



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/SUPERINTENDENT RETREAT MINUTES
OCTOBER 20, 2014 @ 5:00 PM**

ATTENDEES:

Board: Isenberg, Buchholz, Wilson, Stark, Gadelha, Hutcheson, Patterson

Administration: Mulholland

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Directors/Superintendent Retreat was called to order in the Board Room of the Learning Resource Center by President Tim Isenberg at 5:00 PM. Role was taken and it was determined a quorum was present. Stark joined the meeting at 5:03 PM.

REVISION AND/OR ADOPTION OF THE AGENDA Motion 086-10-20

Motion by Patterson to adopt the agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

BOARD/SUPERINTENDENT RETREAT

Superintendent Katie Mulholland reviewed the following goals:

1. Community Engagement and Communication: with a variety of media and processes that include Board, staff, students, parents, and community.

Progress – External communication, besides the District committees, superintendent advisories, and community group participation has been expanded to include Coffee Conversations and regular attendance at City Council meetings by Board members and the superintendent. A District newsletter is due to be published and mailed to Linn-Mar residents. The Linn-Mar website and Facebook will continue to push out Linn-Mar information and news. Superintendent search focus groups included staff, parents, community members, and business leaders. Internally, communication flows through a number of groups, including the Leadership Team and Board visits to schools.

2. High School: a) program design that includes innovative learning structures (e.g. academies, problem based learning); b) renovation design that inspires 21st Century learning as well as increased security; and c) development of a foundation that fosters community partnerships and relationships with post-secondary institutions which benefit students.

Progress – The High School continues to review course offerings and student services to reflect 21st Century learning which is being incorporated into the renovation plans for the High School. DLR Architects are continuing work on the renovation plans to meet the January bid date timeline. There are a number of community partnership opportunities developing for students. One partnership, with UNI, is providing a year-long student teaching experience in the social studies department. Other student experiences include Kirkwood and other colleges.

3. Implementation of the Teacher Leadership Plan: with a focus on measures of success.

Progress – The first quarter of the implementation has been completed. The program coordinators are collecting data on the support provided by the teacher leaders. Surveys and interviews for feedback from the teacher leaders, teachers, principals, and administrators are in development for two purposes: first, to assess the success of the program; and secondly, to determine needed adjustments for year two of the program.

4. Professional Development of District Leadership: with a focus on performance and growth in practice for the Board, Cabinet, and Leadership Team.

Progress – The Board’s learning includes school visits, several book studies, preparation for superintendent search interviews, and informational reports on programs and activities in the District in the spirit of the mission: *Inspire Learning. Unlock Potential. Empower Achievement.* The Cabinet and the Leadership Team are also reviewing the same material which includes: Cultures Built to Last, District Leadership that Works, and Balanced Leadership.

ADJOURNMENT **Motion 087-10-20**

Motion by Wilson to adjourn at 6:22 PM. Second by Patterson. Voice vote. Motion unanimously approved.

Board President

Board Secretary

*Minutes respectfully submitted by:
Katie Mulholland, Superintendent
10/21/2014*



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**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD REGULAR MEETING AGENDA
OCTOBER 20, 2014 @ 7:00 PM**

ATTENDEES

Board: Isenberg, Buchholz, Wilson, Gadelha, Hutcheson, Patterson
Administration: Mulholland, Morrison, Halupnik, Jensen, Anderson, Christian, Ironside
Absent: Stark (Board) and Ramos (Administration)

CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Directors regular meeting was called to order in the Board Room of the Learning Resource Center by President Tim Isenberg at 7:00 PM. Role was taken and it was determined a quorum was present.

REVISION AND/OR ADOPTION OF THE AGENDA Motion 088-10-20

Motion by Buchholz 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

Health & Human Development Committee Report:

Julie Jensen, Executive Director of Student Services, reported that on October 8th the Health & Human Development Committee discussed healthy initiatives being modeled in the elementary buildings including healthy birthday treats and the goal to have at least two, if not all, elementary buildings Blue Zone schools by May 2015. The committee will continue their discussion on safe and secure schools.

Policy Committee Report

Patterson reported on the October 13th Policy Committee meeting sharing that Policy Series 500: *Student Personnel* (Policies 504.1 to 505.10) was reviewed, as well as Policy 204.9: *Participation in Board Meetings* and that they would be voted on later in the agenda. There was discussion on the wording of Policy 204.9; which will be included as a revision.

School Board Visit – Indian Creek Elementary

The Board reported that their visit to Indian Creek Elementary on October 15th went well and the information shared by the Instructional Strategist was informative.

Coffee Conversation

Tim Isenberg and Todd Hutcheson reported that the October 18th Coffee Conversation at the High School, which included two parents, went very well and the tour provided by Jeff Gustason, Principal, was informative. The tour allowed participants to see the new science rooms; which should be completed by the end of October.

INFORMATIONAL REPORTS

2013-14 Transportation Department Report

Exhibit 701.1

Brian Cruise, Manager of Transportation, reported on the status of the Transportation Department for the 2013-14 school year. Cruise shared information on staff numbers, bus fleet inventory, bus route statistics, and information on fuel costs and maintenance costs.

2014-15 Certified Enrollment Report

Exhibit 702.1

Dirk Halupnik, Deputy Superintendent, reported that the certified enrollment figure for 2014-15 was 7,145 students compared to 6,942 in 2013-14. Funding for the 2015-16 school year is based off of the certified enrollment number for the current school year.

EdLeader21 Report

Exhibit 703.1

Deputy Superintendent Dirk Halupnik and Executive Director of Student Services Julie Jensen shared information on the EdLeader21 conference. EdLeader21 is a national network of school and district leaders focused on integrating the 4Cs (critical thinking, communication, collaboration, and creativity) into education. EdLeader21 offers its members 21st century education tools and resources, networking and collaboration opportunities, professional development opportunities, and participation in innovative 21st century education projects. Halupnik and Jensen shared information about the collaboration opportunities and resources EdLeader21 offers Linn-Mar and will be working with the Iowa Department of Education to set new accreditation goals for the District based on the 4Cs as they align with the District's educational goals.

SUPERINTENDENT'S UPDATE

Walk-In Exhibit 801.1

Katie Mulholland, Superintendent, shared the following updates:

- America Reads took place on October 16th with guest readers in 521 classroom, compared to 380 in 2013-14. Guest readers included 89 TRY students from the High School.
- Parent meetings this quarter included Lunch Time Learning, Parent Advisory, and PTO Officers. Topics included new Board leadership, High School renovations, Teacher Leadership Plan implementation, enrollment, superintendent search, and Coffee Conversations.
- Student achievement highlights included:
 - Girls Swimming finishing 3rd in the MVC Conference with records met by Kelsey Drake, Jen Jenks, Lizzie Adams, Stephanie Jenks, Alyssa Deuso, and Georgia Sanderson.
 - Girls Volleyball competing in the Mississippi Valley semi-final round, losing to Cedar Rapids Kennedy.
 - Boys Cross Country finishing first place in the Mississippi Valley Conference Valley Division and Girls Cross Country finishing in second place. Congratulations to the following Cross Country participants: Boys - Daniel Murphy (1st), Michael Mather (2nd), Ryan Murphy (4th), Brian Fogerty (11th), Grant Chyslum (19th), and Girls - Amber Decker (3rd), Morgan Garcia (6th), Maddie Mann (8th), Maddie Saville (9th), and Bryce Jones (11th).
 - The Football Team won the District Championship with a 7-1 record, to date.

UNFINISHED BUSINESS

First Reading of Revised Policy 204.9: *Public Participation in Board Meetings* **Motion 089-10-20**

Exhibit 901.1

Motion by Hutcheson for the Board to approve the first reading of revised Board Policy 204.9: *Public Participation in Board Meetings*, with additional revisions to consider the suggestions discussed previously during the Policy Committee report. Second by Patterson. Voice vote. Motion unanimously approved.

NEW BUSINESS

First Reading of Policies Series 500: Student Personnel **Motion 090-10-20** *Exhibit 1001.1*
Motion by Patterson for the Board to approve the first reading of Board Policies Series 500: *Student Personnel*, partial listing of Policies 504.1 to 505.10. Second by Gadelha. Voice vote. Motion unanimously approved.

Proposal for Geotechnical Testing for Resurfacing of Excelsior Track **Motion 091-10-20** *Exhibit 1002.1*
Motion by Buchholz for the Board to approve the proposal submitted by Terracon for geotechnical testing for resurfacing of the Excelsior Middle School Track for an estimated cost of \$1,350 to \$1850. Second by Hutcheson. Voice vote. Motion unanimously approved.

Innovative Calendar Approval **Motion 092-10-20** *Exhibit 1003.1*
Motion by Patterson for the Board to approve the request for an Innovative Calendar proposal as required by state code for the 2015-16 school year. Second by Hutcheson. Voice vote. Motion unanimously approved.

CONSENT AGENDA Motion 093-10-20

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
Bagsby, Tammy	LG – Student Support Associate	October 29, 2014	II, Step 10
Barnard, Ray	From HS to EX Custodian	October 6, 2014	Same
Elgin, Samuel	LG – Part-time Student Support Associate	October 16, 2014	II, Step 6
Juergens, Barbara	NS – From OR to WE General Help	October 6, 2014	Same
Oglesby, Dan	WE – Student Support Associate	October 8, 2014	II, Step 6
Shock, Samantha	NS – OR General Help	October 6, 2014	Step 1

Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Blackford, Wendy	HS – Student Support Associate	October 3, 2014	Termination
Renaud, Annette	BW – Student Support Associate	October 16, 2014	Other Employment

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Evans, Tristan	EX – MS Assistant Boys Swimming Coach	October 8, 2014	Schedule H, Category E
Evans, Tristan	EX – MS Assistant Girls Swimming Coach	October 8, 2014	Schedule H, Category E

Approval of Minutes from October 6th, 2014 *Exhibit 1102.1*

Approval of Bills: Special revenue, general, and nutrition fund bills. *Exhibit 1103.1*

Approval of Contracts: (For student confidentiality, no exhibits presented.)

- 1) Interagency Agreement for Special Education Services with Center Point-Urbana District.
- 2) Interagency Agreement for Special Education Services with College Community District.

Approval of Overnight Fieldtrip Requests: *Exhibits 1105.1 and 1105.2*

- 1) Robotics request to Cowtown Throw Down Robotics Competition in Lee's Summit, Missouri, October 31 thru November 1, 2014.
- 2) FBLA request to the State-wide United Fall Leadership Conference in Des Moines, Iowa, October 26 thru October 27, 2014.

Approval of High School Fundraising Request:*Exhibit 1106.1*

High School Music Department for the sale of fruit, meat, and cheese from October 20 thru November 3, 2014 to raise funds for offsetting student costs for music department trips.

Board Information:*Exhibits 1107.1 thru 1107.4*

- 1) 2013-14 School Finance Report as of September 30, 2013
- 2) 2013-14 Cash Balance Report as of October 15, 2014
- 3) 2014-15 School Finance Report as of September 30, 2013
- 4) 2014-15 Cash Balance Report as of October 15, 2014

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

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALSCommunications

- Marion Community Branding Survey available to complete at: <http://www.cityofmarion.org/>.
- Marion City Council focusing on function and fitness with a \$120,000 campaign.

Calendar

Date	Time	Event	Location
October 23 rd	5:30 PM	Marion City Council Meeting	Marion City Hall
October 27 th	5:30 PM	Construction Advisory Council	LRC Board Room
November 3 rd	5:00 PM 7:00 PM	Board Work Session Regular Board Session	LRC Board Room
November 4 th	7:30 AM	Finance/Audit Committee Meeting	LRC Main Office Conf Rm
November 4 th	11:45 AM	Executive Committee Meeting	LRC Main Office Conf Rm
November 5 th	4:00 PM	Equity Committee	LRC Board Room
November 6 th	5:30 PM	Marion City Council Meeting	Marion City Hall
November 7 th	7:30 AM	Board Visit: High School	Linn-Mar High School
November 10 th	5:00 PM	Special Board Meeting	LRC Board Room
November 12 th	4:00 PM	School Improvement Advisory Committee	LRC Board Room
November 12 th	4:30 PM	Special Education Advisory Council	LRC Room 304/305
November 13 th	9:00 AM	ERMA (Energy Efficiency) Committee	LRC
November 14-15	TBD	Superintendent Search Semi-Finalists Interviews	TBD
November 17 th	5:00 PM 7:00 PM	Board Work Session Regular Board Session	LRC Board Room
November 18 th	11:45 AM	Executive Committee Meeting	LRC Main Office Conf Rm
November 19-21	TBD	Superintendent Search Finalist Interviews	TBD
November 20 th	5:30 PM	Marion City Council Meeting	Marion City Hall
November 22 nd	TBD	Superintendent Search Final Selection	TBD

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

Committee	Participants
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

ADJOURNMENT Motion 094-10-20

Motion by Wilson to adjourn at 8:02 PM. Second by Patterson. Voice vote. Motion unanimously approved.

Board President

Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
10/21/2014*

Transportation Department Board Summary- 2014

Staff

Manager	1	
Dispatcher	1	
Secretary	1	
Mechanic	2	
Fueler/Helper	1	
Drivers:	37	AM/PM
	3	AM or PM Pt
	17	Subs
	10	Riders
Total	73	

Students Assigned

Reg ed	3651
Special trans	110
Total	3761

Number of Vehicles

	<u>Current</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Buses	57	54	52	52	55	55
Vans	10	12	11	12	12	9
Car	0	0	0	0	1	1

Bus Fleet Inventory

<u>Model</u>	<u>Year</u>	<u>Number</u>
Bluebird	2015	4
Bluebird	2014	4
Bluebird	2013	3
Bluebird	2012	3
Girardin	2012	1
Girardin	2011	1
Thomas	2010	6
Bluebird	2009	7
Bluebird	2008	6
Bluebird	2007	1
International	2006	2
Bluebird	2006	4
International	2004	4
Bluebird	2003	2
Bluebird	2002	2
Bluebird	2001	2
Bluebird	2000	2
Bluebird	1999	1
Ford	1993	2

Total	57
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15 buses/26% of fleet is over 10 years old

Oldest buses are 21 yrs.

Number of Transportation Routes

	<u>Current</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
AM	42	44	43	43	42	43
Mid	3	3	5	8	8	7
PM	42	44	44	45	45	46

Fuel Consumption

		<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Gas Gallons		23,732	25,137	21,796	14,800	13,841
Diesel Gallons		61,631	57,112	61,413	55,677	63,790
Total Fuel Cost		\$284,867	\$271,840	\$276,142	\$216,405	\$188,705
Trans Net *	Gal	69,864				
*less O&M, Food, Me	\$	\$236,099				

	<u>2014</u>		<u>2013</u>	
	<u>Diesel</u>	<u>Gasohol</u>	<u>Diesel</u>	<u>Gasohol</u>
Avg Cost per gal	\$3.44	\$3.07	\$3.39	\$3.10

Miles Driven

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Route Miles	438,270	464,411	469,226	449,465	442,014
Odometer Miles	576,404	580,315	592,651	561,500	547,000

Maintenance Costs

	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Vehicle Repairs	\$61,210	\$83,562	\$59,250	\$48,122	\$58,672
Parts, Tires, Supplies, Misc	\$152,219	\$131,587	\$101,776	\$147,092	\$108,052



Linn-Mar Comm School District (37150000)

Certified Enrollment

CE HOME

RESIDENTS

LEAVING

ENTERING

DISTRICT COURSES

PSEO COURSES

CO DIST

ELL

PK4

SW

Certified Enrollment 2014

Summary Comparison

Description	2014	2013	Change
Resident Public Students Attending your District (1)	6594.90	6409.40	185.50
Resident Public Students Attending another Iowa Public School District (2, 3)	545.70	526.60	19.10
Non Public Shared Time and CPI Students Dual Enrolled for District Classes (4, 5)	4.48	6.64	-2.16
Non Public Shared Time and CPI Students Dual Enrolled for PSEO Classes (4, 5)	0.16	0.33	-0.17
Residential Facility Students Enrolled for District Classes (5)	0.00	0.00	0.00
Actual Enrollment (7)	7145.24	6942.97	202.27
Non-Resident Public Students Attending your District (8, 9)	526.20	504.80	21.40
PK 4 Students Attending your Statewide Voluntary Preschool Program (10)	115.00	90.00	25.00
Total School Age Students Provided Instructional Programs/Services by your District(11)	7125.74	6921.17	204.57
Limited English Proficient Weighting (13)	23.98	20.24	3.74

Make EdLeader21 Work for You

As the only national Professional learning community focused on integrating the 4Cs into education, there are many ways that you can leverage your membership.



21ST CENTURY EDUCATION TOOLS & RESOURCES

As a member of EdLeader21, you have access to tools and resources that were developed for educators.

- Easily customizable for a variety of uses
- 4Cs Rubrics
- STEP21
- Stakeholder outreach toolkits for parents, students, educators & community groups
- Resource documents on 21st century student outcomes



NETWORKING & COLLABORATION

There are many opportunities to network and collaborate with leaders from around the county focused on the 4Cs.

- If you have a login to the community site, build your profile, upload a photo and connect with other members on the site.
- Attend the Annual Event or Professional Learning Days (starting 2015)
- Join and participate in a project working group
- Consider participating in an international travel opportunity - Finland/Switzerland 2015



PROFESSIONAL DEVELOPMENT

Take advantage of the professional development offered by EdLeader21.

- Signing up for a webinar. The next keynote webinar features Tom Vanderark on 11/13/14
- Write a blog that showcases the 4Cs work you are engaged in that can be featured on the EdLeader21 site. If you are interested contact Sara Hallermann at shallermann@edleader21.com.



INNOVATIVE 21ST CENTURY EDUCATION PROJECTS

All of the work done in EdLeader21 is through working groups focused on innovative projects. You can join any of the following working groups here: <http://tinyurl.com/EL21workinggroups>

- STEP21 Project
- Assessment: Common 4Cs Performance Tasks Project
- Assessment: 4Cs Performance Task Bank Project
- Assessment: OECD Test for Schools (Based on PISA) Project
- Assessment: 4Cs Rubrics Project

CONNECT WITH EL21

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EdLeader21

COMMUNICATE

Your membership is very important to EdLeader21.

If there is something you think we should be doing, we want to hear from you. Please contact Alyson Nielson, COO, at anielson@edleader21.com or 520.623.2466.



EdLeader21

- All students master core academic content and the 4Cs (critical thinking, communication, collaboration and creativity) by graduation.
- Districts and schools use a 7 Steps implementation process to organize and focus the system-wide work.



The 4Cs

In its early and definitive work on 21st century skills, the Partnership for 21st Century Skills identified 18 skills as important for success in learning, career and life. This comprehensive list was pared to an essential group, known as the “4Cs”, to help provide districts and schools with a foundation for articulating their set of 21st century student learning outcomes.

The 4Cs consist of:

- Critical Thinking
- Communication
- Collaboration
- Creativity

EdLeader21 has identified the 4Cs as an essential core element in the development of an approach to 21st century learning. Districts and schools may broaden their own set of student learning outcomes, but the 4Cs can provide a solid and common foundation for improvement planning and implementation.

Deeper Learning Framework

Our partner, *The William and Flora Hewlett Foundation*, has developed a framework for college, career and life preparedness called “Deeper Learning”. At its core, Deeper Learning is an articulation of focus areas needed to equip our students for success in the 21st century. It was developed through a collaborative effort between professionals in the fields of education, business and policy.



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

**Superintendent's Report
Board of Education
October 20, 2014**

SG #4 Community Engagement

1. **Superintendent Parent & Community Meetings** – Parent meetings this quarter included Lunch Time Learning on October 10th, Parent Advisory on October 14th and finished up with PTO Officers on October 16th. Topics included: new Board leadership, the High School renovation project, the Teacher Leadership Plan implementation, student enrollment, the upcoming superintendent search interviews, and the Board's Saturday morning Coffee Conversations. In all, 13 parents attended.

SG #1 Student Achievement

2. **Girls Swim Team Results: Mississippi Valley Conference Meet** – Linn-Mar Girls swim team finished 3rd in the MVC Conference meet behind Cedar Falls (446) and Kennedy (354) with 333 points.
 - Meet Records by: Kelsey Drake in 200 Individual Medley (2:07.35) and 100 Butterfly (56.16)
400 Freestyle Relay (3:38.95) – Jenn Jenks, Lizzie Adams, Stephanie Jenks, Kelsey Drake
 - Other Winners: Jenn Jenks in 200 Freestyle and 100 Freestyle
 - Diving: 3rd - Alyssa Deuso
4th – Georgia Sanderson
3. **Girls Volleyball Team: Mississippi Valley Conference Tournament** – On Saturday, the Linn-Mar Girls Volleyball Team made it to the Championship Bracket Semi-Final Round losing to Cedar Rapids Kennedy.
4. **Cross Country: Mississippi Valley Conference Valley Division @ Cedar Falls**

Boys Team Results – The Boys Cross Country Team finished in first place with the following runners placing

 - 1st – Daniel Murphy (16:10)
 - 2nd – Michael Mather (16:10)
 - 4th – Ryan Murphy (16:19)
 - 11th – Brian Fogerty (16:47)
 - 19th – Grant Chylslun (17:07)

Girls Team Results – The Girls Cross Country Team finished in second place with the following runners placing

 - 3rd – Amber Decker (15:25)
 - 6th – Morgan Garcia (15:51)
 - 8th – Maddie Mann (15:59)
 - 9th – Maddie Saville (16:03)
 - 11th – Bryce Jones (16:04)
5. **Football** – With their Friday night victory at Waterloo West, the Football Team won the District Championship with 7-1 record, to date. Friday night they play Cedar Rapids Jefferson at Linn-Mar Stadium



MEETINGS OF THE BOARD

Totally Revised

Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS

Code 204.9

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

Audience Communications

Public comment is subject to the following regulations:

1. Time Limit for Speakers: Individuals shall limit their presentation to three (3) minutes unless the time limit is pre-scheduled or waived by the Board President or a majority of Board members present. When there are a large number of speakers to be heard, the Board may shorten the time.
2. How to Address the Board: The speaker is asked to stand during Audience Communications, be recognized by the presiding officer, state and record his/her name and address, and state the topic and comment in a respectful manner. Only those individuals recognized by the presiding officer will be allowed to speak.
3. Questions and Comments by Board and Superintendent: The speaker (or delegated speaker) shall indicate whom they represent and may be asked questions about the comments or problems.
4. Conduct and Remarks Out-of-Order: Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out-of-order. The presiding officer may terminate the speaker's comments if, after being called to order, he/she persists in improper conduct or remarks. If disruptive, the individual making the comments or any individual causing disruption will be asked to leave the Board meeting.
5. Special Procedures: The Board reserves the right to establish special procedures to deal with extraordinary issues or circumstances. If the decision is made not to have Audience Communications at a particular meeting, it will be so noted on the Board agenda; which is posted at least 24 hours before the scheduled Board meeting.

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

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

Adopted 3/16/72 Reviewed 11/08; 10/11 Revised 10/10; 4/15/13; 8/14; 10/20/14

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21; 22; 279.8 (2013)



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
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STUDENTS

Policy Title STUDENT HEALTH AND IMMUNIZATION CERTIFICATES Code 504.1

Students desiring to participate in athletic activities shall have a physical examination by a licensed physician and provide proof of such an examination to the school district. A physical examination is recommended for students enrolling in kindergarten or first grade. A physical examination and proof of such an examination may be recommended by the administration for students in other grades enrolling for the first time in the school district.

A certificate of health stating the results of a physical examination and signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against diphtheria, pertussis, tetanus, poliomyelitis, rubeola, rubella, Hepatitis B, Varicella, and other immunizations required by law. The student may be admitted provisionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement after the provisional period will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

Adopted 6/15/70 Reviewed 8/02; 4/11; 4/12; 7/13; 10/20/14 Revised 7/07; 11/19/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§139.9, 280.13 (1995); 139A.8 (2011) 281 IAC, 33.5; 641, Chapter 7



Attention Parents and Guardians

**All Students Entering the Linn-Mar Community School District
Must Meet Minimum Immunization Requirements Before They Will Be Allowed to Attend School**

All students are required by State Law to meet at least minimum immunization requirements before they are allowed to attend school. A record of these immunizations must be on file at the child's school. **No student will be allowed to attend school without minimum immunizations. Minimum immunizations required to enroll in school are ONE DOSE of each of the immunizations listed below.**

**ELEMENTARY SCHOOL or SECONDARY SCHOOL (K-12)
Four (4) Years of Age or Older**

If your child was born on or after September 15, 2003

1. **Diphtheria/Pertussis/Tetanus (DPT)** – 5 doses with at least 1 dose of DPT received on or after 4 years of age.
2. **Polio** – 4 doses with at least 1 dose received on or after 4 years of age.
3. **Measles/Rubella** – 2 doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose OR applicant demonstrates a positive antibody test for measles and rubella from a U.S. laboratory.
4. **Hepatitis B** – 3 doses if the applicant was born on or after July 1, 1994.
5. **Varicella (Chickenpox)** – 2 doses received on or after 12 months of age unless the applicant has a reliable history of natural disease.

If your child was born after September 15, 2000, but before September 15, 2003

1. **Diphtheria/Pertussis/Tetanus (DPT)** – 4 doses with at least 1 dose of DPT received on or after 4 years of age.
2. **Polio** – 3 doses with at least 1 dose received on or after 4 years of age.
3. **Measles/Rubella** – Same as #3 above.
4. **Hepatitis B** – Same as #4 above.
5. **Varicella (Chickenpox)** – 1 dose received on or after 12 months of age unless the applicant has a reliable history of natural disease.

If your child was born on or before September 15, 2000

1. **Diphtheria/Pertussis/Tetanus (DPT)** – 3 doses with at least 1 dose of DPT received on or after 4 years of age.
- #2, 3, 4, and 5** – No changes from above

If your child was born on or after September 15, 2000

1. **Tetanus/Diphtheria/Acellular Pertussis** – 1 time dose containing vaccine (Tdap) for applicants in grades 7 and above; regardless of the interval service the last tetanus/diphtheria containing vaccine.

If your child has begun immunizations but has not yet received all the required immunizations, he or she may be able to attend school on a provisional or conditional basis. To qualify for provisional enrollment, your child must have received at least one dose of each of the required immunizations. If your child falls into this category, you must submit an Iowa Department of Public Health Provisional Certificate of Enrollment to the school. This "certificate" will expire in 60 days, so you must have your child completely immunized during this time or he/she will not be permitted to attend school until the immunizations have been received. When your child has received all the required immunizations, you must submit a completed Certificate of Immunization to the school.



STUDENTS

Policy Title COMMUNICABLE DISEASES Code 504.2

Students with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. The term “communicable disease” shall mean an infectious or contagious disease spread from person to person, or animal to person, or as defined by law.

Prevention and control of communicable diseases shall be included in the school district’s bloodborne pathogens exposure control plan. The procedures shall include scope and application, definitions, exposure control, methods of compliance, universal precautions, vaccination, post-exposure evaluation, follow-up, communication of hazards to employees, and record keeping. This plan shall be reviewed annually by the superintendent or designee and school nurse(s).

The health risk to immunosuppressed students shall be determined by their personal physician. The health risk to others in the school district environment from the presence of a student with a communicable disease shall be determined on a case-by-case basis by the student’s personal physician, a physician chosen by the school district, or public health officials.

The parent/legal guardian shall notify the superintendent, designee or school nurse when the student learns the student has a communicable disease. It shall be the responsibility of the superintendent or designee, when the superintendent, designee or school nurse, upon investigation, has knowledge that a reportable communicable disease is present, to notify the Iowa Department of Public Health via Linn County Health Department. Health data of a student is confidential and it shall not be disclosed to third parties.

It shall be the responsibility of the superintendent or designee, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with students with a communicable disease.

Adopted 6/13/88 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 7/07; 11/19/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Chapter 139; 641 I.A.C. 1.2-.5, 7



ADMINISTRATIVE REGULATIONS
REGARDING COMMUNICABLE DISEASES

A. Exclusion of Students

A student with a communicable disease will be allowed to attend school provided their presence does not create a substantial risk of illness or transmission to other students or employees. If in the judgment of the school building administrator there is any risk of the student transmitting the disease to others, the school building administrator will immediately exclude the student from school and may require that the student be examined by a physician. The school building administrator also may require a written statement of health from a physician in order for the affected student to re-enter school.

B. Alternative Program

If it is determined that the student will not be permitted to attend classes and/or participate in school activities, arrangements will be made to provide an alternative education program.

C. Return to School

Criteria will be established to determine whether a student with a communicable, contagious, and/or infectious disease, including common childhood diseases, will be permitted to attend classes. All cases will be reviewed on an individual basis.

D. Confidentiality of Information

Records of a student who has a communicable, contagious, and/or infectious disease, other than a common childhood disease, will be kept confidential and the name of the individual will not be revealed publicly.

E. Appeal Process

1. The student and/or parent/legal guardian may appeal decisions regarding exclusion from school. This appeal is to be submitted in writing to the superintendent. The superintendent will respond to this appeal within three school days.
2. If this appeal is denied by the superintendent, the student and/or parent/legal guardian may continue to appeal with the Board of Directors at their next regularly scheduled meeting.

COMMUNICABLE DISEASE CHART

CONCISE DESCRIPTIONS AND RECOMMENDATIONS FOR EXCLUSION OF CASES FROM SCHOOL

DISEASE <i>*Immunization is available</i>	Usual Interval Between Exposure and First Symptoms of Disease	MAIN SYMPTOMS	Minimum Exclusion From School
CHICKENPOX*	13 to 17 days	Mild symptoms and fever. Pocks are "blistery." Develop scabs, most on covered parts of body.	7 days from onset of pocks or until pocks become dry
CONJUNCTIVITIS (PINK EYE)	24 to 72 hours	Tearing, redness and puffy lids, eye discharge.	Until treatment begins or physician approves readmission.
ERYTHEMIA INFECTIOSUM (5 TH DISEASE)	4 to 20 days	Usual age 5 to 14 years – unusual in adults. Brief prodrome of low-grade fever followed by Erythema (slapped cheek) appearance on cheeks, lace-like rash on extremities lasting a few days to 3 weeks. Rash seems to recur.	After diagnosis no exclusion from school.
GERMAN MEASLES* (RUBELLA)	14 to 23 days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	7 days from onset of rash. Keep away from pregnant women.
HAEMOPHILUS* MENINGITIS	2 to 4 days	Fever, vomiting, lethargy, stiff neck and back.	Until physician permits return.
HEPATITIS A*	Variable – 15 to 50 days (average 28 to 30 days)	Abdominal pain, nausea, usually fever – skin and eyes may or may not turn yellow.	14 days from onset of clinical disease and at least 7 days from onset of jaundice.
IMPETIGO	1 to 3 days	Inflamed sores, with pus.	48 hours after antibiotic therapy started or until physician permits return.
MEASLES*	10 days to fever, 14 days to rash	Begins with fever, conjunctivitis, runny nose, cough, then blotchy red rash.	4 days from onset of rash.
MENINGOCOCCAL MENINGITIS	2 to 10 days (commonly 3 to 4 days)	Headache, nausea, stiff neck, fever.	Until physician permits return.
MUMPS*	12 to 25 (commonly 18) days	Fever, swelling and tenderness of glands at angle of jaw.	9 days after onset of swollen glands or until swelling disappears.
PEDICULOSIS (HEAD/BODY LICE)	7 days for eggs to hatch	Lice and nits (eggs) in hair.	24 hours after adequate treatment to kill lice. No exclusion from school if treated.
RINGWORM OF SCALP	10 to 14 days	Scaly patch, usually ring shaped, on scalp.	No exclusion from school. Exclude from gymnasium, swimming pools, contact sports.
SCABIES	2 to 6 weeks initial exposure; 1 to 4 days re-exposure	Tiny burrows in skin caused by mites.	Until 24 hours after treatment.
SCARLET FEVER SCARLATINA STREP THROAT	1 to 3 days	Sudden onset, vomiting, sore throat, fever, later fine rash (not on face) – rash usually only with first infection.	24 hours after antibiotics started and no fever.
WHOOPIING COUGH* (PERTUSSIS)	7 to 10 days	Head cold, slight fever, cough, characteristic whoop after 2 weeks.	5 days after start of antibiotic treatment.

Readmission to School – It is advisable that school authorities require written permission from the health officer, school physician or attending physician before any pupil is readmitted to class following any disease which requires exclusion, not mere absence, from school.



COMMUNICABLE DISEASE OUTBREAK

ACTION STEPS:

1. Encourage staff or families with students who may have a communicable disease to alert the school.
2. Contact school nurse if student/staff absentee rate is greater than 10% due to illness
3. Report rate to building principal and superintendent or designee.
4. Report rate to Linn County Health Department (892-6000)
5. If school cancellation is recommended by Linn County Health Department, consult with building principal and district superintendent.
6. If cancellation should occur, superintendent or designee will assist in getting information to parents/public.
7. Recommended guidelines about common communicable illnesses are available to families/staff from Linn-Mar Health Services – the school nurse will consult with administration regarding distribution of these guidelines.



DISEASES REPORTABLE TO
IOWA DEPARTMENT OF PUBLIC HEALTH
DISEASE REPORTING HOTLINE: (800) 362-2736

Report information requested on disease reporting form, which may be obtained by calling (888) 398-9696.

Emergency Reportable Diseases or Conditions: Report by Phone Immediately

Botulism	# Measles	Rabies (human)
Cholera	> Meningococcal invasive disease	Vancomycin-resistant staph aureus
Diphtheria	Plague	Yellow Fever
> <i>Haemophilus influenza</i> type b invasive disease	# Polio	

Also, outbreaks of any kind, unusual syndromes, uncommon diseases should be reported immediately by phone. These could be infectious, environmental or occupational in origin and include food-borne outbreaks and illness secondary to chemical exposure (e.g. pesticides, anhydrous ammonia).

Agents of Terrorism

Diseases or syndromes of any kind caused by a biological, chemical or radiological agent or toxin when the provider reasonably believes or suspects that the agent or toxin may be the result of a deliberate act such as terrorism. Examples of these agents or toxins include (but are not limited to) anthrax, mustard gas, sarin gas, ricin, tularemia, and smallpox.

Diseases Reportable by Mail or Phone

COMMON-REPORTABLE DISEASES

Campylobacteriosis
Cryptosporidiosis
> Encephalitis, arboviral
Escherichia coli O157:H7 (and related diseases HUS & TTP)
Giardiasis
Hepatitis A,B,C,D and E
> Legionellosis
Lyme Disease
Pertussis
Rabies (animal)
Salmonellosis (including Typhoid fever)
Shigellosis
Tuberculosis

RARE-REPORTABLE DISEASES

Anthrax
Brucellosis
Cyclospora
Hansen's disease (Leprosy)
Hantavirus syndromes
> *Listeria monocytogenes* invasive disease
Malaria
Mumps
Psittacosis
Rocky Mountain Spotted Fever
Rubella (including congenital)
Tetanus
> Toxic Shock Syndrome
Trichinosis

Diseases Reportable Only By Sending Isolates To State Hygienic Lab (319) 335-4500

Enterococcus invasive disease
Group A Streptococcus invasive disease

Methicillin-resistant *Staphylococcus aureus* invasive disease
Streptococcus pneumoniae invasive disease

Diseases that require follow-up by local health agency
> Diseases that require follow up by hospital infection control practitioner
Isolates in bold type should be sent to State Hygienic Laboratory
Report on a quarterly basis to UHL: total number of Invasive *Staphylococcus aureus* isolates



DISEASE REPORTING CARD

Disease reporting is required by Iowa Administrative Code [641]-1 (139A)
To report call (800) 362-2736 or fax (515) 281-5698 or Iowa Disease Surveillance System IDSS)

DISEASE AND REPORTING INFORMATION

DISEASE/EVENT:		Species/type/group:	
Specimen source:		Date collected: / /	
Onset date:	/ /	Date reported to IDPH: / /	
Epi link?	Yes No Unknown	Isolate to UHL? <i>(see back)</i>	Yes No Unknown
Reporter Name:			
Phone:	() -	Reporting facility Name:	

PATIENT INFORMATION

Name (last, first, middle):				
Address:				
City:		County:		Zip:
DOB:	/ /	Age:	Years Months	Gender: M F Unknown
Pregnant:	Yes No Unknown	Marital Status:	Single Married Divorced Widowed Unknown	
Race:	White Black or African American	American Indian or Alaska Native Hawaiian or Pacific Islander	Asian Unknown Other	
Ethnicity: Hispanic or Latino Not Hispanic or Latino Unknown				
If minor, parent name(s):				
Home Phone: ()		Work Phone: ()		Other: ()

Long term care facility resident? Yes No Unknown		Facility name:	
Is the case employed? Yes No Unknown		Employer Name:	
City:		State:	
In this occupation, does the case:	Handle food	Work in a healthcare setting	Work in a lab setting
Is the case enrolled in school or attending a child care facility? Yes No Unknown			
School/child care name:		City:	State:

Hospitalized for this disease?	Yes No	Where:
Admission date:	/ /	Was death due to this disease? Yes No

HEALTHCARE PROVIDER AND LABORATORY INFORMATION

Name and title of health care provider:	Name of laboratory:
Facility or clinic:	Laboratory phone: ()
City & state:	City & state:
Phone: ()	Does the case have clinical symptoms? Yes No
	Is this case lab confirmed? Yes No
Comments:	



STUDENTS

Policy Title STUDENT INJURY OR ILLNESS AT SCHOOL Code 504.3

When a student becomes ill or is injured at school or school-sponsored activity, the school district shall attempt to notify the student's parent/legal guardian as soon as possible.

The school district, while not responsible for medical treatment of an ill or injured student, will have employees administer emergency or minor first aid if possible. An ill or injured child will be released to the care of the parent/legal guardian or qualified medical personnel as quickly as possible.

It shall be the responsibility of the principal or principal's designee to file an accident report for any incident with the superintendent or designee within twenty-four hours after the student is injured.

Annually, parents/legal guardians shall be required to complete a medical emergency authorization form indicating the procedures to be followed, if possible, in an emergency involving their child. The authorization form will also include the phone numbers of the parent/legal guardian and alternative numbers to call in case of an injury or illness.

The superintendent or designee shall be responsible, in conjunction with the District health services staff, to develop rules and regulations governing the procedures in the event a student should become ill or be injured at school or school-sponsored activity. The District reserves the right to take necessary actions to respond to a health or safety emergency.

Refer to Policy 504.3-R for regulations to follow regarding management of medical emergencies.

Adopted 6/15/70 Reviewed 4/11; 4/12; 7/13 Revised 8/02; 7/07; 9/09; 12/9/13; 10/20/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 613.17



STUDENTS

Policy Title MANAGEMENT OF A MEDICAL EMERGENCY Code ^{NEW}504.3-R

The following information provides a basis for the management of a medical emergency. All schools throughout the Linn-Mar Community School District have Emergency Response Teams that will respond to an emergency and follow guidelines per American Red Cross training.

1. Assess the situation:
 - a. For safety of the individual (protect from further injury)
 - b. For safety of the responder (personal protective equipment, universal precautions as applicable to situation)
2. Assess severity of injury/illness of individual:
 - a. Airway
 - b. Breathing
 - c. Circulation
 - d. Obtain history of incident from individual witness, if possible
3. Activate building Emergency Response Team:
 - a. Call 911 for emergency medical assistance
 - b. Provide appropriate life support or first aid
4. Notify:
 - a. Family/Emergency contact
 - b. School nurse
 - c. Building administration
5. No injured or ill student should be sent home or to a medical facility without the knowledge and permission of the parent/guardian or other responsible person. If emergency situation is life-threatening, call 911 (even if parent/guardian cannot be reached).
6. Document incident: complete variance report

Adopted 10/20/14 Reviewed _____ Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



STUDENTS

Policy Title ADMINISTRATION OF MEDICATION TO STUDENTS Code 504.31

Students may be required to take medication during the school day. Medication shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the State Department of Health.

Medication will not be administered without written authorization from the parent/legal guardian and the medication must be contained in a bottle which is labeled by the pharmacy or the manufacturer with the name of the student, name of the medication, the time of the day in which it is to be given, the dosage, and the duration given. A written record of the administration of medication procedure must be kept for each student receiving medication including the date; student's name; prescriber or person authorizing the administration; the medication and its dosage; the name, signature and title of the person administering the medication; the time and method of administration; and any unusual circumstances or omissions. Administration of medication records shall be kept confidential. Protocols for administration of emergency medication shall be posted.

Only the school nurse, or in the nurse's absence, the person who has successfully completed an administration of medication course reviewed by the Iowa Board of Pharmacy Examiners shall have access to the medication. Medication shall be stored in a secured area unless an alternate provision is documented.

In accordance with Iowa law (Code 280.16) a student with asthma or other airway-constricting disease may possess the student's medication while in school and at school-sponsored activities. If the student abuses the self-administration policy, the permission to self-administer may be withdrawn. The school district and its employees acting reasonably and in good faith shall incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records.

The superintendent or designee shall be responsible, in conjunction with the school nurse, to develop rules and regulations governing the administration of medication, prescription and non-prescription, to students. Each student shall be provided with the requirements for administration of medication at school.

Adopted 5/20/91 Reviewed 9/09; 4/11; 7/13; 10/20/14 Revised 8/02; 3/05; 7/07; 4/16/12

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 124.101(1); 147.107; 155A.4(2); 152.1; 280.23 (2011); 280.16; 281 IAC 41.404(3); 657 IAC 8.32(124, 155A); 655 IAC 6.2(152)



LINN-MAR COMMUNITY SCHOOL DISTRICT MEDICATION PERMISSION FORM

To insure compliance with the Board policy for administering medication at school, the following procedure must be followed:

- ⊕ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route and physician. Written authorization and instructions must be provided by parent/legal guardian for all medication. The school nurse shall have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit your student's schedule.
- ⊕ **A physician/dentist signature is required before any non-prescription over-the-~~country~~ **counter** medication will be given.** This includes Tylenol, Advil, cough medicines, etc.
- ⊕ If any medication remains after the last day of school, it will be discarded within 24 hours.

Student Name _____ Grade _____
Medication _____ Dosage _____ Time _____
Start Date _____ End Date _____ For _____ (health condition)
Parent/Guardian Signature _____ Date _____

Physician signature required for non-prescription medications:

Physician Signature: _____ Date _____

Permission for self-administration of asthma or airway constricting medication:

Provided the above requirements are fulfilled, a student with asthma or other airway-constricting disease may possess the student's medication while in school and at school-sponsored activities. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn. I understand the school district and its employees acting reasonable and in good faith shall incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records.

Parent/Guardian Signature _____ Date _____
Physician Signature _____ Date _____

Permission for release of information:

If your child is on medication or being evaluated for ADD/ADHS, you must sign this release of information to give your approval for school information (behavior checklists) to be submitted to your physician.

Physician/Facility _____

Parent/Guardian Signature _____ Date _____



STUDENTS

Policy Title USE OF MOTOR VEHICLES Code 504.5

The Board recognizes the convenience to families and students of having students drive to and park at their school attendance center. Driving a motor vehicle to and parking it at the student's attendance center is a privilege.

Students who drive to and park at their school attendance center shall only drive to and park at their designated attendance center. Students may not loiter around or be in their vehicle during the school day without permission from the principal. Students shall leave their attendance center when there is no longer a legitimate reason for them to be at their attendance center. Students who drive shall enter and leave the parking lot by the routes designated by the District.

Students who wish to drive to and park at their school attendance center shall comply with the rules and regulations established by the building principal. Failure to comply with this policy or the school district rules shall be reason for revocation of school driving and parking privileges as well as other disciplinary action including suspension and expulsion.

Adopted 6/15/70 Reviewed 9/98; 4/11; 4/12/ 7/13; 10/20/14 Revised 8/02; 7/07; 9/14/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8; 321 (2011)



STUDENTS

Policy Title WORK PERMITS Code 504.6

Youth under the age of 16 in Iowa are required to have a work permit before starting work.

The superintendent or designee shall issue work permits to students residing in the District, when requested, in accordance with the provisions of Iowa Code Chapter 92, Child Labor, and federal child labor laws.

For more information on federal child labor laws, contact the U.S. Department of Labor, Wage and Hour Division, in Des Moines at (515) 284-4625.

Adopted 6/15/70 Reviewed 8/02; 9/09; 4/12; 7/13; 10/20/14 Revised 7/07; 4/25/11
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 92.1 - 92.16



STUDENTS

Policy Title EMERGENCY SCHOOL CLOSINGS

Code 504.7

The superintendent or designee shall have the authority to close schools because of extreme weather or other emergency conditions for the length of time the emergency exists. The superintendent shall make provisions to publicly announce such closings via available mass communication media as soon as possible after the decision to close.

Adopted 6/15/7 Reviewed 7/07; 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 9/21/98

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



STUDENTS

Policy Title STUDENT INSURANCE Code 504.8

An all-pupil insurance program may be offered to the pupils and parents of the district. The insurance company issuing such policies shall be the same for all schools in the district, and the choice of same shall be determined by the Board of Directors upon recommendation of the superintendent.

It is the policy of the Board of Directors that the purchase of such a policy be completely voluntary and that no pupil or parent be urged to make such purchase. Bookkeeping and allied clerical tasks connected with the pupil insurance plan shall not be done by school personnel but by the office of the local insurance agent concerned.

Adopted 6/15/70 Reviewed 7/07; 4/11; 4/12; 7/13; 10/20/14 Revised 5/90; 9/14/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 279.8 (2011)



STUDENTS

Policy Title STUDENT INSURANCE, ATHLETIC Code 504.9

The Board of Directors strongly recommends that a student participating in interscholastic athletics be adequately insured. A policy from an insurance company determined by the superintendent **or designee** may be obtained through the school.

If a parent/legal guardian wishes his/her child to participate without the school-offered insurance, they must submit a written statement accepting full responsibility.

Adopted 6/15/70 Reviewed 7/07; 9/09; 4/11; 4/12; 7/13 Revised 8/02; 10/20/14
Related Policy: (Code Number) 502.5, 502.5-R2, 503.4
Legal Reference: (Code of Iowa) § 279.8 (2011)



STUDENTS

Policy Title EMERGENCY DRILLS

Code 504.10

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year. Fire and tornado drills shall be each conducted regularly during the academic school year with a minimum of two before December 31 and two after January 1.

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed in the drill.

Adopted 6/15/70 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 9/98; 7/16/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §100.31 (2011); 281 I.A.C. 41.27(3); 41.25



STUDENTS

Policy Title: STUDENT SPECIAL HEALTH SERVICES Code No. 504.11

The Board recognizes that there are some students who are in need of special health services during the school day. Students with individualized health plans shall receive confidential health services in conjunction with their individualized education plan or 504 accommodation plan.

The superintendent or designee, in conjunction with licensed health personnel, shall draft administrative regulations for the implementation of this policy.

Adopted 2/5/96 Reviewed 9/98; 4/12; 7/13; 10/20/14 Revised 8/02; 7/07; 9/09; 4/25/11

Related Policy: (Code Number) 504.11-R

Legal Reference (Code of Iowa) §§ 256.11(7); 256B; 273.2,.5,.9(2)-(3); 280.8;

281 IAC 12.3(7), 41.96; 281 IAC 41.405



ADMINISTRATIVE REGULATIONS REGARDING SPECIAL HEALTH SERVICES

Some students need special health services to participate in their educational program. These students shall receive special health services in conjunction with their educational program. Licensed health personnel shall provide special health services under the auspices of the school. The duties of the licensed personnel include:

- to participate as a member of the education team;
- to plan, implement, and evaluate the written individual health plan;
- to plan, implement, and evaluate special emergency health services;
- to serve as liaison and encourage participation and communication with health service agencies and individuals providing health care;
- to provide health consultation, counseling, and instruction to the student, the student's parent/legal guardian, and the staff in cooperation and conjunction with the prescriber;
- to maintain a record of special health services;
- to report unusual circumstances to the prescriber, parent/legal guardian and school administration; and
- to assign, delegate, instruct, provide technical assistance to and supervise qualified designated personnel; and update knowledge and skills to meet special health service needs;

The record of special health services shall include:

- the student's name;
- the special health service;
- the prescriber or person authorizing;
- the date and time;
- the signature and title of the person providing the special health service; and
- any unusual circumstances in the provision of such services.

Prior to the provision of special health services the following shall be on file:

- a written statement by the prescriber detailing the specific method and schedule of the special health service, when indicated;
- a written statement by the student's parent/legal guardian requesting the provision of the special health service;
- a written individual health plan.



Licensed health personnel, in collaboration with the education team, shall determine the special health services to be provided and the qualifications of individuals performing the special health services.

The documented rationale shall include the following:

- an analysis and interpretation of the special health service needs;
- the determination that the special health service, task, procedure, or function assigned is part of the designated person's job description;
- a review of the designated person's competence; and
- the determination of initial and ongoing level of supervision required to ensure quality services.

Licensed health personnel shall supervise the special health services, define the level of supervision, and document the supervision.

Licensed health personnel shall instruct qualified designated personnel to deliver and perform special health services contained in the individual health plan. Documentation of instruction and periodic updates shall be on file at the school.

Parents/Legal guardians shall provide the usual equipment, supplies, and necessary maintenance for such. The equipment shall be stored in a secured area. Personnel responsible for the equipment shall be designated in the individual health plan.



STUDENT PERSONNEL

Policy Title WELLNESS

Code 504.12

The Board promotes healthy students by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district shall provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The Linn-Mar Community School District encourages healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Foods offered by the Linn-Mar Food Service shall meet or exceed the school district nutritional standards. Foods shall be served with consideration toward nutritional integrity, variety, appeal, taste, safety and packaging to ensure high-quality meals.

The Linn-Mar Community School District recognizes that school meals shall be available for all students in attendance.

The school district will develop a local wellness committee comprised of representatives from: the Board of Education, staff members, parents and community members with appropriate expertise. The local wellness committee will develop a plan to implement and monitor the effectiveness of the policy. The Linn-Mar School Board of Education shall be provided a report on an annual basis.

The superintendent and/or designee will be responsible in developing administrative regulations and wellness goals.

Adopted 8/21/06 Reviewed 9/09; 4/12; 7/13; 10/20/14 Revised

Related Policy: (Code Number)

Legal Reference: (Code of Iowa) § 279.8 (2011); 256.7(29), 256.11(6); 281 IAC 12.5(19), 12.5(26), 58.11



STUDENTS

Policy Title INTERNAL ACCOUNTS

Code 505.2

Collection of any funds for school activities must have the approval of the superintendent or designee and the recommendation of the building principal. All such funds shall be under the financial control of the Board.

Records and procedures relating to internal accounts shall be in accordance with those found in Uniform Financial Accounting for Iowa Schools published by the Department of Education.

An audit of these accounts shall be made at the same time as the annual audit of school funds.

Adopted 6/15/70 Reviewed 7/08; 9/09; 4/12; 7/13; 10/20/14 Revised 7/16/90

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



STUDENTS

Policy Title FINES - FEES - CHARGES Code 505.3

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

The superintendent shall inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually, and the information will be posted on the District website. Legal custodians or students who complete the official District free and reduced application and meet the specific financial eligibility standards as set by the Department of Education Bureau of Food & Nutrition or by direct certification from the Department of Human Services through Project Easier Student Reporting in Iowa (SRI), shall automatically be granted full or partial fee waiver depending on their qualification. Legal custodians or students who do not participate in the District's Free or Reduced Meal Program may qualify for full, partial, or temporary waiver by completing the Temporary Standard Fee Waiver Application.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

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

Adopted 9/16/96 Reviewed 8/02; 9/09; 4/12; 7/13 Revised 8/07; 6/09; 4/11; 10/20/14

Related Policy: (Code Number) 802.3

Legal Reference: (Code of Iowa) §§ 256.7(20); 279.8; 280.10, .11; 282.6; 285.1; 301.1 (2011).
281 I.A.C. 18. 1994 Op. Att'y Gen. 23. 1990 Op. Att'y Gen. 79.
1982 Op. Att'y Gen. 227. 1980 Op. Att'y Gen. 532.



ADMINISTRATIVE REGULATIONS REGARDING STUDENT FEE WAIVER AND REDUCTION PROCEDURES

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their parents, guardians, or legal or actual custodians (hereafter referred to as legal custodians) are not financially able to pay the fees. The school district will grant either full waivers, partial waivers or temporary waivers depending upon the circumstances and the student or student's legal custodians' ability to meet the financial criteria.

A. Waivers

1. Full Waivers - a student will be granted a full waiver of fees charged by the school district if the student or student's legal custodians meet the financial eligibility criteria for free meals under the Child Nutrition program, Family Investment Program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers. The application is available through Nutrition Services.
2. Partial Waivers - a student will be granted a partial waiver (a 50% reduction) of fees charged by the school district if the student or the student's legal custodians meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. The application is available through Nutrition Services.
3. Temporary Waivers - a student may be eligible for a temporary waiver of fees charged by the district in the event the student's legal custodians are facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Legal custodians or students who do not participate in the District's Free and Reduced Meal Program by completing the official District free and reduced application form or by direct certification through the Department of Human Resources must complete a Temporary Standard Fee Waiver Application form provided by the school district to be eligible for a fee waiver. Applications may be made at any time but must be renewed annually.

C. Confidentiality - The school district will treat the application and application process as any other student record and student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the superintendent or designee.

(continued)



ADMINISTRATIVE REGULATIONS REGARDING
STUDENT FEE WAIVER AND REDUCTION PROCEDURES

- F. Notice - The school district will annually notify legal custodians and students of the waiver. The following information will be included in registration materials and printed in the district-wide "Back to School" magazine annual District Handbook:

Students whose legal custodians meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose legal custodians are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Legal custodians or students who believe they may qualify for temporary financial hardship may print the Temporary Standard Fee Waiver application form from the District website or contact the school to obtain a form. This waiver does not carry over from year to year and must be completed annually.



LINN-MAR COMMUNITY SCHOOL DISTRICT
STANDARD FEE WAIVER APPLICATION

School Year: _____ Date: _____

All information provided in connection with this application will be kept confidential.

Name of student: _____ Grade in school _____

Building: _____

Name of parent, guardian: _____
(or legal or actual custodian)

Address: _____

Please check type of waiver desired:

Full waiver _____ Temporary waiver _____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full waiver

_____ The Family Investment Program (FIP)
_____ Supplemental Security Income (SSI)
_____ Transportation assistance under open enrollment
_____ Foster care

Temporary waiver

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request: _____

Signature of parent, guardian: _____
(or legal or actual custodian)

Note: Your signature is required for the release of information regarding the student or the student's family financial eligibility for the programs checked above.

Administrative Action: Approved _____ Denied _____

By: _____ Date _____

Completed Fee Waiver forms shall be filed annually and will remain on file in the school office for five (5) years.



STUDENTS

Policy Title COMMENCEMENT

Code 505.4

Students who have met the requirements for graduation will be allowed to participate in the commencement exercises provided they abide by the commencement rules organized by the school district. It shall be the responsibility of the principal to solicit input from each graduating class regarding the proceedings for their commencement.

Failure of a student to participate in commencement will not be a reason for withholding the student's final progress report or diploma certifying the student's completion of high school.

Adopted 6/15/70 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 8/19/02

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 279.8; 280.3 (2011); 281 I.A.C. 12.5



STUDENTS

Policy Title INTERVIEWS WITH STUDENTS Code 505.5

Generally, students may not be interviewed during the school day by persons other than parents/guardians and school district officials and employees.

Requests from law enforcement officers and from persons other than parents/guardians, school district officials, and employees to interview students are made through the principal's office. Upon receiving a request, it is the responsibility of the principal to determine whether the request will be granted. Generally, prior to granting a request, the principal will attempt to contact the parents/guardians to inform them of the request and to ask them to be present.

If a child abuse investigator wished to interview a student, the principal will defer to the investigator's judgment as to whether the student should be interviewed independently from the student's parents/guardians, whether the school is the most appropriate setting for the interview, and who will be present during the interview.

Students will not be taken from school without the consent of the principal and without proper warrant.

Adopted 6/15/70 Reviewed 4/11; 4/12; 9/12; 7/13; 10/20/14 Revised 9/98; 8/07; 9/14/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 232; 280.17 (2011); 281 I.A.C. 102;
441 I.A.C. 9.2; 155; 175; 1980 Op. Att'y Gen 275



ADMINISTRATIVE REGULATIONS REGARDING INTERVIEWING STUDENTS AT SCHOOL BY NON-SCHOOL PERSONNEL

a. Interview Students by School Resource Officers:

Certain police officers may be assigned by the local police department to serve as School Resource Officers. These officers will be present in the schools and will interact with the students, staff, parents and other visitors to the school. School Resource Officers may interact with students and interview students regarding school-related issues without any prior permission or involvement of other school staff. If School Resource Officers wish to interview students regarding non-school related law enforcement concerns, however, they should follow the process relating to interviewing students at school by police.

b. Interviewing Students at School by Police:

While the police have a legal right to interview students at school, students have a legal right to refuse to answer any questions if they so desire.

School officials cannot refuse to permit police officers to interview students at school. If the interview is held at school, an effort shall be made to contact the student's parent(s) or legal guardian and/or attorney. Prior to the interview, the principal or his/her designee shall explain to the student that police officials would like to interview him/her and that the student can lawfully refuse to answer questions of the police official. The school official shall be present during the interview.

It is preferable to conduct the interview in the home of the student. If contact with the parents or legal guardian prior to the conference cannot be made and the conference must be held at school, the parents or legal guardian must, subsequently, be informed that a conference was held.

c. Interviews of Students by the Child Protective Agency:

The Department of Human Services is empowered to investigate reports of suspected child abuse. Human Services workers may, in the course of their investigation, deem that it is necessary to talk to the child outside the home. If an authorized Human Services investigator requests to interview an alleged child abuse subject at school, district personnel should cooperate. The following guidelines should be followed:

1. Administrators shall cooperate with the investigators by providing confidential access to the child named in the report, and to other children alleged to have relevant information, for the purposes of interviews. The investigators shall determine who shall be present at the interview. The school administrators are under no duty to report the investigation or interview to the child's parent or legal guardian. The immunity granted by Section 232.73 applies to such administrators and the school district.

2. Administrators will verify that the investigator is authorized by the Child Protective Agency and then cooperate with the investigation as outlined above. A law officer (police, sheriff, or juvenile court officer) may take a child from the school to facilitate the investigation.

d. Interviewing Students at School by Attorneys:

Attorneys have no legal right to interview students at school concerning any matter. Principals should refuse to permit these interviews unless written parental or legal guardian permission has been granted. No teacher should discuss privileged information relative to a student's attendance, academic achievement, intellectual capabilities, or any other privileged or confidential information held by the school or contained in its records without a written request and consent to release such information from a parent or guardian having legal custody of the student.

e. Interviewing Students at School by Estranged Parents:

Caution should be observed in allowing interviews with students by parents with whom the child is not living. In some cases, courts remove parental rights. In these cases, the parent who retains guardianship must agree to the conference before it can be approved.

f. Interviewing Students at School by Other Persons:

District procedures do not generally permit students to be interviewed by public officials, private detectives, merchants, or other persons without authorization of parents or legal guardians. Principals will use their judgment in making exceptions to this general procedure.



STUDENTS

Policy Title STUDENT REFERRAL POLICY

Code 505.51

Linn-Mar Community School District licensed employees shall have the authority to make student referrals to other community agencies as well as to support personnel from the Grant Wood Area Education Agency. Counselors, nurses, teachers, and administrators will make referrals to outside agencies in the natural course of their work with students. A referral in which the school professional is involved in contacting a person from an outside agency or in writing an excuse for a student to miss class to go to an outside agency must be logged in a referral log kept by the professional involved. If parental permission is not required for such a referral, the staff member making the referral should contact the student's parent/legal guardian if the staff member considers parental notification to be in the best interest of the student.

Deleted 10/14

Adopted 5/11/78 Reviewed 9/09; 4/12; 7/13; 10/20/14 Revised 8/02; 8/6/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



STUDENTS

CHILD AND DEPENDENT ADULT ABUSE REPORTING
Policy Title BY LICENSED PERSONNEL Code 505.52

It is the policy of the Board of Directors, in compliance with the Code of Iowa, to provide for the greatest possible protection of victims of child and dependent adult abuse and to encourage immediate reporting of suspected cases directly to the Department of Human Services.

The administration shall develop reporting procedures that comply with legal requirements, and shall instruct members of the professional staff in their obligations with regard to reporting child and dependent adult abuse.

Each and every certified staff member is required to orally report any suspected cases of child and dependent adult abuse to the Department of Human Services within 24 hours of observation followed up by a written report within 48 hours of the oral report. Reports must be made by all observers and not a third party.

Adopted 7/12/79 Reviewed 8/07; 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 8/19/02
Related Policy: (Code Number) 505.52-R
Legal Reference: (Code of Iowa) 232.67-.77; 232A; 235A; 280.17 (2011); 441 IAC 9.2; 155; 175; 1982 Op. Att'y Gen. 390, 417; 1980 Op. Att'y Gen. 275



ADMINISTRATIVE REGULATIONS REGARDING
CHILD AND DEPENDENT ADULT ABUSE REPORTING
BY LICENSED PERSONNEL

The Code of Iowa requires licensed school employees to report to the Department of Human Services all instances of suspected child and dependent adult abuse involving students.

The law further specifies that any licensed school employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor, and may also leave the employee open to civil liability for the damages caused by his/her failure to report.

The Iowa Code provides immunity from any liability—civil or criminal—to anyone participating in good faith in the making of a report or in judicial proceedings that may result from the report.

Child Abuse Defined

“Child abuse” or “abuse” means “harm occurring through:”

1. Any non-accidental physical injury or injury that is at variance with the history given of it, suffered by a child (that is, any person under 18 years of age) as a result of the acts or omissions of a person responsible for the care of the child.*
2. The commission of any sexual abuse with or to a child as defined by Chapter 709, Iowa Code, as a result of the acts or omissions of the person responsible for the child.*
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child’s health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

(A parent or legal guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child; however, a court may still order that medical services be given to the child if the child’s health requires it.)

*Teachers in public schools are not “persons responsible for the care of the child” under these clauses. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.



Reporting Procedures

The Iowa Code establishes reporting and investigation procedures for alleged cases of child abuse. Licensed school employees, including teachers and school nurses, are required to orally report within 24 hours to the Department of Human Services when the person “reasonably believes a child has suffered from abuse.” Within 48 hours of the oral report, a written report must be forwarded to the Department of Human Services.

Each report should contain as much of the following information as can be obtained within the time limit.

- name, age and address of the suspected abused child;
- name and address of parents, guardians, or persons legally responsible for his/her care;
- a description of injuries, including evidence of previous injuries;
- name(s), age and condition of other children in the home;
- the child’s whereabouts if different from parents, guardians, or persons legally responsible for the child;
- any other information considered helpful;
- name and address of person making the report.

The law specifies that a report will be considered valid even if it does not contain all of the above information.

Board policy states that it is not the responsibility of school employees to prove that a child has been abused or neglected, and that school employees should not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The Department of Human Services (Cedar Rapids Office: 892-6800) has the responsibility to follow up on the report.



STUDENTS

Policy Title STUDENT RECORDS ACCESS

Code 505.6

The Board recognizes the importance of maintaining student records and preserving their confidentiality. Student records containing personally identifiable information shall be kept confidential at collection, storage, disclosure, and destruction stages. Student records shall be maintained by the building principal and housed in the building of attendance.

The parent/legal guardian and eligible student shall have access to the student's records during the regular business hours of the school district. An eligible student is a student who has reached 18 years of age or is attending an institution of post-secondary education. The parent/legal guardian of an eligible student shall be provided access to the student records only with the written permission of the eligible student. The parent/legal guardian of an eligible student, who is defined by the Internal Revenue Code as a dependent student, may be provided access without the written permission of the student. Only those with the written permission of the parent/legal guardian or eligible student shall have access to the student records. A representative of the parent/legal guardian or eligible student, who has received written permission from the parent/legal guardian or eligible student, may inspect and review a special education student's records. A parent/legal guardian, other than parent/legal guardian of an eligible student, may only be denied access to a student's records with a court order or when the district has been advised under the appropriate laws that the parent/legal guardian may not access the student records.

A student record may contain information on more than one student. Parents/Legal guardians shall have the right to access the information relating to their student or to be informed of the information. Eligible students shall also have the right to access the information relating to themselves or be informed of the information.

The parents/legal guardians and eligible student shall have a right to access the student's records upon request without unnecessary delay and in no instance more than forty-five (45) days after the request is made. The parent/legal guardian, and eligible student, or an authorized representative shall have the right to access the student's records prior to an Individualized Education Program (IEP) meeting or hearing.

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Adopted 6/15/70 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 2/96; 8/6/07
Related Policy: (Code Number) 505.9

Legal Reference: (Code of Iowa) §§22; 622.10 (2011); 281 IAC 12.3(4); 41; .610 et. seq.; 279.9B; 280.24, .25; 1980 Op. Att'y Gen 720, 825



STUDENTS

Policy Title STUDENT RECORDS ACCESS Code 505.6

Copies of student records will only be provided if failure to do so would effectively prevent the parent/legal guardian or student from exercising the right to access the student records. Fees for copies of the records shall be waived if it would prevent the parent/legal guardian or student from accessing the records. A fee may not be charged to search or retrieve information from student records.

Upon the request of the parent/legal guardian or an eligible student, the school district shall provide an explanation and interpretation of the student record and a list of the types and locations of student records collected, maintained, or used.

If the parent/legal guardian or an eligible student believes the information in the student records is inaccurate, misleading, or violates the privacy or other rights of the student, the parent/legal guardian or an eligible student may request that the school district amend the student records. The district shall decide whether to amend the information in accordance with the request within a reasonable period of time following the receipt of the request. If the school district determines an amendment shall be made to the student record, the school district shall make the amendment and inform the parent/legal guardian or the eligible student of the decision in writing.

If the school district refuses to amend the student record, it shall inform the parent/legal guardian or the eligible student of their right to a hearing before the school district. If the request of the parent/legal guardian or the eligible student to amend the student record is further denied, the parent/legal guardian or the eligible student shall have the opportunity to place an explanatory letter in the student record commenting on the school district's decision and setting forth the reasoning for disagreeing with the school district. Additions to the student's records shall become a part of the student record and be maintained like other student records. If the school district discloses the student records, the explanation by the parent/legal guardian or the eligible student shall also be disclosed.

Student records may be disclosed in limited circumstances without written permission of the parent/legal guardian or eligible student. This disclosure is made on the condition that the student record will not be disclosed to a third party without the written permission of the parent/legal guardian or the eligible student. This disclosure may be made to the following individuals or under the following circumstances:

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Adopted 6/15/70 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 2/96; 8/6/07
Related Policy: (Code Number) 505.9

Legal Reference: (Code of Iowa) §§22; 622.10 (2011); 281 IAC 12.3(4); 41; .610 et. seq.; 279.9B; 280.24, .25; 1980 Op. Att'y Gen 720, 825



STUDENTS

Policy Title STUDENT RECORDS ACCESS Code 505.6

- to school officials within the school district whom the superintendent has determined have a legitimate educational interest;
- to officials of another school district in which the student wishes to enroll, provided the other school district notifies the parent/legal guardian the student records are being sent and the parent/legal guardian has an opportunity to receive a copy of the records and challenge the contents of the records;
- to the U. S. Comptroller General, the U. S. Secretary of Education, or state and local educational authorities;
- in connection with financial aid for which the student has applied or which the student has received if the information is necessary to receive the financial aid;
- to organizations conducting educational studies and the study does not release personally identifiable information;
- to accrediting organizations;
- to the parent/legal guardian of a dependent student as defined in the Internal Revenue Code;
- to comply with a court order or judicially issued subpoena;
- in connection with a health or safety emergency; or
- as directory information.

The building principal shall keep a list of the individuals and their positions who are authorized to view a special education student's records without the permission of the parent/legal guardian or the eligible student. This list must be available for public inspection and updated annually.

The building principal shall also keep a list of individuals, agencies, and organizations which have requested or obtained access to a student's records, the date access was given, and their legitimate educational interest or purpose for which they were authorized to view the records. This list for a student record may be accessed by the parent/legal guardian, the eligible student, and the custodian of the student records.

Permanent student records, including a student's name, address, phone number, grades, attendance records, classes attended, grade level completed, and year completed shall be maintained without time limitation. Permanent student records shall be kept in a fire safe vault.

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Adopted 6/15/70 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 2/96; 8/6/07
Related Policy: (Code Number) 505.9
Legal Reference: (Code of Iowa) §§22; 622.10 (2011); 281 IAC 12.3(4); 41; .610 et. seq.; 279.9B; 280.24, .25; 1980 Op. Att'y Gen 720, 825



STUDENTS

Policy Title STUDENT RECORDS ACCESS

Code 505.6

When personally identifiable information, other than permanent student records, no longer needs to be maintained by the school district to provide educational services to the special education student, the parent/legal guardian or eligible student shall be notified. If the parent/legal guardian or eligible student request that the records be destroyed, the school district will destroy the records. Prior to the destruction of the records, the school district will inform the parent/legal guardian or eligible student of the reasons for which they may want the records maintained. In the absence of a request from the parent/legal guardian or eligible student to destroy the records, the school district may maintain the records indefinitely.

It shall be the responsibility of the superintendent to inform the employees about rights of parents/legal guardians and eligible students under this policy. Employees shall also be informed about the procedures for carrying out this policy.

It shall be the responsibility of the superintendent to annually notify parents/legal guardians and eligible students of their rights to view the student's records. The notice shall be given in native language of the parent/legal guardian or eligible student.

Page 4 of 4

Adopted 6/15/70 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 2/96; 8/6/07

Related Policy: (Code Number) 505.9

Legal Reference: (Code of Iowa) §§22; 622.10 (2011); 281 IAC 12.3(4); 41; .610 et. seq.; 279.9B; 280.24, .25; 1980 Op. Att'y Gen 720, 825



ADMINISTRATIVE REGULATIONS REGARDING USE OF STUDENT RECORDS

Student records are all official records, files, and data directly related to students, including all material incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school or school system specifically including, but not necessarily limited to: enrollment history; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

These regulations establish procedures for addressing requests from parents/legal guardians to access their child's records, including their use of the data and procedures for records transmittal.

A. Access to Records

1. The parent or legal guardian of a student will have access to these records upon written request to the board secretary.

The parent or legal guardian will, upon written request to the board secretary, have the opportunity to receive an interpretation of the records, have the right to question the data, and if, a difference of opinion is noted, shall be permitted to file a letter in the cumulative folder stating the dissenting person's position. If further challenge is made to the record, the normal appeal procedures established by school policy will be followed.

A student, eighteen years or older, has the right to determine who, outside the school system, has access to the records. Parents/legal guardians of students who are 18 years or older but still dependents for income tax purposes may access the student's records without prior permission of the student.

2. School officials having access to student records are defined as having a legitimate educational interest and include, but are not limited to, employees, board members, and the school attorney. Legitimate educational interest include, but is not limited to:
 - a. performing a task specified in the employee's job description or by contract agreement;
 - b. performing a task that is related to a student's education;
 - c. performing a task related to the discipline of a student; or
 - d. providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement, or financial aid.

3. Student records may be accessed by social service agencies when the agency is “legally responsible” for the care and protection of the student under state law. Verification of “legal responsibility” must be provided for requested access which must be solely for the purpose of addressing the student’s educational needs. For a Court Appointed Special Advocate (CASA), parent permission is recommended for access to student records. No other student access (e.g. student observation) is permitted under this policy regulation.

B. Release of Information Outside the School

1. To release student records to other school(s) in which the student intends to enroll, the parents, legal guardians, or student of majority age must be notified of the transfer and the kinds of information being released.

They will receive a copy of such information if it is requested in writing and shall have the opportunity to challenge the records as described above.

2. Student records may be released to official education and other government agencies only if the names and all identifying markings are removed to prevent the identification of individuals.
3. To release student records to other persons or agencies, written consent shall be given by the parent, legal guardian, or a student of majority age. This consent form will state which records shall be released, to whom they shall be released, and the reason for the release. A copy of the specific records being released will be made available to the person signing the release form if requested.
4. Student records will be furnished in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardians, or student of majority age are notified in advance.
5. Any other requests to access student records may be honored by the administration following 1) proper notification of students and guardians; and 2) an opportunity for the student or guardian to request the information not be disbursed. Any such request restricting distribution will be honored.

C. Hearing Procedures

1. Upon parental request, the school district will hold a hearing regarding the content of a student’s records which the parent/legal guardian believes to be inaccurate, misleading, or in violation of the privacy rights of students.
2. The hearing will be held within a reasonable time after receipt of the parents/legal guardians or eligible student’s request. The parent/legal guardian or eligible student will receive reasonable advance notice of date, time and place of the hearing.

3. The hearing officer may be an employee of the school district so long as the employee does not have a direct interest in the outcome of the hearing.
4. The parents/legal guardians or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parent/legal guardian or eligible student may be represented by an individual at their choice at their own expense.
5. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
6. The parents/legal guardians may appeal the hearing officer's decision to the superintendent within ten work days if the superintendent does not have a direct interest in the outcome of the hearing.
7. The parents/legal guardians may appeal the superintendent's decision, or the hearing officer's decision if the superintendent was unable to hear the appeal, to the Board within fifteen work days. It is within the discretion of the Board to hear the appeal.



STUDENT RECORDS CHECKLIST

	Copy to Parent Upon Request	Parent Signature Required**	User Must Submit Written Request*	No Parent Signature Required	Parent Notify in Advance	Parent Notify of Release	Request Made Part of Student Record	Schedule Hearing Followed by Written Decision to Parent	
Subpoena or Judicial Order									Lawfully Issued
Student Financial Aid									Written Request
School or Staff in Same School System									No Written Request Necessary
Other School System Where Student Plans to Enroll									505.6-E2
U. S. Comptroller General									505.6-E2
Iowa Dept. of Education									505.6-E2
National Institute of Education									505.6-E2
Iowa Dept. of Education Official									505.6-E2
Parent Inspection of Student Educational Records									505.6-E5
Parent Request for Hearing to Challenge Record									505.6-E4
Parent Authorization for School to Release Information									505.6-E3
Notification of Transfer of Student Records									505.6-E6

*Such written request shall be available for inspection by the parent/legal guardian or student and the school official responsible for record maintenance.

**When a student has attained the age of 18 years or is attending an institution of post-secondary education, the permission or consent required of the rights accorded to the parent of the student shall thereafter be required of and accorded only to the student.

**REQUEST OF NONPARENT FOR EXAMINATION OR COPIES OF STUDENT RECORDS**

The undersigned hereby requests permission to examine the Linn-Mar Community School District's official student records of:

(Legal Name of Student)

(Date of Birth)

The undersigned requests copies of the following official student records of the above student:

The undersigned certified that they are (check one):

- a. An official of another school system in which the student intends to enroll. ()
- b. An authorized representative of the Comptroller General of the United States. ()
- c. An authorized representative of the Secretary of the United States Department of Education. ()
- d. An administrative head of an education agency as defined in Section 408 of the Education Amendments of 1974. ()
- e. An official of the Iowa Department of Education. ()
- f. A person connected with the student's application for, or receipt of, financial aid (specify details above). ()

The undersigned agrees that no other person will have access to any records or information obtained through this request without the written permission of the parent/legal guardians of the student, or the student if he/she is of majority age.

(Signature)

(Title)

APPROVED:

Date: _____

Address: _____

Signature: _____

City: _____

Title: _____

State: _____ ZIP: _____

Dated: _____

Phone Number: _____



Code 505.6-E3

PARENTAL AUTHORIZATION FOR RELEASE OF STUDENT RECORDS

The undersigned hereby authorizes the Linn-Mar Community School District to release copies of the following official student records:

concerning _____
(Full Legal Name of Student) (Date of Birth)

(Name of Last School Attended) from _____ to _____
(Year(s) of Attendance)

The reason for this request is: _____

My relationship to the child is: _____

Copies of the records to be released are to be furnished to:

- () the undersigned
- () the student
- () other (please specify) _____

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____



Code 505.6-E4

REQUEST FOR HEARING ON CORRECTION OF STUDENT RECORDS

To: _____ Address: 2999 North 10th Street
Board Secretary (Custodian) Marion, IA 52302

I believe certain official student records of _____
(Full Legal Name of Student), _____ (School Name),
are inaccurate, misleading, or in violation of privacy or other rights of this student.

My relationship to this student is: _____

The official education records which I believe are inaccurate, misleading, or in violation of the privacy or other rights of this student are:

The reason I believe such records are inaccurate, misleading, or in violation of the privacy or other rights of this student is:

I understand that I will be notified in writing of the time and place of the hearing; that I will be notified in writing of the decision; and, that I have the right to appeal the decision by so notifying the hearing officer in writing within ten days after my receipt of the decision.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____



Code 505.6-E5

PARENTAL REQUEST FOR EXAMINATION OF STUDENT RECORDS

To: _____
Board Secretary (Custodian)

Address: 2999 North 10th Street
Marion, IA 52302

The undersigned desires to examine the following official education records.

Of _____
(Full Legal Name of Student) (Date of Birth) (Grade)

(Name of School)

My relationship to this student is: _____

(check one)

() I do () I do not desire a copy of such records. I understand that a reasonable charge will be made for the copies.

(Parent's Signature)

APPROVED:

Signature: _____

Title: _____

Dated: _____

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____



Code 505.6-E6

NOTIFICATION OF TRANSFER OF STUDENT RECORDS

To: _____ Date: _____
Parent or Legal Guardian
Street Address: _____
City/State: _____ ZIP: _____

Please be notified that copies of the Linn-Mar Community School District's official student records concerning _____ (Full Legal Name of Student) have been transferred to:

School District Name Address

upon the written statement that the student intends to enroll in said school system.

If you desire a copy of such records furnished, please check here () and return this form to the undersigned. A reasonable charge will be made for the copies.

If you believe such records transferred are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, you have the right to a hearing to challenge the contents of such records.

(Name of School District Official)

(Title)



STUDENTS

Policy Title STUDENT DIRECTORY INFORMATION

Code 505.62

Student directory information is designed to be used internally within the school district. Directory information shall be defined in the annual notice. It may include the student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information.

Prior to developing a student directory or to giving general information to the public, parents/legal guardians will be given notice annually of the intent to develop a directory or to give out general information and have the opportunity to deny the inclusion of their child's information in the directory or in the general information distributed about the students.

It shall be the responsibility of the superintendent to provide notice and to determine the method of notice that will inform parents/legal guardians.

Adopted 8/14/89 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 8/6/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 22; 622.10 (2011); 281 I.A.C. 12.3(6); 41.20;
12.3(4); 41.123



ADMINISTRATIVE REGULATIONS REGARDING
THE USE OF STUDENT DIRECTORY INFORMATION

The student handbook or similar publication given to each student which contains general information about the school shall contain the following statement which shall be published at least annually in a prominent place or in a newspaper of general circulation in the school district:

The following information may be released to the public in regard to any individual student of the school district as needed. Any student over the age of eighteen or parent/legal guardian not wanting this information released to the public must make objection in writing to the principal.

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



PARENTAL AUTHORIZATION FOR WITHHOLDING
STUDENT DIRECTORY INFORMATION

The Linn-Mar Community School District has adopted a policy designed to assure parents and students the full implementation, protection, and enjoyment of their rights under the Family Educational Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of the principal of all of our schools.

This law requires the school district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public.

The school district has designated the following information as directory information: student's name, address and telephone number; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational institution attended by the student and other similar information. You have the right to refuse the designation of any or all of the categories of personally identifiable information as directory information with respect to your student provided that you notify the school district in writing. If you desire to make such a refusal, please complete and return the slip at the bottom of this notice.

If you have no objection to the use of student information, you do not need to take any action.

.....
RETURN THIS FORM
.....

Linn-Mar Community School District

Parental Directions to Withhold Student/Directory Information for Education Purposes

for the _____ school year.

Student's Name: _____

Date of Birth: _____

School: _____

Grade: _____

Signature of Parent/Legal Guardian of Child (Student)

Date

Please return this form to your child's school.



STUDENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT EDUCATION RECORDS: ANNUAL NOTICE

Code 505.63

Policy Title _____

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

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy rights.

Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.



STUDENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT EDUCATION RECORDS: ANNUAL NOTICE

Code 505.63

Policy Title _____

One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employees, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. The school district will make a reasonable attempt to notify the parent or eligible student of the records request.

4. The right to inform the school district that the parent does not want directory information, as defined below, to be released. Directory information can be released without prior parental consent.

Any student over the age of eighteen or parent not wanting this information released to the public must object in writing to the principal.

Directory information includes:

Name, Address, Telephone listing, Date and Place of Birth, Email Address, Grade Level, Enrollment Status, Participation in Officially Recognized Activities and Sports, Weight and Height of Members of Athletic Teams, Dates of Attendance, Degrees and Awards Received, the Most Recent Previous School or Institution Attended by the Student Photograph and Likeness, and Other Similar Information.

Page 2 of 3

Adopted 8/6/07 Reviewed 8/09; 4/11; 4/12; 7/13; 10/20/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



STUDENTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) STUDENT EDUCATION RECORDS: ANNUAL NOTICE

Code 505.63

Policy Title _____

Military recruiters and postsecondary educational institutions may legally access this information without prior parental consent. Parents not wanting military recruiters or postsecondary institutions to access the information must ask the school district to withhold the information. Also, school districts that provide postsecondary institutions and potential employers access to students must provide the same right of access to military recruiters. Parents not wanting military recruiters to contact their children, have the right to deny permission for this activity.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The School District may share any information with the Parties contained in a student's permanent record, which is directly related to the juvenile justice system's ability to effectively serve the student. Prior adjudication information contained in the permanent record may be disclosed by the School District to the Parties without parental consent or court order. Information contained in a student's permanent record may be disclosed by the School District to the Parties after adjudication only with parental consent or a court order. Information shared pursuant to the agreement is used solely for determining the programs and services appropriate to the needs of the student or student's family or coordinating the delivery of programs and services to the student or student's family. Information shared under the agreement is not admissible in any court proceedings, which take place prior to a disposition hearing, unless written consent is obtained from a student's parent, guardian, or legal or actual custodian. Information obtained from others shall not be used for the basis of disciplinary action of the student. This agreement only governs a school district's ability to share information and the purposes for which that information can be used.

Page 3 of 3

Adopted 8/6/07 Reviewed 8/09; 4/11; 4/12; 7/13; 10/20/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



STUDENTS

Policy Title CUSTODIAL AND PARENTAL RIGHTS Code 505.8

Disagreements between family members are not the responsibility of the school district. The school district will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the school district. It shall be the responsibility of the person requesting an action by the school district to inform and provide the school district the court order allowing such action.

It shall be the responsibility of the superintendent to ensure employees remain neutral in a disagreement about custody and parental rights.

Adopted 9/21/98 Reviewed 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised 8/6/07
Related Policy: (Code Number) 505.6
Legal Reference: (Code of Iowa) §§ 232.67, .70, .73, .75; 235A; 279.8; 710.6;
IAC 9.2; 155; 175; 441 IAC



STUDENTS

Policy Title STUDENT LIBRARY CIRCULATION RECORDS Code 505.9

Student library circulation records are designed to be used internally to assist in the orderly administration of the school district libraries and media centers. As a general rule, student library circulation records are considered confidential records and will not be released without parental consent. Individuals who may access such records include a student's parents/legal guardians, the student, authorized licensed employees, authorized government officials from the U. S. Comptroller General, the Secretary of Education, the Commissioner and Director of the National Institute of Education, and the Assistant Secretary for Education and State Education Department. Appropriate authorities in a health or safety emergency may access the student's library circulation records without the approval or the notification of the student's parents/legal guardians. Parents/Legal guardians may not access records, without the student's permission, of a student who has reached the age of majority or who is attending a post-secondary educational institution unless the student is considered a dependent for tax purposes.

It shall be the school media specialist's responsibility, as the person maintaining the student library circulation records, to approve requests for access to student library circulation records. Students' library circulation records may be accessed during the regular business hours of the school district. If copies of documents are requested, a fee for such copying shall be charged.

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

Adopted 9/21/98 Reviewed 8/07; 9/09; 4/11; 4/12; 7/13; 10/20/14 Revised _____
Related Policy: (Code Number) 505.6
Legal Reference: (Code of Iowa) §§ 22 (2011); 281 IAC 12.3(4); 1980 Op. Att'y Gen. 720, 825



STUDENTS

Policy Title STUDENT PHOTOGRAPHS Code 505.10

The Board will permit student “portrait” photographs to be taken on school premises by a commercial photographer as a service to the students and their families.

Parents/Legal guardians will be notified prior to the taking of pictures by a commercial photographer for student “portraits.” In no case will students be required to purchase pictures.

Students or commercial photographers may take pictures of students upon consent for such things as the yearbook or student newspaper.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative rules regarding student photographs.

Adopted 9/21/98 Reviewed 8/02; 9/09; 4/12; 7/13; 10/20/14 Revised 8/6/07

Related Policy: (Code Number) 505.6

Legal Reference: (Code of Iowa) § 279.8 (2011); 1980 Op Att’y Gen 114



August 25, 2014

Linn-Mar Community School District
2999 North 10th Street
Marion, Iowa 52302

Attn: Mr. Rick Ironside
P: 319-447-3000
E: RIronside@linnmar.k12.ia.us

Re: Proposal for Subsurface Exploration
Proposed Excelsior Middle School Track Resurfacing
Marion, Iowa
Terracon Proposal No. P06140512

Dear Mr. Ironside:

Terracon Consultants, Inc. (Terracon) appreciates the opportunity to submit this proposal to Linn-Mar Community School District (Linn-Mar CSD) to provide subsurface exploration services for the referenced project. The purpose of this study will be to evaluate the subsurface conditions at the site. This proposal outlines our understanding of the project and scope of services, and provides the estimated fees for our services.

1.0 PROJECT INFORMATION

We understand the project will consist of resurfacing the existing running track north of Excelsior Middle School. The track is currently comprised of crushed brick surfacing.

2.0 SCOPE OF SERVICES

The services to be provided by Terracon are summarized in the following paragraphs.

2.1 Field Program

As requested, our scope of services will consist of performing 4 hand-auger borings to depths of about 5 feet below the existing grade or to practical auger refusal. Dynamic cone penetrometer (DCP) and/or static cone penetrometer (SCP) testing will also be performed to evaluate the subgrade strength. Thin-wall tubes samples may also be obtained at selected depths in the borings.

Terracon Consultants, Inc. 2640 12th Street SW Cedar Rapids, Iowa 52404
P [319] 366 8321 F [319] 366 0032 terracon.com

Conditions/Items to be provided by Linn-Mar CSD: Items to be provided by Linn-Mar CSD include the right of entry to conduct the exploration and an awareness and/or location of any public or private subsurface utilities existing in the area. If there are any other restrictions or special requirements regarding this site or exploration, these should be provided to us prior to commencing our field work. Terracon will contact the Iowa "One Call" service to request location of public utilities. It should be noted that Iowa "One Call" member companies require a minimum of 48 hours to locate utilities. Locating private utilities is the responsibility of Linn-Mar CSD. Terracon will not be responsible for any damage to utilities not marked or improperly located.

For safety purposes, all borings will be backfilled after their completion with auger cuttings and/or sand. Excess auger cuttings would be disposed of as directed by Linn-Mar CSD. Because backfill material often settles below the surface after a period of time, we recommend the boreholes be checked periodically and backfilled if necessary. We could provide this service or grout the holes at your request.

We assume that the field exploration can be performed without the need for personal protective equipment beyond Level D (e.g., hard hat, steel-toe boots). If evidence of contamination is encountered in the boring, the exploration will be terminated and our findings discussed with you. Should personal protective equipment or special borehole sealing procedures become necessary, this will be discussed with you prior to commencing further drilling.

2.2 Laboratory Testing

In the laboratory, water content tests will be performed on the samples obtained from the borings. Dry density and unconfined compressive strength tests will also be performed on intact tube samples of cohesive soil. Hand penetrometer tests may also be performed on select native samples. Additional laboratory testing such as Atterberg (liquid and plastic) limits and organic content by loss on ignition may also be performed on selected samples to better evaluate the site conditions. Native soil samples will be visually classified in accordance with the Unified Soil Classification System (USCS).

2.3 Report

Based on the results of our evaluation, a geotechnical engineering subsurface exploration report will be prepared that will include the following:

- Computer generated boring logs with soil stratification based on visual classification;
- Summarized laboratory data;
- Groundwater levels observed during drilling and sampling;
- Site and boring location plans;
- Subsurface exploration procedures;

- Encountered soil conditions.

Recommendations for subgrade preparation, earthwork, and/or track surfacing thicknesses are not included in our scope of services. We understand that these services will be performed by others.

2.4 Schedule

We can generally begin the field exploration program within about one to two weeks after receipt of our signed Agreement for Services, if site and weather conditions permit. We estimate the subsurface exploration report can be completed within about two weeks after the field testing is completed.

3.0 COMPENSATION

For the scope of geotechnical services outlined in this proposal that includes drilling, laboratory testing, and an engineering report, our estimated fees range from \$1,350 to \$1,850 and are itemized in Exhibit C. We will not exceed the maximum estimated fee without prior approval in writing. Unless instructed otherwise, the invoice will be sent to your attention at the above address.

Should it be necessary to expand our services beyond those outlined in this proposal, we will notify you, then send a supplemental proposal stating the additional services and fee. We will not proceed without your authorization, as evidenced by your signature on the Supplement to Agreement for Services form.

4.0 COMMITMENT TO SAFETY

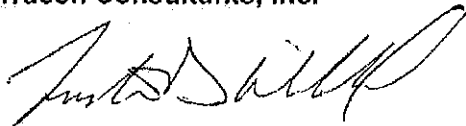
It is our personal and organizational commitment at all levels of Terracon to have everyone go home safely every day. It is where safety is held as a core value as well as an operational priority. Working safely is an inseparable part of working correctly, just as much as other operational priorities, in particular quality and schedule. As such, and in accordance with our *Incident and Injury Free*® (IIF) safety culture, Terracon will hold a meeting for our employees to review health and safety needs for this specific project. Should Linn-Mar CSD have additional safety requirements, we request these be brought to our attention prior to mobilization to the project site. Anticipated safety concerns could include subsurface utilities and heat exposure. It may become necessary to provide additional measures to improve the safety of our employees, at additional cost, to reduce the risk for personal exposure.

5.0 AUTHORIZATION

This proposal may be accepted by executing the attached Agreement for Services and returning one copy along with this proposal to Terracon. This proposal is valid only if authorized within sixty days from the listed proposal date.

We appreciate the opportunity to provide this proposal and look forward to working with you during both the design and construction phases of the project.

Sincerely,
Terracon Consultants, Inc.



Justin D. Widdel, P.E.
Geotechnical Engineer



Thomas W. Sherman, P.E. (WI)
Geotechnical Department Manager

JDW/TWS: N:\Proposal Documents\2014\P06140512\P06140512.0825.LMCSD.docx

Copies: PDF – Addressee

Attachments: Exhibit C – Budget Estimate / Fee Schedule
 Agreement for Services

EXHIBIT C
BUDGET ESTIMATE - FEE SCHEDULE
SUBSURFACE EXPLORATION
PROPOSED EXCELSIOR MIDDLE SCHOOL TRACK RESURFACING
Marion, Iowa
Terracon Proposal No. P06140512

8/25/2014

DESCRIPTION	QUANTITY	UNIT	UNIT PRICES	TOTAL COST
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GEOTECHNICAL FIELD SERVICES

Anticipate four (4) hand-auger borings to 5 feet in depth.

Field Engineer	3 - 4	hour	\$90.00	\$ 270.00 - 360.00
Dual-Mass Dynamic Cone Penetrometer	1 - 1	day	\$50.00	\$ 50.00 - 50.00
Total				\$ 320.00 - 410.00

ESTIMATED GEOTECHNICAL FIELD SERVICES

\$ 300.00 to \$ 400.00

SOIL LABORATORY SERVICES

Anticipate obtaining about 10 to 12 samples.

Stratification of Boring Logs	1.5 - 2	hour	\$65.00	\$ 97.50 - 130.00
Molsture Content & Visual Classification	10 - 12	each	\$10.00	\$ 100.00 - 120.00
Dry Density (Thin-Wall Tube Sample)	2 - 4	each	\$7.50	\$ 15.00 - 30.00
Unconfined Compressive Strength Test	2 - 4	each	\$17.50	\$ 35.00 - 70.00
Hand Penetrometer Test	8 - 12	each	\$3.00	\$ 24.00 - 36.00
Atterberg Limits - Single Point Method	2 - 2	each	\$75.00	\$ 150.00 - 150.00
Organic Content - Loss on Ignition	1 - 2	each	\$55.00	\$ 55.00 - 110.00
Total				\$ 476.50 - 646.00

ESTIMATED SOIL LABORATORY SERVICES

\$ 500.00 to \$ 650.00

GEOTECHNICAL ENGINEERING SERVICES

Project Direction, Sample Review, Coordination, Data Reduction, and Report Preparation

Office Manager/Principal Engineer, P.E.	-	hour	\$125.00	\$ - - -
Department/Senior Project Manager	1.0 - 1.5	hour	\$115.00	\$ 115.00 - 172.50
Project Engineer, P.E.	4.0 - 6.0	hour	\$95.00	\$ 380.00 - 570.00
Project Engineer/Manager	-	hour	\$90.00	\$ - - -
Drafting	1.0 - 1.0	hour	\$60.00	\$ 60.00 - 60.00
Total				\$ 555.00 - 802.50

ESTIMATED GEOTECHNICAL ENGINEERING SERVICES

\$ 550.00 to \$ 800.00

TOTAL ESTIMATED SERVICES	\$ 1,350.00 to \$ 1,850.00			
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AGREEMENT FOR SERVICES

This **AGREEMENT** is between Linn-Mar Community School District ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Excelsior Middle School Track Resurfacing, Marion, Iowa project ("Project"), as described in the Project Information section of Consultant's Proposal dated 08/25/2014 ("Proposal") unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

1. **Scope of Services.** The scope of Consultant's services is described in the Scope of Services section of the Proposal ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
2. **Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the project.
3. **Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
4. **Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Compensation section of the Proposal unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
5. **Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, Consultant will issue additional reports to others agreed upon with Client, however Client understands that such reliance will not be granted until those parties sign and return Consultant's reliance agreement and Consultant receives the agreed-upon reliance fee.
6. **LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
7. **Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.
8. **Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
9. **Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single

limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES. NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.**
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by services not performed due to a failure to request or schedule Consultant's services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Material unless specifically provided in the Services, and that Client is responsible for directing such disposition. In the event that test samples obtained during the performance of Services (i) contain substances hazardous to health, safety, or the environment, or (ii) equipment used during the Services cannot reasonably be decontaminated, Client shall sign documentation (if necessary) required to ensure the equipment and/or samples are transported and disposed of properly, and agrees to pay Consultant the fair market value of this equipment and reasonable disposal costs. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site. Accordingly, Client waives any claim against Consultant and agrees to indemnify and save Consultant, its agents, employees, and related companies harmless from any claim, liability or defense cost, including attorney and expert fees, for injury or loss sustained by any party from such exposures allegedly arising out of Consultant's non-negligent performance of services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: **Terracon Consultants, Inc.**
 By: Thomas W Sherman Date: **8/25/2014**
 Name/Title: **Thomas W Sherman, P.E. / Geotechnical Department Manager**
 Address: **2640 12th St. SW**
Cedar Rapids, IA 52404
 Phone: **(319) 366-8321** Fax: **(319) 366-0032**
 Email: **twsherman@terracon.com**

Client: **Linn-Mar Community School District**
 By: _____ Date: _____
 Name/Title: **Rick Ironside / Associate Superintendent**
 Address: **2999 North 10th Street**
Marion, IA 52302-5499
 Phone: **(319) 447-3000** Fax: _____
 Email: **RIronside@linnmar.k12.ia.us**

Reference Number: P06140512

**Calendar Waiver Request for Continued Innovative School Year
For the 2015-2016 School Year
Request for Approval Due by November 1, 2014**

Send the completed form below (and all attachments) to this address:

Amy Williamson, Chief
Bureau of School Improvement
Iowa Department of Education
400 E. 14th Street
Des Moines, IA 50319-0146

School District Name, Address, and District Number	AEA
Linn-Mar CSD	AEA 10
District Superintendent and E-mail Address	Phone
Dr. Katie Mulholland kamulholland@linnmar.k12.ia.us	319-447-3001
School District Contact Person (if different from the Superintendent) and E-mail Address	Phone
Dr. Dirk Halupnik, Deputy Superintendent dhalupnik@linnmar.k12.ia.us	319-447-3028
a) Request for a Continued Innovative Calendar	
<p><u> X </u> Our school district requests a calendar waiver for a CONTINUED innovative calendar for the 2015-2016 school year. (This request is <u>identical</u> to the request for the prior school year).</p> <p><u> 178/176 </u> Total number of student instructional days in the 2014-2015 school calendar (<u>this year</u>).</p> <p><u> 178/176 </u> Total number of student instructional days in the proposed 2015-2016 school calendar (<u>next year</u>).</p>	
b) Documentation of Public Hearing If a school board meeting is used for this purpose, the request for continued innovative calendar must be a regular agenda item that allows for public comment.	
<p><u> X </u> Attached are meeting minutes that verify that the school district held the public hearing for the continued innovative calendar request.</p> <p><u> </u> The public hearing could not be held by November 1, 2014. The district will send this documentation as soon as possible.</p>	

c) Evaluation of the Savings and Impacts on the Education Program as a Result of the Continued Innovative School Calendar List the measurable goals that the school district wished to attain as a result of last year's innovative calendar, data collected to measure goal progress, and a summary of the impacts.																
Goal(s) for the previous year's innovative calendar: *All K-12 students will achieve at high levels in reading, mathematics, and science, prepared for success beyond high school as measured by the Iowa Assessments. *Percentage of students who score at the proficient level or above (using national standard scores) on the Iowa Assessments Reading, Mathematics, and Science Tests in grades 4, 8, and 11, will continue to increase.																
Data Collected from the prior school year: *Iowa Assessment data from the various grade levels and subgroups.																
Summary of Educational Impact during the prior school year: Iowa Assessment System Data % Proficient <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">District</th> <th style="text-align: center;">Reading</th> <th style="text-align: center;">Math</th> <th style="text-align: center;">Science</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">84.2</td> <td style="text-align: center;">91.3</td> <td style="text-align: center;">89.2</td> </tr> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">81.0</td> <td style="text-align: center;">77.8</td> <td style="text-align: center;">87.5</td> </tr> <tr> <td style="text-align: center;">11</td> <td style="text-align: center;">94.9</td> <td style="text-align: center;">94.4</td> <td style="text-align: center;">93.3</td> </tr> </tbody> </table>	District	Reading	Math	Science	4	84.2	91.3	89.2	8	81.0	77.8	87.5	11	94.9	94.4	93.3
District	Reading	Math	Science													
4	84.2	91.3	89.2													
8	81.0	77.8	87.5													
11	94.9	94.4	93.3													
Required Signatures <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> <div style="text-align: right; margin-bottom: 10px;">Superintendent</div> <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> <div style="text-align: right; margin-bottom: 10px;">Board President</div> <div style="border-bottom: 1px solid black; width: 80%; margin-bottom: 10px;"></div> <div style="text-align: right;">Date</div>																

The Iowa Department of Education will complete the section below.

Yes	No	Required Components of Request for Continued Innovative School Year
		a) Request for a continued innovative school year, including signatures of both superintendent and board president
		b) Documentation of the notice of public hearing followed by board action
		c) An evaluation of savings and impacts on the educational program as a result of the innovative school year

Yes	No	Results of Request for a Continued Innovative School Year
		Pursuant to the provisions of Iowa Code section 279.10 (1999), the Department grants your school district's request for a continued innovative school year for the 2015-2016 regularly established school year.
<div>Approved by:</div> <div>Date:</div>		



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 MEETING MINUTES – WORK SESSION - OCTOBER 6, 2014

ATTENDEES:

- Board: Isenberg, Buchholz, Gadelha, Stark, Wilson, Patterson, Hutcheson
- Administration: Mulholland, Morrison, Halupnik, Jensen, Anderson, Christian, Ramos, Ironside

CALL TO ORDER AND DETERMINATION OF A QUORUM

The work session was called to order at 5:00 PM by President Tim Isenberg. Roll was taken and it was determined a quorum was present.

REVISION AND/OR ADOPTION OF THE AGENDA Motion 076-10-06

Motion by Buchholz to approve the agenda as presented. Second by Patterson. Voice vote. Motion unanimously approved.

WORK SESSION DISCUSSION/INFORMATION

Construction Updates: Rick Ironside, Executive Director of Support Services, gave an update on the progress of the Oak Ridge gym and the High School science room projects. The Oak Ridge gym is scheduled to be done in March, but is currently running ahead of schedule. The High School science room project is running behind schedule, but should be completed by Thanksgiving.

Connecting: *Cultures Built to Last* and Instructional Focus Priorities: Superintendent Katie Mulholland shared a document which connected the District's strategic goals to instructional focus priorities, how that occurs, and outcome measures.

New Leader Standards: Katie Mulholland, Superintendent, gave an update on the Interstate School Leaders Licensure Consortium (ISLLC) standards. The Board and Cabinet reviewed each standard and stated which function they saw as most important in relation to the District's mission. Mulholland will compile the responses and share the data with the Board and Cabinet. A discussion also took place on the different ways of using the combined responses for performance measures for the administrative team and the Board.

Mid-American Association of School Superintendents Conference: Superintendent Mulholland shared highlights from the September Mid-American Association of School Superintendents Conference (MAASS) held in Chicago, Illinois.

ADJOURNMENT Motion 077-10-06

Motion by Patterson to adjourn at 6:31 PM. Second by Gadelha. Voice vote. Motion unanimously approved.

Board President

Board Secretary

*Minutes respectfully submitted by:
Angie Morrison, Board Secretary
October 9, 2014*



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

**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD MEETING MINUTES – REGULAR SESSION – OCTOBER 6, 2014**

ATTENDEES:

- Board: Buchholz, Isenberg, Gadelha, Stark, Wilson, Patterson, Hutcheson
- Administration: Mulholland, Morrison, Halupnik, Jensen, Anderson, Christian, Ramos, Ironside

CALL TO ORDER AND DETERMINATION OF A QUORUM

The regular session was called to order at 7:00 PM by President Tim Isenberg. Roll was taken and it was determined a quorum was present.

REVISION AND/OR ADOPTION OF THE AGENDA Motion 078-10-06

Motion by Hutcheson to approve the agenda with the addition of the walk-in exhibit. Second by Patterson. Voice vote. Motion unanimously approved.

AUDIENCE COMMUNICATIONS: No items presented.

RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS: No items presented.

RECOGNITIONS/PROCLAMATIONS:

- The Board recognized Barry Buchholz for his three years of service as President. Mulholland presented Buchholz with a certificate of appreciation on behalf of the Board.
- The Board recognized Tina Patterson for her three years of service as Vice President. Mulholland presented Patterson with a certificate of appreciation on behalf of the Board.

BOARD ANNOUNCEMENTS AND REPORTS:

School Board Visit – Linn Grove Elementary: The Board reported on their visit to Linn Grove Elementary on October 3, 2014. The Board shared that the PLC's are working well and can already see the importance of having Instructional Strategists serving in the buildings.

INFORMATIONAL REPORTS:

Linn-Mar Foundation Report: Shelley Woods, Executive Director of the Linn-Mar Foundation, shared highlights of the last year with the Board. Highlights included: over \$60,000 of classroom materials donated to the buildings including 64 microscopes to the High School, computers for the PLTW lab, Pan American Drum ensemble for the elementary buildings, and a new music initiative, *Music Connects*, that provides instruments for students with financial obstacles as well as scholarships for summer lessons. The Foundation also provided \$8,400 in scholarships to graduating seniors and hosted five reunion groups over the summer.

Linn-Mar Booster Club Report: Pete King, Booster Club President, updated the Board on the Booster Club's financial reports for 2013-14. Gross profit was \$146,271.54. The Club awarded grants to the District for a total amount of \$125,000 and also funded additional requests for just over \$26,000. Their 2014-15 allocation is \$126,400.

Tower Terrace Update: Lisa Burch, Civil Engineer with YTT Design Solutions, shared an update on the Tower Terrace Road Project. Lisa shared that the current plan does not call for a bridge over Indian Creek and will be similar to the extension that runs between 10th Street and Alburnett Road. The new extension will be two-lane, have a large grass median in the middle, and include a bike lane and walking trail on each side. Questions were presented on safety measures for students crossing the road between Excelsior Middle School and the stadium. Lisa shared that various options had been discussed and it was decided that the most feasible solution would be a controlled light at 10th Street. Mulholland shared that an 8' fence will be constructed along the stadium to deter people from crossing somewhere other than at the light. The Board discussed what type of fence should be constructed as well as the placement of the fence. Burch shared that the plans are not finalized and further discussion can occur before the final agreement is reached.

2014 Fiscal year Audit Report: JT Anderson, CFO, reported that the annual audit was held September 30th to October 1st and that it was a clean audit overall. The audit firm will present the final report to the Board later in the year.

Certified Enrollment Update: Dirk Halupnik, Deputy Superintendent, reported on the initial "kids in the seats" enrollment figures for the October 1st count date. Official enrollment figures will be ready by October 15th. The District is expected to reflect growth in actual enrollment figures as well as certified numbers.

Metro Interagency Insurance Plan (MIIP): Karla Christian, Executive Director of Human Resources, reviewed the MIIP reports from 2013-14. Linn-Mar continues to have the highest percentage of fund balance in the Plan and comprises around 12.5% of the enrollment. Christian shared that the District is piloting a *Virtual Clinic* program in 2014-15 as an option to help keep claims down.

SUPERINTENDENT'S REPORT:

Superintendent Katie Mulholland shared updates on the following items:

One Year Ago: Board received the first Boundary Committee report, released retainage for the baseball/softball complex, heard a report on the High School renovations project, and approved the hiring of Bobby Kelly as the Aquatic Center Manager.

Student Achievement: George Ge, Bryn Myers, and Nikita Sharma received notification that they are being recognized as National Merit Semi Commended students.

Lion Marching Band: Steve Stickney, Band Director, and the Marching Lions Band have received several first place and caption awards over the last few weeks.

Staff Recognition:

- Ann Fry received the 2013-14 IHSSA "Outstanding Leadership" Speech Education in Iowa award.
- Ginger Halverson received the "Service Above Self" award at the Rotary West Teacher Recognition ceremony.

Homecoming: The following students were named as Homecoming Court for 2014: Lotukalafi Ahomana, Chase Bennett, Jack Miller, Trevor Noble, Timothy Paulson, Ryan Schmidt, Emily DeJong, Sarah Einck, Kiera Elmer, Emma Miller, Bryn Myers, and Brooklyn Ophoff. The queen and king will be announced at the stadium following the parade on October 9th.

OLD BUSINESS: No items presented.

NEW BUSINESS

Resolution Directing Sale of Bonds: Motion 079-10-06

Motion by Patterson for the Board to approve the resolution directing the sale of \$3,665,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2014E to Hills Bank & Trust for a purchase price of \$3,665,000; net interest cost of \$852,640.76; and true interest cost of 2.787300%. Second by Hutcheson. Roll call vote; all ayes. Motion unanimously approved.

Resolution Appointing and Approving Bond Agents: Motion 080-10-06

Motion by Hutcheson for the Board to appoint Bankers Trust Company of Des Moines, Iowa, to serve as paying agent, bond registrar, and transfer agent, approving paying agent, bond registrar, and transfer agent agreement, and authorizing the execution of same for \$3,665,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2014E. Second by Stark. Roll call vote; all ayes. Motion unanimously approved.

Approval of Tax Exemption Certificate for Sale of Bonds: Motion 081-10-06

Motion by Buchholz for the Board to place on file and approve the Tax Exemption Certificate for the \$3,665,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2014E. Second by Hutcheson. Roll call vote; all ayes. Motion unanimously approved.

Resolution for Issuance & Providing For and Securing Payment of Bonds: Motion 082-10-06

Motion by Hutcheson for the Board to approve the resolution authorizing and providing for the terms of issuance and securing the payment of \$3,655,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2014E, of the Linn-Mar Community School District, State of Iowa, under the provisions of Chapters 423E and 423F of the Code of Iowa, and providing for a method of payment of said bonds. Second by Patterson. Roll call vote; all ayes. Motion unanimously approved.

Open Enrollment Requests: Motion 083-10-06

Motion by Hutcheson for the Board to approve the Open Enrollment requests as presented. Second by Patterson. Voice vote. Motion unanimously approved.

Name	Grade	Resident District	Reason
Ganti, Shree	1 st Grade	Cedar Rapids	Good cause

CONSENT AGENDA: Motion 084-10-06

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

Personnel:Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept. Action	Salary Placement
Dreyer, Kelly	EH – General Ed. Asst. – From 3.5 to 5.25 hrs/day	September 30, 2014	Same
Everson, Teri	From PTNS to WF Student Support Associate	October 6, 2014	II, Step 10
Geelan, Susan	EX – Student Support Assoc	September 22, 2014	II, Step 6
Jones, Jenise	NS – HS / WE General Help	September 23, 2014	SEIU, Step 1
Juergens, Barbara	NS – OR – Part-time General Help	September 23, 2014	Step 1
Larsen, Angela	WE – From Part-time to Full-time Student Support Associate	September 22, 2014	Same
Reinhardt, Threse	NS –From General Help to Cashier	September 22, 2014	SEIU, A+ .25, Step 3
Rowell, Marianna	NS – HS - From Part-time to Full-time General Help	September 18, 2014	SEIU; A, Step 1
Smith, Hillary	EH – Student Support Associate	October 6, 2014	II, Step 10
Vis, Alison	LRC – Administrative Liaison	October 1, 2014	Increase to \$15.60/hr

Classified Staff: Resignations

Name	Assignment	Dept. Action	Reason
Evans, Tristan	NE – Paraprofessional	September 24, 2014	Transfer to LT Teacher Sub
Kruse, Michele	OR – General Ed. Assistant	October 15, 2014	Other Employment
Rinehart, Lisa	OR – Student Support Associate	October 10, 2014	Personal

Extra-Curricular Positions: Assignment – Reassignment – Transfer

Name	Assignment	Dept. Action	Salary Placement
Bleadorn, Jason	HS – Assistant Varsity Boys Swimming	September 23, 2014	Schedule H, Category D
Printy, Jordan	HS – Assistant Varsity Boys Basketball	October 1, 2014	Schedule H, Category
Seery, Kelly	HS - Assistant JV/Varsity Wrestling Coach	September 18, 2014	Schedule H, Category C

Extra-Curricular Positions: Resignations

Name	Assignment	Dept. Action	Reason
Nietert, Joe	HS – Assistant Varsity Boys Basketball Coach	September 18, 2014	Personal

Approval of Minutes from September 22nd, 2014

Approval of Bills: Special revenue, general, and nutrition fund bills.

Approval of Contracts: No items presented.

Board Information: No items presented.

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

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS:

Communications and calendar were reviewed by the Board.

Calendar:

Date	Time	Event	Location
October 6 th	5:00 PM 7:00 PM	Board Work Session Regular Board Session	LRC Board Room
October 7 th	7:30 AM	Finance/Audit Committee Meeting	LRC Main Office Conf Room
October 8 th	4:00 PM	Health & Human Development	LRC Board Room
October 9 th	9:00 AM	ERMA (Energy Efficiency) Committee	LRC
October 9 th	5:30 PM	Marion City Council Meeting	Marion City Hall
October 10 th	12:00 PM	Lunch Time Learning with Superintendent	LRC Board Room
October 13 th	5:00 PM	Policy Committee Meeting	LRC Main Office Conf Room
October 14 th	5:15 PM	Parent Advisory with Superintendent	LRC Board Room
October 15 th	7:00 AM	Board Visit: Indian Creek Elementary	Indian Creek Elem
October 16 th		America Reads Day	District-Wide
October 18 th	8:30 AM	Coffee Conversations: Isenberg/Hutcheson	Linn-Mar High School
October 20 th	5:00 PM 7:00 PM	Board Superintendent Retreat Regular Board Session	LRC Board Room
October 23 rd	5:30 PM	Marion City Council Meeting	Marion City Hall
October 27 th	5:30 PM	Construction Advisory Council	LRC Board Room
November 3 rd	5:00 PM 7:00 PM	Board Work Session Regular Board Session	LRC Board Room
November 4 th	7:30 AM	Finance/Audit Committee Meeting	LRC Main Office Conf Rm
November 5 th	4:00 PM	Equity Committee	LRC Board Room
November 6 th	5:30 PM	Marion City Council Meeting	Marion City Hall

Date	Time	Event	Location
November 7 th	7:30 AM	Board Visit: High School	Linn-Mar High School
November 10 th	11:00 AM	Executive Committee Meeting	LRC Main Office Conf Room
November 10 th	5:00 PM	Special Board Meeting: Superintendent Interviews Seminar/List of Candidates	LRC Board Room
November 12 th	4:00 PM	School Improvement Advisory Committee	LRC Board Room
November 12 th	4:30 PM	Special Education Advisory Council	LRC Room 304/305
November 13 th	9:00 AM	ERMA (Energy Efficiency) Committee	LRC
November 14-15	TBD	Superintendent Search Semi-Finalists Interviews & Board Discussion	TBD
November 17-21		American Education Week	
November 17 th	5:00 PM 7:00 PM	Board Work Session Regular Board Session	LRC Board Room
November 19-21	TBD	Superintendent Search Finalist Interviews	TBD
November 20 th	5:30 PM	Marion City Council Meeting	Marion City Hall
November 22 nd	TBD	Superintendent Search Final Discussion & Selection	LRC Board Room

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
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 Council	Tim Isenberg, Jeri Ramos

ADJOURNMENT: Motion: 085-10-06

Motion by Wilson to adjourn the regular session at 9:00 PM. Second by Hutcheson. Voice vote. Motion unanimously approved.

Board President

Board Secretary

*Minutes respectfully submitted by:
Angie Morrison, Board Secretary
October 9, 2014*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: Aquatic Center		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,868.78
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$54.41
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$232.67
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$54.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$232.67
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$261.93
ISI SWIMMING INC	GENERAL SUPPLIES	\$849.00
SPLASH MULTISPORT	GENERAL SUPPLIES	\$1,149.60
TREASURER ST OF IA	STATE INCOME TAX	\$92.91
Fund Total:		\$5,796.38
Fund: GENERAL		
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$4,037.36
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$68.87
ADVANTAGE	GENERAL SUPPLIES	\$119.90
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$1,223.00
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$5.00
APEX LEARNING	TEXTBOOKS	\$7,600.00
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$399.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$202.18
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$1,193.87
ASTA	INSTRUCTIONAL SUPPLIES	\$220.00
ATTAINMENT COMPANY INC	INSTRUCTIONAL SUPPLIES	\$29.00
AUS WATERLOO MC LOCKBOX	GENERAL SUPPLIES	\$1,462.65
AUTO-JET MUFFLER	TRANSP. PARTS	\$385.05
AVERHOFF ALAN	OFFICIAL/JUDGE	\$120.00
BALLARD & TIGHE, PUBLISHERS	INSTRUCTIONAL SUPPLIES	\$116.50
BARNES & NOBLE	LIBRARY BOOKS	\$382.42
BARROSO, BEATRIZ	MISC REVENUE	\$17.00
BARTA BOB	OFFICIAL/JUDGE	\$60.00
BENEFITFOCUS.COM, INC.	OTHER PROFESSIONAL	\$250.00
BRADFIELD'S COMPUTER SUPPLY	INSTRUCTIONAL SUPPLIES	\$2,227.00
BRECKE	SERVICE AGREEMENTS	\$4,946.00
BROOMHEAD YVETTE	TRAVEL	\$41.54
BROWN & SAENGER	EQUIPMENT >\$1999	\$319.50
BRUST, JAMES	OFFICIAL/JUDGE	\$60.00
BURDT SAM	OFFICIAL/JUDGE	\$60.00
BUSENBARK JOYCE	TRAVEL	\$23.99
C.J. COOPER & ASSOCIATES	PHYSICALS	\$140.00
CALCARA MARILYN	TRAVEL	\$44.89
CAMPBELL SUPPLY	MAINTENANCE SUPPLIES	\$695.32
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$18,319.88
CARQUEST AUTO PARTS	TRANSP. PARTS	\$720.18
CARROLL DISTRIBUTING	REPAIR PARTS	\$52.80
CDW - GOVERNMENT	COMP/TECH HARDWARE	\$100.16

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
CEDAR RAPIDS BOWLING CENTER	INSTRUCTIONAL SUPPLIES	\$161.50
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$11,484.52
CENTRAL PROGRAMS, INC	LIBRARY BOOKS	\$2,500.00
CENTURYLINK	TELEPHONE	\$1,191.41
CHOIR MART - M.E.G.	INSTRUCTIONAL SUPPLIES	\$376.52
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$3,588.05
CITYWIDE CLEANERS	INSTRUCTIONAL SUPPLIES	\$1,272.58
COLLECTION	EE LIAB-GARNISHMENTS	\$657.00
COLLINS SPORTS MEDICINE	INSTRUCTIONAL SUPPLIES	\$106.32
COLTON KRISTI	TRAVEL	\$20.44
COMMUNICATIONS ENGINEERING CO	RADIOS	\$58.20
COMMUSA	MAINTENANCE SUPPLIES	\$288.77
CONNERLY DEBRA	TRAVEL	\$58.97
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$60.00
COOK JEFF	OFFICIAL/JUDGE	\$65.00
COOKSLEY DAWN	TRAVEL	\$25.43
CRANDALL SHERI	TRAVEL	\$21.92
CRESCENT ELECTRIC	MAINTENANCE SUPPLIES	\$387.27
CROELL REDI-MIX INC	GROUPS UPKEEP	\$372.13
CULLIGAN	SERVICE AGREEMENTS	\$511.70
CUMMINS CENTRAL POWER LLC	VEHICLE REPAIR	\$1,453.43
DAKTRONICS, INC	GENERAL SUPPLIES	\$675.00
DEKE SONNY	OFFICIAL/JUDGE	\$180.00
DENNIS COMPANY	REPAIR PARTS	\$1,029.43
DIERCKS, AMY	MISC REVENUE	\$32.00
DOCUMENT DESTRUCTION & RECYCLING	INSTRUCTIONAL SUPPLIES	\$40.25
DONLON BRIDGET	TRAVEL	\$8.70
EDGEWOOD LOCKER INC	INSTRUCTIONAL SUPPLIES	\$268.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$312.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$104.36
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$454,074.94
FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$567.15
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$1,275.95
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$2,419.68
FRIDAY MATT	OFFICIAL/JUDGE	\$60.00
FRONTINE TECHNOLOGIES	ADVERTISING	\$326.45
FUTURE LINE	MAINTENANCE SUPPLIES	\$981.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$151.45
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$163.20
GORDAN FREEMAN	OFFICIAL/JUDGE	\$55.00
GOTTO RYAN	TRAVEL	\$4.76
GRAINGER	REPAIR PARTS	\$378.26
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$204.00
GRIFFITHS FRED	OFFICIAL/JUDGE	\$60.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$91.80

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
GRIMM NORM	TRAVEL	\$53.59
HAAN CRAFT	INSTRUCTIONAL SUPPLIES	\$371.36
HALVORSON BUILDING SOLUTIONS	REPAIR/MAINT SERVICE	\$1,496.25
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$25,155.00
HANSON, MEGAN	TRAVEL	\$51.91
HARGERS ACCOUSTICS INC	MAINTENANCE SUPPLIES	\$1,027.50
HARTWIG RON	OFFICIAL/JUDGE	\$60.00
HEARTLAND AEA 11	INSTRUCTIONAL SUPPLIES	\$510.00
HICKS KRISTI	TRAVEL	\$98.79
HIGH, BEN	MISC REVENUE	\$10.00
HOUCHEN BINDERY LTD	LIBRARY BOOKS	\$15.05
HOUGHTON MIFFLIN HARCOURT	TEXTBOOKS	\$2,052.25
IAM CLOUD LIMITED	COMP/TECH HARDWARE	\$5,400.00
IASB	STAFF WORKSH/CONF	\$260.00
IASCO-TESCP	INSTRUCTIONAL SUPPLIES	\$209.81
IMON COMMUNICATIONS LLC	TELEPHONE	\$5,570.67
INTECONNEX	REPAIR/MAINT SERVICE	\$375.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$9,198.76
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$39,331.94
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$9,198.76
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$39,331.94
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$55,533.34
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$1,129.50
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$36,300.03
IOWA SPORTS TURFGRASS	DUES AND FEES	\$100.00
IOWA STATE UNIVERSITY	DUES AND FEES	\$1,290.00
ISFIS	OTHER PROFESSIONAL	\$630.00
ITEC CONFERENCE	PROF SERV: EDUCATION	\$626.00
ITEC CONFERENCE	STAFF WORKSH/CONF	\$905.00
JENSEN JULIE	TRAVEL	\$40.00
JESSEN ALICIA	TRAVEL	\$31.75
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$348.05
JOHNSTONE SUPPLY	REPAIR PARTS	\$17.40
JOLLY LEARNING LTD	INSTRUCTIONAL SUPPLIES	\$487.49
KERR, BRENDA	INSTRUCTIONAL SUPPLIES	\$120.00
KESL CAROL	TRAVEL	\$49.22
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$1,355.00
KOENEN KARLA	TRAVEL	\$32.06
KONE INC	SERVICE AGREEMENTS	\$241.02
LAKEMARY CENTER INC	TUITION IN STATE	\$4,315.60
LAKE SHORE	INSTRUCTIONAL SUPPLIES	\$4,149.87
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$787.68
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$36.00
LEARNING A-Z	INSTRUCTIONAL SUPPLIES	\$531.70
LIFELINE AMPLIFICATION SYSTEMS	INSTRUCTIONAL SUPPLIES	\$1,985.00

Linn-Mar Community School District

IA - Warrants Paid Listing

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Vendor Name	Description	Check Total
LINN COUNTY REC	ELECTRICITY	\$26,644.68
LYNCH FORD	TRANSP. PARTS	\$136.08
MAHONEY, LISA	MISC REVENUE	\$15.00
MAKE MUSIC INC	INSTRUCTIONAL SUPPLIES	\$140.00
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$1,327.35
MARION TIMES	ADVERTISING	\$23.13
MARION TIMES	GENERAL SUPPLIES	\$21.88
MARION WATER DEPT	WATER/SEWER	\$6,792.23
MATHESON-LINDWELD	GENERAL SUPPLIES	\$38.25
MATHESON-LINDWELD	MAINTENANCE SUPPLIES	\$96.75
MCDONALD CJ	TRAVEL	\$17.51
MCGRAW-HILL SCHOOL EDUCATION	INSTRUCTIONAL SUPPLIES	\$3,440.67
McSWEENEY, CHRISTINE	TRAVEL	\$38.14
MENARDS -13127	GENERAL SUPPLIES	\$21.77
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$381.30
MERRILL, GINA	MISC REVENUE	\$11.00
MICRO TECH	INSTRUCTIONAL SUPPLIES	\$1,078.50
MIDAMERICA BOOKS	LIBRARY BOOKS	\$367.20
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$2,930.35
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$2,228.94
MIDWEST WHEEL	TRANSP. PARTS	\$29.34
MILES CONSULTING INC	OTHER PROFESSIONAL	\$2,000.00
MILLER PHIL	TRAVEL	\$107.64
MIRACLE RECEATION EQUIPMENT	REPAIR PARTS	\$266.83
MONTGOMERY DOREN	OFFICIAL/JUDGE	\$60.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$142.40
MORGAN JOHN	OFFICIAL/JUDGE	\$115.00
MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$394.00
MUTUAL WHEEL CO	TRANSP. PARTS	\$36.12
NASCO	INSTRUCTIONAL SUPPLIES	\$143.10
NATIONAL GEOGRAPHIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$445.50
NETWORK COMPUTER SOLUTIONS E.IA	INSTRUCTIONAL SUPPLIES	\$219.99
NETWORK COMPUTER SOLUTIONS E.IA	OTHER TECH SER	\$1,000.00
NICHOLSON AMY	TRAVEL	\$21.92
NOLTE, CORNMAN & JOHNSON P.C.	OTHER PROFESSIONAL	\$9,200.00
NORMAN TRACY	TXTBK RENTAL PS	\$46.80
OAKES CODY	OFFICIAL/JUDGE	\$115.00
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$1,098.32
ORIENTAL TRADING CO	MAINTENANCE SUPPLIES	\$220.50
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$320.00
PAETEC	TELEPHONE	\$1,199.77
PARRAGUEZ, LUIS	OFFICIAL/JUDGE	\$65.00
PAT McGRATH DODGE COUNTRY	VEHICLE REPAIR	\$1,782.80
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$1,309.00
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$360.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
PLUMBERS SUPPLY COMPANY	REPAIR PARTS	\$1,954.83
POOL TECH MIDWEST INC	CHEMICALS	\$3,253.50
POSTMASTER	POSTAGE/UPS	\$10,000.00
POWER, TEENA	MEDICAL INSURANCE	\$279.61
PROJECT LEAD THE WAY	GENERAL SUPPLIES	\$1,675.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$842.18
READ BOB	TRAVEL	\$89.70
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$385.24
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$192.41
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$244.11
RENAUD, VANESSA	MISC REVENUE	\$17.00
REXCO EQUIPMENT	REPAIR PARTS	\$150.00
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$499.20
ROSS WILLIAM	OFFICIAL/JUDGE	\$60.00
ROTO-ROOTER	REPAIR/MAINT SERVICE	\$782.00
ROYAL IMAGING SUPPLIES	GENERAL SUPPLIES	\$179.40
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$119.60
SADLER POWER TRAIN	TRANSP. PARTS	\$182.85
SAFEGUARD	GENERAL SUPPLIES	\$753.11
SAM'S CLUB	DUES AND FEES	\$45.00
SCHOLASTIC BOOK CLUBS	INSTRUCTIONAL SUPPLIES	\$98.00
SCHOLASTIC BOOK FAIR INC	LIBRARY BOOKS	\$3,016.24
SCHOLASTIC BOOK FAIR INC	MISC REVENUE	\$13,871.26
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$522.52
SCHOOL ADMINISTRATORS OF IOWA	GENERAL SUPPLIES	\$400.00
SCHOOL BUS SALES	TRANSP. PARTS	\$4,188.58
SCHOOL SPECIALTY INC	GENERAL SUPPLIES	\$136.79
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$2,842.07
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$148.75
SHORTER MARGARET	TRAVEL	\$20.01
SOCIETY FOR HUMAN RESOURCE MGMT	OTHER PROFESSIONAL	\$185.00
STANDARD BEARINGS	REPAIR PARTS	\$35.81
STAPLES	INSTRUCTIONAL SUPPLIES	\$875.61
STRAND ANNA	TRAVEL	\$43.88
SUESS WYATT	TRAVEL	\$36.74
TERRELL DAN	TRAVEL	\$26.21
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$2,357.92
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$3,522.86
TREASURE BAY INC	INSTRUCTIONAL SUPPLIES	\$54.89
TREASURER ST OF IA	STATE INCOME TAX	\$25,080.08
TRIBBLE ALAN	OFFICIAL/JUDGE	\$130.00
TROXELL COMMUNICATIONS INC	GENERAL SUPPLIES	\$399.96
U.S. CELLULAR	TELEPHONE	\$1,134.90
U.S. GAMES	INSTRUCTIONAL SUPPLIES	\$832.65
UNIVERSITY BOOK & SUPPLY	INSTRUCTIONAL SUPPLIES	\$46.38

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
VAIL KATHERINE L.	TRAVEL	\$10.30
VALUE INSPIRED PRODUCTS/SERVICES	INSTRUCTIONAL SUPPLIES	\$3,056.74
VALUE INSPIRED PRODUCTS/SERVICES	MAINTENANCE SUPPLIES	\$527.72
VAN METER CO	REPAIR PARTS	\$2,765.77
VAN PRAAG, DIANNE	TRAVEL	\$3.59
VIETH KELLY	TRAVEL	\$9.20
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$9,366.69
WAGE WORKS	EE LIAB-FLEX HEALTH	\$12,587.15
WALSH DOOR & HARDWARE	REPAIR PARTS	\$250.00
WELLMARK	OTHER PROFESSIONAL	\$2,160.00
WELTER STORAGE EQUIPMENT CO INC	INSTRUCTIONAL SUPPLIES	\$270.00
WELTER STORAGE EQUIPMENT CO INC	REPAIR PARTS	\$800.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$2,895.09
WEST MUSIC CO	EQUIPMENT REPAIR	\$389.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$9,348.65
WHITE, NICOLE	MISC REVENUE	\$17.00
WHOLESALE REPAIR INC	VEHICLE REPAIR	\$1,518.44
YEISLEY BILL	OFFICIAL/JUDGE	\$60.00
YUSKA BRANDON	OFFICIAL/JUDGE	\$55.00
ZIMMERMAN JESSICA	TRAVEL	\$2.69

Fund Total: \$978,842.53

Fund: NUTRITION SERVICES

BERGGREN CATHY	TRAVEL	\$2.57
BULLMOOSE BAKERY SUPPLIES	PURCHASE FOOD	\$490.00
CAPITAL SANITARY	GENERAL SUPPLIES	\$108.60
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$1,767.25
EMS DETERGENT SERVICES	CLEANING PRODUCTS	\$2,355.75
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$61,127.07
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$138.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,293.60
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$5,531.14
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,293.60
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$5,531.14
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$7,279.31
KECK, INC.	PURCHASE FOOD	\$3,282.58
KNIGHT SUSAN	TRAVEL	\$40.17
NOTH RUTH	TRAVEL	\$9.36
PLUMBERS SUPPLY COMPANY	MACHINERY AND EQUIP	\$1,690.02
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$16.58
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$167.94
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$2,932.32
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$100,065.52
SCHOOL NUTRITION ASSOCIATION	DUES AND FEES	\$35.25
SHOES FOR CREWS	GENERAL SUPPLIES	\$56.96
SUBWAY-19486	PURCHASE FOOD	\$5,125.50

Linn-Mar Community School District

IA - Warrants Paid Listing

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Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
TREASURER ST OF IA	STATE INCOME TAX	\$3,232.34
Fund Total:		\$203,572.67
Fund: PHY PLANT & EQ LEVY		
C.R. GLASS CO	REPAIR/MAINT SERVICE	\$1,782.40
FLEMING LANDSCAPE & IRRIGATION	CONSTRUCTION SERV	\$1,590.00
PLUMBERS SUPPLY COMPANY	BLDG. CONST SUPPLIES	\$14,411.89
PLUMBERS SUPPLY COMPANY	CONSTRUCTION SERV	\$2,322.60
SAM'S CLUB	EQUIPMENT REPAIR	\$878.68
TERRACON CONSULTANTS INC	ARCHITECT	\$6,287.25
TURFWERKS/DAVIS EQUIPMENT CORP	OTHER PURCH PROP SER	\$556.18
UNITED REFRIGERATION	REPAIR/MAINT SERVICE	\$841.35
Fund Total:		\$28,670.35
Fund: Pool 10 Million Issue and 2013 10M Issue		
DLR GROUP INC	ARCHITECT	\$7,925.11
DLR GROUP INC	CONSTRUCTION SERV	\$40,500.00
KLEIMAN CONSTRUCTION, INC.	CONSTRUCTION SERV	\$220,924.60
LIFELINE AMPLIFICATION SYSTEMS	EQUIPMENT >\$1999	\$25.00
PIPER JAFFRAY INC	OTHER PROFESSIONAL	\$12,827.50
STOREY KENWORTHY	EQUIPMENT >\$1999	\$1,667.82
TERRACON CONSULTANTS INC	CONSTRUCTION SERV	\$1,048.00
Fund Total:		\$284,918.03
Fund: PUB ED & REC LEVY		
BRYAN ROCK PRODUCTS	GROUNDS UPKEEP	\$4,305.34
D & K PRODUCTS	GROUNDS UPKEEP	\$2,288.40
D&N FENCE CO	GROUNDS UPKEEP	\$8,960.00
TENNIS SERVICES OF IOWA	GROUNDS UPKEEP	\$322.76
Fund Total:		\$15,876.50
Fund: STUDENT ACTIVITY		
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$152.25
ANDERSON, DANA	MISC REVENUE	\$100.48
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$973.04
BARTOLO JOHN	OFFICIAL/JUDGE	\$90.00
CEDAR RAPIDS COMM SCH DIST	DUES AND FEES	\$42.00
CHRISTIANSEN GARY	OFFICIAL/JUDGE	\$90.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$7,857.84
DOUGLAS INDUSTRIES INC	INSTRUCTIONAL SUPPLIES	\$1,836.90
EDUCATIONAL THEATRE ASSOCIATION	DUES AND FEES	\$720.00
ESBECK TIM	OFFICIAL/JUDGE	\$90.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$49.76
FIRST TO THE FINISH INC	INSTRUCTIONAL SUPPLIES	\$737.76
FRIDAY MATT	OFFICIAL/JUDGE	\$110.00
GAIL MCINNIS PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$10,916.79
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$1,144.70
GASS, RYAN	INSTRUCTIONAL SUPPLIES	\$54.77

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/03/2014 - 10/16/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
GLOE CARL	OFFICIAL/JUDGE	\$95.00
GORDAN FREEMAN	OFFICIAL/JUDGE	\$55.00
HARE JORDAN	OFFICIAL/JUDGE	\$105.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$0.88
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3.77
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$0.88
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3.77
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$7.43
IOWA FBIA-9400	DUES AND FEES	\$3,250.00
KELLEY, DOUG	OFFICIAL/JUDGE	\$113.80
KELLY ROBERT KING	OFFICIAL/JUDGE	\$83.40
KRAGEL, ALLYSON	MISC REVENUE	\$225.96
KREMER SCOTT	OFFICIAL/JUDGE	\$99.60
MAJOR RONALD	OFFICIAL/JUDGE	\$160.00
MOE TONYA	TRAVEL	\$29.25
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$500.42
NOBLE ROBERT	OFFICIAL/JUDGE	\$55.00
OAKES CODY	OFFICIAL/JUDGE	\$141.80
PANTINI ANDY	OFFICIAL/JUDGE	\$100.00
PANTINI LORILYNNE	OFFICIAL/JUDGE	\$50.00
PATRICK TROY	OFFICIAL/JUDGE	\$65.00
QUAMME NICHOLAS	DUES AND FEES	\$600.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$289.63
ROSS WILLIAM	OFFICIAL/JUDGE	\$64.20
SCHUETZ PAUL	OFFICIAL/JUDGE	\$50.00
SERVICEMASTER FIVE SEASONS JANITORIAL	INSTRUCTIONAL SUPPLIES	\$789.81
SNIDER CRAIG	OFFICIAL/JUDGE	\$136.00
SPORT SUPPLY GROUP INC	INSTRUCTIONAL SUPPLIES	\$385.72
TALLCORN JAZZ FESTIVAL	DUES AND FEES	\$150.00
TREASURER ST OF IA	STATE INCOME TAX	\$2.58
TRIMBLE DEB	OFFICIAL/JUDGE	\$55.00
TROST JEFFREY	OFFICIAL/JUDGE	\$90.00
UNGS KELLY	OFFICIAL/JUDGE	\$90.00
UTTERBACK BILL	OFFICIAL/JUDGE	\$50.00
VARIAN BOB	OFFICIAL/JUDGE	\$59.20
WESTDALE BOWLING CENTER	INSTRUCTIONAL SUPPLIES	\$116.75
WOODWIND & BRASSWIND	INSTRUCTIONAL SUPPLIES	\$424.46
ZIO JOHN'S	INSTRUCTIONAL SUPPLIES	\$548.27

Fund Total: \$34,013.87

Grand Total: \$1,551,690.23

End of Report

10.10.14



Linn-Mar Community Schools

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 Nimitalo Date of Request: 10/10/14

Purpose of the Trip: Compete in Cowntown Trowdown Robotics Competition. Support Linn-Mar Robotics' Mission. Details attached.

Departure Date: 10/31/14 Return Date: 11/1/14

Destination: Lee's Summit High School, Lee's Summit, MO

Chaperones: Andy Marshall Jerry Berns
Kevin Stucker Robert Frederick
Carla Lansing

Please attach these required items:

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

For Office Use Only

Building Approval:

Mark H. Hatcher
Principal or Assoc. Principal

Date: 10/10/14

District Approval:

Executive Director-Support Services

Date: _____



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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Administrator Approval		<i>M. H. [Signature]</i>	Date	10/10/14
District Administrator Approval		<i>Rick L. [Signature]</i>	Date	10/14/14
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, acting as a safety captain, 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.
- Provide this year's drive team with some relevant practice experience. This type of experience is precious to us, particularly since we don't have a practice field or a space large enough to create an ad hoc field. Even if we did have a field, the experience of competing with dozens of other high quality teams is super valuable.
- 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.

Overnight Field Trip Request - Linn-Mar Robotics
Cowtown Throwdown Competition, Lee's Summit, MO

Trip Date: 10/31/14-11/1/14
Submitted: 10/10/14

Pre-Planning and Follow-Up

Every student will be assigned one or more roles prior to the trip. These role descriptions include preparation that is to be done prior to the trip. All of the roles include a follow-up component, such as reporting to the team on best practices learned from other teams.

Roles have not been assigned as of 10/10/14, but in the coming weeks we will slot each student into an appropriate role and make sure they are prepared accordingly.

Please see attached spreadsheet listing the roles and their pre-planning / follow-up responsibilities.

Assessment

The trip will be assessed in multiple ways. The competitive success of the team is one such measure; we hope to rank highly enough to be alliance captains, then advanced through elimination rounds and win the tournament.

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done. This information will create jobs for students to work on in November and December, and that work will help the team get better at accomplishing our mission.

One of the benefits of this event is that it can inform our future work. We will use what we learn on this trip to direct our FRC team's workload in November and December.

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.		

Overnight Field Trip Request - Linn-Mar Robotics
Cowtown Throwdown Competition, Lee's Summit, MO

Trip Date: 10/31/14-11/1/14
Submitted: 10/10/14

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 (9 rooms at Comfort Inn & Suites Lee's Summit, MO): \$80.31 x 9 rooms:	\$750
Van rentals (4 vans):	\$500
Van gas:	\$450
Truck gas (haul robot + tools + supplies):	\$150
Group lunch / breakfast food (2 meals provided)	\$150
Approximate Total:	\$2000

With approximately 20 students attending, this puts the cost per student at \$100 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for two supper meals on the road and a breakfast meal (concessions) at Lee's Summit: (approximately \$30).

Funding – Other Expenses

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

Registration Fees:\$300

Additional robot part: Approx. \$200

The robot is already built, but we replaced certain parts that are wearing out (wheels, chains) and made a couple of improvements, including a better gyro sensor.

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 our entire 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 – 2014 Cowtown Throwdown
Offseason FIRST Robotics Competition (FRC) Event**

Itinerary (also see attached event schedule)

Friday:

8:00 AM – Drop off overnight bags in room 143B
(small field room)
8:30 AM – go to 1st period / 1st block class
9:15 AM - Meet in LMHS Robotics Shop, Load Vans
9:30 AM – Depart from Robotics Shop
12:00 PM Lunch on the road
3:45 PM – Arrive at Lee’s Summit High School
4:00 PM – Practice matches begin / pit work on
robots / interact with other teams
5:00 PM – Supper at concessions at LSHS (open 4-7
PM)
5:30 PM – Driver’s meeting
6:00 PM – Qualification Rounds Begin
9:30 PM – Qualifiers finished for today
9:45 PM – Depart for hotel
10:30 PM In Rooms
11:00 PM Lights Out

Saturday

6:30 AM Meet in hotel lobby
6:45 AM Depart from hotel
7:30 AM Breakfast concessions at event
8:15 AM Opening Ceremony
8:30 AM Qualifiers resume
12:15 PM Alliance selection
12:30 PM Lunch
1:00 PM Elimination rounds
5:00 PM Approx. conclusion of event
Clean up / pack equipment
5:30 PM Depart
6:00 PM Supper on the road
12:00 AM Approx arrival back at LMHS

Event Info:

Event Venue: Lee’s Summit High School, Lee’s
Summit, Missouri

When: Friday, 10/31/14 (opens at 3:30 PM) to
11/01/14 (Ends at 5 PM)

Lodging:

Comfort Inn & Suites Lees Summit – Kansas City;
3701 NE Ralph Powell Rd, Lee’s Summit, MO 64064
(816) 554-6688

Cow Town ThrowDown

[Home](#)[Competition Info](#)[Team Registration](#)[Sponsors](#)[Contact Us](#)

Event Schedule

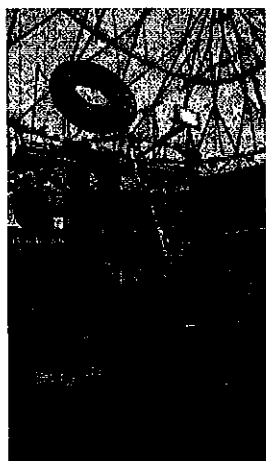
Detailed Competition Information

Driving / Parking Instructions

Facility Information

Dining Options

Team List



FRIDAY, OCTOBER 31st

Not Before 3:30 pm

3:45 p.m.

3:45 - 5:30 p.m.

4:00 - 5:30 p.m.

4:30 - 7:00 p.m.

5:30 p.m.

6:00 - 9:30 p.m.

SATURDAY, NOVEMBER 1ST

7:00 a.m.

7:30 a.m.

7:30 a.m. - 8:15 a.m.

8:15 a.m.

8:30 a.m. - Noon

8:45 a.m. - 9:00 a.m.

9:00 a.m. - Noon

11:00 a.m. - 1 p.m.

12:15 p.m.

1:00 p.m.

5:00 p.m.

Event Schedule

Parking Lot open for unloading

Doors open for load in

Team registration, pits open for set-up

Practice Matches

Food concessions open (see Dining Options)

Coaches/Drivers Meeting

Note: All teams need to participate in at least one practice round to resolve field connection issues.

Qualification Rounds

Doors open to public

Food concessions open (see Dining Options)

FLL Scrimmage Team Check-In

Opening ceremony (all participants requested)

Qualifying rounds

FLL Scrimmage Announcements in LSHS Cafeteria

FLL Rounds

Food concessions open for lunch (see Dining Options)

Alliance Selection

FRC Elimination rounds begin upstairs in the Field house

Estimated end of competition

**Practice Rounds, will be held pending the completion of field set-up.*





Linn-Mar Community Schools

 10/5/14
 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: Linn-Mar FBLA Date of Request: 10/2/2014

Purpose of the Trip: Attend the State-wide United Fall Leadership Conference, with
other FBLA, DECA, and BPA chapters.

Departure Date: 10/26/2014 Return Date: 10/27/2014

Destination: Des Moines (Staying at Downtown Marriott, Conference at Iowa Events Center)

Chaperones: Dana Lampe
Bill Hoefle
2-3 Parent Volunteers

Please attach these required items:

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

For Office Use Only	
Building Approval: <u><i>Mark Britton</i></u>	Date: <u>10/6/14</u>
Principal or Assoc. Principal	
District Approval: _____	Date: _____
Executive Director-Support Services	

10.6.14

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>M. Kuntz</i>	Date	10/6/14
District Administrator Approval		<i>Dick A. Janssede</i>	Date	10/6/14 review
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

Itinerary

Sunday October 26

10:30am	Leave Linn-Mar
12:30pm	Stop outside of Des Moines for lunch (on your own)
1:00-2:15	Registration & Chapter Check-in – Business Professional Dress Required @ Registration
2:30-4:00	Opening Session w/ Keynote Erik Stolhanske “Value Based Decision Making” {45 minutes}
4:15-4:50	7 Workshop Sessions featuring Erik “Foolish Perseverance-How a Kid Took on Tinseltown”
4:55-5:30	7 Workshop Sessions featuring Erik “Foolish Perseverance-How a Kid Took on Tinseltown”
<i>4:15-5:30 Advisors Can Pick Up Room Keys @ Hotel</i>	
5:45	Etiquette Catered Dinner
7:00	Break for Checking into Hotels and Change into Good Casual for State Division Meetings and Entertainment
8:30	Divisional Meetings [Adviser Meeting: 9-9:50 BPA, 9:50-10:40 DECA, 10:40-11:30 FBLA]
9:30	Talent Show
10:40	Casino Night by Casino Entertainment of Iowa [8-Black Jack Tables, 2-TH Poker Tables, 1 Crap Table, 1 Roulette Table]
Midnight	Curfew @ Hotels

Monday October 27 – SECONDARY PROGRAM

6:30 AM	Breakfast @ Hotels/Complete Check-out w/Luggage (will not be back at hotel) Attire: Conference Polo, Khaki Dress Pants and Dress Shoes <i>REQUIRED OF ALL ATTENDEES</i>
8:30-9:15	Opening Session w/ Keynote Adam Carroll= “Winning the Money Game” [30 minute]
9:25-10:00	8 Workshop Session featuring Adam “Everything You Want In the Next 12 Months!”
10:05-10:40	8 Workshop Sessions featuring Adam “Everything You Want In the Next 12 Months!”
10:45-11:20	8 Workshop Sessions featuring Adam “Scholarship Mastery-How Ordinary Students Get Extraordinary \$’s for School
11:25-12:00	8 Workshop Sessions featuring Adam “Scholarship Mastery-How Ordinary Students Get Extraordinary \$’s for School
12:05-12:20	Closing Session and Evaluation Submission
1:00pm	Stop outside of Des Moines for lunch (on your own)
3:30pm	Return to Linn-Mar in time to attend after school activities/practices

****Specific schedule and titles of sessions can be found with additional attachments.**

Participants

For student confidentiality, names not provided.

Criteria

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

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

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

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

Students have been in meetings at the local level and have joined committees within our chapter, and we feel that by doing this early, students not only can look for session in their own interest-groups, but also the interests for others and specifically in relation to these small groups. Students can talk with other students from other high schools and chapters about their committee topics and see and hear what others are doing, and share their own ideas. We are expecting about 1000 Iowa high school students, all with a common interest in business and all in a similar organization (FBLA, DECA and BPA), in their respective schools. In addition, many of the things learned here will help student later this year as they prepare to compete in selected business events at the State, and possibly National Conferences.

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

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

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

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

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

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

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

Students paid their own registration and hotel expenses to attend this conference. Each student paid a total of \$100 that covers all expenses from the time we arrive, until we leave to return home. Students were given the opportunity

to fundraise, but no students acted upon this offer. No students inquired about attending that were unable to afford the conference expenses. Booster club funds for 2014-15 are being used as well to cover expenses for advisers.

Student Expenses:

\$65.00 for Early Bird Registration

\$45.00 for Hotel, one night

*Hotel costs were actually only \$32.76 per person when staying four to a room. We added to it to help cover adviser costs and are covering the remaining expenses with Booster Club Funds requested last year. Due to an error, we only collected \$100 per student, but that still covers their expenses and part of the Adviser/Chaperone costs.

Total due:

\$3520.00 for Registrations (including 2 Advisers)

\$1803.20 for Hotel (including Adviser rooms)

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

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

Overnight Accommodations

All students will be staying at the Downtown Marriott Hotel, 700 Grand Avenue, Des Moines, IA 50309

*Rooms are being held and were confirmed on October 1, 2014 by Corey Brinkmeyer, using one of the school's credit cards, below are the confirmation numbers for all of the rooms. Contact name is Rebecca Lorsch, 515-245-5562.

Twelve rooms are for students (4 per room); Two rooms are for advisers (one male room, one female room).

Hotel Confirmations

80469973	80470358	80472551	80470597	80474247	80473045	80470849
80474017	80473383	80471158	80473652	80471559	80471875	80472239

Room Assignments

For student confidentiality, names not provided.

Mode of Transportation

Students will take a Linn-Mar School Bus to Des Moines on October 26th. It will drop off students and return to Marion/Cedar Rapids, as no additional transportation is needed until the return trip home on October 27th.

WORKSHOP SESSIONS FOR THE UNITED FALL CONFERENCE – SECONDARY & POST SECONDARY

ROOM	SESSION	STYLE	PRESENTER	CONTENT
OCTOBER 26, 2014 SESSIONS @ 4:15-4:50 AND 4:55-5:30 PM				
OPENING KEYNOTE: Erik Stolhanske – “Values Based Decision Making” @ 3:15 PM				
1	FIRST @ Senior Mentor Iowa	Informative	Andy Marshall	“Skillful Application of Technology & Innovation in Business”
2	Best Buy	Informative	Jon Barlow	“Gadgets, Gizmo’s & Great Products”- What’s New?
3	ISU Sales Club President	Student/Entrepreneur	Colby Creger	“Sell Yourself Or Be Sold!”
4	WHO TV	Informative	Erik Wheeler	It’s Never Too Early To Speak Up”
5	#LeadersUnite	Interactive	State Officers & Advisors	Getting the Most from your CTSO
6	Teamwork Makes Dance Work	Interactive	Anne Bates	A Leader initiates the move, but the Follower Gets It Done – Learn to Dance the Swing!
7	Greater DM Sports Administration	Interactive	Katie Fencil	What it Takes to do Marketing, Sports, and Event Productions
Stage	Erik Stolhanske	Informative	Erik Stolhanske	Get a Second Look at our Keynote Speaker – Foolish Perseverance: How a Kid Took Tinseltown
OCTOBER 27, 2014 SECONDARY SESSIONS @ 9:25, 10:05, 10:45, AND 11:25 AM				
OPENING KEYNOTE: Adam Carroll – “Winning the Money Game” @ 8:45AM				
1	Zombie Burger	Entrepreneur	Paul Rottenberg	Fine Dining NO – Success YES! Just what does it take to start a restaurant & appeal to all diners??
2.	Men’s Warehouse	Informative	B. Deeweerd & Gerry Moore	What is “THE LOOK” that will set you apart from the rest!!
2	Marshall’s	Informative	Beth Messer	Fashion That Is FUN!
3	Gavin Jerome	Interactive	Gavin Jerome	Humor – How to Make It Happen!
4	Shark Tank	Interactive	Dawn Bowlus & Allison Winter	Crazy Competition—Create a Business/Product Sales Pitch and Be Eligible for 1 st Place!! Check Out the Info Flyer and Web-site for Prep & Submit
5	Linked In Leaders	Interactive	10 Business Leaders	Bring your Resume and Career Questions and Get a Personal Review from Real Business Leaders!
6	Business Horizons	Informative	Jessi Steward	Find out what kinds of Opportunities for Success that can Provide a Difference in Your Career Plans
7	Powering into Leadership	Interactive	Nicole Rottinghaus ISU Extension Leadership Academy	How many rubber chickens does it take to build a successful, working relationship with friends, coworkers, or strangers? Come find out, I bet you will be surprised! Learn creative and effective ways to encourage personal growth, communication, and problem-solving

WORKSHOP SESSIONS FOR THE UNITED FALL CONFERENCE – SECONDARY & POST SECONDARY

				skills. Join your fellow leaders and learn first-hand how important connections can be by participating in this fun and interactive session.
Stage	Adam Carroll	Informative	Adam Carroll	Four Super Sessions from our Keynote Everything You Want in the Next 12 Months Scholarship Mastery-How Ordinary Students Get Extraordinary \$\$'s For School
OCTOBER 27, POST-SECONDARY SESSIONS @3:45-4:20 AND 4:25 – 5:00 PM				
OPENING KEYNOTE: Erik Stolhanske – “Values Based Decision Making” @ 3:00PM				
3	Gavin Jerome	Interactive	Gavin Jerome	Humor—How to Make It Happen!
4	WHO TV {Tentative}	Informative	Erik Wheeler	It's Never Too Early To Speak Up"
7	Powering into Leadership	Interactive	Nicole Rottinghaus ISU Extension Leadership Academy	How many rubber chickens does it take to build a successful, working relationship with friends, coworkers, or strangers? Come find out, I bet you will be surprised! Learn creative and effective ways to encourage personal growth, communication, and problem-solving skills. Join your fellow leaders and learn first-hand how important connections can be by participating in this fun and interactive session
Stage Area	Erik Stolhanske	Informative	Erik Stolhanske	Get a Second Look at our Keynote Speaker – Foolish Perseverance: How a Kid Took Tinseltown
OCTOBER 28, POST-SECONDARY SESSIONS @ 9:15-9:50 AND 9:55-10:30 AM				
OPENING KEYNOTE: Adam Carroll – “Winning the Money Game” @ 8:30 AM				
Stage Area	Adam Carroll	Informative	Adam Carroll	Two Sessions from our Keynote -- “Everything You Want in the Next 12 Months”
5	LinkedIn Leaders	Interactive	4 Business Leaders	Bring your Resume and Career Questions and Get a Personal Review from Real Corporate Leaders!
4	Weiss-Merkle Financial	Informative	James Weiss	“The Future Generation of Wealth as You Invest in Your Future”



Fund Raising Request Form

Completed request forms for the 2014-15 school year are to be submitted to the office of the Exec. Director of Support Services, LRC, according to the following schedule:

Period of Fund Raising Activity	Request Due to the LRC	Board Mtg. Date
Aug 26—Dec 31, 2014	Aug 18, 2014	Aug 25, 2014
Jan 1—Apr 30, 2015	Nov 17, 2014	Dec 8, 2014
May 1—Aug 22, 2015	Mar 30, 2015	Apr 20, 2015

Building Name HS

Sponsoring Group MUSIC

Grades PK-8: 3 (max) school sponsored & 3 (max) PTO sponsored

High School: 3(max) fund raisers per group:

Examples:
fund raise for a trip, summer camp, poster sponsors, apparel sale, tournament, clinic, hosted event/performance

Description of Activity	
<u>FAVIT/MEAT/CHEESE SALE</u>	
<u>4 Seasons Fundraising</u>	
Activity Date(s)	<u>10/20 - 11/3</u>
Estimated Proceeds	<u>\$7,500.00</u>

Contact Name Aaron Nuss

Contact E-Mail anuss@linnmar.k12.ia.us

District account used for this activity:

Contact Phone 319-447-3095

21-3209-1900-910-6221

All fund raising requests must state a "specific public purpose".

What is the purpose and for what will the proceeds be used? *Be specific.*

Proceeds will go to individual students to offset costs of music department trips.

Information must be furnished in order to be approved

For High School requests, Activity Coordinator initial and date here: KB

** I am approving that this request is necessary to provide funds for the purpose described above.*

Building Admin/Designee

Signature of Approval

10/10/14

Date

Important Note: Fund Raising Summary Form is due 6 weeks after the activity ends. Proceeds should be spent during the year the funds were raised. All groups are required to submit an annual report by the end of the school year to the Exec. Director of Support Services office specifying how all fund raising proceeds were spent.

Date Request Was Received: 10.10.14

Exec. Dir. Support Services Review Date: 10/10/14 *Approved*

Reviewed/Approved by School Board: _____

School Finance Report September 30, 2013

25% 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			\$4,259,779		\$5,850,754	12.1%	0.0%			\$42,472,591	
2) Support Services(2000-2999)	\$22,547,755			\$1,536,516		\$4,028,975	17.9%	0.0%			\$18,518,780	
3) Non-Instructional(3000-3999)	\$3,374,761			\$216,232		\$256,911	7.6%	0.0%			\$3,117,850	
4) Other Expenditures((4000-5299)	\$26,080,760			\$1,879,977		\$7,410,234	28.4%	0.0%			\$18,670,526	
											\$5,608,536	
Total	\$100,326,621			\$ 7,892,504	\$ -	\$ 17,546,874	17.5%	0.0%			\$88,388,283	
Transfers out	\$5,608,536					\$ 58,094						
Operating Fund	\$70,279,498		\$5,072,031	\$5,760,611		\$8,406,266	12.0%	0.0%	166%	0%	61,873,232	(3,334,235)
PPEL	\$3,210,000		\$50,363	\$247,872		\$1,149,097	35.8%	0.0%	2282%	0%	2,060,903	(1,098,735)
Management	\$1,040,861		\$14,791	\$428		\$1,171,421	112.5%	0.0%	7920%	0%	(130,560)	(1,156,631)
Activity	\$1,400,000		\$479,413	\$104,128		\$279,519	20.0%	0.0%	58%	0%	1,120,481	199,893
Nutrition	\$3,256,000		\$415,692	\$219,132		\$259,762	8.0%	0.0%	62%	0%	2,996,238	155,930
SAVE	\$3,685,000		\$488,873	\$114,215		\$289,913	7.9%	0.0%	0%	0%	3,395,087	198,960
Debt Service	\$9,081,262		\$43,872	\$0		\$3,606,910	39.7%	0.0%	0%	0%	5,474,352	(3,563,038)
Other Capitol Projects	\$8,000,000		\$2,853	\$1,442,744		\$2,355,896	0.0%	0.0%	0%	0%	5,644,104	(2,353,043)
PERL	\$374,000		\$3,006	\$3,374		\$28,089					345,911	(25,083)
Total	\$100,326,621		\$6,570,893	\$7,892,504	\$0	\$17,546,874	17.5%	0.0%	267%	0%	82,779,747	(10,975,982)
Bond payment transfer	\$5,608,536		\$58,094	\$0		\$58,094	0.0%	0.0%	0%	0%	5,550,442	0

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2013-2014

Date Range: 09/01/2013 - 09/30/2013

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	9,840,962.98	4,089,289.11	5,648,401.68	8,281,850.41
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,756.96	3,756.96	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	652,903.99	228,592.66	131,188.17	750,308.48
22.0006.0000.000.0000.101000	CASH IN BANK	879,137.96	14,400.90	428.00	893,110.86
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,399.34	2,399.34	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	250,202.90	2,891.20	3,374.34	249,719.76
33.0000.0000.000.0000.111008	2014C RESERVE CD	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	2014A 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	6,509,716.67	484,989.97	114,215.12	6,880,491.52
35.0003.0000.000.0000.101000	CASH IN BANK	5,425,165.74	1,900.49	1,442,743.88	3,984,322.35
36.0003.0000.000.0000.101000	CASH IN BANK	1,177,684.30	35,664.92	247,871.60	965,477.62
40.0003.0000.000.0000.101000	CASH IN BANK	(340,962.31)	43,684.85	0.00	(297,277.46)
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	104,287.98	104,287.98	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,222,713.31	251,459.89	235,117.08	1,239,056.12
		<u>31,919,475.59</u>	<u>5,263,318.27</u>	<u>7,933,784.15</u>	<u>29,249,009.71</u>

End of Report

School Finance Report

September 30, 2014

25% 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)	% Exp (Rev)	Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$51,750,000			\$3,667,394	\$1,268,216	\$5,528,270	10.7%		\$46,221,730		
2) Support Services(2000-2999)	\$23,266,000			\$1,796,754	\$1,264,461	\$4,456,821	19.2%		\$18,809,179		
3) Non-Instructional(3000-3999)	\$3,483,000			\$239,533	\$47,685	\$299,751	8.6%		\$3,183,249		
4) Other Expenditures((4000-5299)	\$25,310,943			\$772,725	\$1,677,944	\$6,374,634	25.0%	w/o transf	\$18,936,309		
Total	\$103,809,943			\$ 6,476,406	\$ 4,258,305	\$ 16,659,477	16.0%	w/o transf	\$87,150,466		
Interfund Transfers	\$14,058,094			\$ 58,094	\$ 58,094	\$ 58,094	0.4%		\$14,000,000		
Operating Fund	\$73,775,943	\$11,554,282	\$6,571,231	\$5,247,892	\$1,576,687	\$7,586,968	10.3%	115%	66,188,975	(1,015,736)	10,538,546
PPEL	\$3,850,000	\$2,434,751	\$9,378	\$228,535	\$693,263	\$1,304,194	33.9%	13907%	2,545,806	(1,294,816)	1,139,935
Management	\$1,062,000	\$2,093,890	\$20,894	\$1,658	\$204,285	\$1,009,570	95.1%	4832%	52,430	(988,676)	1,105,214
Activity	\$1,400,000	\$573,221	\$480,245	\$131,068	\$61,696	\$232,619	16.6%	48%	1,167,381	247,626	820,847
Nutrition	\$3,354,000	\$1,889,522	\$385,084	\$235,740	\$29,602	\$274,403	8.2%	71%	3,079,597	110,681	2,000,203
SAVE	\$1,025,000	\$21,942,700	\$489,686	\$78,171	\$648,551	\$757,826	73.9%	0%	267,174	(268,140)	21,674,560
Debt Service	\$9,360,000	\$3,477,311	\$61,245	\$0	\$0	\$3,892,701	41.6%	0%	5,467,299	(3,831,457)	(354,146)
Other Capitol Projects	\$9,500,000	\$3,998,305	\$1,649	\$517,160	\$987,530	\$1,504,850	15.8%	0%	7,995,150	(1,503,201)	2,495,104
PERL	\$433,000	\$417,428	\$379	\$28,226	\$41,489	\$69,714	16.1%	0%	363,286	(69,336)	348,092
Aquatic Center	\$50,000	\$6,691	\$37,266	\$7,955	\$15,204	\$26,631	53.3%	100%	23,369	10,635	17,326
Total	\$103,809,943	\$48,388,101	\$8,057,057	\$6,476,406	\$4,258,305	\$16,659,477	16.0%	207%	87,150,466	(8,602,420)	39,785,681
Interfund Transfers	\$14,058,094		\$58,094	\$58,094	\$58,094	\$58,094	0.0%	0%	14,000,000		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2014-2015

Date Range: 09/30/2014 - 09/30/2014

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	9,944,092.45	7,047.78	31,337.01	9,919,803.22
21.0001.0000.000.0000.101000	CASH IN BANK	(4,819.07)	4,819.07	0.00	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	948,357.89	16,010.92	144,273.33	820,095.48
22.0006.0000.000.0000.101000	CASH IN BANK	1,105,070.14	144.54	0.00	1,105,214.68
24.0001.0000.000.0000.101000	CASH IN BANK	(2,827.59)	2,827.59	0.00	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	350,855.62	66.90	2,827.59	348,094.93
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	1,283,058.25	151.30	0.00	1,283,209.55
35.0003.0000.000.0000.101000	CASH IN BANK	2,473,606.27	471.58	0.00	2,474,077.85
36.0003.0000.000.0000.101000	CASH IN BANK	1,069,072.79	203.81	0.00	1,069,276.60
40.0003.0000.000.0000.101000	CASH IN BANK	(354,145.53)	0.00	0.00	(354,145.53)
61.0001.0000.000.0000.101000	CASH IN BANK	(106,230.87)	106,261.42	30.55	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,421,498.96	66,614.71	106,293.39	1,381,820.28
65.0001.0000.000.0000.101000	CASH IN BANK	(6,037.89)	6,037.89	0.00	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	24,396.01	50.00	7,119.81	17,326.20
		22,957,531.35	210,707.51	291,881.68	22,876,357.18

End of Report