06; 7/15/13
Related Policy: (Code Number) 502.1
Legal Reference: (Code of Iowa) §§ 21.5; 282.3, .4, .5; (2013); 281 I.A.C. 12.3(8)



ADMINISTRATIVE REGULATIONS REGARDING STUDENT EXPULSION PROCEDURES

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Linn-Mar Community Schools. This document is not intended to outline specific rules regarding misconduct for which a student could be expelled, but instead to provide the framework for a fair and orderly method of handling all problems of misconduct.

I. Board Action

- A. The Board may, by a majority vote, expel any student from school for a violation of the rules and regulations approved by the Board or when the presence of the student is detrimental to the best interests of the school.
- B. Upon the recommendation of the superintendent or his/her designee, the Board may expel a student for violation of school rules or repeated infractions of school rules, or when the presence of the student will cause substantial interference with the maintenance of the educational environment or the normal operation of the school.
- C. The superintendent, the student or his/her representative may request a hearing before the Board. This hearing may be in closed session at the request of the student and/or his/her parents or legal guardians.

II. Hearing Procedure

- A. A written statement of the alleged misconduct given as grounds for the proposed Board expulsion will be given to the student's parents or legal guardians at least five (5) calendar days before the hearing. Such statement will include the names of those school officials and teachers having knowledge of the proposed reasons for Board expulsion. The written statement will be accompanied by a copy of the Board policy and rules pertaining to procedures for Board expulsion of students.
- B. A written notice will be sent by certified mail to the student's parents/legal guardians at least three (3) days before the hearing. This notice shall contain the date, time and place of the hearing. This provision may be waived by written agreement of the parties.
- C. If the parents/legal guardians of a student cannot be notified, or cannot be present at the hearing because of extenuating circumstances and request a postponement, the Board may postpone the hearing until the parents or legal guardians are notified and available to be present. Such requests for postponement should be made at least forty-eight (48) hours prior to the scheduled hearing time.
- D. If the student, his/her parents or legal guardians, or representative do not request postponement for cause, and are not present at the time and place scheduled in the hearing notice, the hearing shall proceed without them. In such an event, the record will show a factual determination by the Board that sufficient and proper notice was given the parties and no postponement was requested.
- E. Permission will be granted for the appearance of counsel or other representation.

- F. The opportunity will be granted prior to the hearing for the student or his/her representative to examine copies of documents to be used as evidence. Permission will be granted for the student or his/her representative to discuss the matter with administrators, teachers, and other witnesses.
- G. The superintendent or his/her designee shall present evidence in behalf of his/her recommendation. An attorney hired by the Board may not at the same time present evidence and advise the Board.
- H. Witnesses at the hearing, or persons whose testimony has been submitted in written form, if available, shall be subject to cross-examination by any party as is necessary for a full and true disclosure of the facts.
- I. The opportunity will be granted for the student or his/her counsel to present the student's version or refutation of the allegations through documents and witnesses. If the student refuses to testify, he/she shall not be punished for refusal to testify, nor shall such refusal in any way be construed as an admission of guilt.
- J. The Board's decision will be based solely upon evidence introduced at the hearing.
- K. Within ten (10) calendar days of the hearing, the Board will mail or have delivered to the student and his/her parents/legal guardians a written statement of the Board's decision and the factual basis for it.
- L. A verbatim record of the hearing shall be made by mechanized means or shorthand reporter. Such record shall be kept by the district for a minimum of one year and shall be made available to the student or his/her parents/legal guardians upon request and at a reasonable cost.
- M. Nothing contained in paragraph A through L shall prevent the immediate Board expulsion of a student when the student's continued presence on the school grounds would endanger his/her safety or well-being, the safety or well-being of other members of the school community or substantially interfere with the proper functioning of the school. In the instance of an immediate Board expulsion, a hearing will be held within ten (10) days to determine future action. Such a hearing will be conducted in the spirit of due process envisioned in paragraphs A through L.

III. Conditions for Readmission

- A. The Board may consider and, by majority vote of those present, grant readmission to a student suspended by Board action at any time and upon any condition it may determine or may designate the authority for readmission to an administrator at the time of the expulsion decision.

IV. A decision adverse to the student may be appealed under Chapter 290, Code of Iowa.

Students, parents/legal guardians, and faculty will be regularly informed of school rules regarding student behavior and discipline.



STUDENT PERSONNEL

PROHIBITION OF

Policy Title TOBACCO/NICOTINE, ALCOHOL, DRUGS Code 502.3

The Board prohibits the distribution, dispensing, manufacturing, possession, use, or being under the influence of alcohol, tobacco/nicotine, other controlled substances, or “look alike” substances that appear to be tobacco/nicotine, alcohol, or controlled substances by students while on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds.

The Board believes such illegal, unauthorized or contraband materials generally cause material and substantial disruption to the school environment ~~or~~ and present a threat to the health and safety of students, employees, or visitors.

Violation of this policy by students will result in disciplinary action including suspension or expulsion. Use, purchase, or being in possession of cigarettes, tobacco/nicotine, or tobacco products for those under the age of eighteen, may be reported to the local law enforcement authorities. Possession, use, or being under the influence of alcohol and/or of a controlled substance or drug not prescribed to the user or distributor may also be reported to the local law authorities.

Students who violate the terms of this policy may be required to satisfactorily complete a substance abuse assistance or rehabilitation program. If such student fails to satisfactorily complete such a program, the student may be subject to discipline including suspension or expulsion.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Adopted 6/15/70 Reviewed 3/90; 9/09; 3/12; 10/14 Revised 8/02; 10/06; 5/11; 7/13; 1/12/15

Related Policy: (Code Number) 502.1, 502.2

Legal Reference: (Code of Iowa) §§123.46; 124; 279.8, .9; 453A; (2013)
281 IAC 12.3(9); .5(3)(e), .5(4)(e), .5(5)(e), .5(21)

ADMINISTRATIVE REGULATIONS REGARDING ENFORCEMENT OF PROHIBITION OF TOBACCO/NICOTINE, ALCOHOL, DRUGS

Administrative regulations enforcing Policy 502.3, Prohibition of Tobacco/Nicotine, Alcohol, Drugs include three components: prevention, intervention, and discipline.

Prevention

- Age-appropriate, developmentally-based drug and alcohol curriculum for students in grades kindergarten through twelve, which address the legal, social, and health consequences of tobacco/nicotine, drug and alcohol use and which provide information about effective techniques for resisting peer pressure to use tobacco/nicotine, drugs or alcohol;
- A statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
- Standards of conduct for students that clearly prohibit, at a minimum, the unlawful possession, use, being under the influence of or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Intervention

- Information about drug and alcohol counseling and rehabilitation and re-entry programs available to students;
- An expectation that students may be required to successfully complete an appropriate rehabilitation program if involved in substance abuse behaviors;

Discipline

- A clear statement that disciplinary sanctions, up to and including suspension or expulsion and referral for prosecution, that will be imposed on students who violate the policy;
- A requirement that parents and students be given a copy of the standards of conduct and the statement of disciplinary sanctions required; and
- Notification to parents and students that compliance with the standards of conduct is mandatory.

The Board believes it must do everything within its jurisdiction to ensure the safety and well-being of students. Therefore, the administration of the district will work cooperatively with law enforcement officials, including the Police Department and the Police Department Canine Unit, within the utmost authority of the law, to prohibit the use of tobacco/nicotine, alcohol, and drugs. The Canine Unit may include searches of automobiles, searches of lockers, classroom searches, and/or building.



STUDENT PERSONNEL

Policy Title SEARCH AND SEIZURE

Code 502.4

School district property is held in public trust by the Board. School district authorities may, without a search warrant, search a student, student lockers, personal effects, desks, work areas or student vehicles based on a reasonable suspicion that a board policy, school rule or law has been broken. The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, will not create a protected student area and will not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons and stolen property. Such items are not to be possessed by a student while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district. Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement authorities. The Board believes that such illegal, unauthorized or contraband materials cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district and is prohibited.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Adopted 7/10/80 Reviewed 8/02; 5/11; 3/12; 7/13; 10/14; 1/12/15 Revised 9/98; 10/06; 9/14/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) U.S. Const. amend. IV; New Jersey v. T.L.O., 469 U.S. 325
(1985); Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert.
den., 482 U.S. 930 (1987); Iowa Code ch. 808A (2013);
281 I.A.C. 12.3(6)



ADMINISTRATIVE REGULATIONS REGARDING SEARCH AND SEIZURE

I. Searches, in general.

- A. Reasonable and Articulable Suspicion: A search of a student will be justified when there are reasonable grounds for the suspicion that the search will turn up evidence that the student has violated or is violating Board policy or the law.

Reasonable suspicion may be formed by considering factors such as the following:

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

- B. Reasonable Scope: A search will be permissible in its scope or intrusiveness when the measures adopted are reasonably related to the objectives of the search. Reasonableness of scope or intrusiveness may be determined based on factors such as the following:

- (1) the age of the student;
- (2) the gender of the student;
- (3) the nature of the infraction; and
- (4) the urgency requiring the immediate search without delay.

II. Types of Searches

A. Personal Searches

- (1) A student's person and/or personal effects (e.g., purse, backpack, etc.) may be searched when a school official has reasonable suspicion to believe the student is in possession of illegal or contraband items or has violated board policies or the law.
- (2) Personally intrusive searches will require more compelling circumstances to be considered reasonable.
 - (a) Pat-Down Search: If a pat-down search or a search of a student's garments (such as jackets, socks, pockets, etc.) is conducted, it will be conducted in private by a school official of the same gender as the student and with another adult witness of the same gender, when feasible, present for the search.

- (b) A more intrusive search, short of a strip search, of the student's person or personal effects is permissible in emergency situations when the health or safety of students, employees, or visitors are threatened. Such a search may only be conducted in private by a school official of the same gender as the student, with an adult of the same gender present, unless the health or safety of students will be endangered by the delay which may be caused by following these procedures.

B. Locker and Desk Inspections

Although school lockers and desks are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring the lockers and desks are properly maintained. For this reason, lockers and desks are subject to unannounced inspections and students have no legitimate expectations or privacy in the locker or desk. Periodic inspections of all or a random selection of lockers or desks may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches will be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker or desk (coat, backpack, purse, etc.) may be searched when a school official has reasonable and articulable suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on the school premises may be searched, if the school official has reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.



SEARCH AND SEIZURE CHECKLIST

I. What factors caused you to have a reasonable suspicion that the search of this student or the student's effects, locker or automobile would turn up evidence that the student has violated or is violating the law, board policy or school rules?

A. Eyewitness account.

1. By whom: _____
2. Date/Time: _____
3. Place: _____
4. What was seen: _____

B. Information from a reliable source.

1. From whom: _____
2. Time received: _____
3. How information was received: _____
4. Who received the information: _____
5. Describe information: _____

C. Suspicious behavior. Explain.

D. Student's past history. Explain.

E. Time of search: _____

F. Location of search: _____

G. Student told purpose of search: _____

H. Consent of student requested: _____

I. Parent Contact (date, time, mode): _____

SEARCH AND SEIZURE CHECKLIST

II. Was the search you conducted reasonable in terms of scope and intrusiveness?

- A. What were you searching for: _____
- B. Gender of the student: _____
- C. Age of the student: _____
- D. Exigency of the situation: _____
- E. What type of search was being conducted: _____

- F. Who conducted the search: _____
Title: _____ Gender: _____
- G. Witness(s): _____

III. Explanation of Search.

- A. Describe the time and location of the search: _____

- B. Describe exactly what was searched: _____

- C. What did the search yield? _____
- D. What was seized? _____
- E. Were any materials turned over to law enforcement authorities? _____

- F. Were parents notified of the search including the reason for it and the scope? _____



STUDENT PERSONNEL

Policy Title CO- AND EXTRA-CURRICULAR CONDUCT POLICY

Code 502.5

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

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

Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The principal shall keep records of violations of the co- and extra-curricular conduct policy.

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

Adopted 3/1/84 Reviewed 9/09; 5/11; 3/12; 10/14; 1/12/15 Revised 8/02; 11/06; 7/15/13

Related Policy: (Code Number) 502.1; 502.5-R1, 502.5-R2, 502.5-R3, 504.9

Legal Reference: (Code of Iowa) §§280.13, .13A (2013); 281 IAC 12.3(8); 36.15(1)



ADMINISTRATIVE REGULATIONS REGARDING CO- AND EXTRA-CURRICULAR CONDUCT FOR STUDENTS

Co- and extra-curricular activities in the context of this policy include all school-sponsored activities other than the regular classroom and laboratory experiences. All approved school activities, clubs, organizations, athletic programs, and intramural competitions are considered co- or extra-curricular activities.

Participation in co- and extra-curricular activities is considered a privilege by the Linn-Mar Community Schools. Proper student conduct in these activities, whether on school grounds or away from school, is expected and must coincide with the rules of the school.

Violations of school rules can result in a student being suspended from the activity, removed from the activity permanently, and/or referred to law enforcement agencies.

The director of the co- or extra-curricular activity will establish and make known rules of conduct and regulations for the students participating in the activity. Those rules of conduct shall be approved by the building principal or designee. Said rules shall be in writing and given to each student in the particular activity prior to their membership or involvement with the activity. Additional rules of conduct may be established and made known during the school year. The director of co- or extra-curricular activity may declare a student ineligible whose conduct is contrary to and in violation of the established rules and regulations.

A student may contest the declaration of the ineligibility by the director or school administration to the building principal. Appeal must be submitted in writing and within 48 hours of the declaration.

An adverse decision of the building principal may be appealed to the Superintendent of Schools. This appeal shall be within seven (7) days of receipt of the principal's decision.

In the event of an adverse decision by the principal and superintendent, the eligibility may be appealed to the Board of Education. This appeal shall be within seven (7) days of receipt of the decision from the superintendent.

Good Conduct Rule for Transfer Students

Any student declared ineligible under the prior school district's good conduct rule, and then without having completed the full period of ineligibility at that school transfers to Linn-Mar, will not be eligible for participation in co- and extra-curricular activities at Linn-Mar, until the full period of ineligibility has been completed. Once that period of ineligibility has been completed the student is then immediately eligible for participation in co- and extra-curricular activities at Linn-Mar as far as any good conduct rule is concerned.



ADMINISTRATIVE REGULATIONS REGARDING CO- AND EXTRA-CURRICULAR CONDUCT POLICY

Philosophy

We believe the Linn-Mar Co- and Extra-curricular Program is an extension of a balanced educational program that allows students the opportunity to apply knowledge and skills learned in school to real life situations. It is through this interaction and systematic guidance of students in their every day environments that we can provide first-hand experiences, test their skills, provide successes and offer an effective means to prepare students for a total growth. Co- and extra-curricular activities all contribute to the total growth of a young person, provided these activities are conducted from a balanced educational perspective. The educational challenge is to provide a student the opportunity to learn how to learn.

Co- and extra-curricular activities serve many purposes. The benefits of a well-directed co- and extra-curricular program are very far reaching. Each activity should strive to achieve the following goals:

1. Develop school spirit
2. Provide service to the school
3. Help students develop a feeling of competency
4. Provide opportunities to develop social skills
5. Provide opportunities for social mobility
6. Provide for informal interaction between faculty members, students and parents
7. Provide training in citizenship and foster leadership
8. Provide opportunities for self-expression
9. Help students develop worthwhile activities for their leisure time
10. Provide opportunities for recreation
11. Provide information on vocations/careers and other topics of interest
12. Promote healthy and productive lifestyles

Co- and Extra-curricular Conduct Policy

Linn-Mar co- and extra-curricular programs are completely voluntary programs. No student is obligated to take part in co- or extra-curricular school activities. Participation is not required for advancement or graduation. Furthermore, school boards have the authority to adopt “good conduct” rules. (Board of Directors of the Independent School District of Waterloo vs. Green, 147 N. W. 2d 854, 1967.) The basis of good conduct rules may apply to co- and extra-curricular activities beyond athletics. (Bunger vs. Iowa High School Athletic Association, 197 N.W. 2d 555(Iowa 1972).)

Co- and extra-curricular participants in athletics, forensics, dramatics, or other interscholastic activities, play a somewhat different role at school. Leadership brings additional responsibility and more is expected of participants in order to be eligible for their particular activity.

According to Linn-Mar Board Policy 502.5, proper student conduct in these activities whether on school grounds, away from school during the school year, or in the summer is expected and must coincide with the rules of the school.

Parents/Legal Guardians: By signing the Co- and Extra-curricular Information Form, you are indicating you have read and understood the following:

1. I am aware of the inherent risks of potentially serious injury while participating in school co- and extra-curricular activities. In light of these potential risks, I give my child permission to participate.
2. I understand that certain co- and extra-curricular activities require, by state and local rule, that participants have a physical examination completed by an M.D., D.O., D.C. or approved nurse practitioner and on file with the school health services office prior to participation in a sport or activities.
3. I understand that there is no school insurance to provide protection to my child during any phase of his/her participation in co- and extra-curricular activities. All participants in co- and extra-curricular activities should have some type of health/accident coverage or purchase an alternate student insurance policy available through the Linn-Mar School.
4. I give permission for an authorized school official to obtain medical attention for my child in case of injury or illness.
5. I give consent for my child to engage in school approved co- and extra-curricular activities as a representative of the school.
6. I give consent for my child to accompany the school-approved co- and extra-curricular group on school-sponsored transportation to both in and out-of-town co- and extra-curricular activities. Transportation home, other than school-sponsored transportation, may only be approved by the sponsor or coach if the parent of the child is present.
7. I give consent for my child to travel to and from school-approved co- and extra-curricular activities by means other than a school vehicle when school transportation is unavailable or impractical. I also waive the responsibility of the school district when my child is being transported by other than a school vehicle and/or drivers other than school personnel to or from a school-sponsored activity.
8. I am aware that there are board policies and a board-approved student handbook that contains certain regulations for academic eligibility, attendance in school, behavior both in and out of school, and rules concerning the possession, distribution or use of alcohol, drugs and tobacco/nicotine. I understand that school administration may suspend or expel my child from co- or extra-curricular activity for failure to abide by these regulations. I also understand that each activity may have additional rules for participation.
9. I understand that some activities require fees, such as uniform and rental fees.
10. I understand that academic eligibility for co- and extra-curricular activities shall be determined according to the guidelines established in Board Policy 502.6. Students are advised that high school students must pass all courses during the preceding grading period in order to be eligible to participate in co- and extra-curricular activities.
11. I understand that parents/legal guardians/spectators should be role models at activities, whether home or away. They must realize inappropriate and unsportsmanlike behavior may result in removal from the activity.

ADMINISTRATIVE REGULATIONS REGARDING CO- AND EXTRA-CURRICULAR CONDUCT POLICY

Students who participate in co- and extra-curricular activities involving public performance are prohibited from possessing, using, transporting, controlling, or transmitting tobacco/nicotine, alcohol, or other drugs at any time (year round) during his/her middle school or high school career. The administration will suspend a student if it is determined, as reported by school personnel, that the violation did occur. The ruling includes any activities outside of school as well as at school or at school events (either home or away). Suspensions may also result from either legal documentation or by self-admittance. Investigation of possible infraction will involve parent notification. If a student is guilty of an infraction and is not currently involved in an activity, the suspension will become effective utilizing the activities they were involved in the previous year.

During Middle School or High School Career:

1st OFFENSE:

Tobacco/Nicotine,
Alcohol and Other
Drugs

Suspended from at least 20% of public performances, with carryover to next activity. Counseling required prior to reinstatement (suspended from at least 33% of performances if no progression in counseling). Must continue to practice.

2nd OFFENSE:

Tobacco/Nicotine,
Alcohol and Other
Drugs

Suspended from at least 50% of public performances with carryover to next activity. Counseling required prior to reinstatement. Must continue to practice.

3rd OFFENSE:

One-year suspension from co- and extra-curricular activities. Counseling required prior to reinstatement for all third offenses.

4th OFFENSE:

Permanent suspension from co- and extra-curricular activities. Counseling available for all fourth offenses.

Established School/Team/Group rules may also apply to violations.

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

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

APPEAL PROCESS: As established by Board Policy 502.5 and 502.5-R1

DEFINITIONS:

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

Counseling -- Directed by Linn-Mar Middle School or High School Counseling office or other non-school agencies that students are referred to or are approved by school counselors or Student Assistance Team. Any cost for use of non-school agencies **are is** to be borne by the student. Linn-Mar Counseling will include discussion of decision-making skills, tobacco/nicotine/alcohol/drug information, and peer and family relationships, **and with** parent(s)/legal guardian(s) invited to participate. A student may receive confidential assistance at any time during their middle school or high school career.

Possession/Use/Transportation/Control/Transmission --

Tobacco/Nicotine: Personal possession, use, transportation, control, or transmission.

Alcohol and Other Drugs: As defined by legal statute and/or court interpretation.

Possession, transportation, control, or transmission may be determined by prior knowledge or intent. Team rules may be more specific.

Public Performance Activity is a co- or extra-curricular activity where students are expected to perform in activities which the public may view. Examples are, but not limited to: athletic events, concerts, plays, debates, speech contests, **and** music contests, **and previews and exhibitions**. Activities begin with the first required meeting for any participant and end when equipment is checked in, set is struck, or the last required meeting occurs, etc. Athletic seasons are defined by state or local designated starting and ending dates. **Public performances are determined by the administration prior to the beginning of co- and extra- curricular activities.**



STUDENT PERSONNEL

HIGH SCHOOL ACADEMIC ELIGIBILITY

Policy Title FOR CO- AND EXTRA-CURRICULAR ACTIVITIES

Code 502.6

Students must pass all courses during the preceding grading period in order to be eligible to participate in co- and extra-curricular activities. Students who do not pass all courses during the preceding grading period shall be ineligible for the next nine week grading period.

These co- and extra-curricular activities include, but are not limited to, interscholastic athletic contests, music concerts or other performances, speech, and other competitions, trips, or performances by Linn-Mar High School sponsored clubs, teams, and organizations.

Students who receive incomplete grades shall be ineligible until all course work is satisfactorily completed. These courses must be completed within 10 days after the conclusion of the previous grading period.

Students who qualify for credit recovery shall be ineligible for a minimum of thirty days pending the completion of all course work at a passing level. This work will be monitored by the academic assistance counselor with final approval by the principal.

Those students not academically eligible may be allowed to participate in practices at the discretion of the coach, director, or sponsor with the approval of the high school principal or designee. Academically ineligible students may not travel with or be part of the official party of co- or extra-curricular activity groups.

The principal or designee is responsible for checking the records of students in activities at the beginning of the activity and at the end of each grade reporting period the activity is in progress to determine eligibility and will notify the coach, director, or sponsor of ineligible students. All first time ninth graders (freshmen) will be considered academically eligible at the end of the eighth grade school year. The academic eligibility of incoming transfer high school students during the school year will be determined by the grades earned and reported by their previous school(s). Summer activities are considered an extension of the second semester.

The superintendent shall be responsible for the administrative regulations for academic eligibility.

Adopted 5/7/90 Reviewed 5/11; 4/12; 10/14; 1/12/15 Revised 8/02; 6/06; 9/09; 7/15/13

Related Policy: (Code Number) 502.5

Legal Reference: (Code of Iowa) _____



STUDENT PERSONNEL

Policy Title CORPORAL PUNISHMENT

Code 502.7

Corporal punishment may not be used to discipline students. However, reasonable physical force may be used upon a student with or without advance notice when the use of such force is deemed essential by a reasonable person for the following purposes:

- To quell a disturbance or prevent an act that threatens physical harm to any person.
- To obtain possession of a weapon or other dangerous object within a pupil's control.
- For the purposes of self-defense or defense of others as provided for in Iowa Code section 704.3.
- For the protection of property as provided for in Iowa Code section 704.4 or 704.5.
- To remove a disruptive pupil from class or any area of school premises or from school-sponsored activities off school premises.
- To protect a student from the self-infliction of harm.
- To protect the safety of others.

Reasonable physical force should be commensurate with the circumstances of the situation, and it should be moderate so as not to cause permanent physical harm to the student. The following factors should be considered in using reasonable physical force for the reasons stated in this policy:

1. The size and physical, mental, and psychological condition of the student;
2. The nature of the student's behavior or misconduct provoking the use of physical force;
3. The instrumentality used in applying the physical force;
4. The extent and nature of resulting injury to the student, if any;
5. The motivation of the school employee using physical force.

Upon request, the student's parents/legal guardians shall be given an explanation of the reasons for physical force.

Adopted 7/16/90 Reviewed 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 8/02; 11/06; 9/14/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§279.8, 280.21 (2013); 281 IAC 12.3(8); 103



STUDENT PERSONNEL

Policy Title WEAPONS Code 502.8

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

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

Parents/legal guardians of students found to possess a weapon, dangerous objects, or look-a-likes on school property shall be notified of the incident. Possession or confiscation of weapons, dangerous objects, or look-a-likes shall be reported to the law enforcement officials, and the student will be subject to disciplinary action including suspension or expulsion.

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

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, other dangerous objects, or look-a-likes for educational purposes. Such a display shall also be exempt from this policy.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Adopted 12/5/94 Reviewed 9/09; 5/11; 7/13; 10/14; 1/12/15 Revised 8/19/02; 11/20/06

Related Policy: (Code Number) 502.1

Legal Reference: (Code of Iowa) §§ 279.8; 280.21B; 724 (2013); 281 IAC 12.3(6)



ADMINISTRATIVE REGULATIONS
REGARDING WEAPONS

For the purposes of Policy 502.8, Weapons, the following definitions are to be used by district officials and administrators in the administration of the policy:

1. **Weapons are defined as follows:**
In the Linn-Mar Community School District, weapons are defined as: any dangerous objects which cause material and substantial disruption to the school environment or present a threat or perceived threat to the health and safety of students, employees, and visitors on the school district premises or property within the jurisdiction of the school district. Although not an all inclusive list, the following are examples of weapons: knives, clubs, brass knuckles, look-alike weapons, and look-alike firearms.
2. Firearms are defined as:
 - (A) The term “firearms” means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.
 - (B) The term “destructive device” means:
 - (a) any explosive, incendiary, or poison gas—
 - (1) bomb,
 - (2) grenade,
 - (3) rocket having a propellant charge of more than four ounces,
 - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (5) mine, or
 - (6) device similar to any of the devices described in the preceding clauses;
 - (b) any type of weapon by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter; and
 - (c) any combination of parts either designed or intended for use in converting any device into any destructive device described in subparagraph (a) or (b) and from which a destructive device may be readily assembled.

Adopted 12/5/94 Reviewed 9/98; 11/06; 9/09; 5/11; 7/13; 10/14 Revised 8/02; 1/12/15
Related Policy: (Code Numbers) 502.1; 502.8
Legal Reference: (Code of Iowa) 279.8; 724 (2013)



STUDENT PERSONNEL

Policy Title STUDENT APPEARANCE

Code 502.9

The Board believes inappropriate student appearance causes material and substantial disruption to the school environment or presents a threat to the health or safety of students, employees and visitors.

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

The Board expects students to be clean and well-groomed and wear clothes in good repair and appropriate for the time, place and occasion. Clothing or other apparel promoting products illegal for use by minors and clothing displaying obscene material, profanity, or reference to prohibited conduct are disallowed. While the primary responsibility for appearance lies with the students and their parents/legal guardians, appearance disruptive to the education program will not be tolerated. When, in the judgment of a principal or designee, a student's appearance or mode of dress disrupts the educational process or constitutes a threat to health or safety, the student may be required to make modifications.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Adopted 9/21/98 Reviewed 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 11/20/06

Related Policy: (Code Number) _____

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



STUDENT PERSONNEL

Policy Title CARE OF SCHOOL PROPERTY/VANDALISM Code 502.10

Students shall treat school district property with care and respect. Students found to have destroyed or otherwise harmed school district property may be required to reimburse the school district. They may be subject to discipline under board policy or school district rules and regulations. They may also be referred to local law enforcement authorities.

Adopted 9/21/98 Reviewed 8/02; 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 11/20/06

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8; 282.4, .5; 613.16 (2013)



STUDENT PERSONNEL

Policy Title FREEDOM OF EXPRESSION

Code 502.11

Student expression, other than student expression in student-produced official school publications, made on the school district premises or under the jurisdiction of the school district or as part of a school-sponsored activity may be attributed to the school district; therefore, student expression must be responsible. Student expression must be appropriate to assure that the students learn and meet the goals of the school activity and that the potential audience is not exposed to material that may be harmful or inappropriate.

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. The administration, when making this judgment, shall consider whether the activity in which the expression was made is school-sponsored and whether review or prohibition of the student's speech furthers an educational purpose. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school district.

Students who violate this policy may be subject to disciplinary measures. Employees shall be responsible for ensuring student expression is in keeping with this policy.

Adopted 9/21/98 Reviewed 8/02; 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 11/20/06

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8; 280.22 (2013)



STUDENT PERSONNEL

Policy Title STUDENT COMPLAINTS AND GRIEVANCES Code 502.12

Student complaints and grievances regarding board policy or administrative regulations and other matters should be addressed to the student's teacher or another licensed employee, other than the administration, for resolution of the complaint. It is the goal of the Board to resolve student complaints at the lowest organizational level.

If the complaint cannot be resolved by a licensed employee, the student may discuss the matter with the principal within 10 days of the employee's decision. If the matter cannot be resolved by the principal, the student may discuss it with the superintendent within 10 days after speaking with the principal.

If the matter is not satisfactorily resolved by the superintendent, the student may ask to have the matter placed on the board agenda of a regularly scheduled board meeting in compliance with board policy.

Adopted 9/21/98 Reviewed 11/06; 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 279.8 (2013)



STUDENT PERSONNEL

Policy Title STUDENT LOCKERS

Code 502.13

Student lockers are the property of the school district. Students may use the lockers assigned to them by the school district for storing their school materials and personal belongings necessary for attendance at school. It shall be the responsibility of students to keep their assigned lockers clean and undamaged.

To ensure students are properly maintaining their assigned locker, the principal of the building or his/her designee may periodically inspect all or a random selection of lockers. Either students or another individual will be present during the inspection of lockers. Student lockers may also be searched, at any time and without advance notice, in compliance with board policy regulating search and seizure.

Adopted 9/21/98 Reviewed 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 8/02; 11/20/06
Related Policy: (Code Number) 502.4
Legal Reference: (Code of Iowa) §§ 279.8; 280.14; 808A (2013)



STUDENT ACTIVITIES

Policy Title STUDENT GOVERNMENT

Code 503.1

A student council provides for student activities, serves as a training experience for student leaders, promotes the common good, provides students opportunities for feedback in the management of the school, develops high ideals of personal conduct, acts as a clearinghouse for student activities, seeks to interest students in school district affairs, and helps solve problems that may arise. Members of the council are student representatives who have direct access to the administration.

The principal, in conjunction with the students and licensed employees, shall set forth the guidelines for student government participation, operations, and other elements of the government.

Adopted 6/15/70 Reviewed 3/90; 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 8/02; 5/01/06

Related Policy: (Code Number) _____

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



STUDENT ACTIVITIES

Policy Title STUDENT ORGANIZATIONS

Code 503.2

District school student-initiated, non-curriculum-related groups and student curriculum-related groups, upon receiving permission from the principal, may use school facilities for group meetings during non-instructional time.

Non-instructional time shall mean any time before the first period of the day and after the last period of the day in which any student attends class. Meetings shall not interfere with the orderly conduct of the education program or other school district operations. It shall be within the discretion of the principal to determine whether the meetings will interfere with the orderly conduct of the education program or other school district operations. Activities relating to and part of the education program shall have priority over the activities of another organization.

Curriculum-Related Organizations

It shall also be the responsibility of the principal to determine whether a student group is curriculum-related. One or more of the following questions will be answered affirmatively if the group is curriculum-related:

- Is the subject matter of the group actually taught in a regularly offered class?
- Will the subject matter of the group soon be taught in a regularly offered class?
- Does the subject matter of the group concern the curriculum content as a whole?
- Is participation in the group required for a particular class?
- Does participation in the group result in academic credit?

District school curriculum-related student organizations may use the school district facilities for meetings and other purposes before and after the instructional school day. Employees shall be assigned to monitor approved meetings and may interact with or sponsor curriculum-related organizations.

STUDENT ACTIVITIES

Policy Title STUDENT ORGANIZATIONS

Code 503.2

Non-curriculum-Related Organizations

Student-initiated, non-curriculum-related organizations shall be provided access to meeting space and school district facilities.

Only students may attend and participate in meetings of non-curriculum-related groups. Such attendance shall be strictly voluntary and student-initiated. As a means of determining whether a student's attendance is voluntary, the principal may require parental consent for the student to attend the meetings.

Employees will be assigned to monitor approved meetings. Employees shall not participate in the meeting or assist in planning, criticize or encourage attendance. Only students may be involved in and attend the non-curriculum group's meetings.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

Page 2 of 2

Adopted 6/15/70 Reviewed 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 9/98; 5/01/06

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 20 U.S.C §§ 4071-4074 (2012); §§ 287.1-.3; 297.9 (2013)



STUDENT ACTIVITIES

Policy Title STUDENT PUBLICATIONS Code 503.3

Students may produce official school publications as part of the curriculum under the supervision of a faculty advisor and the principal. Official school publications include material produced in journalism or writing classes or for the newspaper, yearbook, or electronic forms of communication including video and web media which are distributed to the student body and publicly available either free or for a fee.

Any expression made by students which may include, but is not limited to: written material, art, photos, graphic images, including student expression in official school publications, is not an expression of official school policy. The school district, the Board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student speech or expression. The liability, if any, is only to the extent of the interference or alteration of the speech or expression.

Official school publications are free from prior restraint by employees or officials except as provided by law. A faculty advisor shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech. The production of official school publications shall be guided by the law and by the ethical standards adopted by professional associations or societies of journalism.

Persons, other than students, who believe they have been aggrieved by student expression in a student-produced official school publication, shall follow the grievance procedure outlined in Board Policy 502.12. Students who believe their freedom of expression in a student-produced official school publication has been restricted shall follow the grievance procedure outlined in Board Policy 502.12.

The superintendent, in conjunction with principals, shall be responsible for developing a Student Publications' code. This code shall include, but not be limited to, reasonable rules including time, place, and manner of restrictions. The superintendent or designee shall also be responsible for distributing this policy and the Student Publications' code to the students and their parents.

Adopted 6/15/70 Reviewed 8/02; 5/11; 4/12; 7/13; 10/14 Revised 5/06; 9/09; 1/12/15

Related Policy: (Code Number) 502.12

Legal Reference: (Code of Iowa) § 280.22 (2013)



ADMINISTRATIVE REGULATIONS REGARDING STUDENT PUBLICATIONS

- A. Official school publications defined.
An “official school publication” is material produced by students in journalism or writing classes or for the newspaper, yearbook, or electronic forms of communication including video and web media which are distributed to students and publicly available either free or for a fee.
- B. Expression in an official school publication.
1. No student shall express, publish, or distribute in an official school publication material which is:
 - a) Obscene;
 - b) Libelous;
 - c) Slanderous; or
 - d) Encourages students to:
 1. commit unlawful acts;
 2. violate school rules;
 3. cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
 4. disrupt or interfere with the education program;
 5. interrupt the maintenance of a disciplined atmosphere; or
 6. infringe on the rights of others.
 2. The official school publication shall be produced under the supervision of a faculty advisor.
- C. Responsibilities of students.
1. Students writing or editing official school publications shall assign and edit the news, editorial and feature contents of the official school publications subject to the limitations of the district’s student publications code and the law.
 2. Students shall strive to achieve professional standards of accuracy, fairness, objectivity, and thoroughness in each and every aspect of official school publications.
 3. Students shall strive to achieve professional standards of grammar, usage, punctuation, and spelling for clarity and accuracy of official school publications.
- D. Responsibilities of faculty advisors.
Faculty advisors shall supervise student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

- E. Liability.
Student expression in an official school publication shall not be deemed to be an expression of the school district. The school district, the Board, and the employees or officials are not liable in any civil or criminal action for any student expression made or published by students unless the employees or officials have interfered with or altered the content of the student expression. The liability, if any, is only to the extent of interference or alteration of the speech or expression.
- F. Appeal procedure.
1. Students who believe they have been unreasonably restricted in their exercise of expression in an official school publication shall seek review of the decision through the student grievance procedure, under Board Policy 502.12.
 2. Persons who believe they have been aggrieved by a student-produced official student publication shall file their complaint through the citizen grievance procedure, under Board Policy 502.12.
- G. Time, place and manner of restrictions on official school publications.
1. Official student publications may be distributed in a reasonable manner on or off school premises.
 2. Distribution in a reasonable manner shall not encourage students to:
 - a) commit unlawful acts;
 - b) violate school rules;
 - c) cause the material and substantial disruption of the orderly and efficient operation of the school district or school activity;
 - d) disrupt or interfere with the education program;
 - e) interrupt the maintenance of a disciplined atmosphere; or
 - f) infringe on the rights of others.



STUDENT ACTIVITIES

Policy Title STUDENT ACTIVITY PROGRAM Code 503.4

Participation in school activities is a privilege. Students may participate in interscholastic athletic, music, speech and other contests or events approved by the administration. Any such event must be directed or guided by licensed school personnel.

Students will have an opportunity to participate in a school activity unless the activity is not offered or the student cannot participate for disciplinary reasons. If the activity is an intramural or interscholastic athletic activity, students of the opposite sex will have a comparable opportunity for participation. Comparable opportunity does not guarantee boys and girls will be allowed to play on each other's teams when there are athletic activities available that will allow both boys and girls to reap the benefits of school activities.

Student activity events must be approved by the superintendent, unless they involve unusual travel and expense, in which case the Board will take action. A high school student who participates in school sponsored activities may participate in a non-school sponsored activity during the same season. Such outside participation will not conflict with the school sponsored activity.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations for each school activity. These regulations shall include, but not be limited to, when physical examinations will be required, how and when parents will be informed about the risk of the activity, forms and procedures for a waiver of liability from the parent and student in certain activities, and proof of insurance on the student participating in certain activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

Hours, behavior and activities shall be reasonable and proper as determined by the administration. Anyone who will not recognize the authority and responsibility of the school personnel shall not be permitted to remain in attendance at school-sponsored activities.

Adopted 6/15/70 Reviewed 5/06; 9/09; 5/11; 4/12; 10/14; 1/12/15 Revised 8/02; 7/15/13
Related Policy: (Code Number) 502.5, 502.6
Legal Reference: (Code of Iowa) 216.9; 280.13-.19 (2013)



STUDENT ACTIVITIES

Policy Title RESERVED TIME FOR NON-SCHOOL STUDENT ACTIVITIES Code 503.5

In keeping with community culture and family-related opportunities, Sundays and Wednesday evenings shall be reserved for non-school sponsored student activities. On Wednesdays during the school year, no Linn-Mar sponsored activity shall detain students after 6:30 p.m. Any Linn-Mar activity scheduled on Sunday or after 6:30 p.m. on Wednesday during the school year must have advance written approval from the superintendent or designee.

Building principals shall annually notify students and parents/legal guardians regarding the provisions of this policy and confirm that students will be excused without penalty.

The Linn-Mar Community School District is not responsible for activities scheduled by organizations outside the district.

Adopted 1/18/88 Reviewed 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 5/01/06

Related Policy: (Code Number) _____

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



STUDENT ACTIVITIES

Policy Title ATTENDANCE AT EVENTS OUTSIDE OF SCHOOL Code 503.6

Events in which students participate during school hours, or as representatives of the school at places outside of the school, must be sponsored and supervised by licensed school personnel. Rules of behavior shall be the same as for any in-school activity or event, regardless of location.

Adopted 6/15/70 Reviewed 5/06; 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 8/19/02

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 280.14



STUDENT ACTIVITIES

Policy Title INTRAMURAL ACTIVITIES Code 503.8

Intramural programs may be established in the schools of the district. All such activities shall be approved by the building principal and shall be under the direction of school personnel.

Adopted 6/15/70 Reviewed 5/06; 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 7/16/90

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



STUDENT ACTIVITIES

Policy Title STUDENT TRAVEL Code 503.10

Students in grades 9-12, who are involved in extra-curricular activities or educational groups which require that they attend out-of-town events, will be given a per diem amount not to exceed \$8.00 per meal or \$24.00 a day. The Activities Director or designee will set the amount based on what the group can afford to pay.

Adopted 8/19/02 Reviewed 4/12; 7/13; 10/14; 1/12/15 Revised 8/06; 9/09; 5/9/11
Related Policy: (Code Number) 503.10-R
Legal Reference: (Code of Iowa) _____



STUDENT ACTIVITIES

Policy Title CONTESTS AND
HONOR RECOGNITIONS FOR STUDENTS

Code 503.12

The following policy of the Board of Directors shall govern student participation in local, state/regional, and national/international contests, other than events sanctioned by the Iowa High School associations.

1. Participation

Participation shall be limited to those contests, activities and honor recognitions that are educationally sound, worthy, and timely. It should be stimulating for the student and school, a desirable activity for both, and should supplement and not interfere with the regular program. Participation shall be voluntary. Every effort shall be made to include all eligible students in participating.

2. Notification of Intent of Participate

The Board recognized that contests, activities, and honor recognitions require that potential participants demonstrate interest in and qualifications for the special events through an application process that may include audition tapes, performance videos, student work, etc. Therefore, the school administrator must be consulted prior to submission of application materials to the event for feasibility and compliance with Board policy.

3. Approval

Any participation must be approved in advance as follows:

- a. local – building principal, 2 weeks
- b. state/regional – building principal and associate superintendent, 4 weeks
- c. national/international – superintendent and Board, 6 weeks

4. Transportation

Upon approval by designated administrator or Board appropriate school funds may be used to contribute to the costs of transportation where students represent the school in competition.

Adopted 6/15/70 Reviewed 9/09; 5/11; 4/12; 7/13; 10/14; 1/12/15 Revised 7/16/90; 6/6/05

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

January 12, 2015

Tim Isenberg
School Board President
Linn-Mar Community School District
2999 10th Street
Marion, Iowa 52302

Dear Tim Isenberg:

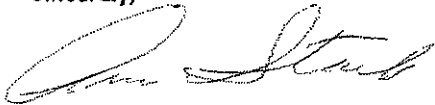
It is with regret that I tender my resignation from the Board of Directors of the Linn-Mar Community School District effective January 26th, 2015. I will be leaving Iowa as I have accepted a job in Cleveland, Ohio and will be unable to complete my term which ends in September 2015.

I am grateful for having had the opportunity to serve on the board of this fine organization for the past 12½ years and I offer my best wishes for its continued success.

I have seen impressive change in both student learning and learning environments during my tenure lead by Dr Mulholland and the team of talented, impassioned Linn-Mar employees. Countless programs have been instituted to foster best teaching practices and support students in their learning. The physical changes to the Linn-Mar campus are impressive and include three new elementary schools, extensive middle school and high school renovations, aquatic center and new football stadium over the past 12 years.

I could not be more proud of what has been accomplished at Linn-Mar. I hope our mission statement "Inspire Learning, Unlock Potential and Empower Achievement" continues to be the central focus of Linn-Mar Community School District.

Sincerely,

A handwritten signature in black ink, appearing to read "Ann Stark", written in a cursive style.

Ann Stark
Linn-Mar Board of Directors

CC: Katie Mulholland, Superintendent

WE ARE LINN-MAR

Proclamation

Whereas, Ann Stark, joined the Linn-Mar Community School District Board of Education in September of 2002; and

Whereas, Mrs. Stark has served the students, staff, and families of the Linn-Mar Community School District with diligence, energy, and vision for over twelve years; and

Whereas, Mrs. Stark's leadership as Board Vice President from 2006-2009 and as Board President from 2009-2011, successfully navigated through growth and budget challenges to continue to offer the students of Linn-Mar an outstanding educational experience; and

Whereas, during Mrs. Stark's service on the Board, a \$27.5 million bond referendum was passed by the community in 2006 for which she made the initial Board motion, and a SLO referendum was passed by the community in 2007 enabling significant facility renovations, additions, and construction; and

Whereas, as a result of these additional funding sources between 2002 and 2014, facilities were built to accommodate the growth in the number of students from 5,263 to 7,145: Oak Ridge Middle School, the Colton Music Center at the High School, Linn Grove Elementary School, Echo Hill Elementary School, Transportation and Operations & Maintenance Center, Linn-Mar Stadium, Novak Elementary School, Linn-Mar Baseball/Softball Complex, and the Linn-Mar Aquatic Center; and

Whereas, Mrs. Stark has provided spirit, opportunity, and future for the students and staff of Linn-Mar and received the 2014 LIONS Optimizer Award;

Now, therefore, be it proclaimed that the Linn-Mar Board of Education, Administration, and School Staff honor Ann Stark for her dedication and leadership to the Linn-Mar Community School District and will forever be gratefully reminded of her service as part of the Board's record of accomplishments from September of 2002 to January of 2015.

Kathleen Mulholland, Ed.D.
Superintendent

Tim Isenberg
Board President

Rene Gadelha
Board Member

Tina Patterson
Board Member

Barry Buchholz
Board Vice President

Todd Hutcheson
Board Member

Elizabeth Wilson
Board Member



Linn-Mar Community Schools

12/9/14
 Date Received

Overnight Field Trip Request Form

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

Sponsor: Ginger Halverson Date of Request: 12/9/14

Purpose of the Trip: Special Olympics Winter Sports Competition

Departure Date: 1/12/15 Return Date: 1/14/15

Destination: Dubuque, Iowa - Sundown Ski Resort
Grand Harbor

Chaperones: Ginger Halverson Sue McEachron
Caroliner H. Annette Hoffa AL Elider
Annette Mohling Steve Wampler
Stormie Bonazza Caroline Halverson
 Please attach these required items: Mel Ramos Mark Murphy

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

For Office Use Only	
Building Approval: <u>M. Hutten</u>	Date: <u>12/10/14</u>
Principal or Assoc. Principal	
District Approval: <u>Rick A. Lonside</u>	Date: <u>12/12/14</u>
Executive Director-Support Services	

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Field Trips Criteria:

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

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	✓	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	✓	
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	✓	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	✓	
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	✓	
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<i>Mark Fitch</i>	Date	12/10/14
District Administrator Approval		<i>Rick A. Sinside</i>	Date	12/12/14
Board Approval			Date	1/12/15

- 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

Sponsor: Ginger Halverson

Date of Request: 12/9/14

Purpose of Trip: Special Olympics Winter Competition

Departure Date: 1/12/15. Return Date: 1/14/15

Destination: Dubuque, Iowa

Chaperones: Ginger Halverson , Caroline Halverson, Annette Mohling, Sue McEachron, Annette Hoffa, Stormie Bonazza, Mark Murphy, Greg Hoffa, Steve Whampler, Al Flider, Mel Ramos

For student confidentiality, student names not provided.

Mode of Transportation: Van rentals

Overnight Accommodations: Grand Harbor Hotel Dubque, Iowa

Purpose- In Special Olympics, the power and joy of sport, shifts focus to what our athletes CAN do, not what they can't.

Through Special Olympics, students with intellectual disabilities are able to reach their full potential, experience life-changing inclusion, and enhance schools, communities, families, and the lives of those around them. The acronym PIE stands for potential, inclusion and enhancement – words that are at the heart of Special Olympics.

Through the power of sports, students with intellectual disabilities discover new strengths and abilities, skills and success. Our athletes find joy, confidence and fulfillment -- on the playing field and in life. They also inspire people in their communities and elsewhere to open their hearts to a wider world of human talents and potential.

This is a state competition for a diverse group of Linn Mar athletes. The purpose of this trip is also to provide equal opportunity for all students. This opportunity is sports related. These are Linn Mar athletes who will be going on this trip. My athletes should receive equal opportunity as other Linn Mar athlete receives. It is a MYTH that Special Olympic athletes just try and participate. My athletes work just as hard as any other athlete and when a race is started, they COMPETE for the gold medal.

I know the odds our athletes must overcome and the barriers they face every single day. I see this at training events and competitions as our athletes push to beat their personal bests -- and exceed them. Their stories and successes inspire us all.

The chaperones attending this trip and myself believe in a world where there are millions of different abilities but not disabilities. And we're spreading this message everywhere - at big Special Olympics events and small ones.

Pre-Planning-Students are practicing cross country skiing and snow shoeing at Linn Mar High School. They get practice time in their physical education class and will have practice time offered during the holiday break. Families are encouraged to come and try the sport during vacation to enhance opportunity for family fun and also the understanding of the sport that their son/daughter will be competing in.

The athletes are practicing all skills that are involved in learning a new activity and also perfecting the skill to move to higher level of competition. During the event, athletes learn physical skills and also work on social and cognitive skills. What students have focused on in classes, this trip gives the opportunity to experience new life skills and new methods of incorporating social skills in life settings.

Social stories and strategies that are used in the classroom are also used in on the trip. Teachers and adults write social stories for the schedule and for new experiences on the trip.

****Practice** is held on snow if possible. If there is no snow, practice is conducted on the grass.

Unified Partners-Four General Education Students will be attending this event. They are a part of LM Buddies and have set a wonderful example of what friendships are all about. They are also going as athletes who are competing in a Unified Relay with some Special Olympic athletes. They have all had paperwork turned into Special Olympics Iowa. Their parents have also had to give permission. They will also be giving their 3rd quarter teachers an advanced make-up sheet to sign. Unified Partners include: Carson Whitford, Kelley Lis, Noah Recker, Derick Kirsch

As a Linn Mar team, we do most activities as a group. We all sit together at all meals, we have team time in our rooms or in a meeting room in the hotel. We go to activities as a team, eat as a team and most importantly compete and cheer each other on as a team. We pride ourselves on showing up as a unit. Our cheer "We are...Linn Mar" is echoed in elevators, outside at the parade, and even yelled out on a chairlift. I want our athletes to feel the sense of belonging to a team, relying on friends, and supporting our teammates 100 percent of the time.

Our athletes are chaperoned at all times. Our athletes may not be in a hotel room without an adult present. Athletes change in the bathrooms. Adult chaperones have the keys to the rooms.

Follow-Up-Students and families are invited to attend a "Movie Event" when they return in February. I film and produce a movie that shows friendship, sportsmanship, competition and gives a good demonstration for families and community members to experience what our athletes have participated in while in Dubuque, Iowa. My athletes are the stars in the movie. At the end of the movie there is a music salute to all the athletes and chaperones that attend by incorporating about a 100 pictures from our trip. We also attend a Linn Mar basketball game where my athletes are recognized for their achievements in the Winter State Games. This is a wonderful opportunity for our Linn Mar athletes to feel and be recognized by their peers and community.

Assessment-Students are not expected to complete an extra assessment for this trip. Their competition is an assessment. We do have expectations for our athletes that are spelled out clearly in oral and written forms. At all practices, competitions and meetings they know they need to behave and represent Linn Mar High School in a positive way. I have taken athletes for many years on this trip and they are proud to

represent Linn Mar and our community. If needed, an athlete will be corrected or redirected on the trip.

Funding-The cost of the trip is \$50. Athletes are asked to pay \$50. This includes equipment rental, meals, lodging. Athletes pay the \$50 to Special Olympics Iowa. If an athlete cannot afford the trip, on the sign up form there is a place for an athlete to state if they need a scholarship. We also have two individuals who have donated gifts to Linn Mar's Foundation for Special Olympics. Dr. Gustason pays for the chaperones to attend the event.

11 athletes need scholarship- $50 \times 11 = \$550$ 18 athletes have paid

12 chaperones- $50 \times 12 = \$600$

\$550 Foundation

\$600 Dr. Gustason (Linn Mar High School)

Total=\$1,150

Common Experiences-Different Abilities, Not Disabilities

Special Olympics is raising awareness about the abilities of people with intellectual disabilities. Through sports, we showcase the skills and dignity of our athletes. We also bring together communities to see and take part in the transformative power of sports.

Sports are a powerful force. It can shift the focus from disability to ability, from isolation to involvement. Our athletes are offered the highest quality Olympic-style sports training and competition for people with intellectual disabilities all around the world. This changes attitudes and changes lives.

Multi-Disciplinary-The mission of Special Olympics Winter Sports Competition is to provide training and athletic competition in a variety of winter Olympic-type sports for students with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of their personal individuality, skills and friendship with their school, other Special

Olympics athletes and the community. The Winter State Games is one of the opportunities for our Linn Mar Special Olympic athletes.

Dear Parents,

Just a quick note home to tell you a little more about the Winter Trip. Reminder it is January 12th, 13th and 14th. We will be arriving at school at 7:30 am to leave the school before 8:00 am. We will be leaving from the High School. We will meet in Mr. Smith's Room.

Items to Bring

Athletes carry their own sleeping bag and luggage. **Please pack light.** We need to fit all of our luggage in our limited space. Please keep **personnel items and valuable items at home.** We are not responsible for lost items.

Medicine –labeled in original containers and only the amount needed for the trip. All medicine will be turned into Ginger before we leave on Monday am. We will be sending home a new medical card and emergency information card that must be returned to allow your athlete to go on this trip.

Snow Pants

Winter Coat

Winter Boots are required for Snow Shoe Competition-not needed for skiers. Special Olympics requires that boots must go up over the ankles

Gloves/Mittens-two Pair

Hat

Sleeping Bag

2-Sweater/Sweater shirt

2-pants and shirts

2-underwear

2-4 socks (heavy socks for skiing or wear a few pairs of lighter weight socks).

P.J.s

Swimsuit

Toothbrush/Paste Comb/Brush Shampoo

If you have any questions please let Ginger or Annette know.

Happy Holidays, Ginger and Annette 447-3127 or ghalverson@linnmar.k12.ia.us

Dear Parent,

Please return the attached sheet by Wednesday, November 12th.

The last 8 years we have taken a group of athletes to Sundown Ski resort and participated in Special Olympic Downhill Skiing, Cross Country Skiing or Snowshoeing. Athletes participate in one of these sports-not all three. This trip is a wonderful opportunity for our high school athletes. **No experience is needed.** If your son/daughter has not been away from home before, this is a great trip. They go with friends. We have at least 1 adult to 3 students. I have had athletes who are nonverbal, limited movement, and/or who have never been away from home. EVERYONE has a positive experience and a great time.

In order to go, a physical needs to be submitted. Most athletes already have a physical on file. If there is not a physical attached to this letter, we have a physical on record for your athlete. If you have had a physical with the year, you can call your doctor and have this form filled out. A doctor's signature needs to be on the form. **Physicals need to be in by December 10th.**

Cross-Country Skiing and snowshoeing will be practiced at Linn-Mar High School. We have the equipment and will practice here during school time. We even practice on grass if we have no snow. We also practice at Sundown. Downhill skiing is taught at Sundown. Our athletes participate in a ski clinic with lots of instructors. They are always with an instructor when skiing.

Winter Olympic Games are January 12th through the 14th. The cost is \$50 per person. (Total cost for the trip-equipment rental, food, lodging, transportations, etc...) We stay overnight in Dubuque. The hotel we stay at has a water park. All meals are included in the \$50. We also attend a banquet.

Again, the cost of the trip is \$50. This includes everything. We do not want an athlete to be excluded because of the lack of ability to pay. If an athlete has an interest, we will find a way to help everyone who needs assistance. Please fill out the form. The form will be kept confidential. Again, we want everyone to come, please do not let \$40 be a reason not to go.

What we need from parents at this point is to see if there is interest in the Winter Games. If you have any questions, please call or email at 447-3127 or ghalverson@linnmar.k12.ia.us

We are excited to offer this opportunity. We believe it will be an educational lifetime memory for all of us. Outdoor adventure, waterpark, a dance, making friends, etc...we can't wait.

This trip is so much fun for the chaperones and the athletes. It creates memories that last forever. On our last day, athletes are asking to stay longer. One even wanted us to plan a trip to Florida.

We go as a school group, stay together as a group, eat as a group, participate in activities as a group, have team time as a group, etc...

Fondly, Ginger Halverson and Annette Hoffa

**Please return the attached sheet by Wednesday, November 12th.

***Please return the attached sheet by Wednesday, November 12th

_____ **Name of Athlete**

_____ Yes, I am interested to have my son/daughter participate in the Winter Games.

_____ If yes, I can commit \$50 to the cost of the trip.

OR

_____ If yes, I can commit _____ dollars to the trip

_____ If yes, I need a full scholarship for my athlete to participate.

_____ No, I am not interested in having my son/daughter participate

Checks can be made out to Special Olympics or cash can be submitted. Money needs to be in by November 24th. If you need to make other arrangements for the \$50, please contact us. Again, we do not want any athlete to not go because of not being able to pay the \$50.

If you have any concerns that we can address, please let me know. We will be sending home more notes about this trip as it evolves. 447-3127 or ghalverson@linnmar.k12.ia.us

Concerns:

Dates include-January 12^h, 13th and returning on the 14th.

Schedule:

Monday January 12

am-Depart from the high school—we will determine this later and send home a note.

10:30 am-Check in at Sundown

11:00-1:00-Lunch

1:00-3:00 pm-Practice cross country skiing and downhill clinic

3:30-Grad harbor Check in

5:45 -8:30- Winter Parade, Opening ceremonies, pizza party, dance

9:00- coaches meeting

Tuesday January 13th

7:30 breakfast

Morning-Competition and practice (will send home competition times later)

11:00 lunch

Afternoon-Competition and practice

6:00-7:00 Banquet

7:30-10:00 Water Park Pool Party

Wednesday January 14th

7:30 breakfast

Competition

Lunch

return home by 3:00 pm



Linn-Mar Community Schools

 12/23/14
 Date Received

Overnight Field Trip Request Form

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

Sponsor: Dan Niemitalo / LM RoboticsDate of Request: 12/23/14Purpose of the Trip: Compete in the Fox Valley FIRST Tech Challenge Qualifier.Empowering students to become technology leaders through experiential learning and mentorship.Departure Date 01/16/15Return Date: 01/17/15Destination: Hortonville High School, Hortonville, WIChaperones: Dan NiemitaloSteve BrooksStacey Brooks

Please attach these required items:

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

For Office Use Only

Building Approval: Mark Hutch

Principal or Assoc. Principal

Date: 1/15/15District Approval: Rick A. Jonide

Executive Director-Support Services

Date: 1/8/15



Code 603.3-R2

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Field Trips Criteria:

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.	✓	
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<i>[Signature]</i>	Date	1/5/15
District Administrator Approval		<i>[Signature]</i>	Date	1/5/15
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

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

Empowering students to become technology leaders through experiential learning and mentorship.

Our team's activities flow from our mission statement. This competition trip meets our goals in a variety of ways.

- ◆ Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- ◆ Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, and more.
- ◆ Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- ◆ Practice the judging interview process. Students practice speaking in a way that is confident, persuasive, energetic, and clear to a non-technical audience while being convincing to a technical audience. They practice answering questions on the spot, which will help them with job interview skills. The interview is also very much a sales process involving some of the same soft skills as real sales. Dark Matter students prepare at length for these interviews, and the improvement throughout the year is striking when they get multiple chances at interviews. With this year's competition structure, they could potentially get only one interview if they don't enter additional events.
- ◆ Learn best practices from other teams. Some of the teams that will be in attendance at this event are world class teams with really well organized, highly respected, and historically successful programs. Since we will not be able to compete at the Kansas City Regional this year, we value the opportunity to expose our students to some of these people.
- ◆ Get an additional chance to qualify for the North Super Regional Championship Tournament. This is the competition level above state and below World Championship. It is a very inspiring experience.

Overnight Field Trip Request - Linn-Mar Robotics

Fox Valley FTC Qualifier, Hortonville, WI

Trip Date: 01/16/15-01/17/15

Submitted: 12/23/14

Funding – Travel

Travel expenses (\$100 per students) are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms (6 rooms at Quality Inn, Kimberly, WI): \$75 x 6 rooms:	\$450
Van rentals (3 vans):	\$350
Van gas:	\$250
Lunch Meal Saturday (groceries):	\$50
Approximate Total:	\$1100

With approximately 13 students attending, this puts the cost per student at approximately \$85 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for two supper meals (approximately \$20-30).

Funding – Other Expenses

The registration fees and parts/tools costs for this event are covered by the LM Robotics general budget.

Registration Fees: \$100 (estimated, awaiting response)

Additional robot part: Approx. \$200-\$500

The team is building a completely new robot that will debut in January. They are using many parts that we already have in the shop, but they will no doubt end up ordering more parts.

LM Robotics' general budget (HS clubs account 21.3209.1900.950.7426) is funded as follows:

- ◆ Donations from businesses and non-profit organizations
- ◆ Donations from families and mentors
- ◆ LM Booster Club support
- ◆ Fundraising through summer robotics and Lego camps
- ◆ Other fundraising, such as LED bulb sales

Common Experience

The competitions are the most exciting and energizing parts of our endeavors. These competitions motivate students to work very hard and achieve some impressive things. Often when students come back from their very first competition, they come back with a higher level of motivation and go on to become stronger contributors. Also, competitions give them some experiences that they don't get in the shop. For example, they work cooperatively with allies from other schools even as they compete with them (FIRST refers to this highly workplace-relevant dynamic as "coopertition"). They act as ambassadors to introduce spectators to FIRST and its goals and principles. They give their award presentations to judge panels. They work to solve tricky unexpected problems in the very short time available – often just minutes.

FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, even if they know they will face each other in the next match. The goal is for everybody to compete at an increasingly high level. Gracious Professionalism is a standard of behavior that will serve students very well when they become technology leaders.

Multi-Disciplinary:

The students will use and be exposed to many different STEM skills on any robotics trip; those include mechanical design, programming, and electronics. Beyond the many STEM skills, they also put their communication, leadership, and interpersonal skills to the test. The scouting team organizes itself complete a marathon of data collection, and then they have to organize and disseminate that data using a combination of paper, face to face communication, excel, and android app use. The drive team has to assert itself tactfully to advocate for the best strategies for our team and for alliances, even when the alliance partners may sometimes start off with dearly held, yet suboptimal strategic plans. The pit crew must work safely yet quickly and effectively to keep the robot running even when they have only minutes to work. The software team has to keep their cool and maintain their creativity as they tackle vexing bugs that pop up at the least convenient times. Business oriented members of the team will focus partly on scouting other team's organizational and business practices with plans to share ideas with our team later on. ALL students will be required to frequently practice effective communication with people they don't know.

**Linn-Mar Robotics – Fox Valley Qualifier
FIRST Tech Challenge (FTC) Qualifier Event**

Event Venue:

Hortonville High School
155 Warner Street
Hortonville, WI 54944

When:

Travel Friday afternoon/evening, 01/16/15
Event all day on Saturday, 01/17/15

Transportation:

Travel in three rental vans from Enterprise to be arranged through the transportation department

Lodging:

Quality Inn & Suites
761 Truman Street, Kimberly, WI, 54136
(920)- 788-4400

Itinerary

Friday, 01/16/15:	Saturday, 01/17/15:
8:00 AM – Drop off overnight bags in room 143B	6:30 AM Breakfast at hotel
3:05 PM – Dismiss from class early, meet in shop	7:00 AM Depart from hotel
3:20 PM – Depart LMHS	7:30 AM Team registration at event
6:00 PM – Supper on the road	8:00 AM Inspections / Interviews Begin
9:00 PM – Arrive at hotel	8:00 AM Robot maintenance/testing
10:30 PM – In rooms	8:00 AM Networking with other teams
11:00 PM – Lights Out	10:30 AM Qualifier Rounds Begin
	12:30 PM Lunch
	1:15 PM Resume Qualifier Rounds
	3:00 PM Alliance Selections
	3:30 PM Playoff Rounds
	4:30 PM Awards Ceremony
	5:30 PM Depart Event
	6:30 PM Supper on the Road
	11:30 PM Approx arrival back at LMHS

Student Role	Before Event	During Event	After Event	FRC staffing	FTC staffing
Scout	Compile team list; compile previous results for each team; scout the web for pictures/videos of robots; assist with design / testing of scouting system; assemble the materials needed to scout effectively (clipboards, copies, files, etc); learn how to use the scouting system; start to become familiar with as many team names/numbers/locations/robots as possible	Scout teams/robots in the pits; scout matches from the stands; strive to accumulate, in your own head, detailed knowledge of all teams' capabilities; try to learn the team names and numbers for ease of communication with other scouts; communicate with other scouts to exchange knowledge and analysis; assist in creation of a pick list for alliance selections; assist in compiling all of the data together; provide scouting data to the drive team for planning match strategies	Debrief with scouts to identify strengths and opportunities for our future scouting processes; save our scouting data and scouting system files in a common location accessible to the rest of the team; continue to develop improved scouting systems; share best practices between FTC and FRC teams	9	6
Scouting Captain	Coordinate and assist with scouting preparation work; become familiar with the team numbers / names / robots that will be attending the competition since there will not be much time to learn them there; prepare whatever summary forms / documents / lists / files are needed to fulfill scouting captain roles at the event	Represent the team on the field during alliance selection; coordinate the creation of the pick list; coordinate the combining of all of the scouting data into a useable format; look at robots and watch matches to become familiar with the capabilities of each robot; communicate scouting data to the drive team between matches	Coordinate and assist with debriefing / best practice sharing / communications with other LM Robotics teams / data storage work	2	1
Photographer	Assemble the necessary equipment including batteries, charger, laptop, disk storage; create a list of types of desired photographs (examples: pit crew, full field, robot on field, team group picture, etc); determine where pictures will be uploaded when finished and plan out a way to do it from the competition site if possible; work with awards presenters to provide previous photos for their media materials	Learn media rules; take the desired pictures; provide pictures to communications people for tweeting / blogging in real time; manage battery charging and picture file storage; organize / name / upload pictures as soon as possible (i.e. in hotel if applicable); coordinate with videographer to make sure we get all of the pictures and video we want and manage who has the media pass at a given time; take a picture of each robot in the pits	Organize the keeper pictures into sets to make them easy to identify and find; give pictures names / captions as appropriate; upload selected pictures to the web; coordinate with media/communications to provide pictures for post-event blogs and press releases; provide pictures to yearbook; debrief with media/communications to determine best practices for the future	1	0.5
Videographer	Assemble the necessary equipment including batteries, charger, laptop, disk storage, tripod; determine where videos will be uploaded when finished and plan out a way to do it from the competition site if possible; establish a system of creating good video descriptions that includes teams present, event location and year, and other other pertinent information; if using multiple cameras (such as GoPro on robot + sideline camera), coordinate with drive team or other people on how/when to mount the additional camera(s); establish whether we want video from sidelines or from the stands; determine if any interview of students or other people are desired for upcoming video projects	Learn media rules; keep up with the match schedule; stay with the drive team when matches approach; take videos of matches; coordinate with photographer to make sure we get still pictures of drive team, robot on field, etc (we only get one media pass); begin editing video during down time; if possible, get at least one good match video ready to post in the blog as soon as possible; be sure to continue getting video for elimination rounds; record pertinent information about each match (teams playing, match number, score) so match videos can be properly identified and described later; if possible, get a picture or short video of the score screen at the end of matches for editing into the end of videos	Edit match videos down to just the match time and scores; name and organize the videos; upload videos with good descriptions; work with communications people to incorporate video into blogs and other outgoing communications very soon after the event while interest is still high; debrief with media/communications to determine best practices for the future	1	0.5
Student FIRST Ambassador	Practice explaining FIRST to different types of audiences; if applicable, register as a student ambassador at the event in advance;	Give tours to VIP's; explain the rules to new fans; explain FIRST to people who don't know what it is; put people in touch with each other who should talk; keep a record of any promising contacts or ideas or upcoming events	Share any promising leads with the rest of the team; meet with business and awards people to debrief after event; spur discussion of current and future goals within the team	1	0.5
Awards Presenter	Talk to lots of people on the team to figure out what cool things we have done in the past and are working on now; create awards presentation media materials (video, slides, handouts, etc); plan out the presentations; practice presenting; get feedback and modify the presentations accordingly	Make our awards presentations to the judges; dress professionally; talk to other teams to find out what they are presenting and what types of cool things they have been doing; create a record of the cool stuff you learned about	Debrief on awards presentations; meet as a sub-team (with business team) to discuss the findings; determine which items are worth trying out; suggest new practices for Linn-Mar Robotics; spur discussion within the larger team about how well we're reaching our goals, what our goals should be for the future, and how we should be striving to achieve those goals.	1	all
Business Networking / Best Practices	Assemble materials about our team and our processes to share with other teams	Talk to lots of teams; ask them how their teams are organized; get pit design ideas; figure out how they network with their community and attract sponsors; find ways to productively connect with other teams after the event	Meet as a sub-team to discuss the findings from the event; determine which items are worth sharing with others on the team; suggest new practices for Linn-Mar Robotics	0.5	0.5
Helper (other teams)	Assemble materials and expertise that will help other teams, such as bumper pieces, inexpensive spare parts, tools, literature, files; consider reaching out to teams preemptively	Help rookie teams with robot software and mechanical issues; help teams through inspections; help teams with their scouting		1	0.5
Event Volunteer	Register as an event volunteer; acquire any necessary training	Volunteer at the event		1	1

Student Role	Before Event	During Event	After Event	FRC staffing	FTC staffing
Pit Representative	Become familiar with our team's robot, history, awards presentations, outreach, and other important aspects of our team. Prepare some short introductory elevator speech material. Prepare to talk to different types of people in the pits, including such people as members of other teams, team mentors, volunteers, VIP's, judges, and random spectators who are new to FIRST. Assemble useful visual aids, such as robot parts, video, pictures, notebook, or whatever else might come in handy.	Talk to pit visitors; explain our team's robot, processes, history, build season, outreach, and other aspects of our team. Exchange team contact information if a future connection seems possible. Make a record of any promising new contacts or ideas for the future.	Meet with Business and awards people to share new ideas as applicable.	1	1
Safety Captain	Assemble any safety materials needed on the trip to keep the pit safe, clean, and organized; includes things like first aid kit (check if it is stocked properly), battery spill kit, trash can, pad tiles, organizational shelves or containers; Be prepared to explain our team's safety practices to any visitors who ask about it; become familiar with the team's general history, outreach, robot, and other pertinent info since you will also be a pit representative	Watch out for any unsafe situations in the pits and stop work to correct them as necessary; help the team keep the pit clean - not necessarily by being the maid, but by helping to pick up and reminding everybody else in the pit to help out when time permits; help to find good places for everything in the pit to make it easier to keep things clean; help the pit crew safely load in and load out; seek best practices from other teams and record them for future reference	Debrief with pit crew after the competition; if applicable, propose new safety / organization equipment or practices to incorporate into our future pit setup	1	0
Pit Crew Robot	Create a list of items needed in the pit during the competition; assemble those items prior to the competition; go over safety practices with the safety captain; be prepared to be a pit representative to visitors by learning the team's general history, outreach, robot, etc.	Work safely; keep the pit clean; keep the robot running; install upgrades as necessary; talk with pit visitors; meet other teams that are near us in the pits and help them out when they can use it; look for best practices in other teams' pits and record any useful findings; record robot ideas that come up or robot design practices to avoid for the future	Debrief after the competition; add any new items needed to our list of needed pit items; propose changes to our pit procedures or setup; propose future best practices for robot design	2	2
Drive Team	Learn the game rules very well; practice appropriate game skills; learn all about our planned strategies; learn all about our robot; watch game video if any exists yet; help create a pre-match and post-match robot checklist; have some questions to ask the referees at the drivers meeting; learn some basic robot maintenance skills if not already proficient; discuss the basic field / match procedures with experienced drive team members; prepare to be a pit representative by learning about the team's history, robot, and outreach; practice some tactful and effective ways to discuss match strategy with other teams; learn about the other teams at the event (robots, names, numbers, match videos); look for the latest game strategies online in forums and videos	Represent our team in a positive way, including when things don't go our way; seek out other drive teams for strategy discussions; deal respectfully with other drive teams, including members of opponent alliances; thank the volunteers and treat them with respect; help with robot maintenance; stay hydrated and fed; work safely in the pits; talk with pit visitors; meet with scouts to get information on upcoming matches; provide insights to the scouts about other teams and robots	Debrief; make adjustments and practice for future competitions if applicable; otherwise switch into other roles for offseason work	4	3
Communications	Get setup with Twitter and blog access; work with mentors to learn general guidelines for sending communications out to the world on the web (staying positive, using professional sounding language, types of things that are relevant or not relevant to communicate)	Tweet updates as the competition progresses; post at least one blog update per day of competition; work with photo / video people to get media materials	Post detailed competition results on the blog very promptly after the competition ends, including pictures; update the website history to include the new results	0.5	0.5
Scout - Pit Runner	Meet with scouts, pit crew, and drivers (including mentors for those groups) to determine the needs of each group. Create a checklist of responsibilities to be fulfilled during the competition.	Travel between the pit and stands; pass info between scouts and drive team; bring fresh batteries to scouts; make printouts in pit for scouts / drive team	Report to the group on what went well with this job and what needs to be improved in the future. This may include different processes, different equipment, better communication, better planning, etc.	0.5	0.5
Logistics Captain	Create and review a checklist of items to be completed during the competition related to competition logistics.	Manage to the checklist (i.e. Batteries, Bot's, Team members), ensuring that all relevant items are completed when necessary.	followup, capture best practices, update checklist	1	1
Intern Leader	Recruit/Train/coordinate 8th Grade Interns. Parental communications	Manage the 8th Grade Interns.	followup, get an evaluation from the Interns, next event/activity interest		
Pit Crew Marketing	Determine the uniform of the day, bling, business cards, literature,	setup Pit aesthetics, keep the Pit clean and a positive presence. Coordinate with the Pit Representatives to ensure coverage through out the event. Visit other pits to find best practices from other teams.	Report to the team on best practices from our team, best practices from other teams, and any issues or recommended changes to our pit marketing practices.		

Request for Cheer Bowl Game Trip

Requestor: Erin Taylor etaylor@linnmar.k12.ia.us

Date of request: 12/10/2014

Date of trip: Approx. 12/28/15-1/3/16

Location of trip: Jacksonville, FL

Vender: WorldStrides Heritage Performances

Transportation: Charter bus to and from Jacksonville, WorldStrides Heritage handles our transportation while in Jacksonville

Hotel: Hotel is TBD by WorldStrides Heritage

Participants: Varsity Cheerleaders (15-25 cheerleaders), one coach, multiple parent chaperones

Cost: Approx \$800 per cheerleader for hotel, meals, practices, and bowl game, \$400 for bus to and from Jacksonville. *If we send in our deposit by 1/16/2015 we can receive up to a \$2500.00 credit*

Fundraiser: Poster Sponsors

Explanation: Linn-Mar cheer was recently invited to perform at a bowl game in Jacksonville, FL for the 2015-2016 season. WorldStrides Heritage is the group that we performed with in the 2013-2014 Sugar Bowl. We had such a wonderful experience last year that I would like to give the girls this opportunity again next year. None of the girls that will be on Varsity next year went on the last bowl game trip because they were not old enough. *If we can get this approved early and pay our deposit then our team will receive up to a \$2500.00 credit.*



received
12.11.14 (80)

Code 603.3-R2

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Field Trips Criteria:

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.	✓	
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		✓
School Administrator Approval		<i>Timothy Blue</i>	Date	12/12/14
District Administrator Approval		<i>Rick A. Lomide</i>	Date	12/15/14
Board Approval			Date	1/12/15

- 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

Early Registration Campaign – Dance Cheer

Dance

	Group of 15 FPP or less	Group of 16 FPP or more
Now ↓ January 16, 2015 (promoted and system deadline – hard deadline)	NO INCENTIVE	Grant of \$2,000 Ipad (the Ipad Air – Wifi – 16 GB) (can be substituted for \$500 grant)
January 19, 2015 ↓ March 2, 2015 (promoted and system deadline – hard deadline)	NO INCENTIVE	Grant of \$1,000 Bose speakers (can be substituted for \$350 grant)
March 3, 2015 ↓	NO SPECIAL OFFER	

Eligibility requirements:

- Travel dates between 07/01/2015 and 06/30/2016
- Bowl Games or Indy 500 or Hollywood (no custom programs)



Join WorldStrides Heritage Performance programs in sunny Jacksonville, Florida to perform in the TaxSlayer Bowl Halftime Show and Downtown TaxSlayer Bowl Parade! Instead of choosing between attending a cheer camp or convention and performing on a big stage, why not get it all? The TaxSlayer Bowl offers your cheer team an opportunity unlike any other. The game itself averages more than 70,000 fans in attendance. Squads of all levels and size are invited; take advantage of world-class cheer education and grow your program with the performance experience of a lifetime!

The TaxSlayer Bowl Package Highlights

Performance inclusions:

- Performance in the TaxSlayer Bowl halftime show finale*
- Gator Bowl Cheer Clinics
- Kick off the televised Downtown TaxSlayer Bowl Parade

Included group activities:

- TaxSlayer Bowl game ticket
- New Year's Day Dinner, Dance, and Recognition Event
- Latitude 30 Event
- Three breakfasts and two lunches

Benefits of traveling with WorldStrides Heritage Performance programs:

- Quality hotel accommodations
- Nationally acclaimed choreographers
- Souvenir gift for each participant
- Participation Plaque for each group
- Director's gift
- Show costume
- Ground transportation to and from all events
- Medical, accident, and liability insurance coverage
- Opportunity for students to earn high school academic credit
- Opportunity for directors to earn professional development

Optional group activities:**

- Disney World®
- Jacksonville Zoo
- St. Augustine
- Universal Studios®
- Ripley's Believe It or Not!

*This event is open to performers ages 7-20. Minimum group size is 6 performers.

**Optional group activities may require additional fees. Contact your WorldStrides Heritage Performance representative for details.

Call Today! 1-888-242-7597

www.worldstridesheritageperformance.org



Sample Itinerary

	Morning	Afternoon	Evening
DAY 1			
December 30, 2014		Hotel and WorldStrides Heritage Performance Check-in	Directors Reception & Evening Halftime Rehearsals
DAY 2			
December 31, 2014	Breakfast served at the hotel Morning Halftime Show Rehearsals	TaxSlayer Bowl Cheerleading Camp	Spend the afternoon at Latitude 360, Jacksonville's best venue for luxury entertainment, arcade, bowling, movies and more!
DAY 3			
January 1, 2015	Breakfast served at the hotel Morning Halftime Show Rehearsals	Perform in the Downtown TaxSlayer Bowl Parade	New Year's Day Gala and Awards Ceremony
DAY 4			
January 2, 2015	Breakfast served at the hotel Final Halftime Dress Rehearsal	TaxSlayer Bowl Kicks Off	
DAY 5			
January 3, 2015	After a good night's rest, enjoy the city a bit more before departing for home.		

Take advantage of these **unique director benefits** when you travel with WorldStrides Heritage Performance programs:

- Travel free with a minimum number of full-paying participants
- Earn rewards in the form of scholarships, airline tickets, or a cash stipend to be used at your discretion
- Advance your teaching career through free professional development and low-cost graduate credit
- Learn from top choreographers as they share new techniques on coaching performers
- Expand your program by recruiting and retaining top talent
- Benefit from WorldStrides Heritage Performance-generated press releases and media drawing attention to your group's achievements*

*WorldStrides Heritage Performance programs cannot guarantee placement of articles submitted on behalf of any performing group.

listen.DESIGN.deliver



COST PROPOSAL

Linn-Mar High School Gym Bleachers.
Linn-Mar Community School District

DLR Group

6200 Aurora Avenue, Ste. 210W
Des Moines, IA 50322
515/276-8097
dlrgroup.com



Project Schedule

Project	Linn-Mar High School - Gymnasium Bleacher Contract
Project No.	11-13105-21
Date	November 24 2014

SUMMARY

The current main gym of Linn-Mar High School hosts approximately 2,102 bleachers total between the north and south ends.

The District would like to replace the seating with an updated bleacher system with a similar quantity of seating to meet current regulatory requirements

1.0 CONSTRUCTION DOCUMENTS

1.1	Linn-Mar CSD Notice to Proceed		
1.2	Initial Meeting with LMHS Admin / Staff	December 2014	
1.3	Document Preparation	Dec 2014 / Jan 2015	
1.4	Christmas Holiday	December 25 / 26 2014	
1.5	New Years Day Holiday	January 1 / 2 2015	
1.6	Follow-up Meeting w/ LMHS Admin / Staff	January 2015	
1.7	Establish Bid Date and Public Hearing	January 12 2015	Reg Bd Mtg @ 7pm
1.8	DLR Group QA Review Meeting	wk of Jan 12 2015	

2.0 BIDDING

2.1	Contract Documents Issued for Bidding	January 19 2015	
2.2	Public Advertisement of Public Hearing	Jan 6 - Jan 21	<i>not less than 4 days nor more than 20 days prior</i>
2.3	Public Advertisement of Bid Opening	Dec 20 - Jan 29	<i>more than 4 days, not more than 45 days prior</i>
2.4	Public Hearing	January 26 2015	Reg Bd Mtg @ 7pm
2.5	Addendum CC-1	January 27 2015	
2.6	Bid Opening	February 3 2015	@ 2pm

3.0 CONSTRUCTION

3.1	Anticipated Approval of Constr Contracts	February 9 2015	Reg Bd Mtg @ 7pm
3.2	Anticipated Start of Construction	June 8 2015	
3.3	Substantial Completion	July 24 2015	
3.4	School Starts	August 17 2015	

PROJECT EXPENSE SUMMARY



Project Linn-Mar High School - Gym Bleachers Replacement
 Project No. 11-13105-21
 Date November 24 2014
 Phase PRE-DESIGN

Expense Item	Budget Amount	Comments
SITE ACQUISITION	\$ -	
OFF SITE DEVELOPMENT		
CONSTRUCTION EXPENSES		
Gym Bleacher Replacement	\$ 266,795	<i>approx. 2,100 seats - final To Be Determined</i>
SUB TOTAL	\$ 266,795	
PROFESSIONAL FEES		
Architectural / Engineering	\$ 9,500	
PROFESSIONAL FEES (OTHER)		
Site Survey	\$ -	<i>Not Required</i>
Geotechnical Engineering	\$ -	<i>Not Required</i>
Ground Source Conductivity	\$ -	<i>Not Required</i>
Construction Testing/Spcl Inspections	\$ -	<i>Not Required</i>
Storm Water Discharge Inspection	\$ -	<i>Not Required</i>
Food Service Consulting	\$ -	<i>Not Required</i>
Traffic Impact Study	\$ -	<i>Not Required</i>
Mech/Elec Life Cycle Cost Analysis	\$ -	<i>Not Required</i>
MISCELLANEOUS FEES		
Construction Document Printing	\$ 600	
Misc. Reimbursables	\$ 600	
SUB TOTAL	\$ 277,495	
BUDGET CONTINGENCIES		
Cost Escalation / Design / Planning	\$ -	
Construction Phase	\$ 13,340	
TOTAL CONSTRUCTION EXPENSE	\$ 290,835	
Fixtures, Furnishings, Equipment (FFE)	\$ -	
TOTAL PROJECT EXPENSE	\$ 290,835	

DLR Group will provide Architectural Services to prepare a bleacher replacement bid package to be competitively bid, issue bidding documents to potential bidders and provide construction administration services for the installation of a new bleacher system
 Bleacher installation to occur during Summer 2015, while school/activities are not in session

listen.DESIGN.deliver



DLR Group

Architecture Engineering Planning Interiors



PROFESSIONAL SERVICES AGREEMENT

ATTN: Rick Ironside
CLIENT: Linn-Mar Community School District
2999 North 10th Street
Marion, IA 52302-5499

PROJECT: Linn-Mar 2015 Bldg Env Repairs-Oak Ridge

PROJECT LOCATION: Marion, IA

DATE OF AGREEMENT: January 7, 2015

PROJECT DESCRIPTION

The project consists of Phase 2 Building Envelope Repairs at Oak Ridge Middle School. In August 2010, Shive-Hattery conducted evaluations of window assemblies, curtainwall assemblies, flashings, and aluminum composite panels, and forensic testing, which were presented in a report dated October 13, 2010. Shive-Hattery also complete investigation and testing in December of 2014 on the result of Phase 1 work.

Based on the findings in the report and testing, building envelope repairs for Oak Ridge Middle School were recommended to be performed in two phases.

SCOPE OF SERVICES

We will provide the following services for the project:

Architecture

These services will consist of the following tasks:

1. Design Phase
 - A. Conduct an initial destructive investigation to evaluate conditions and necessary scope of repairs.
 - 1) Work with a window contractor to test potential solutions for thermal issues including windows from Phase 1.
 - B. Conduct a meeting with Linn-Mar Community School District's personnel to discuss the improvements to be made.
 - C. Visit the site to gather data for use in the repair design.
 - D. Design repairs for window thermal issues, including windows in Phase 1 work based on the results from the testing conducted.
 - E. Prepare drawings and technical specifications suitable for obtaining competitive bids for construction.
 - F. Develop protective bid alternates. Base Bid to include Media Center curtainwall and



parapet repairs. Alternates are to include south classroom windows and parapet repairs.

- G. Prepare bidding requirements including invitation to bid, notices of hearing and bid letting, instructions to bidders, bid security forms, and bid form.
 - H. Prepare contract forms utilizing AIA documents including the agreement between the owner and contractor, conditions of the contract, and payment and performance bond.
 - I. Prepare an opinion of construction costs at the completion of the design work.
 - J. Review the proposed bid documents and cost opinion with your staff.
 - K. Submit plans and specifications electronically to Rapids Reproduction for distribution to planhouses and planholders. Rapids will manage the planholders' list.
2. Bid Phase
- A. Issue bidding documents through Rapids Reproduction's website.
 - B. Conduct a prebid meeting and respond to questions from construction contractors as they review the documents and prepare their bids. Generate a written summary and distribute to those attending the meeting.
 - C. Prepare and issue addenda, if needed.
 - D. Assist in opening and evaluating the bids. Provide a bid tabulation and letter of recommendation of award.
3. Construction Administration and On-Site Construction Observation Services Phase
- A. Prepare Notice of Award and construction contract. Proceed with obtaining performance and payment bonds and Certificate of Liability Insurance.
 - B. Conduct a pre-construction meeting; generate a written summary and distribute to those attending the meeting.
 - C. Perform on-site construction observation visits to observe and report on work-in-progress. At least one visit per 5 working days will be made. For the purpose of this proposal, we are assuming a nine-week construction period.
 - D. Provide written reports to you relative to the progress of the work.
 - E. Review change orders, project submittals, and contractor's pay requests.
 - F. Conduct one (1) initial and one (1) final post-construction review of the work and generate a written punch-list of items requiring attention as required.
 - G. Prepare closing documents upon completion of construction, and assist in obtaining executed documents to conclude the work.
 - H. Quality assurance commissioning testing will be the responsibility of the Contractor.
 - I. Review Contractor's Operations and Maintenance Manuals and turn over to Owner.

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

- 1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.
- 2. Legal, accounting, and insurance counseling services or other consultants, including

geotechnical, or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.

3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.
5. Provide contractor services for the initial destructive investigation prior to commencement of work.
6. Provide site access to Shive-Hattery personnel.
7. Design for asbestos abatement in areas affected by construction activity. Asbestos in those areas must be removed prior to the start of construction.

SCHEDULE

We have begun our services based on your verbal authorization to proceed. After you have returned this countersigned Agreement, we will release our work product.

- The services shall be performed in accordance with the attached schedule.

COMPENSATION

Description	Fee	Fee Type	Reimbursable Expenses
Building Envelope Repairs	\$20,800.00	Fixed Fee	Included in fee
Contractor window seal testing	\$0.00	Fixed Fee	\$1,200.00
TOTAL	\$20,800.00		\$1,200.00

Fee Types:

- Fixed Fee - We will provide the Scope of Services for the fee amount(s) listed above.

Reimbursable Expenses:

- Estimated amount - The estimated Reimbursable Expense amount(s) above will be reimbursed in accordance with our Reimbursable Expense Fee Schedule in effect at the time that the expense is incurred. We will not exceed the amount(s) without your prior authorization.
- Included in fee – Expenses have been included in the fee amount.

The terms of this proposal are valid for 30 day(s) from the date of this proposal.

ADDITIONAL SERVICES

The following are additional services you may require for your project. We can provide these services but they are not part of this proposal at this time.

1. Asbestos and abatement design.
2. Asbestos-abatement air monitoring services during construction. If abatement is necessary, we will provide an amendment to this project order for this service. Services will be provided

on an hourly rate plus expenses basis. We will include an estimated cost in our amendment.

3. Rebidding or re-design of the building envelope project after the initial bid opening.
4. Leak investigations requiring destructive or non-destructive testing.
5. Building Envelope Commissioning.

OTHER TERMS

STANDARD TERMS AND CONDITIONS

Copyright © Shive-Hattery July 2013

PARTIES

"S-H" shall mean Shive-Hattery, Inc., Shive-Hattery A/E Services, P.C., or Design Organization, a Division of Shive-Hattery, Inc.
"CLIENT" shall mean the person or entity executing this Agreement with "S-H."

LIMITATION OF LIABILITY AND WAIVER OF CERTAIN DAMAGES

The CLIENT agrees, to the fullest extent of the law, to limit the liability of S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, to the CLIENT and any person or entity claiming by or through the CLIENT, for any and all claims, damages, liabilities, losses, costs, and expenses including reasonable attorneys' fees, experts' fees, or any other legal costs, in any way related to the Project or Agreement from any cause(s) to an amount that shall not exceed the compensation received by S-H under the agreement or fifty thousand dollars (\$50,000), whichever is greater. The parties intend that this limitation of liability apply to any and all liability or cause of action, claim, theory of recovery, or remedy however alleged or arising, including but not limited to negligence, errors or omissions, strict liability, breach of contract or warranty, express, implied or equitable indemnity and all other claims, which except for the limitation of liability above, the CLIENT waives.

CLIENT hereby releases S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, and none shall be liable to the CLIENT for consequential, special, exemplary, punitive, indirect or incidental losses or damages, including but not limited to loss of use, loss of product, cost of capital, loss of goodwill, lost revenues or loss of profit, interruption of business, down time costs, loss of data, cost of cover, or governmental penalties or fines.

INDEMNIFICATION

Subject to the limitation of liability in this Agreement, S-H agrees to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, shareholders, employees, contractors, subcontractors and consultants against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees, experts' fees, or other legal costs to the extent caused by S-H's negligent performance of service under this Agreement and that of its officers, directors, shareholders, and employees.

The CLIENT agrees to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, and affiliated companies against all damages, liabilities, losses, costs, and expenses including, reasonable attorneys' fees, expert's fees, and any other legal costs to the extent caused by the acts or omissions of the CLIENT, its employees, agents, contractors, subcontractors, consultants or anyone for whom the CLIENT is legally liable.

HAZARDOUS MATERIALS - INDEMNIFICATION

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold S-H, its officers, directors, shareholders, employees, agents, consultants and affiliated companies, and any of them harmless from and against any and all claims, liabilities, losses, costs, or expenses including reasonable attorney's fees, experts' fees and any other legal costs (including without limitation damages to property, injuries or death to persons, fines, or penalties), arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalies, toxic chemicals, liquids, gases, polychlorinated biphenyl, petroleum contaminants spores, biological toxins, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

STANDARD OF CARE

Services provided by S-H under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances on projects of similar size, complexity, and geographic location as that of the Project. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

RIGHT OF ENTRY

The CLIENT shall provide for entry for the employees, agents and subcontractors of S-H and for all necessary equipment. While S-H shall take reasonable precautions to minimize any damage to property, it is understood by the CLIENT that in the normal course of the project some damages may occur, the cost of correction of which is not a part of this Agreement.

PAYMENT

Unless otherwise provided herein, invoices will be prepared in accordance with S-H's standard invoicing practices then in effect and will be submitted to CLIENT each month and at the completion of the work on the project. Invoices are due and payable upon receipt by the CLIENT. If the CLIENT does not make payment within thirty (30) days after the date the invoice was mailed to the CLIENT, then the amount(s) due S-H shall bear interest due from the date of mailing at the lesser interest rate of 1.5% per month compounded or the maximum interest rate allowed by law. In the event that S-H files or takes any action, or incurs any costs, for the collection of amounts due it from the client, S-H shall be entitled to recover its entire cost for attorney fees and other collection expenses related to the collection of amounts due it under this Agreement. Any failure to comply with this term shall be grounds for a default termination.

TERMINATION

Either party may terminate this Agreement for convenience or for default by providing written notice to the other party. If the termination is for default, the non-terminating party may cure the default before the effective date of the termination and the termination for default will not be effective. The termination for convenience and for default, if the default is not cured, shall be effective seven (7) days after receipt of written notice by the non-terminating party. In the event that this Agreement is terminated for the convenience of either party or terminated by S-H for the default of the CLIENT, then S-H shall be paid for services performed to the termination effective date, including reimbursable expenses due, and termination expenses attributable to the termination. In the event the CLIENT terminates the Agreement for the default of S-H and S-H does not cure the default, then S-H shall be paid for services performed to the termination notice date, including reimbursable expenses due, but shall not be paid for services performed after the termination notice date and shall not be paid termination expenses. Termination expenses shall include expenses reasonably incurred by S-H in connection with the termination of the Agreement or services, including, but not limited to, closing out Project records, termination of subconsultants and other persons or entities whose services were retained for the Project, and all other expenses directly resulting from the termination.

INFORMATION PROVIDED BY OTHERS

S-H shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to S-H such information, including electronic media, as is available to the CLIENT and the CLIENT's consultants and contractors, and S-H shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is difficult for S-H to assure the accuracy, completeness and sufficiency of such client-furnished information, either because it is provided by others or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them, from and against any and all claims, liabilities, losses, costs, expenses (including reasonable attorneys' fees, experts' fees, and any other legal costs) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the CLIENT.

UNDERGROUND UTILITIES

Information for location of underground utilities may come from the CLIENT, third parties, and/or research performed by S-H or its subcontractors. S-H will use the standard of care defined in this Agreement in providing this service. The information that S-H must rely on from various utilities and other records may be inaccurate or incomplete. Therefore, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them for all claims, losses, costs and damages arising out of the location of underground utilities provided or any information related to underground utilities by S-H under this Agreement.

CONTRACTOR MATTERS

CLIENT agrees that S-H shall not be responsible for the acts or omissions of the CLIENT's contractor, or subcontractors, their employees, agents, consultants, suppliers or arising from contractor's or subcontractors' work, their employees, agents, consultants, suppliers or other entities that are responsible for performing work that is not in conformance with the construction Contract Documents, if any, prepared by S-H under this Agreement. S-H shall not have responsibility for means, methods, techniques, sequences, and progress of construction of the contractor, subcontractors, agents, employees, agents, consultants, or others entities. In addition, CLIENT agrees that S-H is not responsible for safety at the project site and that safety during construction is for the CLIENT to address in the contract between the CLIENT and contractor.

SHOP DRAWING REVIEW

If, as part of this Agreement S-H reviews and approves Contractor submittals, such as shop drawings, product data, samples and other data, as required by S-H, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. S-H's review shall be conducted with reasonable promptness while allowing sufficient time in S-H's judgment to

permit adequate review. Review of a specific item shall not indicate that S-H has reviewed the entire assembly of which the item is a component. S-H shall not be responsible for any deviations from the contract documents not brought to the attention of S-H in writing by the Contractor. S-H shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

OPINIONS OF PROBABLE COST

If, as part of this Agreement S-H is providing opinions of probable construction cost, the CLIENT understands that S-H has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that S-H's opinions of probable construction costs are to be made on the basis of S-H's qualifications and experience. S-H makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

CONSTRUCTION OBSERVATION

If, as part of this Agreement S-H is providing construction observation services, S-H shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. Unless otherwise specified in the Agreement, the CLIENT has not retained S-H to make detailed inspections or to provide exhaustive or continuous project review and observation services. S-H does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, its subcontractors, employees, agents, consultants, suppliers or any other entities furnishing materials or performing any work on the project.

S-H shall advise the CLIENT if S-H observes that the contractor is not performing in general conformance of Contract Documents. CLIENT shall determine if work of contractor should be stopped to resolve any problems.

OTHER SERVICES

The CLIENT may direct S-H to provide other services including, but not limited to, any additional services identified in S-H's proposal. If S-H agrees to provide these services, then the schedule shall be reasonably adjusted to allow S-H to provide these services. Compensation for such services shall be at S-H's Standard Hourly Fee Schedule in effect at the time the work is performed unless there is a written Amendment to Agreement that contains an alternative compensation provision.

OWNERSHIP & REUSE OF INSTRUMENTS OF SERVICE

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by S-H as instruments of service shall remain the property of S-H. The CLIENT shall not reuse or make any modifications to the plans and specifications without the prior written authorization of S-H. The CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless S-H its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them from any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to any unauthorized reuse or modifications of the construction documents by the CLIENT or any person or entity that acquires or obtains the plans and specifications from or through the CLIENT without the written authorization of S-H.

DISPUTE RESOLUTION

If a dispute arises between S-H and CLIENT, the executives of the parties having authority to resolve the dispute shall meet within thirty (30) days of the notification of the dispute to resolve the dispute. If the dispute is not resolved within such thirty (30) day time period, CLIENT and S-H agree to submit to non-binding mediation prior to commencement of any litigation and that non-binding mediation is a precondition to any litigation. Any costs incurred directly for a mediator, shall be shared equally between the parties involved in the mediation.

EXCUSABLE EVENTS

S-H shall not be responsible for any event or circumstance that is beyond the reasonable control of S-H that has a demonstrable and adverse effect on S-H's ability to perform its obligations under this Agreement or S-H's cost and expense of performing its obligations under this Agreement (an "Excusable Event"), including without limitation, a change in law or applicable standards, actions or inactions by a governmental authority, the presence or encounter of hazardous or toxic materials on the Project, war (declared or undeclared) or other armed conflict, terrorism, sabotage, vandalism, riot or other civil disturbance, blockade or embargos, explosion, epidemic, quarantine, strike, lockout, work slowdown or stoppage, accident, act of God, failure of any governmental or other regulatory authority to act in a timely manner, unexcused act or omission by CLIENT or contractors of any level (including, without limitation, failure of the CLIENT to furnish timely information or approve or disapprove of S-H's services or work product promptly, delays in the work caused by CLIENT, CLIENT's suspension, breach or default of this Agreement, or delays caused by faulty performance by the CLIENT or by contractors of any level). When an Excusable Event occurs, the CLIENT agrees S-H is not responsible for damages, nor shall S-H be deemed to be in default of this Agreement, and S-H shall be entitled to a change order to equitably adjust for S-H's increased time and/or cost to perform its services due to the Excusable Event.

ASSIGNMENT

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

SEVERABILITY, SURVIVAL AND WAIVER

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and S-H shall survive the completion of the services hereunder and the termination of this Agreement. The failure of a party to insist upon strict compliance of any term hereof shall not constitute a waiver by that party of its rights to insist upon strict compliance at a subsequent date.

GOVERNING LAW

This Agreement shall be governed pursuant to the laws in the state of the locale of the S-H office address written in this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of S-H to provide equal employment opportunities for all. S-H enforces the following acts and amendments as presented by Federal government or State governments: Title VII of the Civil Rights Act of 1965, Age Discrimination in Employment ACT (ADEA), Americans With Disabilities Act (ADA), Iowa Civil Rights Act of 1965, and Illinois Human Rights Act [775ILCS 5]. S-H will not discriminate against any employee or applicant because of race, creed, color, religion, sex, national origin, gender identity, sexual orientation, marital status, ancestry, veteran status, or physical or mental handicap, unless related to performance of the job with or without accommodation.

COMPLETE AGREEMENT

This Agreement constitutes the entire and integrated agreement between the CLIENT and S-H and supersedes all prior negotiations, representations and agreements, whether oral or written. If the CLIENT issues a Purchase Order of which this Agreement becomes a part, the terms of this Agreement shall take precedence in the event of a conflict of terms.

AGREEMENT

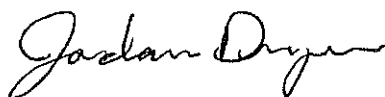
This proposal shall become the Agreement for Services when accepted by both parties. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Agreement. The Client representative signing this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the Client.

To return a hardcopy of this proposal to us, please return a signed copy to us in the enclosed envelope.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

Sincerely,

SHIVE-HATTERY, INC.



Jordan Dreyer, Project Manager
jdreyer@shive-hattery.com

AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: Linn-Mar Community School District

BY: _____ **TITLE:** _____
(signature)

PRINTED NAME: _____ **DATE ACCEPTED:** _____

CC: Clay Gish, SH
Mitch Kelchen, SH
Russ Murphy, SH

PROFESSIONAL SERVICES AGREEMENT

ATTN: Rick Ironside
CLIENT: Linn-Mar Community School District
2999 North 10th Street
Marion, IA 52302-5499

PROJECT: Linn-Mar CSD 2015 Linn-Mar HS Roof Improvements

PROJECT LOCATION: Marion, IA

DATE OF AGREEMENT: December 15, 2014

PROJECT DESCRIPTION

The Linn-Mar CSD 2015 Building Improvements Program will consist of roof replacement and restoration of Linn-Mar High School (Roof Levels: P and Q).

SCOPE OF SERVICES

We will provide the following services for the project:

Roof and Building Envelope Services

These services will consist of the following tasks:

1. Design Phase

- A. Conduct meetings with Client's personnel to discuss the improvements to be made.
- B. Visit the sites to gather data for use in the roof design.
- C. Sample the roof membranes and flashings and have an independent lab test for the presence of asbestos.
- D. Prepare drawings and technical specifications suitable for obtaining competitive bids for construction.
- E. Prepare bidding requirements including invitation to bid, notices of hearing and bid letting, instructions to bidders, bid security forms, and bid form.
- F. Prepare contract forms utilizing AIA documents including the agreement between the Client and Contractor, conditions of the contract, and payment and performance bond.
- G. Prepare an opinion of construction costs at the completion of the design work.
- H. Review the proposed bid documents and cost opinion with Client.
- I. Submit plans and specifications electronically to Rapids Reproduction for distribution to planhouses and planholders. Rapids will manage the planholders' list.

2. Bid Phase

- A. Issue bidding documents through Rapids Reproduction's website.
- B. Conduct a prebid meeting and respond to questions from construction contractors as



they review the documents and prepare their bids. Generate a written summary and distribute to those attending the meeting.

- C. Prepare addenda, if needed. Issue addenda via Rapids Reproduction.
- D. Assist in opening and evaluating the bids. Provide a bid tabulation and letter of recommendation of award.

3. Construction Phase

- A. Prepare a single Notice of Award and construction contract.
 - 1) Proceed with obtaining performance and payment bonds and Certificate of Liability Insurance.
 - 2) Additional contract awards will be provided at a fixed fee of \$3,000 (duplicated efforts include: contracts, submittals and closing documents).
- B. Conduct a pre-construction meeting; generate a written summary and distribute to those attending the meeting.
- C. Conduct a pre-installation conference at each site; generate a written summary and distribute to those attending the meeting.
- D. Perform on-site construction observation visits to observe and provide reports on work-in-progress. At least one visit to each site per 5 (five) working days will be made. For the purpose of this proposal, we are assuming a three-week construction period.
- E. Provide written reports to you relative to the progress of the work.
- F. Review project submittals and shop drawings. Review, prepare and process RFI's, ITC's, Change Order Requests, Change Orders and contractor's pay requests.
- G. Conduct one post-construction review of the work onsite and generate a written punchlist of items requiring attention.
- H. Conduct one follow-up review of punchlist items at each site as necessary.
- I. Prepare closing documents upon completion of construction, and assist in obtaining executed documents to conclude the work.

CLIENT RESPONSIBILITIES

It will be your responsibility to provide the following:

- 1. Identify a Project Representative with full authority to act on behalf of the Client with respect to this project. The Client Project Representative shall render decisions in a timely manner in order to avoid delays of Shive-Hattery's services.
- 2. Legal, accounting, and insurance counseling services, other consultants or vendors that may be necessary. The Client shall coordinate these services with those services provided by Shive-Hattery.
- 3. Provide to Shive-Hattery any available drawings, survey plats, testing data and reports related to the project, either hard copy or electronic media. Electronic media is preferred.
- 4. Unless specifically included in the Scope of Services to be provided by Shive-Hattery, the Client shall furnish tests, inspections, permits and reports required by law, regulation or code including but not limited to hazardous materials, structural, mechanical, chemical, air pollution and water pollution tests.

5. Provide site access to Shive-Hattery personnel.
6. Guidance on new design, relative to fire and wind requirements and desired performance characteristics in the following areas: a) physical and chemical attributes, b) design and technical aspects and c) application methods.

SCHEDULE

We will begin our services upon receipt of this Agreement executed by you which will serve as a notice to proceed.

- The services shall be performed in accordance with the attached schedule in Exhibit A.

COMPENSATION

Description	Fee	Fee Type	Reimbursable Expenses
Design Phase	\$10,550	Fixed Fee	\$1,750
Bid Phase	\$3,500	Fixed Fee	Included in fee
Construction Phase	\$6,450	Fixed Fee	Included in fee
TOTAL	\$20,500		\$1,750

Fee Types:

- Fixed Fee - We will provide the Scope of Services for the fee amount(s) listed above.

Reimbursable Expenses:

- Estimated amount - The estimated Reimbursable Expense amount(s) above will be reimbursed in accordance with our Reimbursable Expense Fee Schedule in effect at the time that the expense is incurred. We will not exceed the amount(s) without your prior authorization.
- Included in fee – Expenses have been included in the fee amount.

See attached Reimbursable Expense Fee Schedule.

The terms of this proposal are valid for 30 day(s) from the date of this proposal.

ADDITIONAL SERVICES

The following are additional services you may require for your project. We can provide these services but they are not part of this proposal at this time.

1. Asbestos-abatement design and construction administration services.
2. Separate bid packages issued and bid at separate dates and times. Additional costs would consist of design, bidding and expenses associated with the separate bid packages.
3. Rebidding or re-design of the project after the initial bid opening.
4. Review, design, bid and construction services for the replacement of additional roof systems that are not herein described.
5. Professional services required to obtain roof repairs from a manufacturer and/or contractor who refuses to honor a warranty.

6. Perform a visual survey of all roof levels with warranted roofing systems that are one, five, and nine years old for the purpose of documenting deficiencies and coordinating their repair with the membrane manufacturer.
7. Provide an opinion of which roof levels will most benefit from maintenance activities. Some of the roof systems could benefit significantly when minor improvements are made. An example of this is stripping or taping seams of ten-year old EPDM roofs.
8. Provide assistance on small roof maintenance projects as required. Define scope of services for contractors. After agreement by Cedar Rapids Community School District, coordinate with contractors completing the maintenance work.
9. Leak investigations requiring destructive or non-destructive testing.
10. On-call site visits (per e-mail request and confirmation) for schools not in this proposal's scope of work. We will provide these on an hourly plus expenses basis.
11. Additional contract awards will be provided at a fixed fee of \$3,000 (duplicated efforts include: contracts, submittals and closing documents).

OTHER TERMS

STANDARD TERMS AND CONDITIONS

Copyright © Shive-Hattery July 2013

PARTIES

"S-H" shall mean Shive-Hattery, Inc., Shive-Hattery A/E Services, P.C., or Design Organization, a Division of Shive-Hattery, Inc.

"CLIENT" shall mean the person or entity executing this Agreement with "S-H."

LIMITATION OF LIABILITY AND WAIVER OF CERTAIN DAMAGES

The CLIENT agrees, to the fullest extent of the law, to limit the liability of S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, to the CLIENT and any person or entity claiming by or through the CLIENT, for any and all claims, damages, liabilities, losses, costs, and expenses including reasonable attorneys' fees, experts' fees, or any other legal costs, in any way related to the Project or Agreement from any cause(s) to an amount that shall not exceed the compensation received by S-H under the agreement or fifty thousand dollars (\$50,000), whichever is greater. The parties intend that this limitation of liability apply to any and all liability or cause of action, claim, theory of recovery, or remedy however alleged or arising, including but not limited to negligence, errors or omissions, strict liability, breach of contract or warranty, express, implied or equitable indemnity and all other claims, which except for the limitation of liability above, the CLIENT waives.

CLIENT hereby releases S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them, and none shall be liable to the CLIENT for consequential, special, exemplary, punitive, indirect or incidental losses or damages, including but not limited to loss of use, loss of product, cost of capital, loss of goodwill, lost revenues or loss of profit, interruption of business, down time costs, loss of data, cost of cover, or governmental penalties or fines.

INDEMNIFICATION

Subject to the limitation of liability in this Agreement, S-H agrees to the fullest extent permitted by law, to indemnify and hold harmless the CLIENT, its officers, directors, shareholders, employees, contractors, subcontractors and consultants against all claims, damages, liabilities, losses or costs, including reasonable attorneys' fees, experts' fees, or other legal costs to the extent caused by S-H's negligent performance of service under this Agreement and that of its officers, directors, shareholders, and employees.

The CLIENT agrees to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, and affiliated companies against all damages, liabilities, losses, costs, and expenses including, reasonable attorneys' fees, expert's fees, and any other legal costs to the extent caused by the acts or omissions of the CLIENT, its employees, agents, contractors, subcontractors, consultants or anyone for whom the CLIENT is legally liable.

HAZARDOUS MATERIALS - INDEMNIFICATION

To the fullest extent permitted by law, CLIENT agrees to defend, indemnify, and hold S-H, its officers, directors,

shareholders, employees, agents, consultants and affiliated companies, and any of them harmless from and against any and all claims, liabilities, losses, costs, or expenses including reasonable attorney's fees, experts' fees and any other legal costs (including without limitation damages to property, injuries or death to persons, fines, or penalties), arising out of, or resulting from the discharge, escape, release, or saturation of smoke, vapors, soot, fumes, acids, alkalies, toxic chemicals, liquids, gases, polychlorinated biphenyl, petroleum contaminants spores, biological toxins, or any other materials, irritants, contaminants, or pollutants in or into the atmosphere, or on, onto, upon, in, or into the surface or subsurface of soil, water, or watercourses, objects, or any tangible or intangible matter, whether sudden or not.

STANDARD OF CARE

Services provided by S-H under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances on projects of similar size, complexity, and geographic location as that of the Project. Nothing in this Agreement is intended to create, nor shall it be construed to create, a fiduciary duty owed by either party to the other party.

RIGHT OF ENTRY

The CLIENT shall provide for entry for the employees, agents and subcontractors of S-H and for all necessary equipment. While S-H shall take reasonable precautions to minimize any damage to property, it is understood by the CLIENT that in the normal course of the project some damages may occur, the cost of correction of which is not a part of this Agreement.

PAYMENT

Unless otherwise provided herein, invoices will be prepared in accordance with S-H's standard invoicing practices then in effect and will be submitted to CLIENT each month and at the completion of the work on the project. Invoices are due and payable upon receipt by the CLIENT. If the CLIENT does not make payment within thirty (30) days after the date the invoice was mailed to the CLIENT, then the amount(s) due S-H shall bear interest due from the date of mailing at the lesser interest rate of 1.5% per month compounded or the maximum interest rate allowed by law. In the event that S-H files or takes any action, or incurs any costs, for the collection of amounts due it from the client, S-H shall be entitled to recover its entire cost for attorney fees and other collection expenses related to the collection of amounts due it under this Agreement. Any failure to comply with this term shall be grounds for a default termination.

TERMINATION

Either party may terminate this Agreement for convenience or for default by providing written notice to the other party. If the termination is for default, the non-terminating party may cure the default before the effective date of the termination and the termination for default will not be effective. The termination for convenience and for default, if the default is not cured, shall be effective seven (7) days after receipt of written notice by the non-terminating party. In the event that this Agreement is terminated for the convenience of either party or terminated by S-H for the default of the CLIENT, then S-H shall be paid for services performed to the termination effective date, including reimbursable expenses due, and termination expenses attributable to the termination. In the event the CLIENT terminates the Agreement for the default of S-H and S-H does not cure the default, then S-H shall be paid for services performed to the termination notice date, including reimbursable expenses due, but shall not be paid for services performed after the termination notice date and shall not be paid termination expenses. Termination expenses shall include expenses reasonably incurred by S-H in connection with the termination of the Agreement or services, including, but not limited to, closing out Project records, termination of subconsultants and other persons or entities whose services were retained for the Project, and all other expenses directly resulting from the termination.

INFORMATION PROVIDED BY OTHERS

S-H shall indicate to the CLIENT the information needed for rendering of services hereunder. The CLIENT shall provide to S-H such information, including electronic media, as is available to the CLIENT and the CLIENT's consultants and contractors, and S-H shall be entitled to rely upon the accuracy and completeness thereof. The CLIENT recognizes that it is difficult for S-H to assure the accuracy, completeness and sufficiency of such client-furnished information, either because it is provided by others or because of errors or omissions which may have occurred in assembling the information the CLIENT is providing. Accordingly, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them, from and against any and all claims, liabilities, losses, costs, expenses (including reasonable attorneys' fees, experts' fees, and any other legal costs) for injury or loss arising or allegedly arising from errors, omissions or inaccuracies in documents or other information provided by the CLIENT.

UNDERGROUND UTILITIES

Information for location of underground utilities may come from the CLIENT, third parties, and/or research performed by S-H or its subcontractors. S-H will use the standard of care defined in this Agreement in providing this service. The information that S-H must rely on from various utilities and other records may be inaccurate or incomplete. Therefore, the CLIENT agrees, to the fullest extent permitted by law, to indemnify and hold harmless S-H, its officers, directors, shareholders, employees, agents, subconsultants, affiliated companies, and any of them for all claims, losses, costs and damages arising out of the location of underground utilities provided or any information related to underground utilities by S-H under this Agreement.

CONTRACTOR MATTERS

CLIENT agrees that S-H shall not be responsible for the acts or omissions of the CLIENT's contractor, or subcontractors, their

employees, agents, consultants, suppliers or arising from contractor's or subcontractors' work, their employees, agents, consultants, suppliers or other entities that are responsible for performing work that is not in conformance with the construction Contract Documents, if any, prepared by S-H under this Agreement. S-H shall not have responsibility for means, methods, techniques, sequences, and progress of construction of the contractor, subcontractors, agents, employees, agents, consultants, or others entities. In addition, CLIENT agrees that S-H is not responsible for safety at the project site and that safety during construction is for the CLIENT to address in the contract between the CLIENT and contractor.

SHOP DRAWING REVIEW

If, as part of this Agreement S-H reviews and approves Contractor submittals, such as shop drawings, product data, samples and other data, as required by S-H, these reviews and approvals shall be only for the limited purpose of checking for conformance with the design concept and the information expressed in the contract documents. This review shall not include review of the accuracy or completeness of details, such as quantities, dimensions, weights or gauges, fabrication processes, construction means or methods, coordination of the work with other trades or construction safety precautions, all of which are the sole responsibility of the Contractor. S-H's review shall be conducted with reasonable promptness while allowing sufficient time in S-H's judgment to permit adequate review. Review of a specific item shall not indicate that S-H has reviewed the entire assembly of which the item is a component. S-H shall not be responsible for any deviations from the contract documents not brought to the attention of S-H in writing by the Contractor. S-H shall not be required to review partial submissions or those for which submissions of correlated items have not been received.

OPINIONS OF PROBABLE COST

If, as part of this Agreement S-H is providing opinions of probable construction cost, the CLIENT understands that S-H has no control over costs or the price of labor, equipment or materials, or over the Contractor's method of pricing, and that S-H's opinions of probable construction costs are to be made on the basis of S-H's qualifications and experience. S-H makes no warranty, expressed or implied, as to the accuracy of such opinions as compared to bid or actual costs.

CONSTRUCTION OBSERVATION

If, as part of this Agreement S-H is providing construction observation services, S-H shall visit the project at appropriate intervals during construction to become generally familiar with the progress and quality of the contractors' work and to determine if the work is proceeding in general accordance with the Contract Documents. Unless otherwise specified in the Agreement, the CLIENT has not retained S-H to make detailed inspections or to provide exhaustive or continuous project review and observation services. S-H does not guarantee the performance of, and shall have no responsibility for, the acts or omissions of any contractor, its subcontractors, employees, agents, consultants, suppliers or any other entities furnishing materials or performing any work on the project.

S-H shall advise the CLIENT if S-H observes that the contractor is not performing in general conformance of Contract Documents. CLIENT shall determine if work of contractor should be stopped to resolve any problems.

OTHER SERVICES

The CLIENT may direct S-H to provide other services including, but not limited to, any additional services identified in S-H's proposal. If S-H agrees to provide these services, then the schedule shall be reasonably adjusted to allow S-H to provide these services. Compensation for such services shall be at S-H's Standard Hourly Fee Schedule in effect at the time the work is performed unless there is a written Amendment to Agreement that contains an alternative compensation provision.

OWNERSHIP & REUSE OF INSTRUMENTS OF SERVICE

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by S-H as instruments of service shall remain the property of S-H. The CLIENT shall not reuse or make any modifications to the plans and specifications without the prior written authorization of S-H. The CLIENT agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless S-H its officers, directors, shareholders, employees, agents, subconsultants and affiliated companies, and any of them from any and all claims, losses, costs or damages of any nature whatsoever arising out of, resulting from or in any way related to any unauthorized reuse or modifications of the construction documents by the CLIENT or any person or entity that acquires or obtains the plans and specifications from or through the CLIENT without the written authorization of S-H.

DISPUTE RESOLUTION

If a dispute arises between S-H and CLIENT, the executives of the parties having authority to resolve the dispute shall meet within thirty (30) days of the notification of the dispute to resolve the dispute. If the dispute is not resolved within such thirty (30) day time period, CLIENT and S-H agree to submit to non-binding mediation prior to commencement of any litigation and that non-binding mediation is a precondition to any litigation. Any costs incurred directly for a mediator, shall be shared equally between the parties involved in the mediation.

EXCUSABLE EVENTS

S-H shall not be responsible for any event or circumstance that is beyond the reasonable control of S-H that has a demonstrable and adverse effect on S-H's ability to perform its obligations under this Agreement or S-H's cost and expense of performing its obligations under this Agreement (an "Excusable Event"), including without limitation, a change in law or applicable standards, actions or inactions by a governmental authority, the presence or encounter of hazardous or toxic materials on the Project, war (declared or undeclared) or other armed conflict, terrorism, sabotage, vandalism, riot or other civil disturbance, blockade or

embargos, explosion, epidemic, quarantine, strike, lockout, work slowdown or stoppage, accident, act of God, failure of any governmental or other regulatory authority to act in a timely manner, unexcused act or omission by CLIENT or contractors of any level (including, without limitation, failure of the CLIENT to furnish timely information or approve or disapprove of S-H's services or work product promptly, delays in the work caused by CLIENT, CLIENT's suspension, breach or default of this Agreement, or delays caused by faulty performance by the CLIENT or by contractors of any level). When an Excusable Event occurs, the CLIENT agrees S-H is not responsible for damages, nor shall S-H be deemed to be in default of this Agreement, and S-H shall be entitled to a change order to equitably adjust for S-H's increased time and/or cost to perform its services due to the Excusable Event.

ASSIGNMENT

No party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without the prior written consent of the other party.

SEVERABILITY, SURVIVAL AND WAIVER

Any provision of this Agreement later held to be unenforceable for any reason shall be deemed void, and all remaining provisions shall continue in full force and effect. All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating responsibility or liability between the CLIENT and S-H shall survive the completion of the services hereunder and the termination of this Agreement. The failure of a party to insist upon strict compliance of any term hereof shall not constitute a waiver by that party of its rights to insist upon strict compliance at a subsequent date.

GOVERNING LAW

This Agreement shall be governed pursuant to the laws in the state of the locale of the S-H office address written in this Agreement.

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of S-H to provide equal employment opportunities for all. S-H enforces the following acts and amendments as presented by Federal government or State governments: Title VII of the Civil Rights Act of 1965, Age Discrimination in Employment ACT (ADEA), Americans With Disabilities Act (ADA), Iowa Civil Rights Act of 1965, and Illinois Human Rights Act [775ILCS 5]. S-H will not discriminate against any employee or applicant because of race, creed, color, religion, sex, national origin, gender identity, sexual orientation, marital status, ancestry, veteran status, or physical or mental handicap, unless related to performance of the job with or without accommodation.

COMPLETE AGREEMENT

This Agreement constitutes the entire and integrated agreement between the CLIENT and S-H and supersedes all prior negotiations, representations and agreements, whether oral or written. If the CLIENT issues a Purchase Order of which this Agreement becomes a part, the terms of this Agreement shall take precedence in the event of a conflict of terms.

AGREEMENT

This proposal shall become the Agreement for Services when accepted by both parties. Original, facsimile, electronic signatures or other electronic acceptance by the parties (and returned to Shive-Hattery) are deemed acceptable for binding the parties to the Agreement. The Client representative signing this Agreement warrants that he or she is authorized to enter into this Agreement on behalf of the Client.

Thank you for considering this proposal. We look forward to working with you. If you have any questions concerning this proposal, please contact us.

Sincerely,

SHIVE-HATTERY, INC.



Jordan Dreyer, Project Manager
jdreyer@shive-hattery.com

AGREEMENT ACCEPTED AND SERVICES AUTHORIZED TO PROCEED

CLIENT: Linn-Mar Community School District

BY: _____ **TITLE:** _____
(signature)

PRINTED NAME: _____ **DATE ACCEPTED:** _____

CC: Luke Anderson, SH
Tiffany Gordon, SH
Carla Hilton, SH
Russ Murphy, SH

REIMBURSABLE EXPENSE FEES SCHEDULE
Effective January 1, 2014 - December 31, 2014

<u>EXPENSE</u>	<u>FEE</u>
<u>TRAVEL</u>	
Mileage- Car/Truck	\$0.56/ Mile
Mileage- Survey Truck	\$0.66/ Mile
Lodging, Meals	Cost + 10%
Airfare	Cost + 10%
Car Rental	Cost + 10%
<u>OUTSIDE SERVICES</u>	
Computer Services	Cost + 10%
Aerial Photogrammetry	Cost + 10%
Professional Services	Cost + 10%
Prints/Plots/Photos	Cost + 10%
Deliveries	Cost + 10%
<u>IN-HOUSE SERVICES</u>	
Drawings/Prints/Plots:	
Bond	\$.30/ Sq.Ft.
Mylar	\$.75/ Sq.Ft.
Photogloss	\$.90/ Sq.Ft.
Color Bond	\$.60/ Sq.Ft.
Foam Core Mounting	\$13.00
Color Prints:	
Letter Size	\$ 1.00
Legal and 11x17 Size	\$ 2.00

Exhibit A

Linn-Mar CSD Linn-Mar HS Roof Improvements - Milestone Schedule

Linn-Mar Community School District		
Linn-Mar CSD 2015 Linn-Mar HS Roof Improvements		
Milestone Project Schedule		
Updated: 12-15-14		
Linn-Mar HS Roof Levels P and Q		
Design Phase		
Date	Day	Description
12-11-2014	Thursday	Linn-Mar / Shive Project Overview Site Visit
12-17-2014	Wednesday	Linn-Mar Notice to Proceed
12-18-2014	Thursday	Design Commencement
01-27-2015	Tuesday	Linn-Mar Meeting: Preliminary Design Review 10:00 AM - 95%
02-04-2015	Wednesday	Submit to Linn-Mar Board (Linn-Mar Board Meeting Agenda Deadline)
02-09-2015	Monday	Linn-Mar Board Meeting 7:00 PM; preliminary board approval
Bidding Phase		
Date	Day	Description
02-13-2015	Friday	Publish Advertisement for Bid
02-13-2015	Friday	Distribution of Bid Documents
02-24-2015	Tuesday	Pre-bid meeting - 10:00 AM at LRC
03-02-2015	Monday	Publish Notice of Public Hearing by Consultant
03-04-2015	Wednesday	Receive Bids in LRC by 1:00 PM
03-04-2015	Wednesday	Recommend in writing Contractor for award
03-04-2015	Wednesday	Submit Recommendation to Linn-Mar Board (Linn-Mar Board Meeting Agenda Deadline)
03-09-2015	Monday	Linn-Mar Board Meeting 7:00 PM (Public Hearing and Award of Contract)
03-11-2015	Wednesday	Consultant shall draw up contract and deliver contract with Notice of Award to Contractor for Contractor's signature by this date.
03-25-2015	Wednesday	Contractor to return signed contract to Consultant by this date. Secretary to the Board of Education will review and if in proper order will sign and return two copies to Consultant for distribution. Three days after receipt of signed contract Contractor shall deliver performance bond to Consultant.
Construction Phase		
Date	Day	Description
03-30-2015	Monday	Submittals and Material Procurement Commencement
TBD	TBD	Pre-Construction Meeting
06-01-2015	Monday	Construction Commencement (last day of school is Friday May 29, 2015) <i>Consultant shall have Contractor's pay requests to Business Services Linn-Mar signed by the first Wednesday of the month</i>
8/7/2015	Friday	Construction substantial completion.
8/28/2015	Friday	Construction final completion and closeout.



December 18, 2014
 Proposal for Consulting Engineering Services

Mechanical Room Piping Revisions for Excelsior Middle School Building

Linn-Mar Community School District

Marion, Iowa
 A&J #201434.00

SCOPE OF WORK

A&J Associates PC (A&J) proposes to provide mechanical and electrical consulting engineering services for Linn-Mar CSD for the construction of revisions to the mechanical piping systems located in the equipment rooms at Excelsior Middle School building located in Marion, Iowa as described below.

1. The basis of agreement between A&J and Linn-Mar CSD for consulting engineering services will be this executed proposal.
2. Registered Professional Mechanical and Electrical Engineers from A&J will sign and seal the mechanical and electrical construction documents.
3. A&J's basic scope of work includes the development and completion of the mechanical and electrical systems construction drawings and the preparation of the project's specification manual.
4. A&J's basic services scope of work includes:
 - a. Preparation of mechanical and electrical systems construction documents for:
 - i. A simplified primary and secondary piping and pumping system for the existing two-pipe cooling and heating system.
 - ii. Plumbing/Natural Gas incidental to the piping revisions.
 - iii. Electrical Power distribution incidental to the piping revisions.
 - iv. Structural and Architectural work incidental to the piping revisions.
 - b. Bidding and negotiation period services including preparation of any required /applicable addenda to bidding documents and review of contractor's bids.
 - c. Shop drawing and submittal review
5. A&J's basic services scope of work includes the following construction administration items:
 - a. Review and processing of contractor's pay applications associated with this work
 - b. Processing change orders and answering construction questions
 - c. Performing on-site review and preparing observation reports.
 - d. A&J personnel will attend periodic construction coordination meetings and will make up to five (5) on-site observation visits during the construction period.
 - e. Providing substantial completion review and punch list and final closeout review.
 - f. Preparation of "as-built" construction documents from contractor's mark-ups.
6. Printing, copying and distribution of construction documents, including addenda and supplemental drawings during construction will be done as a reimbursable expense.

WORK EXCLUDED

The following items are not part of A&J's scope of work or design responsibility:

- LEED Design or Accreditation services
- Value Engineering
- Acting as construction coordinator
- Participating in any energy conservation rebate analysis program provided by the serving Utility companies. The energy rebate analysis design fees are reimbursed by the utility company and are considered extra design scope.
- Consultation with and concerning any asbestos or similar hazardous material testing and abatement. This work will be done separately by the School District.

ASSUMPTIONS FOR DETERMINING FEE

A&J proposes to do the basic services scope of work as described above based on the following assumptions and clarifications:

- The piping replacement project will be bid as one bid package.
- There will be one Prime Contractor with applicable subcontractors for the project
- A&J will perform all printing, copying and distribution of all drawings and specifications as a reimbursable expense.
- Personnel from A&J and representatives of Linn-Mar CSD will meet periodically with the user group or other owner/user representatives during the design phase to formally discuss the project status and exchange information on a formal basis. Informal information exchange can occur on a daily basis through mail, telephone, fax or email means.
- The project will have to be advertised and publically bid because of the estimated cost.

DELIVERABLES

A&J will provide Linn-Mar CSD with the following deliverables during the project duration:

- Completed construction drawings in the Auto-Cad format plotted on vellum for printing and/or in electronic format via "E-Mail".
- One paper copy of completed specification manual.
- Intermediate issue of the construction drawings as needed for review by the Users. These will be submitted in the Auto-Cad format via "E-Mail".
- Release for bids and evaluation of bids received with recommendation on which bid to accept.
- Shop drawing review of mechanical and electrical system submittals.
- Field observation reports of the items observed during visits to the site during the construction period.
- Punch lists of systems installed at the point of substantial completion by the contractors, including observation and inspection of installed under the project.

SCHEDULE

The schedule for the project is assumed to be approximately as follows:

- | | |
|---|-------------------|
| • Review project scope and concept estimate | January, 2015 |
| • Start design work | February, 2015 |
| • Finish Construction Documents and take bids | Spring, 2015 |
| • Construction Substantial Completion | Late summer, 2015 |
| • Project Close-out | November, 2015 |

FEES AND EXPENSES

The proposed fees for consulting engineering services will be a stipulated sum of \$7,500.00.

Any additional services work outside the scope of work described above will be billed and compensated at the following listed hourly billing rates. Any additional services work outside the scope of work described above will be performed only with prior direction to proceed from Linn-Mar CSD.

Senior Engineer time	\$100.00/Hr.	Clerical time	\$50.00/Hr.
Engineer time	\$ 85.00/Hr.	Drafting Production	\$65.00/Hr.
Designer/Technician time	\$ 70.00/Hr.	Specification Production	\$70.00/Hr.
Structural Engineering time	\$100.00/Hr.	Architectural Consultant	\$100.00/Hr.

Travel expenses for additional services to destinations outside of the Iowa City area when directed by Linn-Mar CSD will be billed at the rate of \$0.55/mile for automobile travel.

Travel expenses for basic services are included in the basic services fee.

Any other additional services reimbursable expenses will be billed and compensated at A&J's direct costs.

The following are reimbursable expenses:

- Long distance telephone calls, postage, freight or handling of documents.

PROJECT CONTACTS

1. Linn-Mar CSD J. T. Anderson, CFO
Rick Ironside, Executive Director of Support Services
2. A&J Victor A. Amoroso, PE

TERMS AND CONDITIONS

Payments:

Terms of payment to A&J shall be net 30 days after initial billing invoice date. A&J will bill each month of the duration of the project.

Standard of Care:

Services provided by A&J under this Agreement will be performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Drawings, Specifications, Other Documents – WORK PRODUCT

Drawings, Specifications and other documents including those in electronic form, prepared by A&J are WORK PRODUCT for use solely with respect to this Project. Unless otherwise provided, A&J shall be deemed the author and owner of A&J's Work Product and shall retain all common law, statutory and other reserved rights, including copyrights.

Upon execution of this Agreement, A&J grants to Linn-Mar CSD a nonexclusive license to reproduce A&J Work Product for purposes of designing, bidding, construction administering, using and maintaining the Project, provided that Linn-Mar CSD shall comply with all obligations, including prompt payment of all sums when due, under this Agreement.

If A&J is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license that permits Linn-Mar CSD to continue to use and to reproduce A&J's Work Product and to authorize other similarly credentialed design professionals to reproduce and where permitted by law, to make changes, corrections or additions to A&J's Work Product, solely for the purposes of completing, using and maintaining the Project. Any such changes to A&J's Work Product shall be at Linn-Mar CSD's sole risk and without liability to A&J.

Except for the licenses granted above no other license or right shall be deemed granted or implied under this Agreement. Linn-Mar CSD shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of A&J. Submission or distribution of A&J's Work Product to meet official regulatory requirements or for similar purposes in connection with the Project is not construed as publication in derogation of the reserved rights of A&J. Linn-Mar CSD shall not use A&J's Work Product for future additions or alterations to this Project or for other projects, unless Linn-Mar CSD obtains the prior written agreement of A&J. Any unauthorized use of A&J's Work Product shall be at Linn-Mar CSD's sole risk and without liability to A&J.

A&J shall maintain on file and make available to Linn-Mar CSD design calculations for this part of the Project, and shall furnish copies thereof to Linn-Mar CSD on request.

Fee for Service

This agreement is based on "fee for service". Linn-Mar CSD shall pay for services rendered by A&J Associates in accordance with other conditions specified in this agreement. If Linn-Mar CSD refuses to pay or stops paying for services performed by A&J, A&J may stop design work under this agreement without incurring any breach of contract liability for stopping this work. A&J will resume work upon resumption of payment of fees for services provided.

Termination or Suspension

If Linn-Mar CSD suspends the Project, A&J shall be compensated for services performed prior to notice of such suspension. When the project is resumed, A&J shall be compensated for expenses incurred in the interruption

and resumption of A&J's services. A&J's fees for the remaining services and the time schedules shall be equitably adjusted.

If Linn-Mar CSD suspends the Project for more than 90 cumulative days for reasons other than the fault of A&J, A&J may terminate this Agreement by giving not less than fourteen (14) days' written notice.

Either party may terminate this Agreement upon not less than fourteen (14) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

Linn-Mar CSD may terminate this Agreement upon not less than seven (7) days' written notice to A&J for Linn-Mar CSD's convenience and without cause.

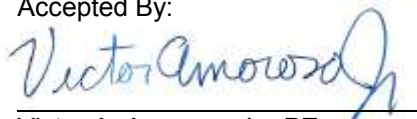
In the event of termination not the fault of A&J, A&J shall be compensated for services performed prior to termination, together with reimbursable expenses then due and all termination expenses as defined below.

Termination expenses are in addition to compensation for A&J's services and include expenses directly attributable to termination for which A&J is not otherwise compensated.

Design Proposal Changes

This design proposal may be changed only by written amendment to the proposal. A&J will not proceed with the work described under such amendments unless authorized to do so by Linn-Mar CSD. Such authorization will be in the form of written acceptance of the amendment. In the case of "time is of the essence" changes during the construction period authorization may be by means other than formal written directives to be followed by Linn-Mar CSD's written approval.

Accepted By:



Victor A. Amoroso Jr., PE
A&J Associates PC
365 Beaver Creek Centre, Suite B
North Liberty, IA 52317
319-626-4719
vic@ajengineers.net

Accepted By:

J. T. Anderson, CFO
Linn-Mar CSD
2999 North 10th St.
Marion, Iowa 52302

Date: _____

Transmittal 001



NOVAK
DESIGN
GROUP

Project Name: **Linn Mar – Excelsior Middle School**
 Job Number: **14-020**
 Date: **December 17, 2014**
 To: **Linn Mar**
 Attention: **Rick Ironside**

3801 River Ridge Drive NE
 Cedar Rapids, IA 52402
 319.393.9334 P
 319.393.9331 F
 www.novakdesigngroup.com

Sent Via:	<input type="checkbox"/> U.S. Mail	The Following	<input type="checkbox"/> Payment Request
	<input type="checkbox"/> Fax.		<input checked="" type="checkbox"/> Change Order
	<input type="checkbox"/> Electronic Mail		<input type="checkbox"/> Specification
	<input type="checkbox"/> Drawings		<input type="checkbox"/> Shop Drawings
	<input checked="" type="checkbox"/> In Person		<input type="checkbox"/> Copy of Letter
We Transmit:	<input checked="" type="checkbox"/> Attached		<input type="checkbox"/> Diskette
	<input type="checkbox"/> Under Separate Cover		<input type="checkbox"/> Other
For Your:	<input type="checkbox"/> Approval		
	<input checked="" type="checkbox"/> File/Use		
	<input type="checkbox"/> Review and Comment		

Remarks:

- Forwarding for your signature AIA Document B105-2007, Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project, Linn Mar – Excelsior Middle School. Please sign all three (3) copies. Return one signed copy to Novak Design Group and retain two copies for Linn Mar's project file.

From: **Gary M. Landhauser AIA**

Copy To:



Document B105™ – 2007

Standard Form of Agreement Between Owner and Architect for a Residential or Small Commercial Project

AGREEMENT made as of the Sixteenth day of December in the year Two Thousand Fourteen.

(In words, indicate day, month and year.)

BETWEEN the Owner:

(Name, legal status, address and other information)

Linn- Mar Community School District
2990 North 10th Street
Marion, IA 52302

and the Architect:

(Name, legal status, address and other information)

Novak Design Group, PLC
3801 River Ridge Drive NE
Cedar Rapids, IA 52402

for the following Project:

(Name, location and detailed description)

Linn Mar - Excelsior
Marion, IA
Gymnasium Floor Renovation

The Owner and Architect agree as follows.

The Architect will assist the Owner in developing construction documents (plans and specifications), issue documents for competitive bid and construction observation services for the renovation of the floor as well as an alternate for painting the walls of the auxiliary gymnasium at Excelsior Middle School.

Preliminary Plans and Specifications will be developed for Owner Review and Approval prior to the Development of Construction Documents. We will provide floor plans, interior elevations and specifications necessary to obtain competitive bids on the proposed work. Plans will be developed using existing drawings of Excelsior Middle School provided by Linn Mar Community School District. We will review pay applications from selected contractor and prepare a punch list at completion of the renovation work.

This document has important legal consequences.

Consultation with an attorney is encouraged with respect to its completion or modification.

State or local law may impose requirements on contracts for home improvements. If this document will be used for Work on the Owner's residence, the Owner should consult local authorities or an attorney to verify requirements applicable to this Agreement.

ARTICLE 1 ARCHITECT'S RESPONSIBILITIES

The Architect shall provide architectural services for the Project as described in this Agreement in a manner consistent with locally accepted standards for professional skill and care. The Architect shall assist the Owner in determining consulting services required for the Project. The Architect's services include the following consulting services, if any:

No Civil, Mechanical, Electrical or Plumbing services are included in the Architects proposed services.

During the Design Phase, the Architect shall review the Owner's scope of work, budget and schedule and reach an understanding with the Owner of the Project requirements. Based on the approved Project requirements, the Architect shall develop a design. Upon the Owner's approval of the design, the Architect shall prepare Construction Documents indicating requirements for construction of the Project and shall coordinate its services with any consulting services the Owner provides. The Architect shall assist the Owner in filing documents required for the approval of governmental authorities, in obtaining proposals and in awarding contracts for construction.

During the Construction Phase, the Architect shall act as the Owner's representative and provide administration of the Contract between the Owner and Contractor. The extent of the Architect's authority and responsibility during construction is described in AIA Document A105™-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Generally, the Architect's services during construction include interpreting the Contract Documents, reviewing the Contractor's submittals, visiting the site, reviewing and certifying payments, and rejecting nonconforming Work.

ARTICLE 2 OWNER'S RESPONSIBILITIES

The Owner shall provide full information about the objectives, schedule, constraints and existing conditions of the Project, and shall establish a budget that includes reasonable contingencies and meets the Project requirements. The Owner shall provide decisions and furnish required information as expeditiously as necessary for the orderly progress of the Project. The Architect shall be entitled to rely on the accuracy and completeness of the Owner's information. The Owner shall furnish consulting services not provided by the Architect, but required for the Project, such as surveying, which shall include property boundaries, topography, utilities, and wetlands information; geotechnical engineering; and environmental testing services. The Owner shall employ a Contractor, experienced in the type of Project to be constructed, to perform the construction Work and to provide price information.

ARTICLE 3 USE OF DOCUMENTS

Drawings, specifications and other documents prepared by the Architect are instruments of the Architect's service and are for the Owner's use solely with respect to this Project. The Architect shall retain all common law, statutory and other reserved rights, including the copyright. Upon completion of the Project or termination of this Agreement, the Owner's right to use the instruments of service shall cease. When transmitting copyright-protected information for use on the Project, the transmitting party represents that it is either the copyright owner of the information, or has permission from the copyright owner to transmit the information for its use on the Project.

ARTICLE 4 TERMINATION, SUSPENSION OR ABANDONMENT

In the event of termination, suspension or abandonment of the Project by the Owner, the Architect shall be compensated for services performed. The Owner's failure to make payments in accordance with this Agreement shall be considered substantial nonperformance and sufficient cause for the Architect to suspend or terminate services. Either the Architect or the Owner may terminate this Agreement after giving no less than seven days' written notice if the Project is suspended for more than 90 days, or if the other party substantially fails to perform in accordance with the terms of this Agreement.

ARTICLE 5 MISCELLANEOUS PROVISIONS

This Agreement shall be governed by the law of the place where the Project is located. Terms in this Agreement shall have the same meaning as those in AIA Document A105-2007, Standard Form of Agreement Between Owner and Contractor for a Residential or Small Commercial Project. Neither party to this Agreement shall assign the contract as a whole without written consent of the other.

Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or the Architect.

The Architect and Architect's consultants shall have no responsibility for the identification, discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials in any form at the Project site.

ARTICLE 6 PAYMENTS AND COMPENSATION TO THE ARCHITECT

The Architect's Compensation shall be:

On an hourly basis for services rendered with a not to exceed cost of Six Thousand Eight Hundred Dollars (\$6,800).
(fee range \$5,750 - \$6,800 quoted)

Hourly Rates as follows:

Architect - \$135/hour

Intern Architect \$ 75/hour

The Owner shall pay the Architect an initial payment of Zero (\$ 0) as a minimum payment under this Agreement. The initial payment shall be credited to the final invoice.

The Owner shall reimburse the Architect for expenses incurred in the interest of the Project, plus Zero percent (0 %).

Payments are due and payable upon receipt of the Architect's monthly invoice. Amounts unpaid Thirty (30) days after the invoice date shall bear interest from the date payment is due at the rate of one and one half percent (1.5 %) per month , or in the absence thereof, at the legal rate prevailing at the principal place of business of the Architect.

At the request of the Owner, the Architect shall provide services not included in Article 1 for additional compensation. Such services may include providing or coordinating services of consultants not identified in Article 1; revisions due to changes in the scope, quality or budget; evaluating changes in the Work and Contractors' requests for substitutions of materials or systems; and services not completed within twelve (12) months of the date of this Agreement through no fault of the Architect.

ARTICLE 7 OTHER PROVISIONS

(Insert descriptions of other services and modifications to the terms of this Agreement.)

This Agreement entered into as of the day and year first written above.

OWNER

(Signature)

Linn-Mar Community School District

(Printed name and title)

ARCHITECT

(Signature)

Gary M. Landhauser AIA, Principal,

Novak Design Group, PLC

(Printed name and title)

Date: January 12, 2015

The Board of Directors of the Linn-Mar Community School District ("District") met in open session, in the Board Room located at the Learning Resource Center, 2999 N. 10th Street, Marion, Iowa, at 7:00 P.M., on the above date. There were present President Tim Isenberg in the chair, and the following Board Directors:

Absent:

* * * * *

The President announced that this was the time and place for the public hearing and meeting on the matter of the proposed conveyance of an interest in real property, and that notice of the proposed action had been published pursuant to the provisions of Section 297.22(1) of the Code of Iowa.

Inquiry was made whether any written objections had been filed by any resident or property owner of the District regarding the sale of such real property by the District. The Secretary stated that _____ written objections had been filed. Oral objections to the sale of real property were then called for and received and _____ were made. Whereupon, the President declared the time for receiving oral and written objections to be closed.

(Attach here a summary of objections
received or made, if any)

Date: January 12, 2015

The proposed action and the extent of objections thereto were then considered.

Director _____ introduced the following Resolution and moved that it be adopted. Director _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYS: _____

Whereupon, the President declared the resolution duly adopted as follows:

RESOLUTION FOR A CONVEYANCE OF REAL PROPERTY

WHEREAS, pursuant to notice published as required by law, the Board of Directors of the Linn-Mar Community School District on the 12th day of January, 2015 held a hearing on the proposal to convey real property and the extent of objections received from residents or property owners as to said proposed transaction has been fully considered; and, accordingly the following action is now considered to be in the best interests of the District and residents thereof:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE LINN-MAR COMMUNITY SCHOOL DISTRICT:

Section 1. That the real property described herein shall be conveyed by the District to Community Baptist Church, for \$220,000. Conveyance by the District shall be by deed without warranty.

Section 2. The Board President and Secretary are authorized to sign all conveyance documents for the real property described herein.

Section 3. The Board President, Secretary, Superintendent, and administrative officers of the District are authorized to take all actions necessary to complete the above-described transaction, including execution of ancillary documents.

Section 4. The real property is locally described as: 3290 – 9th Street and 3295 – 8th Street, Marion, Iowa and is legally described as:

Lot 9 and Lot 27, Linnwood Acres 3rd Addition to the City of Marion, Linn County, Iowa

PASSED AND APPROVED, this 12th day of January, 2015.

LINN-MAR COMMUNITY SCHOOL DISTRICT

By: _____
Tim Isenberg, President

ATTEST:

Angie Morrison, Secretary

01001104-1\18139-038

From the Office of Human Resources – Karla Christian, Executive Director
January 12, 2015 – Walk-in Exhibit

1101 PERSONNEL

Certified Staff
Resignation – Early Separation

Name	Assignment	Dept. Action	Reason
Nelson, Sondra	BW – 2 nd Grade	January 12, 2015	Early Sep.
Flater, Susan	NE – 2 nd Grade	January 12, 2015	Early Sep.
Reck, Sally	IC – Teacher Librarian	January 12, 2015	Early Sep.
Black-Primmer, Sherry	NE – Art	January 12, 2015	Early Sep.
Hopkins, Kenneth	HS – Ind. Tech.	January 12, 2015	Early Sep.
Zigtema, Denae	HS – Counselor	January 12, 2015	Early Sep.
Zmolek, Gloria	HS – Art	January 12, 2015	Early Sep.
Tindal, Phyllis	HS – SpEd	January 12, 2015	Early Sep.
Kelzenberg, Robert	HS – SpEd	January 12, 2015	Early Sep.
Roach, Debra	IC – Art	January 12, 2015	Early Sep.
Pillard, Susan	HS - SpEd	January 12, 2015	Early Sep.



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 REGULAR SESSION MINUTES
LRC BOARD ROOM
DECEMBER 8, 2014 @ 5:00 PM**

ATTENDEES:

- Board: Isenberg, Patterson, Wilson, Gadelha, Hutcheson
- Administration: Mulholland, Morrison, Halupnik, Jensen, Anderson, K. Christian, Ramos, and Ironside
- Absent: Buchholz and Stark (Board)

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order in the Board Room of the Learning Resource Center (2999 N. 10th St, Marion) by President Tim Isenberg at 5:00 PM. Roll was taken and it was determined a quorum was present.

REVISION AND/OR ADOPTION OF THE AGENDA Motion 143-12-08

Motion by Patterson to accept the agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

AUDIENCE COMMUNICATIONS

RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

RECOGNITIONS/PROCLAMATIONS

BOARD ANNOUNCEMENTS AND REPORTS

Finance/Audit Committee: Wilson reported on the December 2nd meeting of the Finance/Audit Committee which included a discussion on the cost of the Kronos and iVisions software programs.

Equity Committee: Patterson reported on the December 3rd meeting of the Equity Committee and shared that the discussion focused on the District's harassment handouts and the Ed Insight data review.

Marion City Council: Gadelha reported on the December 4th meeting of the Marion City Council. Highlights included a potential shift approving residential TIFs and an extension project to Collins Road that may have potential impact on the District.

Board Visit – Bowman Woods Elementary: Board members reported on their December 5th visit to Bowman Woods Elementary. All present agreed that it was good to hear from students about what they're doing and from teachers about the work on current initiatives.

INFORMATIONAL REPORTS

Diversity Focus Presentation: Sruthi Palaniappan, Linn-Mar High School Youth Leadership representative, presented information to the Board on the Corridor's Diversity Focus program. The committee is comprised of one student representative from each of the 10 participating high schools. Guest speakers have been scheduled to speak to the students during January through May on topics that raise awareness in promoting diversity throughout the Corridor. The cost of the program is \$8,000 and will be shared between the 10 participating high schools, for a total cost of \$800/each.

Auditor's Report: Nancy Janssen from Nolte, Cornman & Johnson, PC, reported to the Board on the Comprehensive Annual Financial Report (CAFR) for the 2013-14 Fiscal Year as of June 30, 2014. Janssen reported that the District is in a good financial state.

SUPERINTENDENT'S UPDATE

Katie Mulholland, Superintendent, updated the Board on the following District highlights:

- Varsity Poms placed first in Hip Hop, second in POM, and third in Jazz at the State competition on Friday, December 5th.
- The Aquatic Center hosted Linn-Mar's first Middle School Girls All-Conference Swim Meet on November 20th. There were nearly 300 swimmers and 12 middle school teams represented.
- The Teacher Leadership full-time release staff are participating in their first round of hour-long performance feedback sessions with Dr. Mulholland. Revisions for year two of the program are being drafted and will be submitted after the holidays. The final Cognitive Coaching session will be offered in January.
- Anderson, Ironside, and Nelson attended the Marion Fire Department External Stakeholder Meeting with Mulholland on November 24th. They were given the opportunity to share input on the importance of the programs the Fire Department provides to the community.

UNFINISHED BUSINESS

Approval of Resolution for Conveyance of Land: Motion 144-12-08

Motion by Patterson for the Board to approve the Resolution for the Conveyance of Land described as, *Lot 9 and Lot 27, Linnwood Acres 3rd Addition to the City of Marion, Linn County, Iowa*, to the Community Baptist Church for the amount of Two Hundred Twenty Thousand and 00/100 Dollars (\$220,000). Second by Hutcheson. Voice vote. Motion unanimously approved.

Approval of Student Assistance At-Risk Budget Motion 145-12-08

Motion by Hutcheson for the Board to approve the 2015-16 Student Assistance At-Risk Budget in the amount of \$1,629,122.00. Second by Patterson. Voice vote. Motion unanimously approved.

Approval of Bus Purchase Motion 146-12-08

Motion by Patterson for the Board to approve the purchase of two 72-passenger propane powered Bluebird C2 buses and two 78-passenger propane powered Bluebird C2 buses from School Bus Sales in Waterloo, Iowa, for a total cost of \$380,886.00. Second by Hutcheson. Voice vote. Motion unanimously approved.

NEW BUSINESS

Approval of Hiring **Motion 147-12-08**

Motion by Hutcheson for the Board to approve issuing a 3-year contract to Dr. Quintin Shepherd as Superintendent of Schools to begin July 1, 2015, with first year compensation of \$215,000. Second by Gadelha. Voice vote. Motion unanimously approved.

Approval of Comprehensive Annual Financial Report **Motion 148-12-08**

Motion by Patterson for the Board to approve the Comprehensive Annual Financial Report (CAFR) for the 2013-14 fiscal year as of June 30, 2014, for submission to the Association of School Business Officials International (ASBO). Second by Hutcheson. Voice vote. Motion unanimously approved.

Approval of 2015-16 School Calendar **Motion 149-12-08**

Motion by Patterson for the Board to approve the 2015-16 School Calendar as presented. Second by Gadelha. Voice vote. Motion unanimously approved.

Approval of Early Graduation Requests **Motion 150-12-08**

Motion by Patterson for the Board to approve the Early Graduation Requests for Brandon Davis, Molly McInroy, Shyanne Stribling, Jade Watson, and Kelly Wingerson. Second by Hutcheson. Voice vote. Motion unanimously approved.

Request for Sabbatical **Motion 151-12-08**

Motion by Gadelha for the Board to approve a request for sabbatical from High School Teacher, Lee Kibbie, for the 2015-16 school year. Second by Hutcheson. Discussion included the cost to the District and the wording of the LMEA contract and Board policy. Voice vote resulting in ayes from Hutcheson, Gadelha, Wilson and nays from Isenberg and Patterson. Motion approved.

CONSENT AGENDA **Motion 152-12-08**

Motion by Patterson for the Board to approve the Consent Agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Bayramgalin, Evgenia	OR – General Ed. Assistant	December 1, 2014	I, Step 7
Elliott, Shelley	TR – From Substitute to Bus Driver	December 2, 2014	Step 1
Jones, Jenise	From HS NS General Help to HS Custodian	November 17, 2014	SEIU, C; Step 1
Lentner, Candy	NE – General Ed. Assistant	December 1, 2014	I, Step 7
Schultz, Kelly	WF – Student Support Associate	December 1, 2014	II, Step 8
Sharp, James	NS – Assistant Driver	November 17, 2014	SEIU C(b), Step 1
Sheehy, Cheryl	OR – Student Support Associate	December 1, 2014	II, Step 10
Shock, Samantha	NS – OR General Help to Cashier	December 3, 2014	Increase \$0.25
Turner, Ethel	LG – Part-time Student Support Assoc	December 1, 2014	II, Step 10

Classified Staff: Resignations

Name	Assignment	Dept. Action	Reason
Binder, Morgan	AC – Lifeguard	November 19, 2014	Personal
Dunn, Alex	AC – Academic Instructor / Lifeguard	November 19, 2014	Personal
Robertson, Kamee	NS – General Help	November 26, 2014	Other Employment
Vilardo, Christine	AC – Academic Aquatic Instructor	November 19, 2014	Personal

Extra-Curricular Positions: Resignations

Name	Assignment	Dept. Action	Reason
Wood, Polly	HS – Head 9 th Grade Volleyball	November 17, 2014	Personal

Approval of Minutes from November 14th, 15th, 17th, 19th, 20th, 21st, & 22nd

Approval of Bills: Special revenue, general, and nutrition fund bills

Approval of Overnight Fieldtrip Request: Linn-Mar JV Poms overnight fieldtrip to the Mall of America for the UDA Regional Competition January 9-11, 2015.

Approval of Contracts For student confidentiality, no exhibits provided.

1. Interagency Agreement for Special Education Services with Marion Independent School District (23 agreements)
2. Interagency Agreement for Special Education Services with Springville Community School District (3 agreements)

Board Information

Items Removed from the Consent Agenda for Separate Action

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

Communications

- Blue Zone Update: Novak Elementary is currently the first elementary school in Marion nearing recognition as a Blue Zone.
- The City of Marion will be hosting another Marion Branding event January 6-9, 2015.

Calendar

Date	Time	Event	Location
December 10 th	5:00 PM	Career & Tech Ed	LRC Board Room
December 11 th	9:00 AM	ERMA Committee	LRC Board Room
December 15 th	<i>Cancelled</i>	Policy Committee	LRC Office Conf Rm
December 16 th	11:45 AM	Executive Committee	LRC Office Conf Rm
December 17 th	7:00 AM	Board Visit: Oak Ridge MS	Oak Ridge MS
December 18 th	5:30 PM	Marion City Council	Marion City Hall
December 19 th		End of 2 nd Quarter	
Dec 22 nd to Jan 5 th		Winter Break	
Date	Time	Event	Location
January 6 th	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
January 6 th	11:45 AM	Executive Committee	LRC Office Conf Rm
January 9 th	7:30 AM	Board Visit: Westfield	Westfield Elementary
January 12 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
January 14 th	4:30 PM	Special Education Advisory	
January 19 th	5:00 PM	Policy Committee	LRC Board Room
January 20 th	11:45 AM	Executive Committee	LRC Office Conf Rm
January 21 st	4:00 PM	Health & Human Development	
January 23 rd	9:00 AM	ERMA Committee	LRC Board Room
January 24 th	8:30 AM	Coffee Conversation	Oak Ridge MS
January 26 th	5:00 PM	Board/Superintendent Retreat	LRC Board Room
January 28 th	7:30 AM	Board Visit: Excelsior	Excelsior

Committees

Committee	Participants
Executive Committee	Tim Isenberg, Barry Buchholz, Katie Mulholland
Finance/Audit Committee	Barry Buchholz, Todd Hutcheson, Elizabeth Wilson, Angie Morrison, JT Anderson, Katie Mulholland
Policy Committee	Rene Gadelha, Tina Patterson, Katie Mulholland
Career & Technical Education	Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rick Ironside, Katie Mulholland
ERMA (Energy Efficiency)	Todd Hutcheson, Rick Ironside
Equity Advisory	Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Ann Stark, Julie Jensen
Legislative	Tina Patterson, Ann Stark, Katie Mulholland
Linn-Mar Foundation	Katie Mulholland
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

ADJOURNMENT **Motion 153-12-08**

Motion by Wilson to adjourn the meeting at 6:03 PM. Second by Hutcheson. Voice vote.
Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
December 8, 2014*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: Aquatic Center		
BIELEFELD WENDY	TRAVEL	\$54.60
BMO MASTERCARD	GENERAL SUPPLIES	\$281.41
CEDAR RAPIDS AQUATICS ASSOCIATION	GENERAL SUPPLIES	\$1,099.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$5,695.09
GARMENT DESIGN	GENERAL SUPPLIES	\$2,626.88
HASTY AWARDS	GENERAL SUPPLIES	\$11.14
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$100.53
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$429.83
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$100.53
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$429.83
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$269.74
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$149.87
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$224.95
ISI SWIMMING INC	GENERAL SUPPLIES	\$2,720.00
RUFFLES, BRIAN	TRAVEL	\$54.60
TREASURER ST OF IA	STATE INCOME TAX	\$141.47
Fund Total:		\$14,389.47
Fund: DEBT SERVICE		
BANKERS TRUST COMPANY	INTEREST	\$712,222.50
BANKERS TRUST COMPANY	OTHER PROFESSIONAL	\$1,250.00
Fund Total:		\$713,472.50
Fund: GENERAL		
2ND WIND EXERCISE EQUIPMENT, INC	INSTRUCTIONAL SUPPLIES	\$3,245.00
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$3,547.00
A-1 RENTAL WEST	RENTALS EQUIPMENT	\$625.95
ABLENET, INC	INSTRUCTIONAL SUPPLIES	\$57.45
ACE HARDWARE-1062A	GENERAL SUPPLIES	\$32.96
ACE HARDWARE-1062A	MAINTENANCE SUPPLIES	\$62.08
ACP, LLC	INSTRUCTIONAL SUPPLIES	\$475.00
ADVANCED SYSTEMS INC	INSTRUCTIONAL SUPPLIES	\$68.14
ADVANTAGE	GENERAL SUPPLIES	\$235.80
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$2,852.50
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$289.84
ALFRED PUBLISHING CO., INC	INSTRUCTIONAL SUPPLIES	\$130.12
ALLIANT ENERGY	ELECTRICITY	\$114,878.56
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$5.00
AMSAN LLC	REPAIR PARTS	\$151.94
ANCHOR FRAME & AXLE	VEHICLE REPAIR	\$1,719.93
ANDERSON, JT	TRAVEL	\$101.40
APEX LEARNING	INSTRUCTIONAL SUPPLIES	\$9,625.00
APPLE COMPUTER INC	COMP/TECH HARDWARE	\$5,669.00
APPLE COMPUTER INC	EQUIPMENT >\$1999	\$3,740.00
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$3,740.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$131.73

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$1,171.77
ART TO REMEMBER	INSTRUCTIONAL SUPPLIES	\$255.00
AUS WATERLOO MC LOCKBOX	GENERAL SUPPLIES	\$1,761.39
AUTISM SOCIETY OF IOWA	INSTRUCTIONAL SUPPLIES	\$150.00
AUTO INTERIORS AND CONVERTIBLES	VEHICLE REPAIR	\$370.00
AUTO-JET MUFFLER	TRANSP. PARTS	\$376.43
BAKER & TAYLOR, INC	LIBRARY BOOKS	\$92.18
BARK'S PIZZA INC	INSTRUCTIONAL SUPPLIES	\$243.00
BARNES & NOBLE	GENERAL SUPPLIES	\$286.24
BARNES & NOBLE	LIBRARY BOOKS	\$1,624.95
BAUER BUILT	TIRES AND TUBES	\$5,696.34
BEECH, KRISTEN	LIBRARY BOOKS	\$8.00
BENEFITFOCUS.COM, INC.	OTHER PROFESSIONAL	\$250.00
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$3,111.36
BMO MASTERCARD	COMP/TECH HARDWARE	\$2,629.46
BMO MASTERCARD	DUES AND FEES	\$1,040.00
BMO MASTERCARD	GENERAL SUPPLIES	\$4,113.81
BMO MASTERCARD	GROUNDS UPKEEP	\$59.93
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$22,214.71
BMO MASTERCARD	LIBRARY BOOKS	\$645.48
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$3,456.85
BMO MASTERCARD	PROF SERV: EDUCATION	\$327.11
BMO MASTERCARD	REF & RSRCH MATERIAL	\$312.00
BMO MASTERCARD	REPAIR PARTS	\$335.27
BMO MASTERCARD	STAFF WORKSH/CONF	\$1,705.32
BMO MASTERCARD	TEXTBOOKS	\$290.04
BMO MASTERCARD	TRAVEL	\$6,050.03
BOCHE CRAIG	OTHER PROFESSIONAL	\$100.00
BOOKHOUSE	GENERAL SUPPLIES	\$1,034.04
BOOKHOUSE	LIBRARY BOOKS	\$32.19
BOY SCOUTS OF AMERICA TROOP 360	SERVICE AGREEMENTS	\$2,400.00
BP	GASOLINE	\$297.94
BRADFIELD'S COMPUTER SUPPLY	INSTRUCTIONAL SUPPLIES	\$2,049.00
BRECKE	REPAIR PARTS	\$4,370.20
BRINEY LARRY	OTHER PROFESSIONAL	\$100.00
BROOMHEAD YVETTE	TRAVEL	\$13.69
BROWN & SAENGER	GENERAL SUPPLIES	\$513.70
BUSENBARK JOYCE	TRAVEL	\$31.71
BUTSCHI, BRAD	MISC REVENUE	\$6.88
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$575.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$450.00
CALCARA MARILYN	TRAVEL	\$22.04
CAM COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$1,530.25
CAMBIUM LEARNING PRODUCTS	INSTRUCTIONAL SUPPLIES	\$621.50
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$12,242.11

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
CARQUEST AUTO PARTS	REPAIR PARTS	\$486.46
CARQUEST AUTO PARTS	TRANSP. PARTS	\$676.51
CARROLL DISTRIBUTING	REPAIR PARTS	\$52.80
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$476.14
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$1,045.33
CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL	\$2,184.27
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$465.97
CENTRAL PROGRAMS, INC	INSTRUCTIONAL SUPPLIES	\$1,500.00
CENTRAL PROGRAMS, INC	LIBRARY BOOKS	\$2,652.26
CENTURYLINK	TELEPHONE	\$4,001.96
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$2,439.78
COCA-COLA BOTTLING COMPANY	INSTRUCTIONAL SUPPLIES	\$402.48
COE COLLEGE	TUITION COLLEGE/UNIV	\$500.00
COLLECTION	EE LIAB-GARNISHMENTS	\$2,664.79
COLLEGE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$7,651.25
COLLISON, AMY	TRAVEL	\$92.82
COLTON KRISTI	TRAVEL	\$13.61
COMMUNICATIONS ENGINEERING CO	RADIOS	\$87.00
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$25.00
CONNERLY DEBRA	TRAVEL	\$10.37
CONSCIOUS TEACHING LLC	GENERAL SUPPLIES	\$534.60
CONTINENTAL PRESS, INC	INSTRUCTIONAL SUPPLIES	\$1,022.56
COOKSLEY DAWN	TRAVEL	\$7.33
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$194.76
CRANDALL SHERI	TRAVEL	\$116.22
CULLIGAN	INSTRUCTIONAL SUPPLIES	\$32.00
CUMMINS CENTRAL POWER LLC	TRANSP. PARTS	\$57.26
CUSTOM HOSE & SUPPLIES, INC.	TRANSP. PARTS	\$40.32
DALLAS MIDWEST, LLC	GENERAL SUPPLIES	\$578.90
DECKER EQUIPMENT	INSTRUCTIONAL SUPPLIES	\$409.69
DEMCO	GENERAL SUPPLIES	\$605.40
DENNIS COMPANY	MAINTENANCE SUPPLIES	\$69.51
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$2,600.00
DONLON BRIDGET	TRAVEL	\$4.91
ECRA GROUP INCORPORATED	OTHER PROFESSIONAL	\$13,094.37
EDGEWOOD LOCKER INC	INSTRUCTIONAL SUPPLIES	\$108.00
ENTERPRISE	RENTALS EQUIPMENT	\$3,110.68
EVAN-MOORE EDUCATIONAL PUBLISHERS	INSTRUCTIONAL SUPPLIES	\$81.95
F & W SERVICE CO., INC	REPAIR/MAINT SERVICE	\$359.30
FAMILY VIDEO	FACILITY RENTAL	\$3,422.85
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$600.35
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,047,331.84
FASTENAL COMPANY	GENERAL SUPPLIES	\$10.98
FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$737.86
FEDEX	GENERAL SUPPLIES	\$9.28

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
FEDEX	INSTRUCTIONAL SUPPLIES	\$7.11
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$1,303.03
FRONTLINE TECHNOLOGIES	ADVERTISING	\$786.45
FROST JEFF	TRAVEL	\$92.12
FRY KEVIN	TRAVEL	\$0.39
FUTURE LINE	MAINTENANCE SUPPLIES	\$305.90
FUTURE LINE	REPAIR PARTS	\$320.98
GASWAY CO, J P	GENERAL SUPPLIES	\$1,414.06
GASWAY CO, J P	INSTRUCTIONAL SUPPLIES	\$50.55
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$455.02
GAZETTE COMMUNICATIONS INC	GENERAL SUPPLIES	\$3,466.89
GEE ASPHALT SYSTEMS INC	GROUND'S UPKEEP	\$4,246.98
GEHRLS, HAILEE	TRAVEL	\$31.23
GOLDBERG BETH	TRAVEL	\$81.90
GOPHER PERFORMANCE	INSTRUCTIONAL SUPPLIES	\$233.88
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$128.58
GOTTO RYAN	TRAVEL	\$53.47
GRAINGER	MAINTENANCE SUPPLIES	\$65.58
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$1,042.97
GRIMM NORM	TRAVEL	\$30.03
GROUT MUSEUM DISTRICT	INSTRUCTIONAL SUPPLIES	\$666.00
HAAN CRAFT	INSTRUCTIONAL SUPPLIES	\$430.25
HALVORSON BUILDING SOLUTIONS	REPAIR/MAINT SERVICE	\$125.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$25,155.00
HANDS UP COMMUNICATIONS	GENERAL SUPPLIES	\$72.00
HANSON, MEGAN	TRAVEL	\$113.07
HICKS KRISTI	TRAVEL	\$52.03
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$169.12
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,223.39
IMON COMMUNICATIONS LLC	TELEPHONE	\$5,570.67
IMPRESSIONS CUSTOM PRINT & COPY	INSTRUCTIONAL SUPPLIES	\$1,110.80
ING	EE LIAB-403 (B)	\$52,707.88
INNOVATIVE LEARNING CONCEPTS INC	INSTRUCTIONAL SUPPLIES	\$93.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$63,444.80
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$268,301.00
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$63,367.22
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$268,301.00
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$428,827.57
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$157.60
INVOLTA	OTHER TECH SER	\$350.00
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$138,306.84
IOWA DEPT OF NATURAL RESOURCES	DUES AND FEES	\$130.00
IOWA FIRE PROTECTION	REPAIR/MAINT SERVICE	\$200.00
IOWA PRISON INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$97.50
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$1,950.33

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$242,774.06
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$364,365.13
IOWA SHARES	EE LIAB-CHARITY	\$28.00
IOWA SOLUTIONS	GENERAL SUPPLIES	\$1,050.00
IOWA SOLUTIONS	OTHER TECH SER	\$437.50
IOWA SOLUTIONS	SERVICE AGREEMENTS	\$1,050.00
ISFIS	OTHER PROFESSIONAL	\$397.50
ISU BANDS	INSTRUCTIONAL SUPPLIES	\$144.00
JENSEN JULIE	TRAVEL	\$109.20
JESSEN ALICIA	TRAVEL	\$18.88
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$138.90
JOHNSON TERESA	TRAVEL	\$89.31
JOHNSTONE SUPPLY	REPAIR PARTS	\$4.55
JUNIOR ACHIEVEMENT	DUES AND FEES	\$8,954.35
JVA MOBILITY	EQUIPMENT >\$1999	\$2,995.00
KELLEY, SARAH	TRAVEL	\$57.72
KERR, BRENDA	INSTRUCTIONAL SUPPLIES	\$25.00
KESL CAROL	TRAVEL	\$40.09
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$85.00
KOENEN KARLA	TRAVEL	\$18.68
LABELS EAST INC	INSTRUCTIONAL SUPPLIES	\$51.00
LAKEMARY CENTER INC	TUITION IN STATE	\$3,668.26
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$194.35
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$5,342.47
LASER RESOURCES, LLC	IN-DIRECT COSTS	\$1,777.44
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$6,846.06
LASER RESOURCES, LLC	SERVICE AGREEMENTS	\$18.52
LEAGUE OF WOMEN VOTERS OF CR/MAR	GENERAL SUPPLIES	\$240.00
LEARNING A-Z	INSTRUCTIONAL SUPPLIES	\$99.95
LINN CO-OP OIL	GASOLINE	\$30,486.85
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$1,726.50
LINN COUNTY REC	ELECTRICITY	\$19,759.81
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$1,103.65
LITTLE CAESARS	INSTRUCTIONAL SUPPLIES	\$290.90
LMEA	EE LIAB-UNION DUES	\$12,861.24
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$525.15
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,327.21
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$10,707.91
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	\$111.00
MARION IRON CO.	GENERAL SUPPLIES	\$312.60
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$64.20
MARION JANITORIAL SUPPLY CO	GENERAL SUPPLIES	\$55.26
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$497.88
MARION TIMES	ADVERTISING	\$799.41
MARION WATER DEPT	WATER/SEWER	\$8,447.54

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
MATHESON-LINDWELD	GENERAL SUPPLIES	\$119.68
MATHESON-LINDWELD	INSTRUCTIONAL SUPPLIES	\$286.52
MATHESON-LINDWELD	MAINTENANCE SUPPLIES	\$148.04
MCBRIDE CHRYSANN	STAFF WORKSH/CONF	\$6,007.51
MCCORMACK DISTRIBUTING	REPAIR PARTS	\$425.60
MCDONALD CJ	TRAVEL	\$18.37
MCGRAW-HILL SCHOOL EDUCATION	INSTRUCTIONAL SUPPLIES	\$15.35
MCM ELECTRONICS	REPAIR PARTS	\$516.04
McSWEENEY, CHRISTINE	TRAVEL	\$13.65
MEAD, JAIME	TRAVEL	\$109.20
MENARDS -13127	GENERAL SUPPLIES	\$173.35
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$96.29
MERCY EAP SERVICES	OTHER PROFESSIONAL	\$612.00
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$1,530.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$12,190.57
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$336,201.69
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18,161.82
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$19,866.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$16,365.72
MID AMERICAN ENERGY	NATURAL GAS	\$10,884.20
MIDDLEKAUFF JO	TRAVEL	\$159.12
MIDWAY OUTDOOR EQUIPMENT INC	MAINTENANCE SUPPLIES	\$621.67
MIDWEST ALARM SERVICES	SERVICE AGREEMENTS	\$309.00
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$6,968.08
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$19,647.90
MIDWEST COMPUTER PRODUCTS	LIBRARY BOOKS	\$1,389.47
MIDWEST SUBURBAN SUPERINTENDENTS ASSOC.	DUES AND FEES	\$300.00
MIDWEST SUBURBAN SUPERINTENDENTS ASSOC.	GENERAL SUPPLIES	\$275.00
MIDWEST WHEEL	REPAIR PARTS	\$276.20
MIDWEST WHEEL	TRANSP. PARTS	\$751.75
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MNJ TECHNOLOGIES DIRECT INC	GENERAL SUPPLIES	\$94.60
MNJ TECHNOLOGIES DIRECT INC	LIBRARY BOOKS	\$15.88
MOONEY LISA	TRAVEL	\$81.12
MORRISON ANGIE	TRAVEL	\$97.89
MT VERNON RD AUTO CENTER INC	VEHICLE REPAIR	\$598.90
MT.VERNON COMM.SCHOOL DIST	TUITION OPEN ENROLL	\$6,121.00
MTI DISTRIBUTING INC	REPAIR PARTS	\$49.40
MULHOLLAND KATHLEEN	TRAVEL	\$70.20
MUTUAL WHEEL CO	TRANSP. PARTS	\$66.24
NANCY BRIGHT	OTHER PROFESSIONAL	\$400.00
NBI, INC	STAFF WORKSH/CONF	\$1,027.00
NEUMAN POOLS	MAINTENANCE SUPPLIES	\$2,994.30
NGUYEN LEE	PROF SERV: EDUCATION	\$300.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
NOLTE, CORNMAN & JOHNSON P.C.	OTHER PROFESSIONAL	\$13,800.00
NSAN, INC	ADVERTISING	\$1,008.00
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$4,277.80
OFFICE OF AUDITOR OF STATE	DUES AND FEES	\$850.00
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$450.00
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$415.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$424.03
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$211.74
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$637.07
PHONAK	INSTRUCTIONAL SUPPLIES	\$836.49
PINE NEEDLES SEWING CENTER	INSTRUCTIONAL SUPPLIES	\$4,097.00
PITNEY BOWES	POSTAGE/UPS	\$996.21
PIZZA HUT OF AMERICA, INC. & AFFIL	INSTRUCTIONAL SUPPLIES	\$50.00
PLUMB SUPPLY CO.	REPAIR PARTS	\$33.58
PLUMBERS SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$1,121.19
PLUMBERS SUPPLY COMPANY	REPAIR PARTS	\$1,187.19
POLAR ELECTRO INC	INSTRUCTIONAL SUPPLIES	\$350.00
POOL TECH MIDWEST INC	GENERAL SUPPLIES	\$369.50
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$4,546.48
PUSH-PEDAL-PULL	INSTRUCTIONAL SUPPLIES	\$206.00
PYRAMID SCHOOL PRODUCTS	GENERAL SUPPLIES	\$632.40
QUILL CORPORATION	GENERAL SUPPLIES	\$338.74
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$108.28
QUINN STORAGE	FACILITY RENTAL	\$75.00
RADIO COMMUNICATIONS CO	TRANSP. PARTS	\$14.75
RADIO ENGINEERING INDUSTRIES	TWO-WAY RADIO	\$86.41
RAMOS JERI	TRAVEL	\$216.84
READING READING BOOKS, LLC	INSTRUCTIONAL SUPPLIES	\$2,197.80
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$54.60
REGISTER MEDIA	ADVERTISING	\$1,135.26
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$73.42
RESEARCH PRESS	INSTRUCTIONAL SUPPLIES	\$101.90
RIDDELL ALL-AMERICAN	INSTRUCTIONAL SUPPLIES	\$5,996.73
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$499.20
ROTO-ROOTER	REPAIR/MAINT SERVICE	\$550.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$538.20
SADLER POWER TRAIN	TRANSP. PARTS	\$425.56
SAGE PUBLICATIONS INC	INSTRUCTIONAL SUPPLIES	\$52.00
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$285.36
SCANTRON	INSTRUCTIONAL SUPPLIES	\$422.13
SCHAEFER, KERI	INSTRUCTIONAL SUPPLIES	\$29.82
SCHIMBERG	REPAIR PARTS	\$4.73
SCHOLASTIC BOOK CLUBS	LIBRARY BOOKS	\$20.00
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$22.41
SCHOLASTIC MAGAZINE	TEACHER PAY	\$36.29

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
SCHOOL ADMINISTRATORS OF IOWA	STAFF WORKSH/CONF	\$210.00
SCHOOL BUS SALES	TRANSP. PARTS	\$6,307.08
SCHOOL OUTFITTERS	INSTRUCTIONAL SUPPLIES	\$184.40
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$687.96
SCHOOL TECH SUPPLY	COMP/TECH HARDWARE	\$349.00
SCHUMACHER ELEVATOR	SERVICE AGREEMENTS	\$743.40
SEIU LOCAL 199	EE LIAB-UNION DUES	\$661.32
SHARE OUR STRENGTH	INSTRUCTIONAL SUPPLIES	\$84.39
SHIPLEY MIKE	TRAVEL	\$109.98
SHORTER MARGARET	TRAVEL	\$83.89
SHRED-IT DES MOINES	GENERAL SUPPLIES	\$47.29
SITSPOTS	INSTRUCTIONAL SUPPLIES	\$65.65
SOLO COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$1,530.25
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$112.50
SPECIAL OLYMPICS IOWA INC	INSTRUCTIONAL SUPPLIES	\$600.00
SPECIAL OLYMPICS IOWA INC	MISC REVENUE	\$100.00
SPRINGVILLE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$677.45
STANDARD BEARINGS	REPAIR PARTS	\$212.35
STAPLES	GENERAL SUPPLIES	\$163.67
STAPLES	INSTRUCTIONAL SUPPLIES	\$346.94
STAR AUTISM SUPPORT INC	INSTRUCTIONAL SUPPLIES	\$72.60
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$12.50
SUESS WYATT	TRAVEL	\$1.87
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,116.00
SUNBURST DIGITAL, INC	INSTRUCTIONAL SUPPLIES	\$4,124.75
SYMMONDS MARY	TRAVEL	\$46.80
SYSTEMS UNLIMITED, INC.	PROF SERV: EDUCATION	\$700.00
TEACHER CREATED RESOURCES	INSTRUCTIONAL SUPPLIES	\$43.97
TERRELL DAN	TRAVEL	\$13.10
TERRY DURIN	MAINTENANCE SUPPLIES	\$301.14
THOMAS BUS	TRANSP. PARTS	\$98.20
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$1,537.75
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$10,933.21
TREASURER ST OF IA	STATE INCOME TAX	\$187,550.46
TRESONA MULTIMEDIA, LLC	INSTRUCTIONAL SUPPLIES	\$150.00
TRUCK BUILDERS	VEHICLE REPAIR	\$5,987.10
U.S. CELLULAR	TELEPHONE	\$924.98
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$1,636.59
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$2,849.36
US TICKET	GENERAL SUPPLIES	\$50.34
VAIL KATHERINE L.	TRAVEL	\$7.72
VALUE INSPIRED PRODUCTS/SERVICES	INSTRUCTIONAL SUPPLIES	\$1,634.19
VAN METER CO	REPAIR PARTS	\$3,138.03
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$26,788.09
WAGE WORKS	EE LIAB-FLEX HEALTH	\$24,819.60

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
WAGOR, RICHARD	OTHER PROFESSIONAL	\$400.00
WALMART	GENERAL SUPPLIES	\$78.11
WALMART	INSTRUCTIONAL SUPPLIES	\$841.99
WALSH DOOR & HARDWARE	REPAIR PARTS	\$443.00
WEHRENBURG GALAXY 16	OTHER PROFESSIONAL	\$600.00
WELLMARK	OTHER PROFESSIONAL	\$1,080.00
WELTER STORAGE EQUIPMENT CO INC	GENERAL SUPPLIES	\$465.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$47.16
XAVIER HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$200.00
ZIMMERMAN JESSICA	TRAVEL	\$22.04

Fund Total: \$6,218,192.86

Fund: MANAGEMENT LEVY

IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT COMP	\$4.40
TRUENORTH COMPANIES, LC	BLDG/PROPERTY INS	\$426.00

Fund Total: \$430.40

Fund: NUTRITION SERVICES

ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$37,892.17
BMO MASTERCARD	EQUIPMENT REPAIR	\$43.50
BMO MASTERCARD	GENERAL SUPPLIES	\$94.58
BMO MASTERCARD	PURCHASE FOOD	\$83.34
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$1,201.68
DAHL MYTE	DEFERRED REVENUE	\$85.45
DAMAN, JAMIE	DEFERRED REVENUE	\$12.25
EARTHGRAINS	PURCHASE FOOD	\$3,412.92
EMS DETERGENT SERVICES	CLEANING PRODUCTS	\$456.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$122,194.46
GOODWIN TUCKER GROUP	REPAIR/MAINT SERVICE	\$1,074.47
HENDRICKSON NICOLE	DEFERRED REVENUE	\$19.20
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$138.00
ING	EE LIAB-403 (B)	\$4,040.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$2,555.86
INTERNAL REVENUE SERVICE-9343	EE LIAB-SOC SEC	\$10,929.12
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$2,555.86
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$10,929.12
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$11,844.99
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$7,211.45
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$10,823.22
KECK, INC.	PURCHASE FOOD	\$4,113.09
KNIGHT SUSAN	TRAVEL	\$6.67
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$140.29
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$192.72
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$143.27
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$11,174.81
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$763.56
NOTH RUTH	TRAVEL	\$6.24

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
OFFICE EXPRESS	GENERAL SUPPLIES	\$137.98
PIZZA HUT OF AMERICA,INC.& AFFIL	PURCHASE FOOD	\$3,595.98
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$15.00
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$69.48
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$2,309.67
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$73,368.99
SCHUMACHER CHRIS	DEFERRED REVENUE	\$19.95
SUBWAY-19486	PURCHASE FOOD	\$9,231.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$103.30
TREASURER ST OF IA	STATE INCOME TAX	\$5,109.23
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$45.95
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$50.00
WATSON JOSH	DEFERRED REVENUE	\$24.45
Fund Total:		\$338,219.27
Fund: PHY PLANT & EQ LEVY		
CAMPBELL SUPPLY	REPAIR/MAINT SERVICE	\$807.49
CLARK SECURITY PRODUCTS INC	CONSTRUCTION SERV	\$744.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
DRYSPACE INC	CONSTRUCTION SERV	\$2,960.49
JOHNSON CONTROLS	EQUIPMENT >\$1999	\$2,194.00
MENARDS -13127	CONSTRUCTION SERV	\$3,050.84
MIDWAY OUTDOOR EQUIPMENT INC	EQUIPMENT >\$1999	\$825.00
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$1,926.34
PLUMBERS SUPPLY COMPANY	EQUIPMENT REPAIR	\$1,526.50
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$1,653.00
Fund Total:		\$20,212.66
Fund: Pool 10 Million Issue and 2013 10M Issue		
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$10,150.79
COMMUNICATIONS ENGINEERING CO	EQUIPMENT >\$1999	\$7,777.77
DLR GROUP INC	ARCHITECT	\$7,164.29
DLR GROUP INC	CONSTRUCTION SERV	\$345,993.01
SOIL-TEK	CONSTRUCTION SERV	\$275.00
TERRACON CONSULTANTS INC	CONSTRUCTION SERV	\$512.00
Fund Total:		\$371,872.86
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,442.79
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$28.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$123.58
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$28.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$123.58
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$188.72
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$135.61
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$203.53
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.74
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$22.44
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$401.50
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18.18
TREASURER ST OF IA	STATE INCOME TAX	\$78.12
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$22.50

Fund Total: \$2,827.59

Fund: STUDENT ACTIVITY

AMBROSY TODD	OFFICIAL/JUDGE	\$170.00
APPAREL 1	INSTRUCTIONAL SUPPLIES	\$96.00
BELIN-BLANK CENTER	DUES AND FEES	\$150.00
BLANK PARK ZOO	INSTRUCTIONAL SUPPLIES	\$100.00
BMO MASTERCARD	DUES AND FEES	\$618.98
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$13,985.45
BMO MASTERCARD	TRAVEL	\$1,760.84
BOLDEN MAURICE	OFFICIAL/JUDGE	\$60.00
BORMANN RANDY	OFFICIAL/JUDGE	\$200.00
BOYS & GIRLS CLUB OF GREATER DUBUQUE	INSTRUCTIONAL SUPPLIES	\$242.50
BRANDT BLAKE	OFFICIAL/JUDGE	\$55.00
BRANDT JAY	OFFICIAL/JUDGE	\$60.00
BRECKENRIDGE JOE	OFFICIAL/JUDGE	\$90.00
BURDT SAM	OFFICIAL/JUDGE	\$60.00
CEDAR RAPIDS ATHLETIC OFFICIALS	INSTRUCTIONAL SUPPLIES	\$525.00
CEDAR VALLEY WORLD TRAVEL	TRAVEL	\$1,010.00
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$110.00
COOPER JOHN	OFFICIAL/JUDGE	\$70.00
COOPER STEPHEN	OFFICIAL/JUDGE	\$55.00
COPE PLASTICS INC	INSTRUCTIONAL SUPPLIES	\$93.54
COSTELLO TIM	OFFICIAL/JUDGE	\$200.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$6,565.00
CROWN TROPHY	INSTRUCTIONAL SUPPLIES	\$646.90
DANCEWEAR SOLUTIONS, LLC	INSTRUCTIONAL SUPPLIES	\$577.32
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$6,158.00
DOMINO'S PIZZA-4359	INSTRUCTIONAL SUPPLIES	\$504.22
DRAHN BRENDEN	OFFICIAL/JUDGE	\$55.00
DRUVENGA RANDALL	OFFICIAL/JUDGE	\$90.00
DVORAK JOHN	OFFICIAL/JUDGE	\$80.00
DYRLAND DANIEL	OFFICIAL/JUDGE	\$135.00
ESTERVILLE LINCOLN CENTRAL HIGH	DUES AND FEES	\$80.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$67.74
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,029.11
FBLA-PBL	DUES AND FEES	\$940.00
FEDEX OFFICE	INSTRUCTIONAL SUPPLIES	\$15.60
FERRIS KEVIN	OFFICIAL/JUDGE	\$90.00
FLOOD KEVIN	OFFICIAL/JUDGE	\$110.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
FORSBERG SCOTT	OFFICIAL/JUDGE	\$131.40
FOUR SEASONS FUND RAISING	INSTRUCTIONAL SUPPLIES	\$9,176.74
FRUEHLING SCOTT	OFFICIAL/JUDGE	\$50.00
FUSION EDGE PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	\$525.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$2,558.50
GASSMANN MARK	OFFICIAL/JUDGE	\$90.00
GREVE MARK	OFFICIAL/JUDGE	\$100.00
GRIFFITHS FRED	OFFICIAL/JUDGE	\$80.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$193.00
GUENTHER MARK	OFFICIAL/JUDGE	\$124.50
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$257.00
HCC SPECIALTY UNDERWRITERS, INC	OTHER INSURANCE	\$700.00
HEIDELBAUER CHRISTOPHER	OFFICIAL/JUDGE	\$120.00
HINTON CLIFF	OFFICIAL/JUDGE	\$136.00
HORST JEFF	OFFICIAL/JUDGE	\$90.00
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$1,076.00
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$89.17
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$114.20
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$33.20
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$141.98
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$33.20
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$141.98
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$113.05
IOWA FFA ASSOCIATION	DUES AND FEES	\$601.00
IOWA FFA FOUNDATION	INSTRUCTIONAL SUPPLIES	\$100.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$65.00
IOWA HS BASEBALL COACHES ASSN	DUES AND FEES	\$120.00
IOWA HS BASEBALL COACHES ASSN	INSTRUCTIONAL SUPPLIES	\$230.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$72.23
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$108.38
IOWA STATE UNIVERSITY	INSTRUCTIONAL SUPPLIES	\$200.00
IOWA STRING TEACHERS ASSOCIATION	INSTRUCTIONAL SUPPLIES	\$60.00
JASPERS JACK	OFFICIAL/JUDGE	\$55.00
JEFFRY DOWNING	OFFICIAL/JUDGE	\$55.00
JIMMY JOHN'S	INSTRUCTIONAL SUPPLIES	\$278.44
JOHNSON ERIK	OFFICIAL/JUDGE	\$124.50
KAIN KEY	OFFICIAL/JUDGE	\$108.40
KEEL BILL	OFFICIAL/JUDGE	\$55.00
KEITH M MERRICK CO INC	INSTRUCTIONAL SUPPLIES	\$1,364.90
KELLEY, DOUG	OFFICIAL/JUDGE	\$175.00
KENNEDY HIGH SCHOOL	DUES AND FEES	\$100.00
KEY CLUB INTERNATIONAL	DUES AND FEES	\$2,275.00
KOLLEGE TOWN SPORTS	INSTRUCTIONAL SUPPLIES	\$1,074.46
KOSKE KEN	OFFICIAL/JUDGE	\$55.00
LEGO EDUCATION	INSTRUCTIONAL SUPPLIES	\$531.40

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$30.45
LEVEL 10	INSTRUCTIONAL SUPPLIES	\$1,375.75
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$229.00
LITTLE HAWKS BASKETBALL CLUB	INSTRUCTIONAL SUPPLIES	\$130.00
LOUGHREN PATRICK	OFFICIAL/JUDGE	\$200.00
MAHMENS SCOTT	TRAVEL	\$85.80
MAJOR RONALD	OFFICIAL/JUDGE	\$160.00
MATTHEWS CAROLL	OFFICIAL/JUDGE	\$90.00
MAY ANDREW	OFFICIAL/JUDGE	\$200.00
MEDICAL SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$48.51
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$1,323.25
MID-WEST 3D SOLUTIONS, LLC	INSTRUCTIONAL SUPPLIES	\$275.00
MOE TONYA	TRAVEL	\$234.78
MORRISON DALE	OFFICIAL/JUDGE	\$140.00
MURPHY BOB	OFFICIAL/JUDGE	\$200.00
MUTERS, JESSICA	INSTRUCTIONAL SUPPLIES	\$800.00
NASCO	INSTRUCTIONAL SUPPLIES	\$173.98
NATHAN JOHN SEVERSON	INSTRUCTIONAL SUPPLIES	\$450.00
NEFF	INSTRUCTIONAL SUPPLIES	\$692.85
NEIBA	INSTRUCTIONAL SUPPLIES	\$200.00
NEPO PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$82.50
OAKES CODY	OFFICIAL/JUDGE	\$68.40
OBERBROECKLING CHRIS	OFFICIAL/JUDGE	\$160.00
PAGE CHAD	OFFICIAL/JUDGE	\$87.60
PANTINI ANDY	OFFICIAL/JUDGE	\$150.00
PATRICK TROY	OFFICIAL/JUDGE	\$220.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$622.95
PIZZA HUT OF AMERICA,INC.& AFFIL	INSTRUCTIONAL SUPPLIES	\$299.61
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$50.00
RED WHEEL FUNDRAISING	INSTRUCTIONAL SUPPLIES	\$636.60
REESE DEVON	INSTRUCTIONAL SUPPLIES	\$320.00
REMINGTON SHANE	OFFICIAL/JUDGE	\$140.00
ROBERTS MIKE	OFFICIAL/JUDGE	\$90.00
ROEN JEFFREY	OFFICIAL/JUDGE	\$90.00
SCHINDLER KURT	OFFICIAL/JUDGE	\$55.00
SCHMITT DAVID	INSTRUCTIONAL SUPPLIES	\$70.00
SCHUELLER ROGER	OFFICIAL/JUDGE	\$90.00
SCHUETZ PAUL	OFFICIAL/JUDGE	\$118.00
SESKER KENT	OFFICIAL/JUDGE	\$200.00
SMITH BRANDON	OFFICIAL/JUDGE	\$40.00
SOCCER.COM	INSTRUCTIONAL SUPPLIES	\$2,575.94
SPLASH MULTISPORT	INSTRUCTIONAL SUPPLIES	\$1,209.70
STAGERIGHT	INSTRUCTIONAL SUPPLIES	\$433.00
STAMP SHEA	OFFICIAL/JUDGE	\$200.00
STAMY DAVID	OFFICIAL/JUDGE	\$145.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 12/05/2014 - 01/08/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
STONE TRACY	OFFICIAL/JUDGE	\$184.30
STORM STEEL	INSTRUCTIONAL SUPPLIES	\$60.49
THOMAS DANIEL	OFFICIAL/JUDGE	\$55.00
THOMPSON JEROME	OFFICIAL/JUDGE	\$90.00
THUL DAVID	OFFICIAL/JUDGE	\$150.00
TIEDT LOWELL	OFFICIAL/JUDGE	\$200.00
TREASURER ST OF IA	STATE INCOME TAX	\$67.99
TROENDLE MARK	OFFICIAL/JUDGE	\$55.00
TURNER TERRY	OFFICIAL/JUDGE	\$50.00
UMLAND DON	OFFICIAL/JUDGE	\$133.70
VAN HOECK RON	OFFICIAL/JUDGE	\$55.00
VERSTEEGH RON	OFFICIAL/JUDGE	\$55.00
VEX ROBOTICS, INC	INSTRUCTIONAL SUPPLIES	\$34.95
VILLARREAL SERGIO	OFFICIAL/JUDGE	\$90.00
VINTON-SHELLSBURG COMM SCHOOL	DUES AND FEES	\$145.00
WAGNER MITCHELL	OFFICIAL/JUDGE	\$140.00
WALDERBACH ADAM	OFFICIAL/JUDGE	\$165.00
WALMART	INSTRUCTIONAL SUPPLIES	\$83.14
WEDGBURY JASON	OFFICIAL/JUDGE	\$137.20
WENGER	INSTRUCTIONAL SUPPLIES	\$780.00
WILDEN RAY	OFFICIAL/JUDGE	\$129.10
WINTER JERRY	OFFICIAL/JUDGE	\$100.00
WORLDSTRIDES HERITAGE PERFORMANCE	INSTRUCTIONAL SUPPLIES	\$1,000.00
YANECEK DOUG	OFFICIAL/JUDGE	\$55.00
Fund Total:		\$80,949.37
Fund: Student Store		
BMO MASTERCARD	GENERAL SUPPLIES	\$710.53
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$432.00
Fund Total:		\$1,142.53
Grand Total:		\$7,761,709.51

End of Report

School Finance Report November 30, 2013

42% of the School Year Complete

	Current Budget		Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)	% Exp Last Month (Budget)	% Exp (Revenues)	% Exp Last Month (Revenues)	Balance (Budget)	Balance (Revenues)
1) Instructional (1000-1999)	\$48,323,345			\$4,196,877	\$3,437,574	\$13,485,205	27.9%	7.1%			\$34,838,140	
2) Support Services(2000-2999)	\$22,547,755			\$1,609,827	\$2,276,423	\$7,915,225	35.1%	10.1%			\$14,632,530	
3) Non-Instructional(3000-3999)	\$3,374,761			\$296,756	\$429,695	\$983,363	29.1%	12.7%			\$2,391,398	
4) Other Expenditures((4000-5299)	\$26,080,760			\$1,882,831	\$2,312,941	\$11,606,006	44.5%	8.9%			\$14,474,754	
											\$5,608,536	
Total	\$100,326,621			\$ 7,986,290	\$ 8,456,633	\$ 33,989,798	33.9%	8.4%			\$71,945,359	
Transfers out	\$5,608,536			\$ 492,461		\$ 6,511,641						
Operating Fund	\$70,279,498		\$25,074,309	\$5,802,676	\$5,743,016	\$19,951,958	28.4%	8.2%	80%	23%	50,327,540	5,122,352
PPEL	\$3,210,000		\$1,557,541	\$32,561	\$539,900	\$1,721,558	53.6%	16.8%	111%	35%	1,488,442	(164,017)
Management	\$1,040,861		\$633,758	\$7,767	\$25,474	\$1,204,663	115.7%	2.4%	190%	4%	(163,802)	(570,905)
Activity	\$1,400,000		\$702,023	\$165,475	\$119,250	\$564,244	40.3%	8.5%	80%	17%	835,756	137,779
Nutrition	\$3,256,000		\$1,104,934	\$296,975	\$339,407	\$896,144	27.5%	10.4%	81%	31%	2,359,856	208,790
SAVE	\$3,685,000		\$1,772,724	\$10,648	\$76,331	\$376,892	10.2%	0.0%	0%	0%	3,308,108	1,395,832
Debt Service	\$9,081,262		\$1,857,821	\$636,271	\$0	\$4,243,181	46.7%	0.0%	0%	0%	4,838,081	(2,385,360)
Other Capitol Projects	\$8,000,000		\$3,994,707	\$1,031,517	\$1,606,269	\$4,993,682	0.0%	0.0%	0%	0%	3,006,318	(998,975)
PERL	\$374,000		\$120,785	\$2,401	\$6,986	\$37,476					336,524	83,309
Total	\$100,326,621		\$36,818,604	\$7,986,290	\$8,456,633	\$33,989,798	33.9%	8.4%	92%	23%	66,336,823	2,828,806
Bond payment transfer	\$5,608,536		\$2,520,397	\$492,461	\$1,969,842	\$6,511,641	0.0%	0.0%	0%	0%	(903,105)	(3,991,244)

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2013-2014

Date Range: 11/01/2013 - 11/30/2013

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	16,590,238.76	5,232,903.18	5,677,440.07	16,145,701.87
10.0003.0000.000.0000.101000	CASH IN BANK	0.00	577.88	577.88	0.00
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	7,184.67	7,184.67	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	775,004.94	96,208.74	174,098.48	697,115.20
22.0006.0000.000.0000.101000	CASH IN BANK	1,422,167.22	64,436.85	7,767.00	1,478,837.07
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,400.65	2,400.65	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	347,627.71	12,885.16	2,400.65	358,112.22
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	952,500.00	0.00	0.00	952,500.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111011	1.555 RESERVE CD	1,557,288.03	0.00	0.00	1,557,288.03
33.0000.0000.000.0000.111012	938,977 RESERVE CD	940,358.90	0.00	0.00	940,358.90
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	5,341,209.62	776,959.88	503,108.75	5,615,060.75
35.0003.0000.000.0000.101000	CASH IN BANK	2,378,437.69	226.15	1,031,517.04	1,347,146.80
36.0003.0000.000.0000.101000	CASH IN BANK	1,756,667.28	183,593.81	40,065.60	1,900,195.49
40.0003.0000.000.0000.101000	CASH IN BANK	3,284,702.13	694,272.01	636,270.63	3,342,703.51
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	140,508.45	140,508.45	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,250,570.68	326,059.67	298,056.98	1,278,573.37
		<u>39,448,576.08</u>	<u>7,538,217.10</u>	<u>8,521,396.85</u>	<u>38,465,396.33</u>

End of Report

School Finance Report November 30, 2014

42% of the School Year Complete

	Current Budget	Beginning Fund Balance(est)	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)	\$51,750,000			\$4,492,243	\$3,730,141	\$13,750,654	26.6%		\$37,999,346		
2) Support Services(2000-2999)	\$23,266,000			\$1,728,128	\$2,543,373	\$8,728,323	37.5%		\$14,537,677		
3) Non-Instructional(3000-3999)	\$3,483,000			\$275,145	\$468,242	\$1,043,139	29.9%		\$2,439,861		
4) Other Expenditures((4000-5299)	\$25,310,943			\$1,600,573	\$2,988,306	\$10,179,327	32.6%	w/o transf	\$15,131,616		
Total	\$103,809,943			\$ 8,096,090	\$ 9,730,062	\$ 33,701,442	30.6%	w/o transf	\$70,108,501		
Interfund Transfers	\$14,058,094			\$ 376,261	\$ -	\$ 1,939,399	13.8%		\$12,118,695		
Operating Fund-10	\$73,775,943	\$11,554,282	\$28,070,404	\$6,352,061	\$6,416,345	\$21,086,231	28.6%		52,689,712	6,984,173	18,538,455
PPEL-36	\$3,850,000	\$2,434,751	\$1,568,514	\$33,478	\$104,152	\$1,441,825	37.4%		2,408,176	126,689	2,561,440
Management-22	\$1,062,000	\$2,093,890	\$516,215	\$834	\$4,701	\$1,015,105	95.6%		46,895	(498,890)	1,595,000
Activity-21	\$1,400,000	\$573,221	\$675,037	\$88,403	\$160,552	\$481,573	34.4%		918,427	193,464	766,685
Nutrition-61	\$3,354,000	\$1,889,522	\$951,024	\$271,407	\$357,803	\$903,613	26.9%		2,450,387	47,411	1,936,933
SAVE-33	\$1,025,000	\$21,942,700	\$1,833,071	\$0	\$2,139,882	\$1,392,665	135.9%		(367,665)	440,406	22,383,106
Debt Service-40	\$9,360,000	\$3,477,311	\$3,967,812	\$515,634	\$250	\$4,408,586	47.1%		4,951,414	(440,773)	3,036,538
Other Capitol Projects-35	\$9,500,000	\$3,998,305	\$3,669,419	\$821,518	\$505,904	\$2,832,272	29.8%		6,667,728	837,146	4,835,451
PERL-24	\$433,000	\$417,428	\$123,149	\$4,678	\$12,252	\$86,644	20.0%		346,356	36,506	453,934
Aquatic Center-65	\$50,000	\$6,691	\$62,986	\$8,077	\$18,221	\$52,928	105.9%		(2,928)	10,058	16,749
Student Store-68		\$0	\$5,303	\$0	\$0	\$0				5,303	5,303
Total	\$103,809,943	\$48,388,101	\$41,442,935	\$8,096,090	\$9,720,062	\$33,701,442	32.5%		70,108,501	7,741,493	56,129,594
Interfund Transfers	\$14,058,094		\$1,939,399	\$376,261	\$0	\$1,939,399	0.0%		12,118,695		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2014-2015

Date Range: 11/01/2014 - 11/30/2014

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	16,549,964.17	7,193,932.55	6,221,278.76	17,522,617.96
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	5,128.96	5,128.96	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	766,887.86	213,693.89	226,823.09	753,758.66
22.0006.0000.000.0000.101000	CASH IN BANK	1,479,074.00	116,760.17	834.00	1,595,000.17
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,827.59	2,827.59	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	428,463.91	30,150.03	4,677.59	453,936.35
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	321,500.00	0.00	0.00	321,500.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111011	1.555 RESERVE CD	694,000.00	0.00	0.00	694,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	(367,250.08)	853,962.15	376,260.90	110,451.17
35.0003.0000.000.0000.101000	CASH IN BANK	5,635,160.88	782.00	821,518.33	4,814,424.55
36.0003.0000.000.0000.101000	CASH IN BANK	2,115,916.96	408,343.55	33,478.08	2,490,782.43
40.0003.0000.000.0000.101000	CASH IN BANK	2,671,142.21	881,029.99	515,634.38	3,036,537.82
61.0001.0000.000.0000.101000	CASH IN BANK	35.00	154,271.66	154,306.66	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,463,030.43	316,265.30	293,979.42	1,485,316.31
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	4,014.14	4,014.14	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	10,771.16	14,070.31	8,092.34	16,749.13
68.0002.0000.000.0000.101000	CASH IN BANK	1,448.25	3,894.35	40.00	5,302.60
		<u>35,566,228.67</u>	<u>10,199,126.64</u>	<u>8,668,894.24</u>	<u>37,096,461.07</u>

End of Report