

**School Board Work Session Minutes
September 24, 2018**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Nelson, Wall, and Weaver. Absent: Anderson.

200: Adoption of the Agenda *Motion 29-09-24*

Motion by Weaver to adopt the agenda as presented, second by Lausen. Voice vote, all ayes. Motion carried.

300: Work Session

301: Student Achievement 2017-18 – Exhibit 301.1

Associate Superintendent Nathan Wear reported on the 2017-18 student achievement data including information on the FAST Assessment, Iowa Assessments, and NWEA Assessments. Teaching & Learning is currently working with Technology Services to develop data tools to assist teachers in determining the best action to take on data to ensure all students continue to grow.

302: FY18 Financial Review – Exhibit 302.1

Chief Financial/Operating Officer JT Anderson reviewed the fiscal year 2018 financials including an overview of district funds and the metrics the district is required to meet, fund balances versus spending authority, the Certified Annual Report, Special Education Supplement, and Limited English Proficiency allowable costs.

303: Bond Campaign – Exhibit 303.1

Board Secretary JT Anderson presented information from the Linn County Board of Supervisors regarding the canvass of votes for the bond campaign. There were 5,470 votes in favor of the bond, 2,777 votes against the bond, and one undervote; for a total of 8,248 votes. Superintendent Bisgard shared an overview of the timeline and next steps regarding the design and construction of two, 5th-6th grade intermediate buildings that will be funded by the recent bond vote.

400: Adjournment *Motion 30-09-24*

Motion by Isenberg to adjourn the work session at 6:49 PM, second by Lausen. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education annual meeting was called to order at 7:02 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: Isenberg, Lausen, Nelson, Wall, Weaver, and AbouAssaly. Absent: Anderson.

200: Adoption of the Agenda *Motion 31-09-24*

Motion by Weaver to adopt the agenda as presented, second by Wall. Voice votes, all ayes. Motion carried.

300: Audience Communications

400: Informational Reports

401: Iowa Big Advisory Board – September 19th

No report shared.

402: Finance/Audit Committee – September 20th

The meeting focused on a review of the fiscal year 2018 financials.

403: Marion City Council – September 20th

No items were discussed that related to the district.

404: Cabinet Updates – Exhibit 404.1

Superintendent Bisgard highlighted the KHAK Teacher of the Week, Molly Wickham, the seven 2019 National Merit Scholarship semifinalists, and the invitation to the LM Orchestra Homecoming Showcase on Thursday, September 27th.

500: Unfinished Business

501: Approval of 2017-18 Certified Annual Report – Exhibit 501.1 *Motion 32-09-24*

Motion by AbouAssaly to approve the 2017-18 certified annual report as presented, second by Weaver. Voice vote, all ayes. Motion carried.

502: Approval of 2017-18 Depository Banks Affidavit Reports – Exhibit 502.1 *Motion 33-09-24*

Motion by Wall to approve the 2017-18 depository banks' affidavit reports as presented, second by Lausen. Voice vote, all ayes. Motion carried.

503: Approval of FY18 SBRC Allowable Growth Request – Special Ed Deficit *Motion 34-09-24*

Motion by Lausen to approve the FY18 SBRC allowable growth request for the Special Education deficit in the amount of \$2,728,720.52, second by AbouAssaly. Voice vote, all ayes. Motion carried.

504: Approval of FY18 SBRC Allowable Groth Request – LEP Deficit *Motion 35-09-24*

Motion by Lausen to approve the FY18 SBRC allowable growth request for Limited English Proficiency deficit in the amount of \$219,465.82, second by Wall. Voice vote, all ayes. Motion carried.

600: New Business

601: Appointment of Board Secretary/Treasurer *Motion 36-09-24*

Motion by Weaver to approve JT Anderson, Chief Financial/Operating Officer, as board secretary/treasurer, second by Lausen. Voice vote, all ayes. Motion carried. *Nelson administered the oath of office.*

602: Election of Board President *Motion 37-09-24*

Motion by Lausen to approve Sondra Nelson as board president to serve a one-year term, second by Weaver. Voice vote, all ayes. Motion carried. *Anderson administered the oath of office.*

603: Election of Board Vice President *Motion 38-09-24*

Motion by Wall to approve George AbouAssaly as board vice president to serve a one-year term, second by Weaver. Voice vote, all ayes. Motion carried. *Nelson administered the oath of office.*

604: Approval of Board Operations Manual – Exhibit 604.1 *Motion 39-09-24*

Motion by Lausen to approve the 2018-19 *Board Operations Manual* as presented, second by AbouAssaly. Nelson clarified that the only change was the removal of *Appendix E – Community Collaboration Advisory Commission*. Voice vote, all ayes. Motion carried.

605: Approval of 2018-19 Board Meeting Dates *Motion 40-09-24*

Motion by AbouAssaly to approve the 2018-19 board meeting dates as presented, second by Lausen. Bisgard shared that due to a change in state law, school board elections will be held the first Tuesday after the first Monday in November of odd-numbered years. This clarified why the board dates were being approved through November instead of September. Voice vote, all ayes. Motion carried.

October 8 & 22	March 11	August 12 & 26
November 5 & 19	April 8 & 22	September 9 & 23
December 10	May 6 & 20	October 14 & 28
January 14 & 28	June 10	November 11 & 25
February 11 & 25	July 8	

606: Designation of Board Representatives to District Committees/Advisories *Motion 41-09-24*

Motion by Wall to approve the designated board committee/advisory reps for the 2018-19 school year as discussed, second by AbouAssaly. Voice vote, all ayes. Motion carried.

Committees/Advisories	2017-18 Representatives	2018-19 Representatives
Finance/Audit Committee	AbouAssaly, Lausen, Wall	AbouAssaly, Lausen, Nelson
Policy/Governance Committee	Anderson, Isenberg, Weaver	Isenberg, Wall, Weaver
Career & Technical Education Advisory Committee	Wall	Nelson
School Improvement Advisory Committee	AbouAssaly	AbouAssaly
Iowa BIG Advisory Board	Isenberg	Isenberg
Facilities Advisory Committee	Nelson, AbouAssaly	AbouAssaly, Nelson

607: Appointment of Board Legal Counsel *Motion 42-09-24*

Motion by AbouAssaly to appoint the law firm of Pickens, Barnes & Abernathy for general counsel and Terry Abernathy as attorney; Simmons, Perrine, Moyer & Bergman for real estate and copyright matters; Ahlers & Cooney for Special Education, personnel, negotiations, construction, real estate, and bonding matters; and Lynch Dallas for general counsel for the 2018-19 school year, second by Lausen. Voice vote, all ayes. Motion carried.

608: Designation of Depository Banks for FY19 Motion 43-09-24

Motion by AbouAssaly to designate Farmer’s State Bank with an authorized limit of \$30,000,000; Hills Bank with an authorized limit of \$30,000,000; and Kerndt Brothers Bank with an authorized limit of \$2,000,000; as depositories of the district for the 2018-19 school year effective October 1, 2018, second by Lausen. Voice vote, all ayes. Motion carried.

609: Appointment of Metro Interagency Insurance Program Representatives Motion 44-09-24

Motion by Lausen to appoint Karla Christian, Chief Officer of Human Resources/Executive Director of Public Relations, as the 2018-19 MIIP representative and JT Anderson, Chief Financial/Operating Officer, as the alternate representative, second by AbouAssaly. Voice vote, all ayes. Motion carried.

610: Approval of Architect Motion 45-09-24

Motion by AbouAssaly to approve OPN Architects as the architect for the 5th-6th grade intermediate buildings project, second by Lausen. Discussion included a request that RFPs for future construction projects ensure timelines allow for fiscal responsibility and transparency. Voice vote, all ayes. Motion carried.

611: Open Enrollment Requests Motion 46-09-24

Motion by Lausen to approve the open enrollment requests as presented, second by Weaver. Voice vote, all ayes. Motion carried.

Approved Out

Name	Grade	Requested District	Reason
Dixon, Traevon	2 nd	Marion Independent	Good cause
Gerard, Madison	11 th	Marion Independent	Good cause
McGee, Jalen	8 th	Marion Independent	Good cause
McGee, Talaya	5 th	Marion Independent	Good cause

Denied Out

Name	Grade	Requested District	Reason
Rance, Shaylee	9 th	Marion Independent	Late, no good cause

700: Consent Agenda

701: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Salary Placement
Sheka, Elizabeth	Iowa BIG Teacher	1/4/2019	Other employment

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Armstrong, Deanna	Success Center: Student Support Associate	9/10/18	LMSEAA II, Step 10
Beets, Kameron	HS: Student Support Associate	9/17/18	LMSEAA II, Step 10
Costello, John	TR: From Substitute to Bus Driver	8/30/18	Same
Edwards-Thomas, Cedric	HS: From Student Support Assoc to Student Supervisor	9/24/18	\$15.00/hour
Hartman, Emma	NS: Excelsior General Help	9/10/18	Step 1
Hatcher, Angela	NS: High School General Help	9/17/18	Step 1
Hoyer, Sharon	NS: High School General Help	9/11/18	Step 1
McGill, Jade	EH: Student Support Assoc from 4 to 5.25/hours day	9/5/18	Same
Miller, Stephanie	EH: Student Support Assoc from 3.5 to 4.25/hours day	8/23/18	Same
Mourning, Kiara	Success Center: Student Support Associate	9/10/18	LMSEAA II, Step 6
Richardson, Kim	From Success Center Student Support Assoc to HS Custodian	10/1/18	SEIU C, Step 1
Ruh, John	TR: From Regular Sub to Bus Driver	8/30/18	Same

Name	Assignment	Dept Action	Salary Placement
Stewart, Mallory	EH: Student Support Associate	9/10/18	LMSEAA II, Step 10
Woods, James	TR: From Regular Sub to Bus Driver	8/30/18	Same

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Charles, Ashley	NS: High School General Help	9/11/18	Termination
Diaz, Adam	LRC: District Custodian	8/31/18	Other employment
Horak, Jeffrey	O&M: Athletic Grounds/Facilities Coordinator	9/21/18	Other employment
Miles, Ed	HS: Student Supervisor	9/21/18	Other employment
Stewart, Mallory	EH: Student Support Associate	9/28/18	Other employment

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Murray, Lindsey	HS: Head Softball Coach	9/10/18	\$5,356

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Duffy, Chandran	HS: Assistant Varsity Softball Coach	9/10/18	Personal

702: Approval of September 10th Minutes – Exhibit 702.1

703: Approval of Bills – Exhibit 703.1

704: Approval of Contracts – Exhibits 704.1-7

1. BSN preceptor agreement with Allen College
2. Grant agreement with the Department of Natural Resources
3. Chemical water treatment contract with Brecke Mechanical Contractors
4. Non-commercial licensing agreement with Matt Casebolt, head coach of LM Black 7th grade girls basketball team
5. Non-commercial licensing agreement with Jim Erickson, head coach of LM Legends 4th grade boys basketball team
6. Non-commercial licensing agreement with Autumn Plummer, Swamp Fox Float Coordinator
7. Independent contractor agreement with Heath Weber
8. Interagency agreements for special education with Alburnett CSD (1), Anamosa CSD (1), Cedar Rapids CSD (42), Central City CSD (3), Colfax-Mingo CSD (1), College CSD (5), East Buchanan CSD (2), Highland CSD (1), Maquoketa Valley CSD (1), Marion Independent SD (23), Marshalltown CSD (1), North Linn CSD (1), Oskaloosa CSD (1), Ottumwa CSD (2), Sioux City CSD (1) and Springville CSD (2). *For student confidentiality, exhibits not provided.*

705: Overnight Excursion/Trip Requests– Exhibits 705.1-2

1. FBLA to attend fall leadership conference in Des Moines on October 21-22, 2018
2. HOSA to attend fall leadership conference in Ankeny on October 14-15, 2018

706: Informational Reports – Exhibit 706.1-2

1. Financial and cash balance reports as of 8/31/17
2. Financial and cash balance reports as of 8/31/18

707: Approval of the Consent Agenda **Motion 47-09-24**

Motion by Lausen to approve the consent agenda as presented, second by Wall. Voice vote, all ayes. Motion carried.

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications

Nelson read a letter of resignation submitted by Board Member Bob Anderson and Superintendent Bisgard outlined the next steps for filling the vacant board seat. Deadline for applications is October 12th at 4:00 PM. Information on applying will be posted on the district and school board websites, as well as published in *The Marion Times*. Board members shared words of thanks to Bob Anderson for his service to the district as well as to Mrs. Liz Sheka, Iowa BIG Teacher, and wished them well in their new endeavors. Reminders were shared about the homecoming parade and events. Weaver thanked the district's custodians for their hard work in keeping our facilities clean.

802: Board Calendar

Date	Time	Event	Location
September 26	11:30 AM	Policy/Governance Committee	Superintendent's Conf Rm
September 28	7:00 AM	Board Visit	Novak Elementary
Date	Time	Event	Location
October 4	5:30 PM	Marion City Council (<i>Weaver</i>)	City Hall
October 8	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
October 10	3:45 PM	Career & Technical Education Advisory	LRC Boardroom
October 12	11:30 AM	Board Visit	Indian Creek Elementary
October 13	8:30 AM	Coffee & Conversation (<i>Isenberg/Lausen</i>)	Oak Ridge Middle School
October 18	7:30 AM	Finance/Audit Committee	LRC Room 203
October 18	5:30 PM	Marion City Council (<i>Nelson</i>)	City Hall
October 22	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
October 24	11:30 AM	Marion Chamber of Commerce Annual Meeting	CR Marriott
October 25	All Day	America Reads Day	District-wide

900: Adjournment *Motion 48-09-24*

Motion by AbouAssaly to adjourn the regular meeting at 7:53 PM, second by Isenberg. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer



Student Achievement Highlight: High-level teaching and learning 2017-2018

September 24, 2018



Student Assessment Overview

- **FAST- Screener and diagnostic**
- **Iowa Assessments- Proficiency**
- **NWEA- Growth**

- **Activity with data**



FAST Assessment

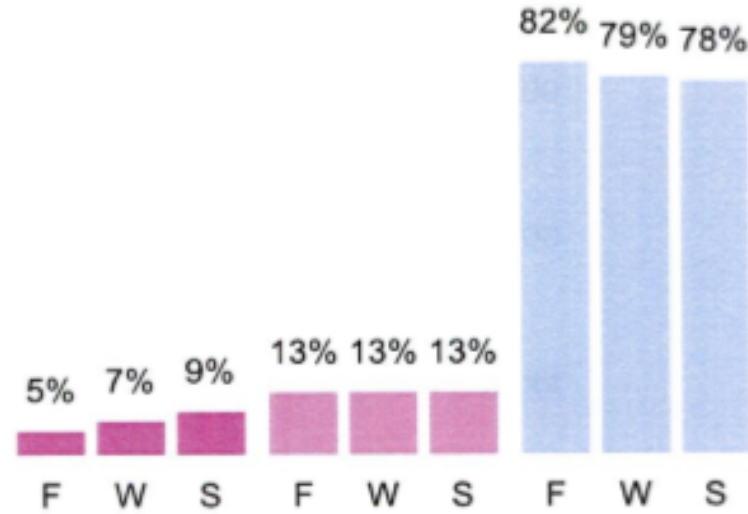
- Given 3 times per year in grades K-5. This year will add 6th grade.
- Reading only
- Part of the Early Literacy Implementation legislation (ELI)
- Part of Consolidated Accountability and Support Application (CASA)- Goal



2017-2018 :
Spring

Benchmarks

Scores Of Students In Group By Benchmark Categories: ?



■ high risk ■ some risk ■ low risk ■ College Pathway

2017-18 / Linn-Mar Community School District
Group Screening Report: CBMR-English 2-5

2017-2018 :
Spring

Benchmarks

Scores Of Students In Group By Benchmark Categories: ?



Iowa Assessments-Proficiency

- Given annually in 3rd-11th grades
- Spring assessment
- Subjects include:
 - Reading
 - Written Expression
 - Vocabulary
 - Math
 - Computation
 - Social Studies
 - Science
 - Core Composite



Figure 2
Reading: Percent Proficient by Grade
Linn-Mar Community Schools: 2017-2018

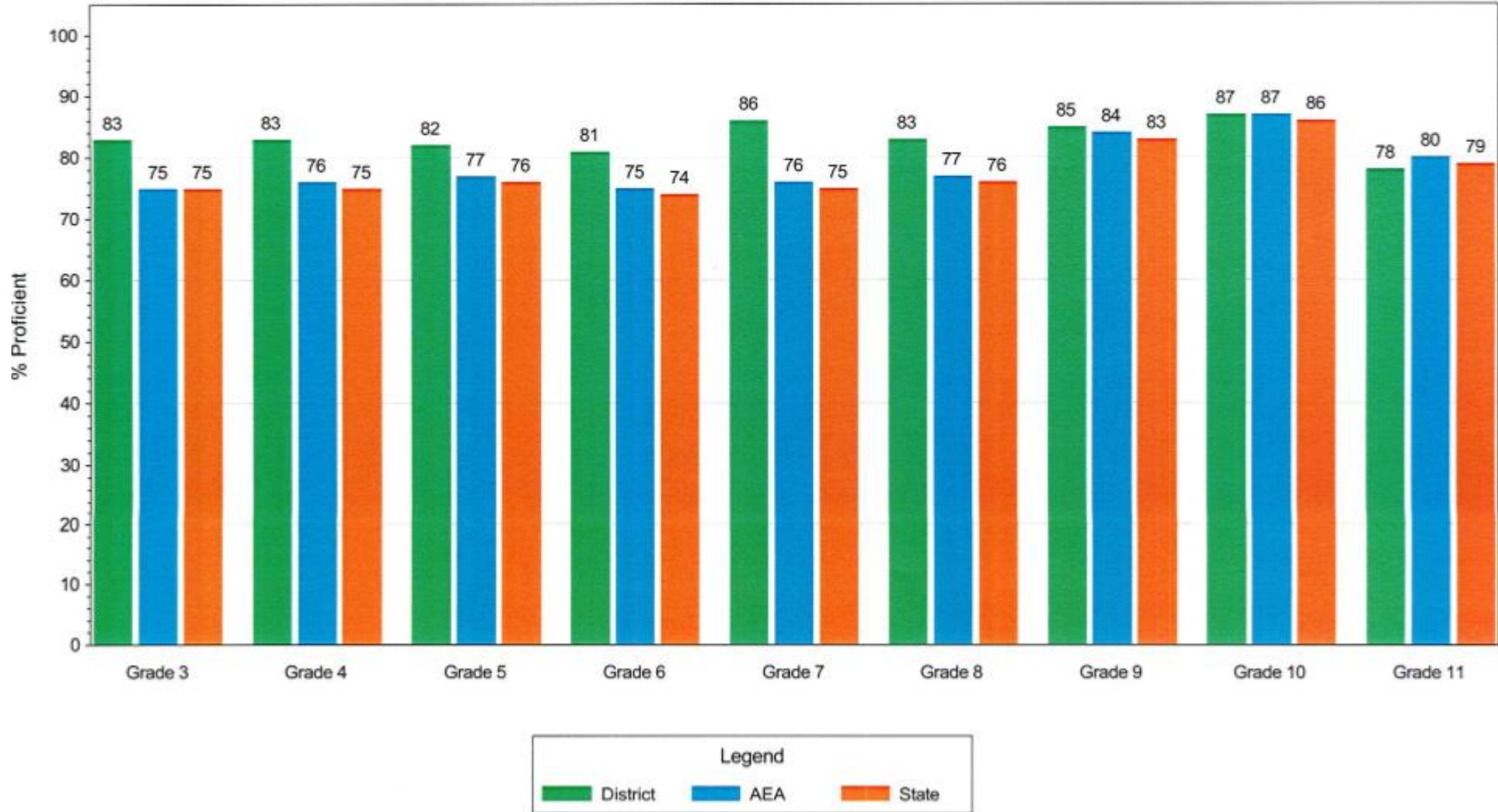


Figure 4
Mathematics: Percent Proficient by Grade
Linn-Mar Community Schools: 2017-2018

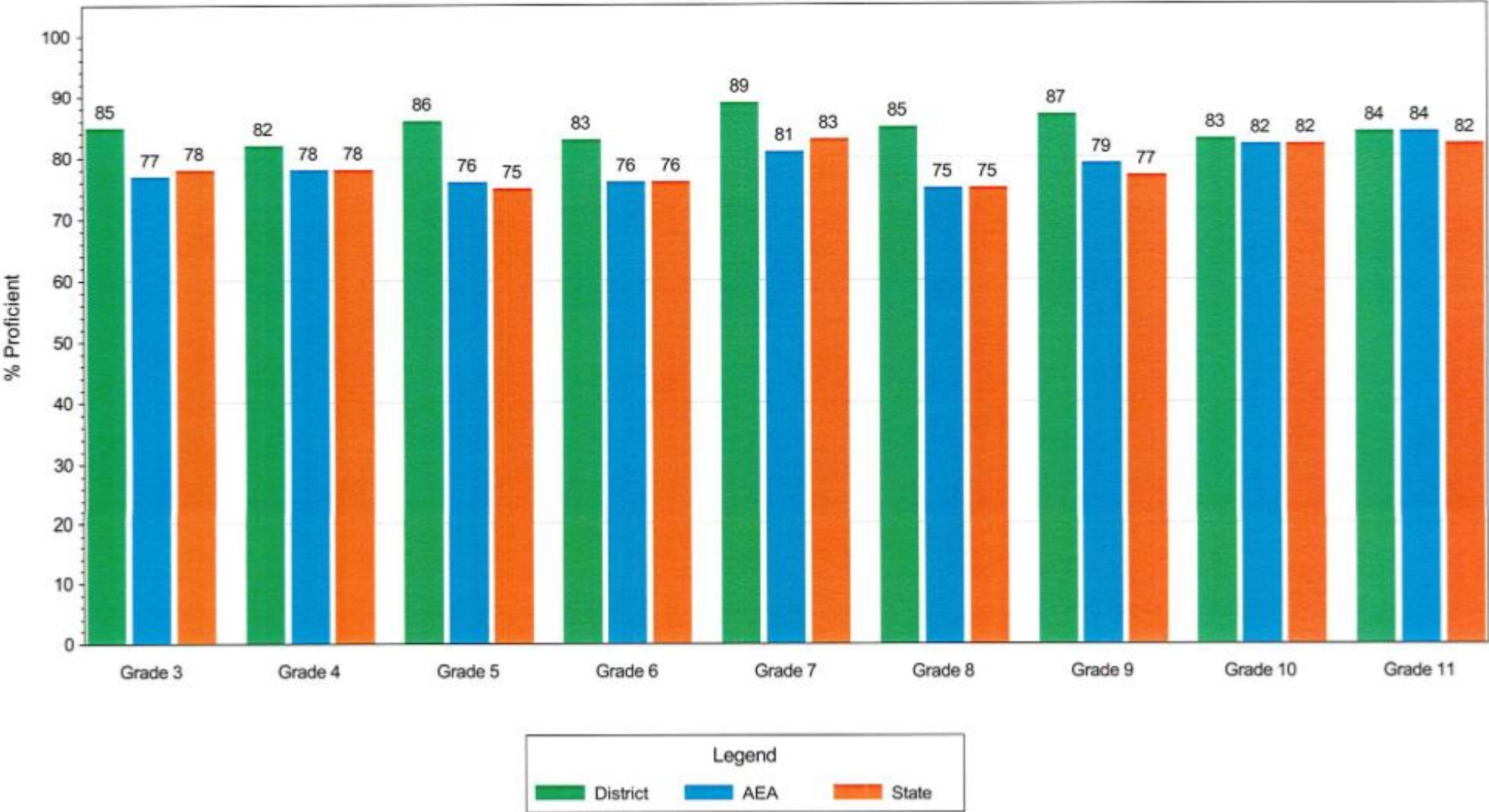
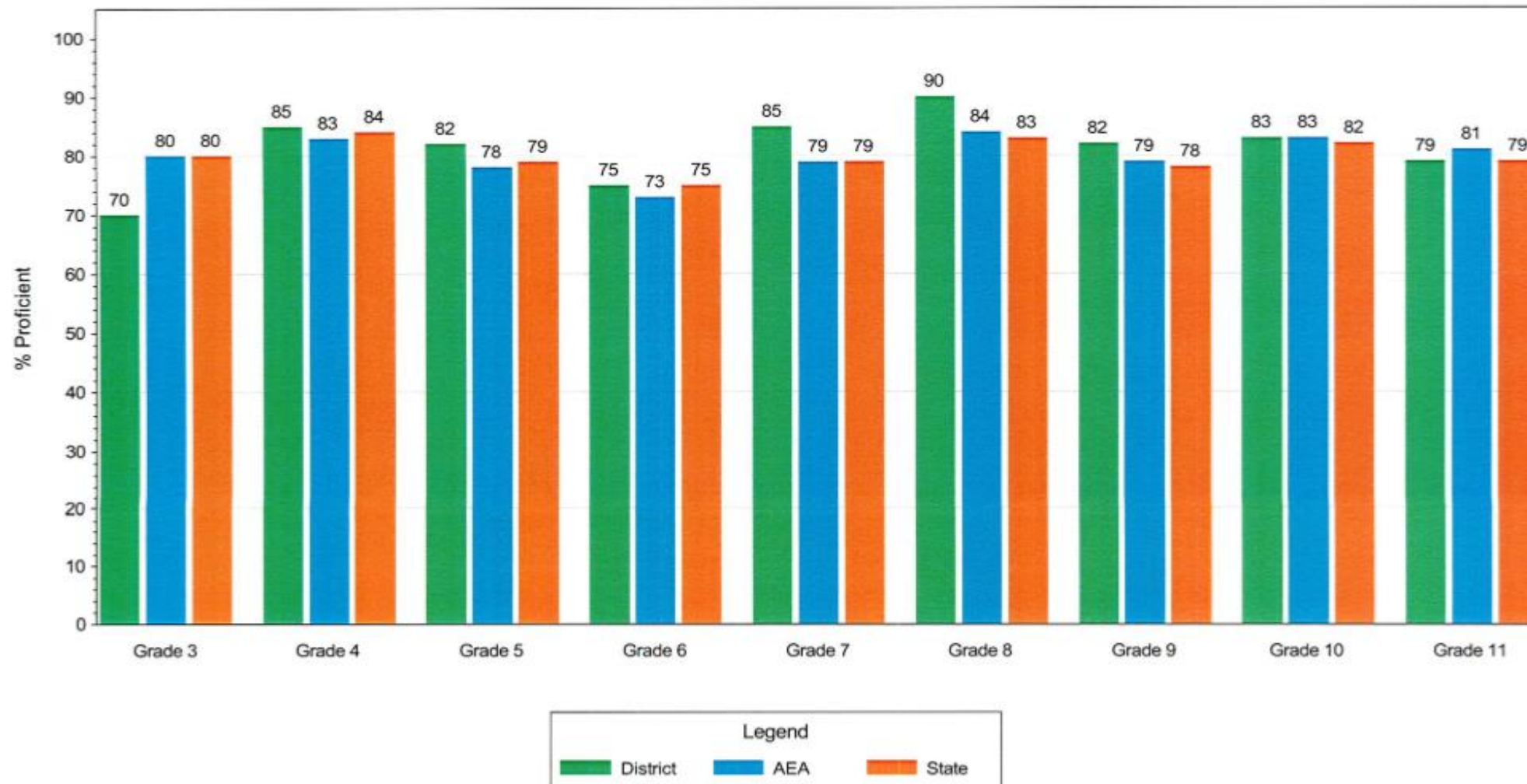


Figure 6
Science: Percent Proficient by Grade
Linn-Mar Community Schools: 2017-2018



NWEA Assessments- Growth

- Given in the fall and spring
- Grades 2nd-8th and 10th grade
 - (May move away from this with new Iowa Assessment)
- Math and Reading



NWEA District Growth- Reading

Grade Level	Fall 2017	Spring 2018	Growth
2 nd	183.6	195.1	11.5
3 rd	196.7	205.3	8.6
4 th	204.6	211.9	7.3
5 th	212.8	2178	5
6 th	216.1	221.9	5.8
7 th	223	226.5	3.5
8 th	227.2	230.1	2.9
10 th	229.7	230.4	0.8

These RIT scales are **stable, equal interval** scales that use individual item difficulty values to measure student achievement independent of grade level (that is, across grades). "Equal interval" means that the difference between scores is the same regardless of whether a student is at the top, bottom, or middle of the RIT scale.



NWEA District Growth- Math

Grade Level	Fall 2017	Spring 2018	Growth
2 nd	184.1	197.3	13.2
3 rd	197.6	209	11.4
4 th	208.3	218.4	10.1
5 th	219.4	229.1	9.7
6 th	224.5	231.3	6.8
7 th	232	237	5
8 th	237.7	241.9	4.2
10 th	241.2	244.9	3.7

These RIT scales are **stable, equal interval** scales that use individual item difficulty values to measure student achievement independent of grade level (that is, across grades). "Equal interval" means that the difference between scores is the same regardless of whether a student is at the top, bottom, or middle of the RIT scale.



Future Steps

- Thank you teachers! Our staff is working hard each and every day for students!
- LM Data Warehouse
- Transition from No Child Left Behind (NCLB) to Every Student Succeeds Act (ESSA)
 - Targeted buildings notified by December
 - Plan due by May 2019
- Iowa Statewide Assessment of Student Progress





Student Achievement Highlight 2017-2018

Questions??



Financial Review

Fiscal Year 2018

Presentation Overview

- Review of Fund “Buckets”
 - Fund Balance vs. Spending Authority
 - Certified Annual Financial Report (CAR)
 - General Fund
 - Other Funds
 - Special Education Supplement (SES)
 - Limited English Proficiency (LEP) Allowable Costs
-

OVERVIEW OF FUNDS

FUND:

General Fund

Management Fund

PERL Fund

PPEL Fund

Debt Service Fund

SAVE/Capital Projects

Student Activity Fund

Nutrition Fund

Other Enterprise

REVENUES:

-Property Taxes
-State Aid
-Misc. Income

-Property Taxes

-Property Taxes

-Property Taxes

-Property Taxes
-Transfers

-Sales Tax
-Bond Proceeds

-Admissions
-Fundraising
-Student Dues

-Meal Sales
-Fed./State Reimburse

-School Store
-Community Pool

EXPENSES:

-Salaries
-Benefits
-Materials
-Utilities

-Liability Ins.
-Property Ins.
-Early Retirement

-Playgrounds
-Rec. Spaces

-Building Construct.
-Vehicles
-Equip > \$500

-Debt Principal & Interest

-Capital Projects
-Technology

-Support Co-Curricular Activities

-Food Services

-Enterprise Costs

PROPERTY TAX LEVYING FUNDS

Fund Balance vs Spending Authority

Fund Balance (think cash)

- Measure of **cash** at a certain point in time
- Used to calculate solvency ratio
- Can be negative and not violate the law because a District can borrow funds if needed
- Applies to all funds

Spending Authority (think credit card limit)

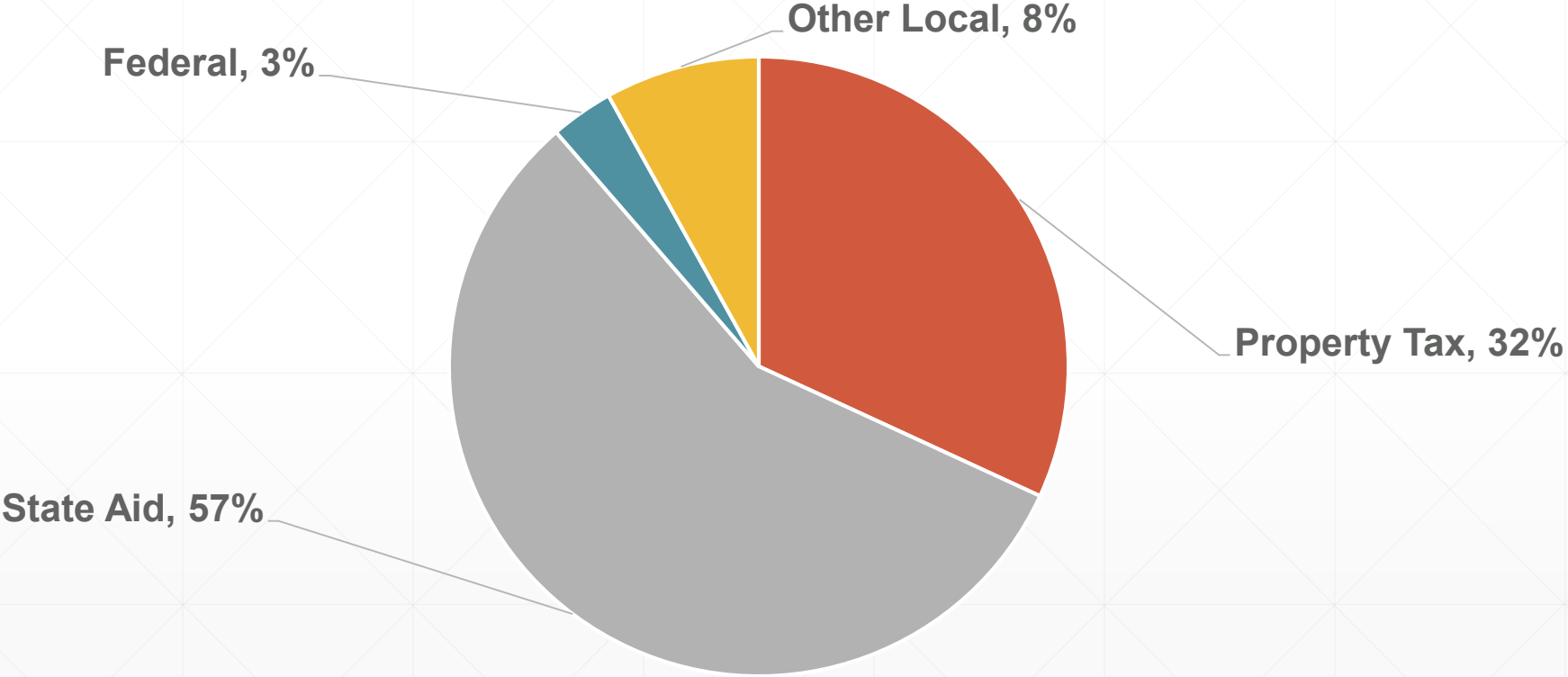
- Set forth in law defining the maximum a district can spend from its general fund
 - Overspending maximum authority violates the law
 - It is a calculation determined primarily through the school foundation formula
 - Applies only to general fund
-

NOTE

The following financial numbers are unaudited

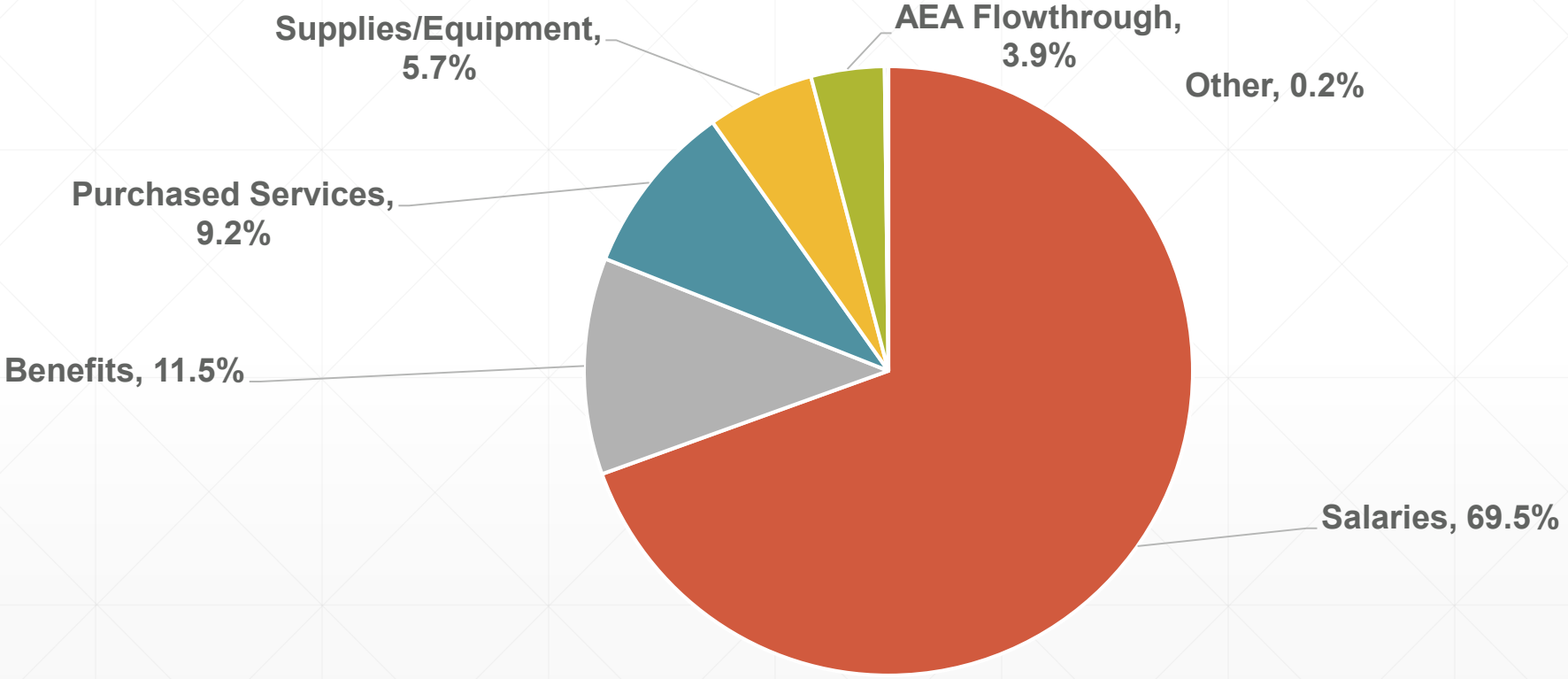


General Fund: Revenues



Total Revenues = \$83,490,494

General Fund: Expenditures



Total Expenditures = \$83,913,663

General Fund Revenue & Expenditures Comparison

	FY18	FY17	\$ Change	% Change
Revenues:				
Property Taxes	\$26,493,448	\$24,723,243	\$1,770,205	7.2%
State Souces	\$47,435,997	\$46,347,416	\$1,088,581	2.3%
Federal Sources	\$2,788,965	\$2,494,084	\$294,881	11.8%
Other Local Sources	\$6,772,084	\$6,378,762	\$393,322	6.2%
Total Revenues	\$83,490,494	\$79,943,505	\$3,546,989	4.4%
Expenditures:				
Salaries	\$58,340,614	\$56,222,016	\$2,118,598	3.8%
Benefits	\$9,700,865	\$9,373,359	\$327,506	3.5%
Purchased Services	\$7,725,320	\$6,489,506	\$1,235,814	19.0%
Supplies/Equipment	\$4,793,572	\$4,382,906	\$410,666	9.4%
AEA Flowthrough	\$3,239,555	\$3,107,129	\$132,426	4.3%
Other	\$113,736	\$100,008	\$13,728	13.7%
Total Expenditures	\$83,913,662	\$79,674,924	\$4,238,738	5.3%
Change in Fund Balance	(\$423,168)	\$268,581		
Begin Year Fund Balance	\$10,394,825	\$10,126,244		
EOY Fund Balance	\$9,971,657	\$10,394,825		



General Fund Narrative

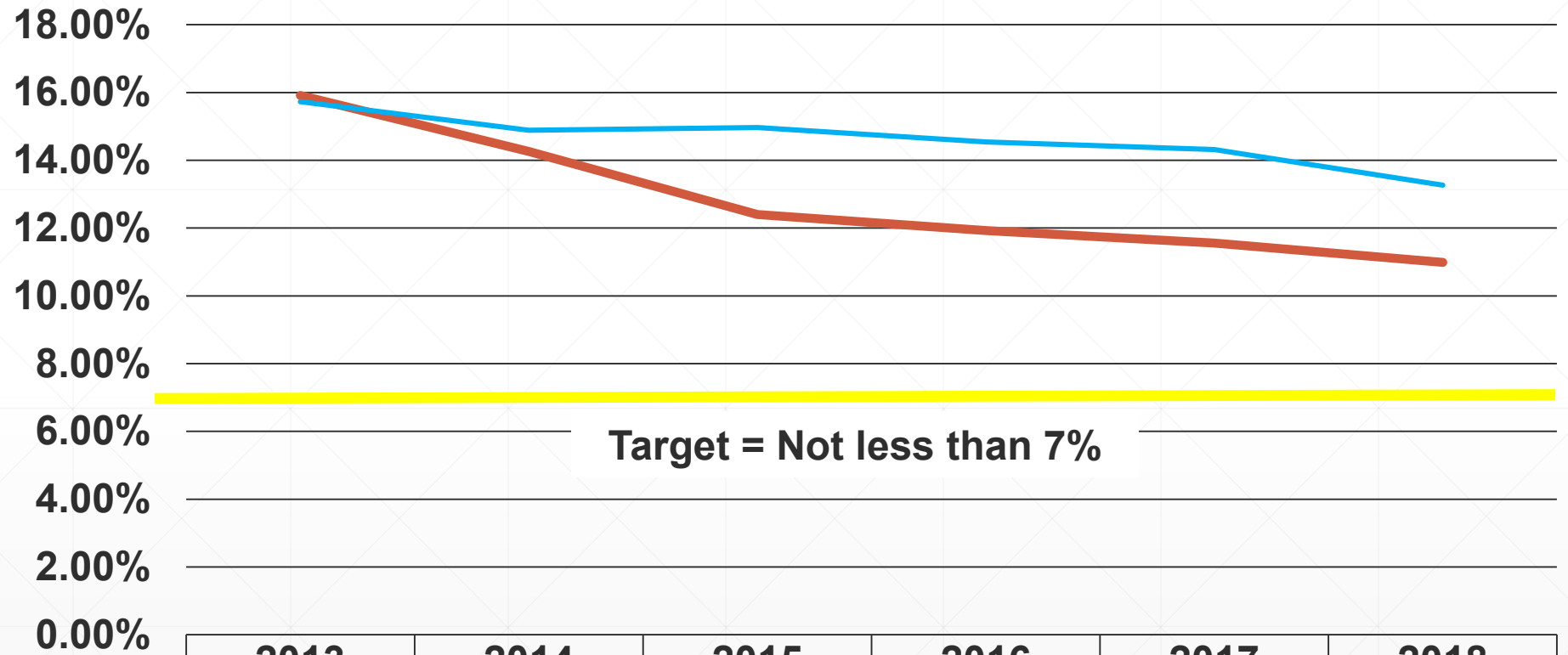
Revenues up 4.4%

- Property Taxes and State Aid is driven by school formula--- enrollment (+115 students) and SSA (+ 1.11%)
- Open Enrollment/Tuition In receipts up \$400K
- Medicaid reimbursements and Title I increased \$100K each

Expenditures up 5.3%

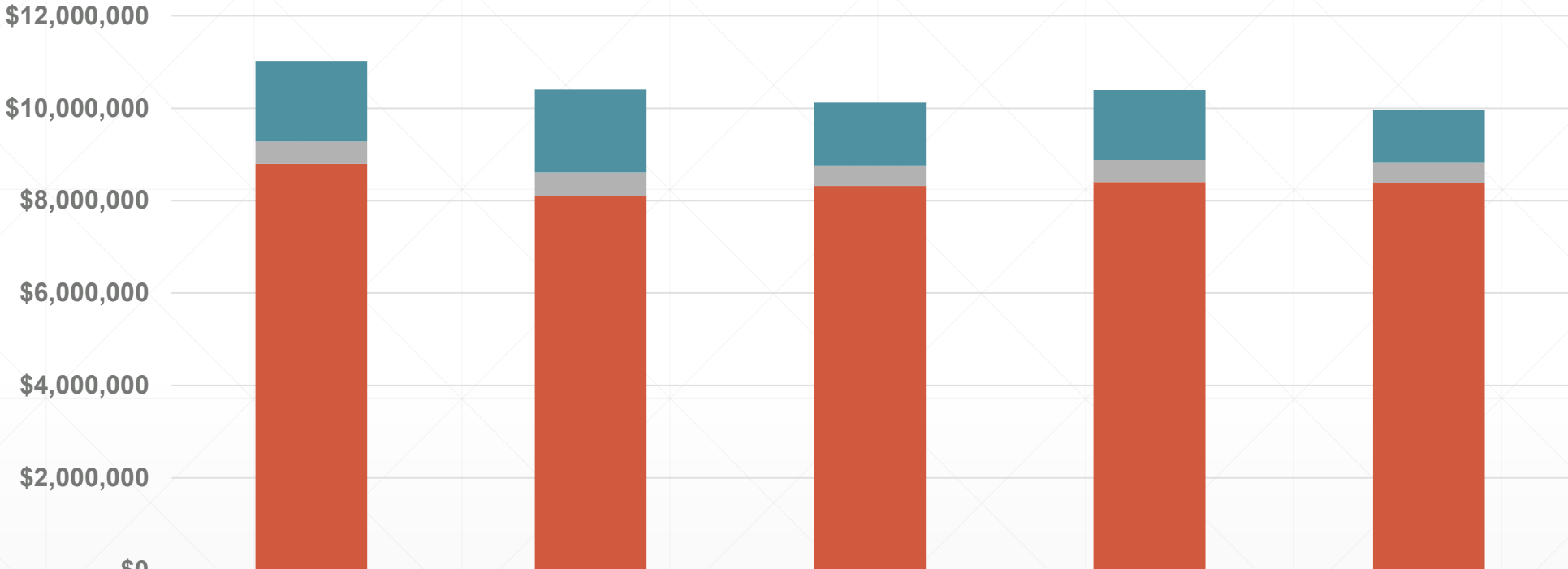
- Inflationary increases in salaries & benefits plus additional costs for new positions to accommodate growth
 - Open Enrollment/Tuition Out costs up \$600K
 - Professional Development and training costs up \$200K
-

General Fund Financial Metrics (Policy 801.4)



	2013	2014	2015	2016	2017	2018
— Solvency Ratio	15.91%	14.26%	12.40%	11.93%	11.56%	10.99%
— UAB Ratio	15.73%	14.89%	14.97%	14.54%	14.32%	13.27%

General Fund Balance Breakdown



	2014	2015	2016	2017	2018
■ Restricted	\$1,739,691	\$1,793,043	\$1,363,797	\$1,513,994	\$1,153,042
■ Assigned	\$484,639	\$521,726	\$445,301	\$476,285	\$446,136
■ Unassigned	\$8,797,941	\$8,091,108	\$8,317,146	\$8,404,547	\$8,372,478

Student Activity Fund

	FY18	FY17	\$ Change	% Change
Total Revenues	\$1,276,803	\$1,264,012	\$12,791	1.0%
Total Expenditures	\$1,252,424	\$1,059,388	\$193,036	18.2%
Change in Fund Balance	\$24,379	\$204,625		
Begin Year Fund Balance	\$760,424	\$555,799		
EOY Fund Balance	\$784,803	\$760,424		

- The activity fund is comprised of various athletic, club, and other activities accounts. Each of these individual accounts is required to maintain a positive balance, which all do as of June 30, 2018.

Management Fund

	FY18	FY17	\$ Change	% Change
Total Revenues	\$1,098,209	\$1,148,361	(\$50,152)	-4.4%
Total Expenditures	\$1,009,068	\$1,140,389	(\$131,321)	-11.5%
Change in Fund Balance	\$89,141	\$7,972		
Begin Year Fund Balance	\$2,021,542	\$2,013,570		
EOY Fund Balance	\$2,110,683	\$2,021,542		

- Revenue decrease is due to large dividend received in prior year as a result of lower workers compensation claims
- Expenditure decrease is attributable to lower property, liability, and workers compensation insurance premiums

Public Education and Recreation Levy (PERL)

	FY18	FY17	\$ Change	% Change
Total Revenues	\$275,582	\$261,391	\$14,191	5.4%
Total Expenditures	\$183,351	\$131,829	\$51,522	39.1%
Change in Fund Balance	\$92,231	\$129,562		
Begin Year Fund Balance	\$450,338	\$320,776		
EOY Fund Balance	\$542,569	\$450,338		

- Revenue generated through \$0.135 tax levy
- Expenditures increase as a result of capital maintenance projects at Bowman Woods playground and tennis court repairs at Oak Ridge and the High School.

SAVE Statewide Sales and Services Tax Fund

	FY18	FY17	\$ Change	% Change
Total Revenues	\$6,858,601	\$6,942,486	(\$83,885)	-1.2%
Total Expenditures	\$7,633,432	\$7,350,531	\$282,901	3.8%
Change in Fund Balance	(\$774,831)	(\$408,045)		
Begin Year Fund Balance	\$6,623,707	\$7,031,752		
EOY Fund Balance	\$5,848,876	\$6,623,707		

- Sales tax dollars are collected at the state level and then distributed to districts based on the certified enrollment count. Revenues will fluctuate year-to-year based on state sales tax collections and statewide school enrollment.
- Of the \$5.8 million in fund balance, \$3.8 million is required reserves for prior bond issuances and not available resources until bonds are paid off
- \$49.5 million of SAVE debt outstanding as of June 30, 2018

Physical Plant and Equipment Levy (PPEL)

	FY18	FY17	\$ Change	% Change
Total Revenues	\$3,656,718	\$3,543,459	\$113,259	3.2%
Total Expenditures	\$3,392,828	\$6,151,110	(\$2,758,282)	-44.8%
Change in Fund Balance	\$263,890	(\$2,607,651)		
Begin Year Fund Balance	\$871,058	\$3,478,709		
EOY Fund Balance	\$1,134,948	\$871,058		

- PPEL is a \$1.67 tax levying fund and its revenues are primarily dictated by the fluctuations in property valuations.
- FY2018 expenditures include:
 - Principal/Interest \$1.2 million
 - Westfield Addition \$100K
 - HS Renovation \$295K
 - Elem Remodel \$250K
 - Buses/Vehicles \$475K
- \$7.9 million of PPEL debt outstanding as of June 30, 2018

Debt Service Fund

	FY18	FY17	\$ Change	% Change
Total Revenues	\$9,873,824	\$27,088,277	(\$17,214,453)	-63.5%
Total Expenditures	\$10,134,559	\$26,985,055	(\$16,850,496)	-62.4%
Change in Fund Balance	(\$260,735)	\$103,221		
Begin Year Fund Balance	\$4,339,699	\$4,236,478		
EOY Fund Balance	\$4,078,964	\$4,339,699		

- Decrease in revenues and expenditures related to prior year \$17 million of GO debt refinancing (resulted in \$1.3 million savings)
- \$25 million of GO debt outstanding as of June 30, 2018

Enterprise Fund: Nutrition Services

	FY18	FY17	\$ Change	% Change
Total Revenues	\$3,587,160	\$3,535,866	\$51,294	1.5%
Total Expenditures	\$3,619,616	\$3,659,638	(\$40,022)	-1.1%
Change in Fund Balance	(\$32,456)	(\$123,772)		
Begin Year Fund Balance	\$1,052,889	\$1,176,662		
EOY Fund Balance	\$1,020,433	\$1,052,889		

- Food sales increased slightly from the previous year due to more meals being served.
- Staffing costs and purchased food costs decreased slightly from the prior year.

Enterprise Fund: Aquatic Center

	FY18	FY17	\$ Change	% Change
Total Revenues	\$295,531	\$293,628	\$1,903	0.6%
Total Expenditures	\$288,187	\$258,173	\$30,014	11.6%
Change in Fund Balance	\$7,344	\$35,455		
Begin Year Fund Balance	\$148,469	\$113,013		
EOY Fund Balance	\$155,813	\$148,469		

- Fees collected must support the costs of the applicable programs offered.
- Programs include swimming/diving lessons, youth swim team, adult lap swim, etc.

Enterprise Fund: ROAR Store

	FY18	FY17	\$ Change	% Change
Total Revenues	\$43,078	\$31,494	\$11,584	36.8%
Total Expenditures	\$39,299	\$31,857	\$7,442	23.4%
Change in Fund Balance	\$3,779	(\$363)		
Begin Year Fund Balance	\$1,748	\$2,111		
EOY Fund Balance	\$5,527	\$1,748		

- ROAR Store is an enterprise fund and therefore must maintain a positive balance, which it does as of June 30, 2018.

Special Education Supplement (SES)

- An annual report whereby district Special Education expenditures are reconciled against Special Education revenues.
- Growing number of Special Education students and associated needs, coupled with limited revenues, Special Education has become the largest, underfunded mandate within most school districts across the State.
- Linn-Mar Special Education Data:

	2014	2015	2016	2017	2018
Revenues	\$9,936,498	\$10,530,321	\$10,720,856	\$11,379,543	\$12,100,287
Expenditures	\$11,620,355	\$12,546,895	\$13,348,993	\$13,702,357	\$14,829,007
Deficit	(\$1,683,857)	(\$2,016,574)	(\$2,628,137)	(\$2,322,814)	(\$2,728,720)

SES Continued...

Approval Process:

1. Board can authorize a request to the SBRC for allowable growth in order to include the deficit amount as part of the district's spending authority
2. During the certified budget process the Board can decide whether or not to levy property taxes to backfill the actual dollars that were underfunded

*Recommend that the Board approve the SBRC application requesting allowable growth in the amount of **\$2,728,720.52** for the negative special education balance in 2017-18.*

Limited English Proficiency (LEP)

- Annual report whereby district LEP expenditures are reconciled against LEP revenues (35 different languages represented)
- Similar to Special Education, LEP is another underfunded mandate the district has each year

- Linn-Mar LEP Data:

	2015	2016	2017	2018
Revenues	\$176,000	\$209,733	\$183,019	\$156,695
Expenditures	\$341,746	\$332,598	\$364,673	\$376,161
Deficit	(\$165,746)	(\$122,865)	(\$181,654)	(\$219,466)

- Approval process same as SPED
-

QUESTIONS

STATE OF IOWA ABSTRACT OF VOTES

Linn County, Iowa

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for this County, do hereby certify the following to be a true and correct abstract of the votes cast in this County at the 2017 Linn County School Election held on the 11th day of September, 2018, as shown by the tally lists returned from the several election precincts.

For the public measure

Public Measure F:

Shall the following public measure be adopted? Shall the Board of Directors of the Linn-Mar Community School District in the County of Linn, State of Iowa, be authorized to contract indebtedness and issue General Obligation Bonds in an amount not to exceed \$55,000,000 to provide funds to construct, build, furnish and equip two 5th-6th grade intermediate buildings and to improve those sites?


Linn

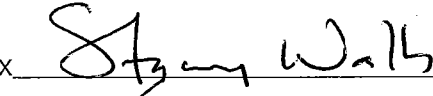
For the question, there were:	Five thousand four hundred seventy (5470) votes
Against the question, there were:	Two thousand seven hundred seventy seven (2777) votes
Undervotes	One (1) vote
TOTAL	Eight thousand two hundred forty eight (8248) votes

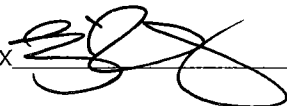
We therefore declare the public measure "Shall the following public measure be adopted?" to be adopted.

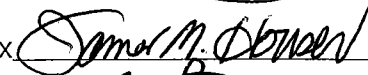
IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors.


Done at Cedar Rapids the county seat of Linn County, this 17th day of September, 2018.

(Seal) X 
Chairperson

X 

X 

X 

X 

Members of the Board
of Supervisors and
ex-officio County
Board of Canvassers

Attest: X 
County Auditor and Commissioner of Elections



Election Certification - Linn County, Iowa

Election Name: Linn-Mar Community School District Special Election

Election Date: 09/11/18

Canvass Summary Report

See attached. [Prepared per Code of Iowa section 50.24(3)]

Turnout

Jurisdiction	# Voters	% of Reg
Overall	8248	29.15%

Provisional Ballot Summary

- Number of Provisional Ballots Cast = 1
- Status of the Provisional Ballots:
 - 1 Accepted
 - 0 Rejected

Late Absentee Ballot Summary

- Absentees received after Absentee Board adjourned (but before Canvass) = 1
- Status of these "late" Absentees:
 - 0 Accepted
 - 1 Rejected

Absentees accepted on Election Day, but counted after Election Day: 0

Total Ballots Accepted for Counting after Election Day: 1

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for this County, do hereby certify the following Election Turnout and Canvass Summary to be a true and correct report for this County of the **Linn-Mar Community School District Special Election** held on the **11th day of September, 2018.**

x John W. Harris
Chairperson

x Stacy Walsh

x [Signature]

x [Signature]

x [Signature]

Attest: x Joel Miller
County Auditor and Commissioner of Elections

Cabinet Updates: Sept 24, 2018



[Click here to refer to the Strategic Plan](#)

Pathways		Technology		Facilities	
Goal #1 Inspire Learning	Goal #2 Inspire Learning	Goal #3 Unlock Potential	Goal #4 Unlock Potential	Goal #5 Empower Achievement	Goal #5 Empower Achievement
<i>Articulate</i>	<i>Support</i>	<i>Challenge</i>	<i>Success</i>	<i>Involve</i>	<i>Build</i>
Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.	Create effective and agile organization that is individually responsible to the needs of the whole child.	Become an excellent learning organization through a culture of continuous improvement.	Maximize achievement by increasing digital literacy utilizing 21st century digital tools.	Enhance engagement opportunities through focused strategic partnerships.	Construct physical learning environments using fiscally responsible and sustainable practices.

Update on the Bond Vote: Linn-Mar thanks the voters who helped pass the September 11th bond referendum. A total of 5,469 yes votes (66.32%) were cast enabling the district to move forward with the construction of two intermediate schools to support our fifth and sixth grade students. A total of 8,247 votes (a turnout rate of about 29%) were cast in the special election. Work has already begun with the design phase for the construction of the new schools. Updates will be communicated in future *Cabinet Updates* in addition to the district website and social media. Thank you to everyone who helped spread the word and thank you Linn-Mar!

Linn-Mar Special Election 09/11/2018 Linn County, State of Iowa Election Summary - Unofficial Results		
Public Measure F: Linn-Mar School District		
Vote for 1		
Yes	5469	66.32%
No	2777	33.67%
OVER VOTES	0	0.00%
UNDER VOTES	1	0.01%
Total Votes:	8247	

Technology Updates: The CrisisGo application has been installed on all staff desktops. This is a tiered roll-out as we begin utilizing the emergency notification tool throughout the district. Leisa Breitfelder, Executive Director of Student Services, has facilitated training at the high school, LRC, and leadership levels for staff.

Update from Finance/Audit Committee: The committee met on September 20th with the majority of the discussion focusing on the fiscal year 2018 financial review. The following FY2018 state reports were reviewed:

- Certified Annual Report (CAR)
- Special Education Supplement (SES)
- Limited English Proficiency (LEP) Allowable Costs
- Annual Transportation Report
- Facilities, Elections, and Sales Tax

These reports, along with other fiscal year 2018 financial information, will be presented to the board during the September 24th work session. Other items discussed by the committee included capital projects updates, bond planning, and the upcoming financial audit.

Employee Health and Safety: Balanced Fitness and Health held a training for Nutrition Services employees on August 17th. The training focused on safe lifting methods, ergonomics, and injury prevention. During the training it was determined that Nutrition Services would benefit greatly from a consistent, dynamic, stretching program. The goals of the stretching program are to improve flexibility, increase blood circulation, and lengthen tightened muscles. In addition, the program serves as a stress reliever and can help boost energy and productivity. Kitchen managers were trained on the stretching program on September 18th and will be rolling out the program to Nutrition Services employees on September 24th with the goal of starting each shift with stretching exercises.

Linn-Mar Orchestra News: The LM Orchestras will be hosting their second, annual homecoming showcase on Thursday, September 27th. The Symphony Orchestra will perform from 8:40-9:10 AM and the Philharmonic Orchestra will perform from 10:20-10:50 AM. Both events will be hosted in the High School Little Theatre. The event is free and open to the public.

District Achievements and Honors

Bullying Prevention Efforts Recognized Nationally: The district has earned the Ford Motor Fund Bullying Prevention Award. Student Assistance Counselor Stacia Walker first learned about the award through the International Bullying Prevention Association. As part of the application process, Mrs. Walker was asked to describe the Olweus Bullying Prevention Program, which is widely used at Linn-Mar. The program is designed to improve peer relations and help make schools safer and more positive places for students to learn and develop. Goals of the program include reducing existing bullying problems among students, preventing the development of new bullying problems, and achieving better peer relations at school.

Members of the Student Assistance Team will accept the award at this year's International Bullying Prevention Conference. The award comes with a check for five thousand dollars. The money will be used to support the future work of Olweus here at Linn-Mar.



Seven LMHS Seniors Named 2019 National Merit Scholarship Semifinalists: The district is very proud to recognize and congratulate seven high school seniors for being named semifinalists in the 2019 National Merit Scholarship Program.

The semifinalists (left to right above) are: Gloria Chang, Akash Gururaja, Benjamin Hinz, Samyutka Karthik, Noah Keller, Ashley Kendrick, and Delanie Williams. These academically talented high school seniors will have an opportunity to continue in the competition for National Merit Scholarships worth more than \$31 million that will be offered next spring.



KHAK Teacher of the Week: Congratulations to Molly Wickham, a second grade teacher at Wilkins Elementary, for recently being named KHAK's Teacher of the Week!



Iowa Department of Education



Exhibit 501.1

Linn-Mar Comm School District FY 2018 - Treasurer Report by Fund

	Source	General Fund	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds
1	Beginning Balance	10,394,825.00	760,424.01	2,021,541.89		450,338.29						6,623,707.28	871,057.63		4,339,699.01		1,203,105.92		
2	Adjustments to Beginning Balance																		
3	Revenues and other Financing Sources	83,490,493.67	1,276,803.22	1,098,209.28		275,582.44						6,858,600.78	3,656,717.63		9,873,823.98		3,925,769.09		
4	Total Sources Available	93,885,318.67	2,037,227.23	3,119,751.17		725,920.73						13,482,308.06	4,527,775.26		14,213,522.99		5,128,875.01		
5	Expenditures and Other Financing Uses	83,913,662.60	1,252,424.58	1,009,067.54		183,350.71						7,633,432.04	3,392,828.47		10,134,559.46		3,947,101.56		
6	Ending Balance	9,971,656.07	784,802.65	2,110,683.63		542,570.02						5,848,876.02	1,134,946.79		4,078,963.53		1,181,773.45		



Iowa Department of Education



Linn-Mar Comm School District FY 2018 - Budget Crosswalk

	Budget Resource Categories	General Fund	Student Activity Fund	Management Levy Fund	PERL Fund	Entrepreneurial Equalization Levy Support Trust Library Levy Fund	Emergency Levy / Disaster Recovery Fund	Sales Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Nutrition Fund	Other Enterprise Funds	Total
1	Taxes Levied on Property	26,365,152.21		929,377.98	264,194.79				3,403,025.92		3,490,324.20			34,452,075.10
2	Utility Replacement Excise Tax	128,295.75		5,193.70	1,476.40				18,263.80		18,731.69			171,961.34
3	Income Surtaxes													
4	Tuition/Transportation Received	5,274,580.79												5,274,580.79
5	Earnings on Investments	103,831.72	7,015.48	9,923.37	1,598.65			50,421.06	3,773.90		10,103.55	8,595.73		195,263.46
6	Nutrition Program Sales											2,301,977.75		2,301,977.75
7	Student Activities and Sales	150,247.45	635,031.37											785,278.82
8	Other Revenues from Local Sources	1,202,685.92	607,782.16	127,506.56	862.55				139,494.09		9,954.25	5,270.00	338,608.97	2,432,164.50
9	Revenue from Intermediary Sources													
10	State Foundation Aid, AEA Flowthrough, State Aid Categoricals	46,396,027.00												46,396,027.00
11	Instructional Support State Aid													
12	Other State Sources	309,299.81		279.11	79.33			6,808,179.72	981.54		1,006.67	25,650.06		7,145,476.24
13	Commercial and Industrial State Replacement	730,670.06		25,928.56	7,370.72				91,178.38		93,514.12			948,661.84
14	Title I Grants	583,522.00												583,522.00
15	IDEA and Other Federal Sources	2,205,442.96										1,245,666.58		3,451,109.54
16	Total Revenues (Sum of rows 1 to 15)	83,449,755.67	1,249,829.01	1,098,209.28	275,582.44			6,858,600.78	3,656,717.63		3,623,634.48	3,587,160.12	338,608.97	104,138,098.38
17	General Long-Term Debt Proceeds													
18	Operating Transfers In & Other Financing Sources		26,974.21								6,250,189.50			6,277,163.71
19	Proceeds of Fixed Asset Dispositions	40,738.00												40,738.00
20	Total Revenues and Other Sources (Sum rows 16 to 19)	83,490,493.67	1,276,803.22	1,098,209.28	275,582.44			6,858,600.78	3,656,717.63		9,873,823.98	3,587,160.12	338,608.97	110,456,000.09
21	Beginning Fund Balance	10,394,825.00	760,424.01	2,021,541.89	450,338.29			6,623,707.28	871,057.63		4,339,699.01	1,052,889.40	150,216.52	26,664,699.03
22	Total Resources (Sum rows 20 & 21)	93,885,318.67	2,037,227.23	3,119,751.17	725,920.73			13,482,308.06	4,527,775.26		14,213,522.99	4,640,049.52	488,825.49	137,120,699.12
	Budget Requirement Categories													
23	Instruction	54,758,628.72	1,252,424.58	390,809.38				759,188.46	106,240.82					57,267,291.96
24	Student Support Services	4,293,607.22		8,122.20										4,301,729.42
25	Instructional Staff Support Services	6,143,665.88		7,371.05				598.00						6,151,634.93
26	General Administration	755,281.37		1,911.71										757,193.08
27	Building Administration	4,156,095.25		12,494.94										4,168,590.19
28	Business and Central Administration	2,069,745.29		3,484.52				1,562.50	95,494.92					2,170,287.23
29	Plant Operation and Maintenance	6,054,518.16		392,444.92	100,719.49				145,161.52					6,692,844.09
30	Student Transportation	2,415,591.50		130,912.27					474,154.00					3,020,657.77
31	Noninstructional Programs			61,516.55	36,889.54							3,619,615.71	327,485.85	4,045,507.65
32	Facilities Acquisition and Construction				45,741.68			1,837,101.08	1,356,569.71					3,239,412.47
33	Debt Service										10,134,559.46			10,134,559.46
34	AEA Support - Direct to AEA	3,239,555.00												3,239,555.00
35	Total Expenditures (Sum rows 23 to 34)	83,886,688.39	1,252,424.58	1,009,067.54	183,350.71			2,598,450.04	2,177,620.97		10,134,559.46	3,619,615.71	327,485.85	105,189,263.25
36	Other Financing Uses: Operating Transfer out, Residual Equity Transfers, and Downward Adjustments	26,974.21						5,034,982.00	1,215,207.50					6,277,163.71
37	Total Expenditures and Other Uses (Sum row 35 & 36)	83,913,662.60	1,252,424.58	1,009,067.54	183,350.71			7,633,432.04	3,392,828.47		10,134,559.46	3,619,615.71	327,485.85	111,466,426.96
38	Ending Fund Balance	9,971,656.07	784,802.65	2,110,683.63	542,570.02			5,848,876.02	1,134,946.79		4,078,963.53	1,020,433.81	161,339.64	25,654,272.16
39	Total Requirements (Sum rows 38 & 39)	93,885,318.67	2,037,227.23	3,119,751.17	725,920.73			13,482,308.06	4,527,775.26		14,213,522.99	4,640,049.52	488,825.49	137,120,699.12



Iowa Department of Education



Linn-Mar Comm School District FY 2018 - Balance Sheet by Fund

	Source	General Fund	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds	Agency Funds	Total
	CURRENT ASSETS																				
1	Cash & Investments	16,477,254.88	833,192.69	2,113,057.22		569,425.78						5,328,002.70	1,278,800.46		4,071,076.85		1,527,131.66				32,197,942.24
2	Taxes Receivable	28,130,411.36		1,052,182.41		281,412.67							3,655,472.64		3,603,411.68						36,722,890.76
3	Interfund Receivables	8,515.00																			8,515.00
4	Intergovernmental Receivables	3,029,857.62										927,853.55									3,957,711.17
5	Other Receivables	19,811.64	275.00			80.00											110.00				20,276.64
6	Inventories																39,662.32				39,662.32
7	Prepaid Expenses																				
8	Other Current Assets																				
9	TOTAL CURRENT ASSETS	47,665,850.50	833,467.69	3,165,239.63		850,918.45						6,255,856.25	4,934,273.10		7,674,488.53		1,566,903.98				72,946,998.13
10	Long-Term Assets																666,153.68				666,153.68
11	Total Assets	47,665,850.50	833,467.69	3,165,239.63		850,918.45						6,255,856.25	4,934,273.10		7,674,488.53		2,233,057.66				73,613,151.81
	DEFERRED OUTFLOWS OF RESOURCES																				
12	Deferred Outflows of Resources																				
13	Deferred Outflows of Resources per IPERS																709,209.00				709,209.00
14	Total Deferred Outflows of Resources																709,209.00				709,209.00
15	TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	47,665,850.50	833,467.69	3,165,239.63		850,918.45						6,255,856.25	4,934,273.10		7,674,488.53		2,942,266.66				74,322,360.81
	CURRENT LIABILITIES																				
16	Interfund Payables		8,515.00																		8,515.00
17	Intergovernmental Payables																				
18	Other Payables	1,364,927.82	18,187.66	4,550.00		24,227.46						56,204.23	151,620.31				957.68				1,620,675.16
19	Contracts Payable																				
20	Bonds Payable																				
21	Loans Payable																				
22	Accrued Expenses	4,355,984.66	14,999.22			1,560.58											39,819.38				4,412,363.84
23	Payroll Deductions & Withholdings Payable	3,903,768.95	6,963.16			1,788.39											15,408.11				3,927,928.61
24	Advances of Federal Grants/Unearned Revenues																90,642.04				90,642.04
25	Other Current Liabilities																				
26	TOTAL CURRENT LIABILITIES	9,624,681.43	48,665.04	4,550.00		27,576.43						56,204.23	151,620.31				146,827.21				10,060,124.65
27	Net Pension Liabilities																1,310,751.00				1,310,751.00
28	Long-Term Liabilities																				
29	Total Liabilities	9,624,681.43	48,665.04	4,550.00		27,576.43						56,204.23	151,620.31				1,457,578.21				11,370,875.65

Linn-Mar Comm School District
FY 2018 - Balance Sheet by Fund

	Source	General Fund	Student Activity Fund	Management Levy Fund	Entrepreneurial Education Fund	PERL Fund	AEA Sp Ed Inst Fund	AEA JH Inst Fund	Support Trust Fund	Disaster Recovery Fund	Library Levy Fund	SAVE Statewide Sales and Services Tax Fund	PPEL Fund	Other Capital Project Funds	Debt Service Fund	Permanent Funds	Enterprise Funds	Internal Service Funds	Trust Funds	Agency Funds	Total
	DEFERRED INFLOWS OF RESOURCES																				
30	Deferred Inflows for Succeeding Year Property Taxes Receivable	28,069,513.00		1,050,006.00		280,772.00							3,647,706.00		3,595,525.00						36,643,522.00
31	Deferred Inflows for Income Surtax Receivable																				
32	Deferred Inflows for Miscellaneous Receivables not Received Within 60 Days											350,776.00									350,776.00
33	Deferred Inflows of Resources related to Pensions																302,915.00				302,915.00
34	Total Deferred Inflows of Resources	28,069,513.00		1,050,006.00		280,772.00						350,776.00	3,647,706.00		3,595,525.00		302,915.00				37,297,213.00
	EQUITY																				
35	Net Investment in Capital Assets																666,153.68				666,153.68
36	Nonspendable Fund Balance																				
37	Restricted Fund Balance / Restricted Net Position	1,153,041.87	784,802.65	2,110,683.63		542,570.02						5,848,876.02	1,134,946.79		4,078,963.53						15,653,884.51
38	Committed Fund Balance																				
39	Assigned Fund Balance	446,136.30																			446,136.30
40	Unassigned Fund Balance / Unrestricted Net Position	8,372,477.90															515,619.77				8,888,097.67
41	TOTAL FUND EQUITY	9,971,656.07	784,802.65	2,110,683.63		542,570.02						5,848,876.02	1,134,946.79		4,078,963.53		1,181,773.45				25,654,272.16
42	TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND EQUITY	47,665,850.50	833,467.69	3,165,239.63		850,918.45						6,255,856.25	4,934,273.10		7,674,488.53		2,942,266.66				74,322,360.81



September 13, 2018

I am requesting that you fill out the form below stating the balances as of June 30, 2018 for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

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

J.T. Anderson

A handwritten signature in black ink, appearing to be 'J.T. Anderson', written over a horizontal line.

CFO/Board Secretary

Bank Name: Farmers State Bank

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30 2018 Balance</u>
School Nutrition	740688	\$1,320,358.66
Student Activity	740670	\$1,105,341.36
Management	279034	\$2,113,057.33
General	708271	\$16,548,386.86
Payment Account	824052	\$5,034.23

Bank employee signature _____

A handwritten signature in black ink, appearing to be 'Jose Sanchez', written over a horizontal line.

Date _____

9-17-18



September 13, 2018

I am requesting that you fill out the form below stating the balances as of June 30, 2018 for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

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

J.T. Anderson

A handwritten signature in black ink, appearing to be 'J.T. Anderson', written over a horizontal line.

CFO/Board Secretary

Bank Name: Hill Bank and Trust

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30 2018 Balance</u>
School House	2557395	<u>\$7,469,409.⁹¹</u>

Bank employee signature *Sally Webster*

Date 9/14/18



September 13, 2018

I am requesting that you fill out the form below stating the balances as of June 30, 2018 for the Linn-Mar Community School District accounts. Please contact me if you have any questions.

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

J.T. Anderson

A handwritten signature in black ink, appearing to be "J.T. Anderson".

CFO/Board Secretary

Bank Name: Kerndt Brothers

<u>Accounts</u>	<u>Acct. Number</u>	<u>June 30, 2018 Balance</u>
Public Funds Money Market	<u>861 202</u>	<u>1,000,062</u>

Bank employee signature

A large, stylized handwritten signature in black ink, written over a horizontal line.

Date 9.17.18

9/12/2018

Iowa

2017-2018 Screen 8 - Special Education Balance

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

Submit Help

Special Education Expenditures and Revenues

Revenues	Weight 1.72	Weight 2.21	Weight 3.74	Total
Special Education Receipts	\$4,115,504.00	\$2,484,645.00	\$2,050,687.00	\$8,650,836.00
Tuition In Receipts	\$322,579.92	\$250,911.35	\$374,351.59	\$947,842.86
Medicaid Reimbursement for Instructional Program	\$18,188.95	\$620,444.02	\$1,027,625.73	\$1,666,258.70
Part B Receipts for Instructional Program	\$113,664.01	\$73,881.60	\$96,614.39	\$284,160.00
Teacher Quality	\$180,117.24	\$131,390.39	\$153,099.65	\$464,607.28
Foster Care Claims	\$4,455.36	\$0.00	\$0.00	\$4,455.36
Termination of Rights Claims	\$0.00	\$16,827.04	\$65,299.50	\$82,126.54
High Cost Fund Claims	\$0.00	\$0.00	\$0.00	\$0.00
Non-Public Claim	\$0.00	\$0.00	\$0.00	\$0.00
Vehicle Sales	\$0.00	\$0.00	\$0.00	\$0.00
Other Revenue	\$0.00	\$0.00	\$0.00	\$0.00
DE Revenue Adjustment	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Revenue	\$4,754,509.48	\$3,578,099.40	\$3,767,677.86	\$12,100,286.74
Expenditures				
Total Salaries (Instructional Only)	\$2,932,386.82	\$2,545,401.01	\$3,370,725.48	\$8,848,513.31
Total Employee Benefits (Instructional Only)	\$451,777.32	\$398,275.16	\$533,042.14	\$1,383,094.62
Employee Travel (Instructional Only)	\$582.62	\$0.00	\$3,052.35	\$3,634.97
Total Supplies & Materials (Consumables)	\$34,038.82	\$37,125.11	\$38,094.51	\$109,258.44
Total Contract Services (Non-Tuition)	\$7,609.82	\$419.00	\$200,322.14	\$208,350.96
Total Pupil Transportation	\$80,227.23	\$66,956.28	\$498,506.00	\$645,689.51
Total Equipment	\$0.00	\$0.00	\$4,958.75	\$4,958.75
Total	\$3,506,622.63	\$3,048,176.56	\$4,648,701.37	\$11,203,500.56
SBRC Approval for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
SBRC Receipts for Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
State/Local SBRC Approved Administrative Costs	\$0.00	\$0.00	\$0.00	\$0.00
Subtotal Special Education	\$3,506,622.63	\$3,048,176.56	\$4,648,701.37	\$11,203,500.56
General Program Percentage	\$2,009,897.00	\$381,771.00	\$149,363.00	\$2,541,031.00
Tuition Out Total	\$442,517.76	\$287,200.34	\$354,757.60	\$1,084,475.70
Maintenance of Effort Reduction Amount	\$0.00	\$0.00	\$0.00	\$0.00
DE Expenditure Adjustments	\$0.00	\$0.00	\$0.00	\$0.00
Total Special Education Expenditures	\$5,959,037.39	\$3,717,147.90	\$5,152,821.97	\$14,829,007.26
Total Net				
Net Revenues Over (Under) Expenditures	(\$1,204,527.91)	(\$139,048.50)	(\$1,385,144.11)	(\$2,728,720.52)

2017-2018 Screen 11 - Certification

Help

Special Education Supplement LEA CERTIFIED 9/12/2018

2:17:22 PM

CAR CERTIFIED on 9/12/2018 2:09:41 PM

Transportation CERTIFIED 9/12/2018 2:11:19 PM

All the records described below are now BROWSE ONLY
Please contact person listed at the bottom of the display
if you need to make further adjustments to this information.
Thank you.

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

Our Board approved this action on 9/24/2018

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

Previous Year Carryover (Screen 4)

\$0.00

Total Special Education Revenue

\$12,100,286.74

Total Special Education Expenditures

\$14,829,007.26

Special Education Balance in Current Year

(\$2,728,720.52)

Weighted Receipts (Screen 4)

\$4,511,872.00

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

\$451,187.20

Amount to be Redistributed to Districts with a Negative Balance

\$0.00

Amount of Allowable Growth Request

\$2,728,720.52

2017-18 SPED

DEFICIT

DISTRICT LEVEL FORMS	STATUS	DATE
Screen 1 - Resident Students Tuitioned Out	COMPLETE	9/12/2018 2:12:29 PM
Screen 2 - Resident Students	COMPLETE	9/12/2018 2:13:55 PM
Screen 3 - Non-Resident Students Tuitioned In	COMPLETE	9/12/2018 2:14:10 PM
Screen 4 - Receipts	COMPLETE	9/12/2018 2:14:31 PM
Screen 5 - Part B Funds	COMPLETE	9/12/2018 2:14:44 PM
	COMPLETE	9/12/2018 2:14:56 PM

LEP Allowable Cost
Due Date: October 1, 2018
Record certified.

Update Web Address

Board minutes are required. Send a copy of the board minutes to Carla Schimelfenig or provide the web address to the minutes here:

<http://policy.linmar.k12.ia.us/policy/2018-19-minutes>

Certified on 9/14/2018 2:51:55 PM

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

Program between 410 - 419 Account ID = 9 and Fund = 10 Object by Function		Salaries	Benefits	Purchased Professional	Equip rental/repair	Other (tuition)	Supplies	Equip	Total
		100-199	200- 299	300-399	430-449	500- 599	600-699	730- 739	
1. Instruction	1XXX	313,413.37	50,776.26	0.00	0.00	2,994.45	8,977.14	0.00	376,161.22
2. Student Support Services	21XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. Staff Support Services	22XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4. Exec Admin	23XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5. Bldg Admin	24XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. Business Admin	25XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7. O & M	26XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8. Transportation	27XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9. Community Services	33XX	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10. Total		313,413.37	50,776.26	0.00	0.00	2,994.45	8,977.14	0.00	376,161.22

11. Total (Line 10)		376,161.22
12. Weighted funding received (from	111,438.80	

October 2016 CE x FY18 DCP (16.72 X 6665)		
13. Other resources (expenditures above that have project >0000, excluding 1112)	32,059.60	
14. FY17 state and federal carryover	0.00	
15. MAG on FY18 Application form (from SBRC application form)	13,197.00	
16. Resources Available but unused	0.00	
Total Resources Available (Sum Lines 12 thru 16)	156,695.40	
17. Preliminary Maximum allowable request (Lines 11-Total Resources Available, if positive, otherwise zero)		219,465.82
18. Any expenditure included in the row above that is not expressly allowed by IAC (district input)		0
19. Maximum allowable request (Line 17 minus 18, if positive, otherwise zero)		219,465.82
20. Amount requested (may be less than maximum allowable)		219465.82
21. FTE of LEP students in instructional LEP program on count date (from October 17 SRI/CE)	107.00	107.00
22. FTE of LEP students in instructional LEP program at end of year (from SRI Spring 18)	134.00	134.00
23. FTE of teachers exclusively assigned to LEP additional instruction outside of regular classroom instruction. Do not include coordinator or director positions (from Fall BEDS staffing)		0.00
24. FTE of aides (including interpreters) exclusively assigned to LEP additional instruction outside of regular classroom instruction (from Fall BEDS staffing)		0.00
25. Program delivery model as reported in SRI Spring 18		
Dual Language Program	0	
Sheltered Instruction	0	
English as a Second Language (ESL)	0	
Other Bilingual Program	0	
Newcomer Program	0	
Exited ELL During Year	0	
Total	0	

2017-18
LEP Deficit

26. Languages represented in LEP population (SRI Spring 18)		
Albanian	1	
Arabic	12	
Bengali	1	
Chinese	6	
	15	
	3	
Dutch; Flemish	1	
Filipino; Pilipino	1	
French	3	
German	1	
Gujarati	3	
Hebrew	2	
Hindi	5	
Igbo	1	
Japanese	1	
Kannada	2	
Kinyarwanda	2	
Korean	1	
Kpelle	1	
Lingala	9	
Mongo	1	
Malayalam	1	
Mandar	3	
Mende	1	
Manobo languages	1	
Multiple languages	1	
Nepali	4	
Panjabi; Punjabi	1	
Portuguese	2	
Russian	2	
Spanish	29	
Tamil	2	
Telugu	4	
Tagalog	1	
Ukrainian	2	
Urdu	3	
Vietnamese	3	
27. Student to adult ratio (FTE of		0.00

students served during year / total of teachers and aides FTE) (0 / 0)		
28. LEP costs per pupil in excess of the DCPD (grand total expenditures / FTE of students served during year) (376161.22 / 0)		0.00
29. % of LEP students from Certified Enrollment October 2017		1.44

Please contact Carla Schimelfenig, by email or phone (516)242-5612 with questions regarding this form

Operations Manual for the Linn-Mar Board of Education

*A Guide for Board
Operations and Functions*



2999 N 10th Street
Marion IA 52302

*Created: 1993
Revised: 2018*

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Introduction

In order to provide the necessary and appropriate leadership for the district the Board of Education, both collectively and individually, is committed to governing as a professional Board of Directors. This means a commitment to the principles and practices of professional governance, the sharing of a common understanding of board policies, practices, procedures and principles, a focus on continuous learning and improvement, and a willingness to serve as a model of effective, moral leadership for students, staff, and the community.

The *Board Operations Manual* explains the duties, structure, and responsibilities of the Linn-Mar Community School District Board of Education as per the Iowa Association of School Boards (IASB) recommendations and State of Iowa Code. This manual is a living document and is in no way meant to be the final word as to how the board will direct its business. Each iteration of the board will reflect the personality of that board and may result in additions or revisions to this manual.

Board Authority

Board authority is derived from State of Iowa Code, which includes many different powers and duties of school boards. As a corporate body, the board may transact business only with a quorum of its membership present during a regular or special meeting.

According to *Dillon's Rule*, a local school board can only do what it is authorized to do per code as opposed to home rule where action can be taken unless it is stated in code that the action is not allowed. The Linn-Mar Community School District Board of Education policy manual includes a listing of the board's general powers and duties in *Policy Series 200*.

The following is a *partial listing* of the duties and powers the board has the authority to carry out and reflects the authority vested in local boards of education.

1. Determine major educational needs and develop plans to meet those needs.
2. Fix time and place of regular and special meetings.
3. Fill by appointment any vacancies occurring between elections.
4. Employ a superintendent.
5. Approve the employment of teachers; principals; other licensed, professional personnel and other personnel; and approve their salaries.
6. Terminate the contract or immediately discharge any employee subject to the provisions of any applicable law.
7. Become members of the Iowa Association of School Boards and pay dues.

8. Utilize funds received through gifts, devises, and bequests in the general or schoolhouse fund, unless limited by the terms of the grant.
9. Employ legal counsel and bear the cost of litigation.
10. Allow all just claims against the school corporation.
11. Insure against loss of property.
12. Appoint a board secretary and treasurer.
13. Require bonds for individuals having custody of school corporation funds, funds from extra-curricular activities or other sources, and pay premiums from the general fund.
14. Determine district attendance centers and the particular school each student will attend.
15. Provide transportation services.
16. Acquire, hold, convey, lease, rent, and manage property; real and personal.
17. Incur indebtedness when authorized by the voters of the school corporation.
18. Make rules for its own government.
19. Maintain adequate administration, school staffing, personnel assignment policies, teacher qualifications and licensing requirements, facilities, equipment, grounds, graduation requirements, instructional requirements and materials, maintenance procedures, and policies on extra-curricular activities.
20. Expel students from school for violation of rules established by the board or when their presence is detrimental to the best interests of the school.
21. Enforce laws prohibiting public school students from becoming members of any fraternity or society which is not sanctioned by the board.
22. Maintain attendance centers based upon the needs of school-age students and may include in the educational program additional courses, subjects, or activities that fit the needs of the students.

Board Member Responsibilities

Board member responsibilities include attending board meetings; being prepared in advance by reading agendas, supporting documentation, presentation materials, and other informational documents; seeking information that is necessary; and suspending all judgement prior to the decision-making process at the board table. Effective board members also resist presenting surprises at board meetings by abiding by board policies and rules and holding off personal decisions until all evidence is in and all board discussion has occurred.

The board is made up of seven members of the Linn-Mar Community School District with each member assuming responsibility for the total board's effectiveness, functions, and efficiency. No individual can speak for or act on behalf of the board. The board acts only when a quorum is present and when a majority of that quorum reaches a decision. The Linn-Mar Community School District Board of Education strives to be unified and professional at all times. This does not mean, however, that board members cannot have disagreements or open discussions about

district issues. Open discussions are encouraged in order to thoroughly examine each issue. Disagreements are to be handled in a respectful manner at all times with board members displaying courtesy for each other and for differing points of view.

Board Ethics

Board member actions, verbal and nonverbal, reflect the attitudes and beliefs of the Linn-Mar Community School District. Therefore, board members must conduct themselves in accordance with the Iowa Association of School Board's Code of Ethics as outlined in *Policy Series 200*.

Board members must avoid conflicts of interest, either real or perceived, related to serving on the board. Both Iowa law and board policy describe limitations placed on board members in carrying out their duties, but these limitations cannot address every situation where a conflict of interest may arise. Therefore, board members must be vigilant in avoiding any actions that may be perceived as creating a conflict of interest.

Iowa law states that all actions of the board shall be conducted in public, while at the same time the law allows for specific situations and procedures wherein the board may meet in private to discuss confidential information. Board members are privy to confidential information in the course of their service to the district. It is imperative that each board member respect the confidentiality of information shared with them.

Board Guiding Principles

1. Deliberate in many voices, but govern in one voice.
2. Cultivate a sense of group responsibility with the understanding that it is the board, not the staff or administration, which is responsible for excellence in governance.
3. Be an active part of the district's leadership team striving to lead the district through a clear mission statement, an articulated vision for the district, shared and commonly understood goals, broad and clearly written policies, and continual monitoring of the performance of the schools and students.
4. Be willing to hold itself to the highest standards of excellence in governance and professional responsibility, including a willingness to hold individual board members and the board as a whole accountable for its actions.
5. Continually monitor its own processes, performance, and progress.
6. Vigorously and intelligently advocate for the district and its students on the local, state, and national levels.

7. Commit both individually and collectively to being well-informed and educated on local, state, and national educational issues, initiatives, and practices.
8. Regularly communicate as one voice while exercising confidentiality, when appropriate, to all stakeholders about district performance, direction, initiatives, issues, and ideas.
9. Formally and informally recognize and celebrate school, staff, and student success.
10. Insist on the pursuit of excellence on the part of all with a role in the district; staff, students, and board members.
11. Always strive to act in the interest of what is best for all students believing that all students can learn and succeed at a high level.
12. Serve as a model of positive, professional, and ethical conduct.

Board Meetings

Work Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Revision and/or Adoption of the Agenda
- 300: Discussion/Information
- 400: Adjournment

Work sessions will have the following characteristics:

1. No formal board action or decisions will take place.
2. Discussions are informational or for data analysis.
3. Are for building board awareness and learning.
4. Are for board team building.

Regular Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Revision and/or Adoption of the Agenda
- 300: Recognitions/Proclamations
- 400: Audience Communications
- 500: Resolutions/Opening Bids/Public Hearings
- 600: Informational Reports
- 700: Unfinished Business
- 800: New Business
- 900: Consent Agenda
- 1000: Communications and Calendar
- 1100: Adjournment

The board shall make rules for its own governance. The board may make and enforce reasonable rules for the conduct of its meetings to assure they are orderly and free from

interference or interruption by spectators. The Linn-Mar Board of Education has chosen to follow *Robert's Rules of Order* as a procedural model for operational purposes.

Board meetings are held IN the public, but not FOR the public. Meetings are to conduct district business in an open and transparent manner, not to engage in dialogue with the public. Public comments are allowed at the start of each open, regular meeting but not during the order of business.

Meetings shall be held at a place accessible to the public and at a time reasonably convenient to the public, unless such a place or time is impossible or impractical which shall be stated in the minutes. The public may use cameras or recording devices at any open meeting.

The public will have an opportunity to address the board at the start of each open meeting. Guidelines for addressing the board are outlined in the agenda and shared with the public prior to the audience communications section of the meeting. *The guidelines are also found in Policy Series 200.*

When participating in discussion, the board directs the superintendent and administration. The directive will be restated for clarity and conciseness by the board president to assure that there is common agreement and consensus from the entire board. Board meetings should allow business to be transacted efficiently, protect individual rights, and maintain the working relationship amongst members.

The role of the superintendent during board meetings will be that of advisor and facilitator in helping the board work through its business and reach decisions. As the chief executive officer of the district and the chief advisor to the board, the superintendent will provide timely information, materials, adequate time for deliberation, and recommendations given prior to board meetings and prior to board deliberations when making decisions. Reports, presentations, and documentation will follow a format developed by the superintendent and shared with the board.

Reports to the board will be concise and will not exceed 15 minutes, including questions. Written materials will be provided to the board in advance for their review and preparation for the presentations. All visual aids will be of a quality that the board and audience can view from their seats. The preferred format is electronic projection.

The board is to come prepared and ready to participate in the discussion and decision-making process. The board will also be given advance notice as to whether or not presentations or reports are for information only or if they are for deliberations and/or action.

Board Advisory Committees

The administration will inform all advisory committees to the board of requirements as stated in legislation regarding open meetings. The Board of Education will be aware that any committee that it appoints is under the open meetings law requirement. Care will be taken to assess whether a committee already functioning in the district may be used for the purposes of the board rather than the creation of a new committee.

Board members are encouraged to be active on committees and other advisory groups that function within the district. Board member participation is to be advisory only since it might be construed that a board member may have the potential to persuade others with their vote. Therefore, no board member will be a committee chairperson or a voting member of a committee or advisory group within the district.

Schedules

Board members are expected to attend board meetings, school and site visits, special meetings for community input, and other meetings and events throughout the district and community. A rotating schedule will allow board members to attend Marion City Council meetings in order to facilitate communication between the two entities.

Schedules for board meetings, school/site visits, and committee/advisory meetings are developed at the beginning of each school year. Ongoing calendars can be found at the end of each board meeting agenda.

Policy

A school board fulfilling its policy-making duties fulfills the board's most important function. Written board policy represents the school district is managed in a business-like manner and informs all of the board's intent, goals, and objectives. Written policy fosters stability and continuity whenever board members or district personnel changes. Written policy also disarms critics by providing clear cut, thoroughly researched, and planned solutions.

Written board policies have the same force and effect in a school district as Iowa laws have in the state and as federal laws have in the country.

Iowa Code places the authority to develop and adopt policy for a school district in the hands of the school board. The Iowa State Department of Education Educational Standards, which set the requirements for an accredited education program, require the board to adopt and maintain a *Board Policy Manual*. The *Board Policy Manual* can be accessed via the district's website (www.linmar.k12.ia.us).

If an issue or area of concern is one that only the board can change and determine, it is policy. If an issue or area of concern is one that the administration can change, it is administrative regulation.

Policy Development

The policy development process has been designed so that several sources of input can be given to the board regarding review and development of its policies. By law, each board policy must be reviewed at least once every five years.

A policy committee made up of board members, the superintendent, and key administrators will be used to review board policies and make recommendations to the board. The policy committee will meet regularly during the school year to review the policies.

It will be the duty of this committee to review the policies for accuracy, content, appropriateness, timelines, and necessity. In order to accomplish this, each member of the committee will review current board policies and recommendations for changes that have been communicated to the district by the Iowa Association of School Boards (IASB) along with state and federal requirements and changes.

Policy committee recommendations will be presented to the board during regular meetings for discussion, first and second readings, and adoption upon board approval.

Relationships and Communications

There are two types of communications that board members will incur, internal (owner/district) and external (customer/patron). Board members should assess and be aware of which type of communication they are being engaged in at all times.

As board members engage in communication with various patrons, they should remember that patron concerns should be addressed from the lowest level of authority first and then, if not satisfied, patrons should work upward to the superintendent or board level. (Ex: teacher>building administrator>human resources>superintendent>board) Patrons should be directed to contact the superintendent regarding an issue only after exhausting the appropriate channels of communication.

Internal Communications and Relationships

Board members are encouraged to interact and communicate with staff members as a means of gathering information and knowledge of the workings of the district. If staff members want board members to solve managerial issues, or when a board member is not satisfied with staff performance, these situations should be directed to the superintendent for resolution, supervision, or evaluation.

Board members need to separate their role as a board member from their role as a parent when dealing with staff and administrators and should clarify which role they are in when communicating with staff and administrators. Administrators or staff may be hesitant to speak openly with board members for fear of retribution, especially if the conversation includes a complaint about district operations.

Staff should reflect respect for the district and its employees when stating concerns or opinions, and their concerns and opinions should be based on factual information not rumors. When listening to and speaking with staff members, conversations should be mutually respectful of the district, board, and all employees. All board members and staff are governed by the board policies which prohibit retaliation, bullying, or discrimination.

The board needs to exercise caution in personnel issues. Board members must always keep in mind that they are the final hearing officers in any personnel disputes. If a board member becomes involved in a personnel issue, they may need to recuse themselves from a hearing due to the possibility of being prejudiced. For that reason, personnel issues should be handled only by administrators hired for that purpose.

Any discussion by the board that could be interpreted as evaluative must be done in a meeting with the employee given the opportunity to be present to give their side of the issue, as well as the option of a closed session. Staff members may try to have board members solve problems outside board meetings, or a board member may not be satisfied with staff performance, but according to board procedure and policy these situations should be directed to the superintendent for resolution, supervision, or evaluation.

The board and staff members (certified and classified) will engage in a variety of communication strategies. Board retreats are one option that has been successfully used to further interaction and open communication. Current and new recognitions of staff members will be continued and created.

Internal Board and Superintendent Relationship/Communications

Because of the relationship the board and superintendent must have to conduct the work of the district it is imperative that they keep each other informed of current issues. There should not be surprises at board meetings from either the board or superintendent. Board members will refrain from lobbying efforts with other board members outside of meetings.

The superintendent will publicly support the Board of Education and its decisions and the board will publicly support the superintendent and his/her decisions. Additionally, each board member is expected to publicly support decisions reached by the board as a whole, even if the board member voted with the minority on an issue.

The superintendent may utilize past board members who are in the community for input and information about the perception of the district.

Board members will be charged with maintaining relationships within the board in accordance with board standards per the Iowa Association of School Boards (IASB).

External (Public) Relationships and Communications

Reminder: There are two types of communications that board members will incur, internal (owner) and external (customer). Board members should assess and be aware of which type of communication they are being engaged in at all times. Patron concerns should be addressed from the lowest level of authority first and then, if not satisfied, patrons should work upward to the superintendent or board level. Patrons should be directed to contact the superintendent regarding an issue only after exhausting the appropriate channels of communication.

On controversial issues, the board will have a public statement drafted by the superintendent that board members may utilize for any public comment that needs to be made. As individuals, board members should support the actions and statements of the board. It is board procedure that the entire board be polled by the president prior to any public statement being made on behalf of the board as a whole. The board president shall be the official spokesperson for the board. The superintendent may also speak publicly on behalf of the board. If any board member wishes to address a point of view before the public, it is imperative that each board member communicates that they are speaking from their own personal viewpoint versus a board viewpoint.

The board’s strategic planning process will include a plan for district public relations and marketing developed by and implemented by the administration and relevant departments.

Board Member Signatures:

Date Signed: _____

Finance/Audit Committee Commission

Statement of Purpose:

The purpose of the committee is to assist the board in discharging its responsibilities relating to financial oversight, budget, internal controls, financial policies, capital structure, and other related matters while helping to achieve the mission and vision of the Linn-Mar District. The Finance/Audit Committee shall serve a dual purpose for the district.

1. Finance Role:
 - a. Oversee the financial affairs of the district
 - b. Review and make recommendations to the board regarding district financial affairs and policies
2. Audit Role: Oversight of external and internal audit processes

Committee Composition:

The committee shall be made up of up to three members of the Board of Education, the chief financial officer/board treasurer, and the business manager/board secretary. Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge. Committee members must be capable of:

- Meeting on a quarterly basis (minimum)
- Demonstrating a willingness to learn about school finance
- Broadly understanding the fiduciary responsibility as it relates to public funds
- Objectively evaluating proposed finance related decisions
- Asking questions that are representative of the understanding of the rest of the board
- Bringing a positive, constructive attitude and well-developed emotional intelligence to work with the board
- Effectively communicating financial related matters to the broader constituency

Responsibilities:

- Monitor the district budget: 1) ensure funds are spent to accomplish strategic initiatives as described within the *Strategic Plan* and 2) ensure the district is operating in a fiscally sustainable manner
- Regularly review financial and operational metrics
- As appropriate, provide reports and guidance to the full board
- Review and recommend major district expenditures
- Ensure compliance of existing policies and/or recommend new policies as it relates to the finance and business operations of the district
- Provide analysis and guidance related to capital and debt issuances
- Analyze financial implications of any proposed or enacted legislation by local, state, or federal governments
- Confer with the independent auditor to ensure the financial affairs of the district are in order

Policy/Governance Committee Commission

Statement of Purpose:

The Board of Education for the Linn-Mar Community School District calls for the board to appoint a Policy/Governance Committee to review and enact board policy to provide broad rules and guidelines governing the school district operations, which are developed within the overall framework of state laws and regulations as well as help to achieve the mission and vision of the Linn-Mar District and to train board members in their work and the work of the district.

The expected outcome from the work of this committee will be to ensure an effective board and district by guaranteeing that the board:

- Has a current policy manual that is responsive to all federal and state laws and requirements
- Has a policy manual that is responsive to local community needs
- Has a three-year policy manual review cycle
- Has a board learning agenda
- Communicates policy changes to the broader constituency
- Systematically engages in policy setting, enforcement, and execution

Committee Composition:

The committee shall be made up of up to three members of the Board of Education (to be appointed at the annual organizational meeting): the board secretary, district superintendent, and staffed by a member of the executive office. Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge. Committee members must be capable of:

- Meeting on a quarterly basis (minimum)
- Objectively evaluating proposed policy changes
- Identifying, cultivating, and brainstorming avenues of policy development
- Bringing a positive, constructive attitude and well-developed emotional intelligence to work with the board
- Demonstrating an eagerness to become an expert in high-impact governance
- Assuming responsibility for developing the board

Commission:

The committee is commissioned to develop the board by focusing on:

- Policy:
 - Policy Setting (Governance):
 - Lead the board in regularly reviewing and updating the *Board Policy Manual*
 - Help initiate policy design
 - Policy Management (Stewardship):
 - Help manage policy library
 - Maintain policy history
 - Policy Enforcement and Execution (Operational Implementation):
 - Conduct policy performance review and audit
- Board Learning:
 - Create and maintain board learning plan
 - Survey individual board member needs
 - Stay abreast of staff learning plan and district strategic efforts related to staff development

- Knowledge:
 - Design and oversee a process of board orientation to include providing information prior to election as a board member and, when needed, during the first cycle of board activity for new board members.
 - Design and implement an ongoing program of board information and education.
- Effectiveness:
 - Lead the periodic assessment of the board's performance. Propose, as appropriate, changes in board structure, roles, and responsibilities.
 - Provide ongoing counsel to the board president and other board members on steps to take to enhance board effectiveness.
 - Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, etc., and suggest improvements as needed.
 - Periodically review and update the board's policies and practices.
 - Conduct meeting analysis on an as needed basis.

Career and Technical Education Advisory Committee Commission

Statement of Purpose:

The Board of Education for the Linn-Mar Community School District calls for the board to appoint a Career and Technical Education Advisory Committee to make recommendations to the board in the areas of career and technical education (CTE). The expected outcome of this committee will be to ensure that students are exposed to a well-rounded experience in the career and technical education fields as well as help to achieve the mission and vision of the Linn-Mar District.

Committee Composition:

The advisory committee shall consist of members representing parents, teachers, administrators, and representatives from the community which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.

Commission:

The committee is commissioned to:

1. Receive updates from administration and teaching staff in regard to the Linn-Mar Career and Technical Education programs
2. Discuss and explore the current programs, as well as look at potential enhancements and changes to the curriculum and course offerings
3. Align and implement initiatives from the state and federal levels
4. Assess progress toward strategic initiatives as outlined in the *Strategic Plan*
5. Assess progress at the department, programmatic, and student level and make recommendations for future growth opportunities
6. Report areas of strength and continued areas of focus, as appropriate, to the Board of Education and community
7. Utilize the expertise of the counseling department in order to better facilitate student Pathways to Success within the CTE framework
8. Work with community partners (MEDCO, Marion Chamber of Commerce, City of Marion, Kirkwood Community College, Marion Independent School District, Iowa BIG, etc.) to provide comprehensive and coordinated opportunities for Linn-Mar students to experience and pursue future Pathways to Success within the CTE framework

School Improvement Advisory Committee Commission

Statement of Purpose:

The Code of Iowa (280.12) calls for the board to appoint a School Improvement Advisory Committee (SIAC) to make recommendations to the board. This committee is charged to make recommendations to the board in several areas based on analysis of the needs assessment data. The board will use these recommendations to adopt annual improvement goals that will help to achieve the mission and vision of the Linn-Mar District.

Committee Composition:

The advisory committee shall consist of members representing students, parents, teachers, administrators, and representatives from the community which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability (280.12(1)). Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge.

Commission:

The committee is commissioned to make recommendations to the board to help determine the following:

1. Major educational needs
2. Student learning goals
3. Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement
4. Desired levels of student performance
5. Progress toward meeting the goals set out in paragraphs “b” through “d” as referenced in the Iowa Code
6. Harassment or bullying prevention goals, programs, training, and other initiatives (280.12(2))

In addition, the board shall consider recommendations from the School Improvement Advisory Committee to infuse character education into the educational program (280.12(3)).

At least annually, the School Improvement Advisory Committee shall also make recommendations to the board with regard to, but not limited to, the following:

1. Progress achieved with the annual improvement goals for the state indicators that address reading, mathematics, and science;
2. Progress achieved with other locally determined core indicators; and
3. Annual improvement goals for the state indicators that address reading, mathematics, and science achievement.



100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education regular meeting was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: Isenberg, Lausen, Nelson, Wall, Weaver, AbouAssaly, and Anderson.

200: Adoption of the Agenda *Motion 025-09-10*

Motion by AbouAssaly to adopt the agenda as presented, second by Wall. Voice vote, all ayes. Motion carried.

300: Audience Communications

400: Informational Reports:

401: Facilities Advisory Committee

Superintendent Bisgard reported that the August 28th Facilities Advisory Committee discussion focused on the bond informational meeting held at Bowman Woods, satellite voting, and final communications pertaining to the bond. There were approximately 750 votes placed during the September 7th satellite voting event at the Stadium.

402: Marion City Council – September 6th

Lausen reported that during the September 6th Marion City Council meeting it was announced Council Member Kim Etzel resigned her position and the rezoning of property between Alburnett Road and Irish Drive north of Tower Terrace Road was approved. It was also shared that the event on human trafficking hosted by the City at Linn-Mar High School had approximately 600 people in attendance.

403: Early Separation Update

Chief Officer of Human Resources Karla Christian reviewed the procedures for early separation. All employees eligible for early separation will receive written and electronic notification of their eligibility on September 17th and the HR office will offer two informational meetings on early separation the week of September 24th. Eligible employees will then have from 7:00 AM on October 9th through 4:30 PM on October 12th to submit their electronic letter of intent. Letters of intent will be logged based on date and time stamp when received. Employees that submit letters of intent will then be notified of their package benefits by the HR office and will have until 4:30 PM on January 12th to accept or decline. The board previously approved offering 15 early separation packages that are paid via the management fund levy; which is a property tax levy.

404: Iowa Association of School Boards Conference

Nelson reviewed a packet of information provided to board members pertaining to the November IASB annual conference. It was requested that board members complete their sign-up sheets and return them to the superintendent's office by October 1st.

405: Board Operations Manual – Exhibit 405.1

Nelson requested board members look through the Board Operations Manual and be prepared to discuss necessary updates and board focus points at the September 24th work session. The manual will be approved and signed by board members during the annual meeting on September 24th.

500: Unfinished Business

600: New Business

601: Open Enrollment Requests **Motion 026-09-10**

Motion by AbouAssaly to approve the open enrollment requests as presented, second by Weaver. Superintendent Bisgard clarified that even though OEs into the district are not being accepted at this time due to space issues, the two for the Webber family were being recommended for approval as the family is already in the process of closing on a home in the district. Voice vote, all ayes. Motion carried.

Approved In

Name	Grade	Resident District	Reason
Webber, Kaiden	1 st	Cedar Rapids CSD	Good cause
Webber, Kamrin	5 th	Cedar Rapids CSD	Good cause
Sutariya, Palash	K	Cedar Rapids CSD	On time
Toro, Kevin	K	Tipton CSD	On time

Approved Out

Name	Grade	Requested District	Reason
Bennett, Alyssa	9 th	Clayton Ridge CSD	Good cause
Holub, Katelyn	9 th	Clayton Ridge CSD	Good cause
Larson, Connor	11 th	Clayton Ridge CSD	Good cause

Denied In

Name	Grade	Resident District	Reason
Toro, Danieliz	1 st	Tipton CSD	Insufficient space

700: Consent Agenda

701: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Anderson, Tara	AC: Academic Aquatic Instructor	8/29/18	\$15.00/hour
Bjork, Dawn	OR: Student Support Associate	9/7/18	LMSEAA II, Step 6
Bries, Wendy	NS: Wilkins General Help	8/17/18	Step 1
Crawford, Haley	OR: Student Support Associate	9/4/18	LMSEAA II, Step 6
Horak, Jeffrey	O&M: Athletic Grounds/Facilities Coordinator	8/28/18	SEIU C1, Step 1
Kehoe, Gitana	NS: High School General Help from Part-Time to Full-Time	9/17/18	SEIU A, Step 2
Mohwinkle, Karen	NS: Indian Creek Cashier/General Help	8/28/18	Step 1
Petersen, Shiela	NS: Excelsior General help from 3.5 to 3.75 hrs/day	9/4/18	Same
Simmons, Rhonda	OR: Student Support Associate	8/24/18	LMSEAA II, Step 9

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Cihla, Beatrice	NS: Excelsior General Help	8/28/18	Personal
Lage, Marianna	HS: Full-Time General Help	9/18/18	Other Employment
Theisen, Lyle	AC: Academic Aquatic Instructor	8/28/18	Personal

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Wetrich, Joseph	HS: Auditorium/Little Theater Manager	8/24/18	\$2,130

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Merritt, Adam	OR: Assistant Boys Track Coach	9/4/18	Personal
Sentman, Thad	HS: Auditorium/Little Theater Manager	8/17/18	Personal

702: Approval of August 27th Minutes – Exhibit 702.1

703: Approval of Bills – Exhibit 703.1

704: Approval of Contracts – Exhibits 704.1-13

1. Non-commercial licensing agreement with Rob Oberbroeckling, Head Coach of LM Lightning
2. Non-commercial licensing agreement with Kristi Whitham, Manager of LM Pride 7th grade boys basketball team
3. Engagement agreement with Park Avenue Artists
4. Independent contractor agreement with Allen Chapman
5. Independent contractor agreement with Paul Brizzi
6. Independent contractor agreement with Barry Dvorak
7. Independent contractor agreement with Jim Gosnell
8. Independent contractor agreement with Pat Kearney
9. Independent contractor agreement with Brad Lampe
10. Independent contractor agreement with Dave Newport
11. Independent contractor agreement with Steve Shanley
12. Independent contractor agreement with Vanessa Terrell
13. Access agreement with Terracon

705: Fundraisers – Exhibit 705.1

706: Approval of the Consent Agenda **Motion 027-09-10**

Motion by Wall to approve the consent agenda as presented, second by Weaver. It was clarified that the funding for the Park Avenue Artists agreement was raised via fundraisers and private donations over the last year. Voice vote, all ayes. Motion carried.

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications

Board members thanked those involved in promoting the bond vote, feedback received from constituents, and shared that all votes are important and necessary.

802: Board Calendar

Date	Time	Event	Location
September 19	5:00 PM	Iowa BIG Advisory Board	Iowa BIG @ NewBo
September 20	7:30 AM	Finance/Audit Committee	LRC Room 203
September 20	5:30 PM	Marion City Council (<i>AbouAssaly</i>)	City Hall
September 24	5:00 PM 7:00 PM	Board Work Session Board Annual Meeting	LRC Boardroom
September 26	11:30 AM	Policy/Governance Committee	Superintendent's Conf Rm
September 28	7:30 AM	Board Visit	Novak Elementary

Date	Time	Event	Location
October 4	5:30 PM	Marion City Council (<i>Weaver</i>)	City Hall
October 8	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
October 10	3:45 PM	Career & Technical Education Advisory	LRC Boardroom
October 12	11:30 AM	Board Visit	Indian Creek Elementary
October 13	8:30 AM	Coffee & Conversation (<i>Isenberg & Lausen</i>)	Oak Ridge Middle School
October 18	7:30 AM	Finance/Audit Committee	LRC Room 203
October 18	5:30 PM	Marion City Council (<i>Nelson</i>)	City Hall
October 22	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
October 24	11:30 AM	Marion Chamber of Commerce Annual Meeting	CR Marriott
October 25	All Day	America Reads Day	District-wide

803: Committees/Advisories

Committees/Advisories	Board/Administrative Participants
Finance/Audit Committee	Bisgard, J. Anderson, AbouAssaly, Lausen, Wall
Policy/Governance Committee	Bisgard, J. Anderson, B. Anderson, Isenberg, Weaver
Career & Technical Education Advisory Committee	Wear, Wall
School Improvement Advisory Committee	Wear, AbouAssaly
Community Collaboration Advisory Committee	Bisgard, Nelson
Iowa BIG Advisory Board	Bisgard, Isenberg
Facilities Advisory Committee	Bisgard, Nelson, AbouAssaly

900: Adjournment *Motion 028-09-10*

Motion by Weaver to adjourn the regular meeting at 5:50 PM, second by Anderson. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 09/07/2018 - 09/20/2018

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
Fund: Aquatic Center		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$4,673.06
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$92.12
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$393.91
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$92.12
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$393.91
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$569.51
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$537.48
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$806.65
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$10.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$18.85
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$854.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$77.91
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$237.16
Fund Total:		\$8,759.68
Fund: GENERAL		
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$68.46
ACTERRA GROUP	REPAIR/MAINT SERVICE	\$1,399.76
ADVANCE AUTO PARTS	MAINTENANCE SUPPLIES	\$31.50
ADVANCE AUTO PARTS	TRANSP. PARTS	\$603.58
ADVANTAGE	GENERAL SUPPLIES	\$128.11
AGVANTAGE FS	GASOLINE	\$953.25
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$1,678.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$409.60
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$224.07
AKERS KYLE	OFFICIAL/JUDGE	\$62.00
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$110.18
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$3.67
ALLIANT ENERGY	ELECTRICITY	\$9,305.66
ALLIED GLASS PRODUCTS INC	REPAIR PARTS	\$24.00
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$735.70
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$770.55
ANCHOR FRAME & AXLE	VEHICLE REPAIR	\$1,511.08
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$73.54
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$470.96
ASIFLEX	OTHER PROFESSIONAL	\$737.75
ASTA	INSTRUCTIONAL SUPPLIES	\$116.00
ATWATER SUE	TRAVEL	\$107.17
AUTOZONE STORES, INC	TRANSP. PARTS	\$19.98
BARANOWSKI BRIANNA	TRAVEL	\$6.40
BARTA BOB	OFFICIAL/JUDGE	\$50.00
BAUER BUILT	TIRES AND TUBES	\$520.56
BIO CORPORATION	INSTRUCTIONAL SUPPLIES	\$848.77
BISGARD SHANNON	TRAVEL	\$222.30

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 09/07/2018 - 09/20/2018

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
BRADFIELD'S COMPUTER SUPPLY	INSTRUCTIONAL SUPPLIES	\$1,184.00
BRAY MELISSA	TRAVEL	\$37.83
BRIZZI PAUL	INSTRUCTIONAL SUPPLIES	\$433.60
BROWN PHILIP	TRAVEL	\$1.64
BUCHHOLZ CHAD	TRAVEL	\$232.05
BURDT SAM	OFFICIAL/JUDGE	\$62.00
BURGESS GAYLA	TRAVEL	\$20.44
BUTIKOFER DONNA	OFFICIAL/JUDGE	\$60.00
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$120.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$720.00
CALCARA MARILYN	TRAVEL	\$16.77
CARROLL CONSTRUCTION SUPPLY	REPAIR PARTS	\$306.82
CEDAR RAPIDS TIRE	VEHICLE REPAIR	\$520.30
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$863.49
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,508.20
CENTURYLINK	TELEPHONE	\$708.17
CIATTARIOUS BARNHGAY	MISC REVENUE	\$27.00
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$399.03
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$849.31
CITY OF MARION	OTHER PROFESSIONAL	\$650.00
CITY OF MARION.	OTHER PROFESSIONAL	\$131.58
CITY OF ROBINS	WATER/SEWER	\$509.85
CLARK SECURITY PRODUCTS INC	MAINTENANCE SUPPLIES	\$162.35
COLLECTION	EE LIAB-GARNISHMENTS	\$3,769.86
COMMUNICATIONS ENGINEERING CO	RADIOS	\$84.46
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
COMMUSA	REPAIR PARTS	\$1,184.69
COOKSLEY DAWN	TRAVEL	\$21.06
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,771.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$100.40
CRESCENT ELECTRIC	ELECTRICAL SUPPLY	\$1,907.59
CROELL REDI-MIX INC	GROUNDS UPKEEP	\$535.00
CULLIGAN	GENERAL SUPPLIES	\$465.75
D & K PRODUCTS	GROUNDS UPKEEP	\$325.38
DAVID KARL NEWPORT	INSTRUCTIONAL SUPPLIES	\$401.23
DEKE SONNY	OFFICIAL/JUDGE	\$120.00
DEMCO	LIBRARY BOOKS	\$488.28
DENNIS COMPANY	REPAIR PARTS	\$384.68
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$2,640.00
DON JOHNSTON INCORPORATED	INSTRUCTIONAL SUPPLIES	\$1,620.00
DORR MARK	INSTRUCTIONAL SUPPLIES	\$75.00
DOUG ELSBURY	PROF SERV: EDUCATION	\$250.00
DVORAK JOHN	OFFICIAL/JUDGE	\$50.00
DVORAK, BARRY	INSTRUCTIONAL SUPPLIES	\$388.28
EMSLRC	INSTRUCTIONAL SUPPLIES	\$8.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 09/07/2018 - 09/20/2018

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$104.63
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,823,602.82
FASSELLUS CASEY	TRAVEL	\$3.98
FINK KEVIN	OFFICIAL/JUDGE	\$50.00
FIRST	INSTRUCTIONAL SUPPLIES	\$935.85
FOLLETT SCHOOL SOLUTIONS, INC	TEXTBOOKS	\$16,278.05
FONTENOT JOSEPH	OFFICIAL/JUDGE	\$124.00
FRIDAY MATT	OFFICIAL/JUDGE	\$124.00
FRY KEVIN	TRAVEL	\$12.09
GOERDT ROB	OFFICIAL/JUDGE	\$62.00
GOODHEART WILCOX PUBLISHER	TEXTBOOKS	\$2,596.39
GOSNELL JIM	INSTRUCTIONAL SUPPLIES	\$436.64
GRAINGER	MAINTENANCE SUPPLIES	\$500.62
GRANT WOOD AEA	COMPUTER SOFTWARE	\$60,170.40
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$75.00
HALLSTED STACY	INSTRUCTIONAL SUPPLIES	\$86.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$28,393.60
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$490.00
HARRINGTON, CARMEN	INSTRUCTIONAL SUPPLIES	\$36.25
HARTWIG RON	OFFICIAL/JUDGE	\$62.00
HARTWIG VIVIAN	OFFICIAL/JUDGE	\$100.00
HAYES ELIZABETH	TRAVEL	\$48.98
HICKS KRISTI	TRAVEL	\$12.09
HOGLUND BUS CO. INC	TRANSP. PARTS	\$63.84
HOTSY CLEANING SYSTEMS	REPAIR/MAINT SERVICE	\$181.16
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$1,500.00
HP INC	COMP/TECH HARDWARE	\$195.00
HP INC	EQUIPMENT >\$1999	\$106,908.00
HUK RUBBER STAMP CO.	INSTRUCTIONAL SUPPLIES	\$29.95
HY-VEE FOOD STORE-8555	GENERAL SUPPLIES	\$29.24
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$51.54
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$117.85
IACTE	INSTRUCTIONAL SUPPLIES	\$220.00
IASCO-TESCP	INSTRUCTIONAL SUPPLIES	\$169.27
IMON COMMUNICATIONS LLC	TELEPHONE	\$7,752.60
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$58,303.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$248,650.13
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$58,303.75
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$248,650.13
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$352,255.35
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$386.70
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$787.65
IOWA DEPT. OF INSPECTIONS & APPEALS	DUES AND FEES	\$150.00
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$1,135.00
IOWA PRISON INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$5,321.40

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 09/07/2018 - 09/20/2018

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$282,141.46
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$423,436.31
IOWA SAFE SCHOOLS	DUES AND FEES	\$105.00
IOWA SHARES	EE LIAB-CHARITY	\$28.00
IPEVO INC.	COMP/TECH HARDWARE	\$396.00
IPEVO INC.	INSTRUCTIONAL SUPPLIES	\$594.00
ISFIS	OTHER PROFESSIONAL	\$2,412.00
ISPRA	DUES AND FEES	\$50.00
JERACH TOOL SUPPLY	SHOP TOOLS/EQUIPMENT	\$224.99
JM CROZIER CONSULTING	OTHER PROFESSIONAL	\$750.00
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$5,728.63
KAMIN RAY OR BETH	TRANSP PARENT REIMB	\$855.51
KEARNEY, PATRICK	INSTRUCTIONAL SUPPLIES	\$448.42
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$230.00
KOENEN KARLA	TRAVEL	\$50.23
KRETSCHMAR KELLY	TRAVEL	\$113.10
KUSTES HANNAH	TXTBK RENTAL PS	\$60.00
LAMPE BRADLEY	INSTRUCTIONAL SUPPLIES	\$484.30
LANE TODD	TRAVEL	\$5.23
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$326.36
LINN COUNTY REC	ELECTRICITY	\$22,785.00
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$211.05
LINN-MAR NUTRITION SERVICES	GENERAL SUPPLIES	\$45.00
LYNCH FORD	VEHICLE REPAIR	\$668.31
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,895.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$12,543.99
MAILING SERVICES INC	GENERAL SUPPLIES	\$471.88
MARION IRON CO.	MAINTENANCE SUPPLIES	\$200.00
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$2,288.22
MARION JANITORIAL SUPPLY CO	SHOP TOOLS/EQUIPMENT	\$81.09
MARION TIMES	ADVERTISING	\$1,469.62
MEDCO	DUES AND FEES	\$1,000.00
MEDCO SUPPLY	INSTRUCTIONAL SUPPLIES	\$52.38
MENARDS -13127	GENERAL SUPPLIES	\$148.07
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$105.88
MERCY EAP SERVICES	PROF SERV: EDUCATION	\$150.00
MERCYCARE COMMUNITY PHYSICIANS	OTHER PROFESSIONAL	\$2,746.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$17,933.49
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$450,444.67
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$20,831.61
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$26,680.00
MIDWAY OUTDOOR EQUIPMENT INC	MAINTENANCE SUPPLIES	\$42.60
MIDWEST ALARM SERVICES	OTHER PROFESSIONAL	\$691.12
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$2,279.88
MIDWEST COMPUTER PRODUCTS	EQUIPMENT >\$1999	(\$77.25)

Linn-Mar Community School District

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Vendor Name	Description	Check Total
MIDWEST LAMP RECYCLING INC	OTHER PROFESSIONAL	\$1,244.48
MIDWEST WHEEL	TRANSP. PARTS	\$745.60
MONTICELLO SPORTS	GROUNDS UPKEEP	\$42.00
MYSAK TRANSMISSION	VEHICLE REPAIR	\$1,474.77
N2Y INC.	INSTRUCTIONAL SUPPLIES	\$502.95
NASCO	INSTRUCTIONAL SUPPLIES	\$186.26
OBERBROECKLING TINA	TRAVEL	\$30.03
OFFICE EXPRESS	GENERAL SUPPLIES	\$1,122.86
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$26,641.99
ORIENTAL TRADING CO	INSTRUCTIONAL SUPPLIES	\$118.37
ORKIN PEST CONTROL	Pest Control	\$425.00
PAASCH ANDIE	TRAVEL	\$33.54
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$234.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$1,223.77
PERFECTION LEARNING CORPORATION	INSTRUCTIONAL SUPPLIES	\$526.24
PERFORMANCE THERAPIES, P.C.	INSTRUCTIONAL SUPPLIES	\$1,911.00
PHEAA	EE LIAB-GARNISHMENTS	\$526.88
PITNEY BOWES	POSTAGE/UPS	\$1,542.00
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$1,833.20
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$398.02
Polk County Sheriff	EE LIAB-GARNISHMENTS	\$1,784.62
POOL TECH, A WGHK INC, COMPANY	MAINTENANCE SUPPLIES	\$90.00
PREMIERE CREDIT OF NORTH AMERICA LLC	EE LIAB-GARNISHMENTS	\$358.47
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$1,637.69
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$1,458.40
RAMOS JERI	TRAVEL	\$113.88
READ BOB	TRAVEL	\$107.25
READ NATURALLY	INSTRUCTIONAL SUPPLIES	\$1,909.00
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$4.84
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$618.23
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$65.21
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$424.32
RONALD BENJAMIN ROYBAL	PROF SERV: EDUCATION	\$11,500.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$256.20
RYAN KEVIN	TRAVEL	\$26.60
SADLER POWER TRAIN	TRANSP. PARTS	\$431.96
SCHLEGEL MATTHEW	OFFICIAL/JUDGE	\$70.00
SCHLEGEL SCOTT	OFFICIAL/JUDGE	\$70.00
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$4,143.39
SCHRADER KEVIN	OFFICIAL/JUDGE	\$62.00
SCHULTZ STRINGS INC	EQUIPMENT REPAIR	\$305.80
SERVICEMASTER FIVE SEASONS JANITORIAL	OTHER PROFESSIONAL	\$292.16
SHANLEY STEVE	INSTRUCTIONAL SUPPLIES	\$342.34
SHARON K. GONZALEZ,	TAXES AND ASSESSMENT	\$3,340.00
SHEET MUSIC PLUS	INSTRUCTIONAL SUPPLIES	\$149.58

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Vendor Name	Description	Check Total
SOCIETY FOR HUMAN RESOURCE MGMT	DUES AND FEES	\$189.00
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$2,731.25
STANDARD BEARINGS	MAINTENANCE SUPPLIES	\$161.88
STATE HYGIENIC LABORATORY	CHEMICALS	\$13.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,687.35
SWANK MOTION PICTURES, INC	INSTRUCTIONAL SUPPLIES	\$912.00
SWANK MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$671.00
TEXTBOOK WAREHOUSE	INSTRUCTIONAL SUPPLIES	\$194.00
TFD UNLIMITED LLC	INSTRUCTIONAL SUPPLIES	\$275.00
THERAPY SHOPPE INC	INSTRUCTIONAL SUPPLIES	\$37.47
THOMAS DANIEL	OFFICIAL/JUDGE	\$62.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$420.97
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$1,104.09
TIME FOR KIDS	INSTRUCTIONAL SUPPLIES	\$123.75
TOTAL SCAPES, INC	RENTALS EQUIPMENT	\$425.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$192,233.93
U.S. CELLULAR	TELEPHONE	\$653.47
U.S. CELLULAR CENTER	GENERAL SUPPLIES	\$2,500.00
UNITED REFRIGERATION	REPAIR PARTS	\$63.80
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$799.25
UNITYPOINT HEALTH	PROF SERV: EDUCATION	\$8,016.63
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$791.89
VAN METER CO	ELECTRICAL SUPPLY	\$1,633.77
VANESSA TERRELL	INSTRUCTIONAL SUPPLIES	\$342.34
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$59,047.16
VOYAGER SOPRIS LEARNING	INSTRUCTIONAL SUPPLIES	\$219.89
WALMART	GENERAL SUPPLIES	\$1,322.37
WALMART	INSTRUCTIONAL SUPPLIES	\$215.39
WALSH DOOR & HARDWARE	REPAIR PARTS	\$689.00
WEAR NATHAN	TRAVEL	\$13.65
WENDLING QUARRIES	GROUNDS UPKEEP	\$203.31
WEST MUSIC CO	EQUIPMENT REPAIR	\$111.50
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$5,036.62
ZANER BLOSER	INSTRUCTIONAL SUPPLIES	\$379.29
Fund Total:		\$5,715,518.46
Fund: LOCAL OPT SALES TAX		
HP INC	COMP/TECH HARDWARE	\$98,452.00
OPN ARCHITECTS, INC.	ARCHITECT	\$3,161.25
Fund Total:		\$101,613.25
Fund: MANAGEMENT LEVY		
TRUENORTH COMPANIES, LC	WORKERS COMP	\$116,147.00
Fund Total:		\$116,147.00
Fund: NUTRITION SERVICES		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$7,448.97

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Vendor Name	Description	Check Total
BOWERS DEBI	UNEARNED REVENUE	\$15.06
COLLECTION	EE LIAB-GARNISHMENTS	\$218.40
EARTHGRAINS	PURCHASE FOOD	\$1,613.04
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$43,031.19
HUMITECH OF IOWA INC	GENERAL SUPPLIES	\$120.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$859.08
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,673.31
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$859.08
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,673.31
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,456.32
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$4,898.41
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$7,351.52
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$152.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$197.22
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$359.44
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$10,104.58
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$650.77
OFFICE EXPRESS	GENERAL SUPPLIES	\$72.17
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$64.20
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,892.74
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$71.22
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$390.00
Fund Total:		\$91,172.53
Fund: PHY PLANT & EQ LEVY		
D.B. ACOUSTICS INC	BLDG. CONST SUPPLIES	\$1,175.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
HALVORSON BUILDING SOLUTIONS	BLDG. CONST SUPPLIES	\$542.90
OPN ARCHITECTS, INC.	ARCHITECT	\$2,215.39
OVERHEAD DOOR CO	BLDG. CONST SUPPLIES	\$2,295.00
SCHOOL SPECIALTY INC	EQUIPMENT >\$1999	\$2,095.02
TODAY'S CLASSROOM LLC	EQUIPMENT >\$1999	\$1,311.32
VALUE INSPIRED PRODUCTS/SERVICES	BLDG. CONST SUPPLIES	\$4,480.00
WALSH DOOR & HARDWARE	BLDG. CONST SUPPLIES	\$11,737.01
Fund Total:		\$30,376.64
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,599.59
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$31.38
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$134.18
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$31.38
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$134.18
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$166.89
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$159.96
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$240.06
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$7.00

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Vendor Name	Description	Check Total
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$24.09
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$437.16
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$19.47
RESTORE-ALL	GROUNDS UPKEEP	\$13,405.92
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$89.75
Fund Total:		\$16,483.51

Fund: STUDENT ACTIVITY

AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$34.40
ALBURNETT COMMUNITY SCHOOLS	DUES AND FEES	\$45.00
ANDERSON'S	INSTRUCTIONAL SUPPLIES	\$595.06
ANNA-LISA GRANT	TRAVEL	\$200.00
BARBER BRANDI	OFFICIAL/JUDGE	\$70.00
BLOCKLINGER RONNIE	OFFICIAL/JUDGE	\$57.50
BONWELL MIKE	OFFICIAL/JUDGE	\$45.00
BROWN DAVID	TRAVEL	\$54.60
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$8,461.00
BUCHHEIT, SEAN	OFFICIAL/JUDGE	\$95.00
BUCKLEY KELLY	TRAVEL	\$200.00
BURRELL NICHOLE	TRAVEL	\$200.00
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$216.95
CEDAR RAPIDS CORVETTE CLUB	INSTRUCTIONAL SUPPLIES	\$120.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$300.00
CENTER POINT-URBANA HIGH SCHOOL	DUES AND FEES	\$80.00
CHANG MEILAN	TRAVEL	\$200.00
CLARK JAMARCO	OFFICIAL/JUDGE	\$45.00
CLARK RANDY	OFFICIAL/JUDGE	\$123.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$3,417.06
CRAWFORD GREG	OFFICIAL/JUDGE	\$50.00
DAVID J. PHILIPP	OFFICIAL/JUDGE	\$144.20
DAVIES GREGORY	OFFICIAL/JUDGE	\$95.00
DERLEIN SCALE INC	INSTRUCTIONAL SUPPLIES	\$105.00
DEWALL MIKE	OFFICIAL/JUDGE	\$95.00
DOBEL CHRIS	OFFICIAL/JUDGE	\$95.00
DRAMATISTS PLAY SERVICE	INSTRUCTIONAL SUPPLIES	\$308.70
DVORAK JOHN	OFFICIAL/JUDGE	\$70.00
EDWARDS, MATTHEW	OFFICIAL/JUDGE	\$55.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,409.58
FASCHING SARA	OFFICIAL/JUDGE	\$100.00
FEDERER MICHAEL	OFFICIAL/JUDGE	\$249.60
FORT DODGE COMMUNITY SCHOOL DISTRICT	DUES AND FEES	\$125.00
FRIDAY MATT	OFFICIAL/JUDGE	\$57.50
FRITZ SCOTT	OFFICIAL/JUDGE	\$55.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$1,282.89
GARMENT DESIGN	STUDENT FEES	\$518.50
GLOE CARL	OFFICIAL/JUDGE	\$265.00

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Vendor Name	Description	Check Total
GROSH SCENIC RENTALS INC	INSTRUCTIONAL SUPPLIES	\$535.78
GUTKNECHT MARK	OFFICIAL/JUDGE	\$100.00
HAARS COREY	OFFICIAL/JUDGE	\$50.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$115.00
HALLSTED STACY	INSTRUCTIONAL SUPPLIES	\$72.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$225.00
HOYT BOB	OFFICIAL/JUDGE	\$100.00
HUDI	INSTRUCTIONAL SUPPLIES	\$300.00
HUNTERS RIDGE GOLF COURSE	DUES AND FEES	\$1,500.00
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$583.74
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$172.33
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$40.32
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$172.36
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$40.32
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$172.36
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$88.71
IOWA CHEERLEADING COACHES ASSOC.	INSTRUCTIONAL SUPPLIES	\$745.00
IOWA CITY LIBERTY HIGH SCHOOL	DUES AND FEES	\$330.00
IOWA DIRECT EQUIP & APPRAISAL	INSTRUCTIONAL SUPPLIES	\$1,535.00
IOWA HIGH SCHOOL SPEECH ASSOC	DUES AND FEES	\$285.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$110.45
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$165.77
IOWA SCIENCE OLYMPIAD	DUES AND FEES	\$100.00
JASPERS JACK	OFFICIAL/JUDGE	\$45.00
JOHNSON BRADLEY DAVID	OFFICIAL/JUDGE	\$57.50
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$2,197.26
KEITH ZIEGLER	OFFICIAL/JUDGE	\$70.00
KREMER SCOTT	OFFICIAL/JUDGE	\$204.60
LISTON CHUCK	OFFICIAL/JUDGE	\$100.00
LOESCH STEVE	OFFICIAL/JUDGE	\$65.00
LYMAN WILLIAM	INSTRUCTIONAL SUPPLIES	\$70.00
MANGIN IZABELA	TRAVEL	\$200.00
MANN CHERYL	TRAVEL	\$200.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$0.06
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$6,367.47
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$300.00
NELSON TODD	OFFICIAL/JUDGE	\$57.50
NOBLE ROBERT	OFFICIAL/JUDGE	\$57.50
NORRIS CALVIN	OFFICIAL/JUDGE	\$45.00
O'KEEFE NICKI	OFFICIAL/JUDGE	\$200.00
OLBERDING NANCY	OFFICIAL/JUDGE	\$65.00
PACKINGHAM JIM	OFFICIAL/JUDGE	\$55.00
PATIK KIM	OFFICIAL/JUDGE	\$318.40
PERMA-BOUND BOOKS	INSTRUCTIONAL SUPPLIES	\$247.70
RHINE DANIEL	OFFICIAL/JUDGE	\$200.00

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Vendor Name	Description	Check Total
ROOTS IN BLOOM	INSTRUCTIONAL SUPPLIES	\$139.10
SAM GIPPLE	OFFICIAL/JUDGE	\$50.00
SEFRIDGE SALLIE	TRAVEL	\$200.00
SEVERSON DAVE	OFFICIAL/JUDGE	\$108.80
SHAWN THOMSEN	OFFICIAL/JUDGE	\$340.00
STERN, INK	INSTRUCTIONAL SUPPLIES	\$340.00
SWAN RICK	OFFICIAL/JUDGE	\$55.00
THEODORE ROOSEVELT HIGH SCHOOL	DUES AND FEES	\$260.00
THOMA DAVID	OFFICIAL/JUDGE	\$150.00
TOFANELLI LORI	TRAVEL	\$200.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$65.40
TURNING TECHNOLOGIES, LLC	DUES AND FEES	\$398.00
UNIVERSITY OF IOWA	INSTRUCTIONAL SUPPLIES	\$500.00
VARSITY SPIRIT	INSTRUCTIONAL SUPPLIES	\$575.10
VIBRATIONS PRO DJs & PHOTOBOOTH	INSTRUCTIONAL SUPPLIES	\$400.00
WALMART	INSTRUCTIONAL SUPPLIES	\$80.58
Fund Total:		\$43,164.65
Fund: Student Store		
CUTTING EDGE GRAPHICS, INC	GENERAL SUPPLIES	\$614.00
IMS BRANDED SOLUTIONS/VELOCITY GRAPHIX	GENERAL SUPPLIES	\$323.69
Fund Total:		\$937.69
Grand Total:		\$6,124,173.41

End of Report

2018 BSN PRECEPTOR AGREEMENT

This document represents an agreement between you as a health care provider and Allen College for your participation as a preceptor.

The student experience may be observational, involve project development, or provision of direct care, teaching, leadership and/or research. The student may not assume primary responsibility for patient care, though may assist under your supervision. The student is expected to assume responsibility for accomplishing the goals and objectives of the course, adhere to agency policies, and assume all costs for the experience. Please refer to the preceptor manual for your reference in facilitating the learning experience for the student.

All students complete a physical examination, 10-panel drug screen and a criminal background and abuse check. Each student shall have had a tuberculin test and CPR verification. Each student shall have documentation of current immunizations as recommended by the Center for Disease Control including: influenza, MMR, varicella and Tdap. Hepatitis B is offered to students but may be declined. Allen College assumes responsibility for accidents and OSHA and HIPAA educational requirements occurring during clinical experiences.

The preceptor may request the College to withdraw from the agency any student whose clinical practice, conduct, or health may have a detrimental effect on patients or personnel, and/or reserves the right not to accept any student who has previously been discharged by said preceptor or agency. Should you determine that this student may not participate at your agency, please notify our office at (319) 226-2517.

This Preceptor Agreement coincides with the existing Memorandum of Agreement between your agency and Allen College.

This agreement will be effective August 20 – December 31, 2018 for Jenna Rott Shiley in NU450 Community & Public Health Nursing for the Fall 2018 semester.

Approved for Allen College:

Approved:



Dr. Kendra Williams-Perz
Interim Provost

Signature

Printed Name

Linn-Mar School District

License # / State/ Expiration Date

9/7/18

Date

Date

PLEASE RETURN TO:

Carla Luck

Carla.Luck@allencollege.edu

Phone: (319) 226-2517 Fax (319) 226-2051

Logged

Emailed

Scanned



Department of Natural Resources
GRANT AGREEMENT- TREES FOR KIDS GRANTS PROGRAM

GRANTEE: **Linn Mar Community Schools**

PROJECT CONTACT: **Jamie Johnson**

GRANT AWARD: **\$3,375.00**

DNR CONTACT/PHONE#: **Gabriele Edwards**, Program Coordinator, (515) 725-8456

1. **PARTIES/AUTHORITY.** The parties to this Trees for Kids (Grant Agreement) are the Iowa Department of Natural Resources, an agency of the State of Iowa (the Department), and Linn Mar Community Schools. The parties make this Grant Agreement under the authority of Iowa Code section 456A.24(7).
2. **PURPOSE.** The purpose of this Grant Agreement is to enable the Department and/or its partners to provide hands-on education to youth, expand the urban tree canopy, and improve species diversity through planting trees on school grounds and other public places.
3. **GENERAL DESCRIPTION OF PROJECT.** This Grant Agreement is for the project described in the project proposal, except for the exemptions identified later in this provision, and summarized as the following:

The objective of the project is to provide hands-on opportunities for youth to plant and care for landscape trees on school grounds and other public ground, increase the urban tree canopy and species diversity, and receive all the environmental, social, health, and economic benefits provided by public trees. Youth will receive environmental education and learn the benefits of trees. The funding provided by the Trees for Kids Program will be used to purchase landscape trees and mulch which meet the quality nursery specifications outlined in the grant application documents.

The project proposal, which was submitted by the Grantee and which serves as the basis for this Grant Agreement, shall be incorporated by this reference and made part of this Grant Agreement.

4. **GRANTS AND REIMBURSEMENTS.** The Department will provide the costs as described and agreed to in the project proposal up to a maximum amount of **\$3,375.00**.
 - a) The Grantee may partner with other sponsoring organizations to provide additional project funds, and cost sharing funds may include local, private, federal or other state funds.
 - b) The Grantee shall submit a request for 100% award on the Grantee's standard billing form or organizational letterhead upon completion of the project and should accompany the final report. Payment requests shall be submitted via e-mail to the following address:

Gabriele Edwards
Iowa DNR
Wallace State Office Building
502 E 9th Street
Des Moines, IA 50028
(515) 725-8456
gabriele.edwards@dnr.iowa.gov

c) The Grantee shall submit a final project report by June 15, 2018 for Spring planting, and November 15, 2018 for fall planting using the report form (Attachment A), describing the activities occurring to date to the Trees for Kids Coordinator named in 4b, above.

d) The Department shall pay all approved billing requests pursuant to Iowa Code section 8A.514 if, in its sole discretion, such payment is appropriate pursuant to this Grant Agreement. The Department may pay in less than sixty (60) days, as provided in Iowa Code section 8A.514. However, an election to pay in less than sixty (60) days shall not act as an implied waiver of Iowa Code section 8A.514.

e) The Grantee shall provide adequate documentation to document expenses, including invoices and cancelled checks.

5. **RESPONSIBILITIES.** The Grantee shall perform all work necessary to complete the project as outlined in the project proposal. The Grantee is solely responsible for project completion as outlined in the project proposal. The Department may provide assistance at the request of the Grantee, or at the Director's recommendation. The Grantee, its employees, agents, and contractors shall comply with all applicable federal, state, and local laws, rules, ordinances, regulations and orders when performing the work under this Grant Agreement. Nothing in this Grant Agreement shall obligate the Department to or preclude the Department from making additional funds available to the Grantee or its affiliates, including any maintenance costs.

6. **AMENDMENTS.** This Grant Agreement may be amended only by written agreement of the parties, which is signed by the Department Director, or designee, and an authorized party of the Grantee. Requests for amendments shall be directed to the Trees for Kids Coordinator named in 4b, above.

7. **EFFECTIVE DATE/TERMINATION.** This Grant Agreement shall become effective September 17, 2018 and shall terminate upon the completion of all work specified in the project proposal, or earlier upon mutual agreement of the parties hereto, as evidenced in writing, or, if the parties are unable to agree, by order of the district court in Polk County, Iowa. All work specified in the project proposal shall be completed by no later than May 31, 2018 for spring planting and October 31, 2018 for fall planting. The Department may terminate this Grant Agreement upon notice in the event the Grantee fails to comply with any provision of this Grant Agreement.

8. **AVAILABILITY OF FUNDS:** The Department shall have the right to terminate the Grant Agreement without penalty if, in the Department's sole discretion, adequate funds are not appropriated or granted to allow the Department to operate as required and to fulfill its obligations under this Grant Agreement or funds are de-appropriated; if funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; if the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this Grant Agreement is withdrawn or materially altered or modified; if the Department's duties, programs or responsibilities are modified or materially altered; or if there is a decision of any court, administrative law judge or an arbitration panel or any law, rule, regulation or order is enacted, promulgated or issued that materially or adversely affects the Department's ability to fulfill any of its obligations under this Grant Agreement.

9. **INDEMNIFICATION; LIMITATION OF LIABILITY:** The Grantee agrees to indemnify and hold harmless the State of Iowa and the Department, its officers, employees and agents appointed and elected and volunteers from any and all costs, expenses, losses, claims, damages, liabilities, settlements and judgments, including reasonable value of the time spent by the Attorney General's Office, and the costs and expenses and reasonable attorneys' fees of other counsel required to defend the State of Iowa or Department, related to or arising from the Grantee's acts or omissions pursuant to this Grant Agreement. Indemnification obligations of the Grantee shall survive termination of this Grant Agreement. Nothing in this Grant Agreement shall be construed to create joint or several liability of a party hereto for the acts, omissions or obligations of the other party. Every person who is a party to the Grant Agreement is hereby notified and agrees that the State, the Department, and all of their

employees, agents, successors, and assigns are immune from liability and suit for the Grantee's and its subcontractors' activities involving third parties arising from the Grant Agreement.

10. JOINT AND SEVERAL LIABILITY. If the Grantee is a joint entity, consisting of more than one individual, partnership, corporation or other business organization, all such entities shall be jointly and severally liable for carrying out the activities and obligations of this Grant Agreement, and for any default of activities and obligations.

11. RIGHT TO REVIEW AND OBSERVE; ACCESS TO RECORDS. The Department shall have the right to review and observe, at any time, completed work or work in progress related to the Grant Agreement. The Grantee shall permit the Department or its agents to access and examine, audit, excerpt and transcribe any directly pertinent books, documents, reports, papers and records of the Grantee relating to orders, invoices, or payments or any other documentation or materials pertaining to this Grant Agreement. Upon the request of the Department, the Grantee shall deliver to the Department or its agents said documentation or materials.

12. PUBLIC RECORDS; RECORDS RETENTION. All records submitted to or inspected by the Department regarding this Grant Agreement, including this Grant Agreement, shall be public records and subject to the Open Records Law in Iowa Code chapter 22. All records of the Grantee relating to this Grant Agreement shall be retained for a period of three (3) years following the date of final payment or completion of any required audit, whichever is later.

13. GOVERNING LAW. This Grant Agreement shall be interpreted in accordance with the law of the State of Iowa, and any action relating to the Grant Agreement shall only be commenced in the Iowa District Court for Polk County or the United States District Court for the Southern District of Iowa.

14. COMPLIANCE WITH LAWS. The Grantee agrees that, during the duration of and as a condition of the state's duty to perform under the terms of this Grant Agreement, it will be in compliance with all applicable laws and regulations of the state and federal government, including but not limited to Equal Employment Opportunity provisions, Occupational Health and Safety Act, minimum wage requirements, records retention, audit requirements, and allowable costs.

15. ASSIGNMENT AND DELEGATION. The Grantee may not assign, transfer or convey in whole or in part this Grant Agreement without the prior written consent of the Department. For the purpose of construing this clause, a transfer of a controlling interest in the Grantee shall be considered an assignment. The Grantee may not delegate any of its obligations or duties under this Grant Agreement without the prior written consent of the Department.

16. REPAYMENT OBLIGATION. In the event that any funds are deferred and/or disallowed as a result of any audits or expended in violation of this Grant Agreement or the laws applicable to the expenditure of such funds, the Grantee shall be liable to the Department for the full amount of any claim disallowed and for all related penalties incurred. If the Department determines at any time, whether through monitoring, audit, closeout procedures or by other means that the Grantee has received grant funds or requested reimbursement for costs which are unallowable under the terms of this Grant Agreement or applicable laws, the Grantee will be notified of the questioned costs and given an opportunity to justify questioned costs prior to the Department's final determination of the disallowance of costs. If it is the Department's final determination that costs previously paid by the Department are unallowable under the terms of the Grant Agreement, the expenditures will be disallowed and the Grantee shall immediately repay to the Department any and all disallowed costs. The requirements of this paragraph shall apply to the Grantee as well as any subcontractors or subrecipients.

17. WAIVER. Except as specifically provided for in a waiver signed by duly authorized representatives of the Department and the Grantee, failure by either party at any time to require performance by the other party or to claim a breach of any provision of the Grant Agreement shall not be construed as affecting any subsequent right to require performance or to claim a breach.

18. THIRD PARTY BENEFICIARIES. There are no third party beneficiaries to this Grant Agreement. This Grant Agreement is intended only to benefit the State and the Grantee.

19. SURVIVAL OF AGREEMENT. If any portion of this Grant Agreement is held to be invalid or unenforceable, the remainder shall be valid and enforceable.

20. COMPLIANCE WITH IOWA CODE CHAPTER 8F. If the Grant Agreement is subject to the provisions of Iowa Code chapter 8F, the Grantee shall comply with Iowa Code chapter 8F with respect to any subcontracts it enters into pursuant to this Grant Agreement. Any compliance documentation, including but not limited to certifications, received from subcontractors by the Grantee shall be forwarded to the Department.

21. LEGISLATIVE CHANGES. The Grantee expressly acknowledges that the Project is subject to legislative change by either the federal or state government. Should either legislative body enact measures which alter the Project, the Grantee shall not hold the Department liable in any manner for the resulting changes. The Department shall use best efforts to provide thirty (30) days' written notice to the Grantee of any legislative change. During the thirty (30)-day period, the parties shall meet and make a good faith effort to agree upon changes to the Grant Agreement to address the legislative change. Nothing in this paragraph shall affect or impair the Department's right to terminate the Grant Agreement pursuant to the termination provisions.

22. INTEGRATION. This Grant Agreement contains the entire understanding between the Grantee and the Department and any representations that may have been made before or after the signing of this Grant Agreement, which are not contained herein, are nonbinding, void and of no effect. Neither of the parties has relied on any such prior representation in entering into this Grant Agreement.

23. EXECUTION: By signing this Grant Agreement, the Grantee agrees to the terms and conditions set forth in this Grant Agreement, failure to meet the terms and conditions of this Grant Agreement may be cause for repayment of all or part of the grant funds.

_____	_____
Date	Jeff Goerndt, State Forester Iowa Department of Natural Resources
_____	_____
Fed ID #	Grantee Signature

	Print Name



4140 F AVENUE NW • CEDAR RAPIDS, IOWA 52405 • TELEPHONE 319-396-7055
 FAX 319-396-9390

September 19, 2018

Linn-Mar
 Attn: Steve Nelson
 3333 North 10th Street
 Marion, IA 52302

Dear Steve,

At this time, we are reviewing your monthly chemical water treatment contract which runs from October through September of the following year. The following duties are performed under your contract agreement:

- Provide quarterly water analysis on hot loop systems
- Provide bi-monthly water analysis on cooling tower loop at High School
- Provide chemicals as needed
- Add chemical as needed upon test results
- Provide owner with consulting service report
- Buildings covered are: Wilkins Elementary, Indian Creek Elementary, Westfield Elementary, High School, Linn Grove, Echo Hill, Excelsior, Novak, LRC and Oak Ridge

Maintenance is currently performed at a rate of \$1450.00 (One Thousand Four Hundred Fifty Dollars) per quarter. We would like to renew your October 2018 through September 2019 contract at the same rate. Please sign a copy, keep and return one to us as your approval. If you should have any questions or would like to set up a meeting, please call me at (319) 396-7055 x129 or on my cell at (319) 213-1702.

We thank you for your business and look forward to serving you throughout the year.

 Approved by

 Date

 Purchase Order (if required)

 Printed Name

 Phone Number

JASON BRECHT

9/20/17

 Jason Brecht
 B.G. Brecke, Inc.

 Date

Terms and Conditions

Performance: B.G. Brecke, Inc. (hereto referred to as contractor) shall provide services under this agreement and the price subject to credit approval by contractor and also contingent upon strikes, accidents, fires, and the inability to procure materials from the usual sources of supply, or upon any like or unlike cause beyond the control of contractor. In the event of account delinquency, contractor may delay performance or, as it's option, renegotiate prices, terms and conditions with the customer. If contractor and customer are unable to agree on such revisions, this agreement shall be cancelled without any liability, other than the customer's obligation to pay for services rendered by contractor to the date of cancellation. Services will be performed during normal working hours with any overtime or emergency calls billed separately unless otherwise stated.

Preventive Maintenance: Labor, travel and materials to perform preventive tasks outlined in schedules and equipment listings.

Full Coverage Service: Provide required labor and materials for repairs on covered equipment. At our option we may utilize used, reconditioned or new materials. Equipment covered under this agreement will be subject to our inspection within 30 days of the agreement date. If the equipment is inaccessible or cannot be tested due to climate conditions, said equipment will be tested at such time conditions allow operation. Contractor will provide a report indicating the condition of the equipment not operating properly along with a proposal for repairs. Upon approval of proposal, contractor will make outlined repairs. If our proposed repairs are not accepted, we will exclude the equipment from the maintenance agreement.

Payment and Taxes: Customer shall pay contractor invoices net 30 days of invoice date. Interest of 1 ½% on unpaid balances may be charged. Customer shall pay; in addition to the agreement price all taxes or acceptable tax exemption certificate shall be filled with contractor.

Insurance: Contractor agrees to carry insurance in the following minimum amounts:

- a. Commercial General Liability \$1,000,000 per occurrence
- b. Automobile Liability \$1,000,000 CSL
- c. Workers Compensation Statutory Limits

Asbestos, Mold and Hazardous Materials: Contractors services in connection with this agreement expressly excludes any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos, mold, polychlorinated biphenyl (PCB) or other hazardous materials. Shall contractor become aware of the presence of such materials, contractor may immediately stop work in the affected area and shall notify customer. Customer will be responsible for all action including payments necessary to correct the condition in accordance with all applicable laws and regulations.

New Equipment Warranty: Contractor shall pass on any and all warranties provided by the original manufacture of the equipment we install. Such warranty, if any, is specified in the owner's manual provided by the original manufacture, and is normally limited to the actual part that becomes defective, not the labor to replace the part. The customer is responsible for reading and understanding this matter for their specific situation. Contractor warrants their original installation labor on the new equipment to be free of defects due to workmanship for a period of twelve months from the date of completion of said installation. Labor warranty is limited to the normal straight time labor rate, excluding and overtime or weekend emergency costs. No other costs are covered by this warranty policy.

Service Call Warranty: All service labor performed by contractor is warranted for a period of ninety (90) days from the date of that service. Warranty labor is limited to the normal straight time labor rate, excluding any overtime or weekend emergency costs. All parts purchased and installed by contractor carry the original manufacture's warranty, which contractor passes on to the customer. For parts and materials purchased by the customer, but installed by contractor, the manufacturer's warranty is the responsibility of the owner.

Warranty Limitations: All claims for warranty must be made to contractor directly, as contractor will not accept warrant claims from third parties. Contractor assumes no liability for losses arising from warranty issues other than those outlined in this policy. Contractor reserves the right to change this policy, without notice, at any time, at their sole discretion.

Indemnification: to the fullest extent permitted by law, customer shall indemnify and hold harmless contractor, its agent and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys fees, arising out of or resulting from performance of work hereunder, provided that such claim, damage, loss or expense is caused in whole or in part by an active or passive act or omission of customer, anyone directly or indirectly employed by customer or anyone for whose acts customer may be liable, regardless or whether it is caused in part by the negligence of contractor.

Exclusions: This agreement does not include, responsibility for design of the system unless other wise stated, repair and replacement of non-maintainable parts of the system such as unit cabinets, shells, ductwork, hydronic piping structural supports, boiler refractory materials and shells, storage tanks, obsolescence, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, damage to piping, wiring, equipment or systems from removal of floors, walls or ceilings to complete proposed scope of work, damage or malfunction resulting from corrosion or erosion on the water side of the equipment or caused by scale or sludge except where water treatment services or provided by contractor, removal of moisture or oil in pneumatic tubing and piping, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse of abuse of the system (s), negligence of others (including customer), failure of customer to properly operate the system (s), requirements of governmental, regulatory or insurance agencies, or other beyond control of contractor.

LICENSE AGREEMENT
NON-COMMERCIAL

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

1. Definitions

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

1.2 “Licensed Product” means products bearing the Trademarks.

1.3 “Royalty Rate” means the percentage defined in Exhibit B.

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

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

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

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

2. LICENSE

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

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

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

3. LICENSOR’S CONTROL

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

4. USE OF THE TRADEMARK

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

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

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

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

5. TERMINATION

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

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

Trademark in a manner not expressly permitted by this Agreement.

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

6. REPORTING AND PAYMENTS

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

7. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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

Licensee: (Non-Commercial)

Full Name of Team/Entity: Linn Mar Black - 7th Grade Girls' BB
(Example: LM Starz 3rd Gr Girls' BB Team)

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

Contact's Printed Name: Matt Casebolt

Contact's Signature:  Date Signed: 8-16-18

How to Reach Contact: Phone: (319) 560-4338

Email: casebolt@aol.com

Full Address: 3177 Brookfield Dr.
Marion, IA 52302

Licensors:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302

Approver's Printed Name & Title: Sondra Nelson, Board President

Approver's Signature: _____ Date: _____

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

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

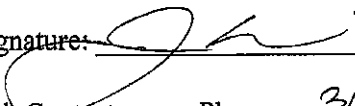
Please print (except for your signature) and provide all the information requested.

Licensee: (Non-Commercial)

Full Name of Team/Entity: Linn-Mar Legends, 4th grade boys basketball
(Example: LM Starz 3rd Gr Girls' BB Team)

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

Contact's Printed Name: Jim Erickson

Contact's Signature:  Date Signed: 09/11/18

How to Reach Contact: Phone: 319-431-0268

Email: JErickson@BVS.com

Full Address: 1316 Greenfield Street NE
Cedar Rapids, IA 52402

Licensor:

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302

Sondra Nelson, Board President

Approver's Printed Name & Title: _____

Approver's Signature: _____ Date: _____

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

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

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

Licensee: (Non-Commercial)

Full Name of Team/Entity: New Life Community Church
(Example: LM Starz 3rd Gr Girls' BB Team)

Contact's Title/Position: Float Coordinator (Swamp Fox)
(Example: Head Coach)

Contact's Printed Name: Autumn Plummer

Contact's Signature: Autumn Plummer Date Signed: 9-20-18

How to Reach Contact: Phone: 319-651-5252
 Email: Autumn.m.plummer@gmail.com
 Full Address: 335 Rosslare St.
Marion, IA 52302

Licensor:

Linn-Mar Community School District
 2999 N 10th Street, Marion, IA 52302
 District Contact: JT Anderson, Chief Financial/Operating Officer
 Email: jtanderson@Linnmar.k12.ia.us
 Phone: 319-447-3008

Approver's Printed Name & Title: Sondra Nelson, Board President

Approver's Signature: _____ Date: _____

Exhibit A



a)



b)



c)



d)



e)



f)

g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Non-commercial

Royalty Rate: 0%

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

Customers: Members of the group

Term: 5 years

Reporting Period: Annually

CODE OF CONDUCT
NON-COMMERCIAL

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

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

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

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

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

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

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

**Independent Contractor Agreement
Linn-Mar Community School District**

WHEREAS, Linn-Mar Community School District (“District”), a school corporation, intends to contract with **Heath Weber**, Independent Contractor (“IC”), for the performance of certain services,

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED: Bonding Camp Facilitation**
2. **GROUP /DEPARTMENT WORKING WITH Show Choir-10th Street Edition**
3. **AMOUNT of PAYMENT: 805 plus mileage**

Total fees for services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC upon completion of all services on 9/1/18 (date of completion).

*An invoice for services should be sent to: Linn-Mar Community School District,
Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.*

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC’s activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any

other taxes or business license fees as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.
6. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.
7. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This Agreement shall begin on 8/1/18 and shall continue in effect until 9/1/18, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION.** This Agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC's duties or

obligations under this Independent Contractor Agreement without the prior written consent of District.

12. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 7th day of August, 2018.

Independent Contractor

Linn-Mar Community School District

By:



By: _____
Sondra Nelson, Board President



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9/13/18

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building 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 excursions/trips unless the event is sanctioned by the state athletic associations.

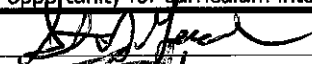
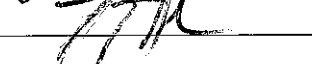
The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FBLA Submitted by: Bob Schult
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>9/16/18</u>
Chief Financial/Operating Officer Approval			Date <u>9/13/18</u>
Board of Directors Approval			Date

Request for Overnight Field Trip

High School Future Business Leaders of America

Submitted by Barbara Schult and Dana Lampe

Itinerary

Sunday October 21

9:30 am	Leave Linn-Mar
11:30 am	Arrive downtown Des Moines for lunch
1:00 pm	Registration & Chapter Check-in – Business Professional Dress Required
2:30-4:00	Opening Session w/ Keynote
4:10-5:20	Workshops
6:15-8:30	Dinner/Association Meetings
9:30-11:30	Activities/Closing Session
Midnight	Curfew

Monday October 22

7:30-8:30 am	Breakfast
8:30 am	Opening Session
9:30-11:30 am	Career Focused Workshops
11:30 am	Closing Session
12:30-1:00	Chapter Lunch
1:30-3:15	Tour Business, Des Moines Economic Development
3:30pm	Return to Linn-Mar in time to attend after school activities/practices

Criteria

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

The Future Business Leaders of America Unified Fall Leadership Conference (UFLC) is a two-day conference where FBLA-PBL, Business Professionals of America (BPA) and Distributive Education Clubs of America (DECA) unites as one to allow students to network with members across the State. The conference allows students interested in business to develop a more in-depth view of business practices in the "real world". It also allows students to fine-tune their skills to make themselves more employable, more aware of careers in business fields, and it allows them to network with students from other school districts, as well as professionals that speak at and lead workshops at these conferences. The State Fall Leadership Conference consists of general sessions, special interest sessions, seminars, workshops, tours, and other leadership development activities.

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

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

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

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

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

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

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

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

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

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

Students will pay their own registration and hotel expenses to attend this conference. Each student paid a total of \$120 that covers registration, hotel and Sunday and Monday lunch and adviser expenses.

Student Expenses:

\$70.00 Registration per student

\$41.40 per hotel room

Adviser Expenses (2):

Registration \$70

Hotel \$82.80

Chapter Expenses:

Bus Driver Hotel room \$165.60

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 Hilton Des Moines Downtown, 435 Park Street, Des Moines, IA 50309.

*Rooms will be reserved by September 23 using the school's club credit cards.

Rooming assignments have not been made yet.

Mode of Transportation

Students will take a Linn-Mar School Bus to Des Moines on October 21st and return on October 22nd.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 9/18/18

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

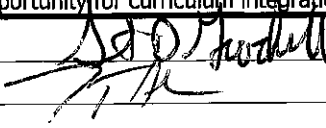
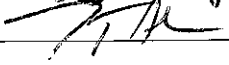
Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, 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 excursions/trips unless the event is sanctioned by the state athletic associations.

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
 - ✓ Clarification if request is dependent upon pre-qualifying for event
 - ✓ Detailed plans for student supervision
 - ✓ Proposed Itinerary
 - ✓ Cost and source of funding
 - ✓ Number of student participants
 - ✓ Copy of required participation paperwork
1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
 2. The building will be responsible for obtaining a substitute teacher if one is needed.
 3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Excursion/Trip Criteria: The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: HOSA Submitted by: J. Johnson
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	Required	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	Required	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	Required	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	Required	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	Required	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<i>Recommended</i>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<i>Recommended</i>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>9/18/18</u>
Chief Financial/Operating Officer Approval			Date <u>9/18/18</u>
Board of Directors Approval			Date

Health Occupation Students of America (HOSA) Excursions and Trips Request Form
Fall Conference: October 14-15, 2018
Ankeny, IA

Purpose

This conference is an opportunity to enhance the leadership skills of all HOSA members. Since we are a relatively new club at Linn-Mar High School we will also learn about other schools' groups and activities and what we can do to make our club better. Students will also have the opportunity to meet and become acquainted with like-minded students and create networks.

Pre-Planning

The learning experiences in the students' core and elective classes, the information provided at the general meetings, and the desire to enhance ones leadership skills are good preparation for this conference. Students will attend motivational speakers and other sessions so they can better develop their leadership skills. There is no prequalification necessary for this event. I have attached a tentative itinerary that outlines the different sessions for each of the days as well as registration paperwork. Approximately ten students will be attending this conference.

Follow – Up/Assessment

Students who will attend this conference will take the new skills they learned and share them with other members of HOSA at our general meetings.

Funding

Funds for this conference will be paid by our fundraising money, students' money, and Booster Club.

Cost:

\$90/person for registration fees

\$110.88/four people per hotel room

Common Experience

All students who are attending this conference have an interest in pursuing some type of medical career after high school. They will learn about those careers that may be a good fit for them and learn more about those careers so they can better prepare themselves for their life after high school.

Multi-Disciplinary

Students will use their skills from English, roles in other clubs, and their 21st Century Skills when they work collaboratively and work to improve their leadership skills.

HOSA FALL LEADERSHIP CONFERENCE

October 14-15, 2018
Courtyard by Marriott Ankeny
2405 SE Creekview Drive, Ankeny, IA 50021
Phone 1-515-422-5555
Fax 515-422-5500

Greetings from Iowa HOSA! We are excited about the upcoming HOSA Fall Leadership Conference. The purpose of the conference is to enhance the leadership skills of ALL HOSA members.

We are excited to introduce Jake Ballentine (<https://jakespeaks.com/>) as the motivational speaker this year. * See attached information on fall service project.

Fall Leadership Conference Fees:

- **Hotel: 110.88 / room** (up to 4 students per room) Hotel Registration form is attached to this set of documents or you can call the hotel to book rooms. The block of rooms at this rate will be available until September 23, 2018.
- **Registration: \$90.00 per attendee.** Please complete the conference registration form on the national HOSA website (www.hosa.org). NOTE: all members must be affiliated with national HOSA to register.
- **Meals:** Sunday evening dinner and Monday breakfast meals are included with registration.
- **Transportation:** All events will take place at the hotel. Chapters and their home schools are responsible for transportation to and from the conference.
- **REGISTRATION MUST BE RECEIVED BY OCTOBER 5, 2018. FEES MUST BE PAID TO IOWA HOSA – ALL FEES ARE DUE UPON OR PRIOR TO ARRIVAL TO THE CONFERENCE.**
- **Please bring registration check to the conference or mail to the address below – all checks need to be made out to Iowa HOSA.**
Dawn Fichter
1000 E. St. Clair
Missouri Valley, IA 51555
- No refunds will be given for conference registration after October 5, 2018.
- HOSA Conduct Code, Medical Liability, and Photo Release forms must be turned in upon arrival to the conference for each **student and advisor**.

Conference Dress Code

Conference participants may wear blue jeans with a HOSA T-shirt or their school T-shirt. HOSA uniform is not required for fall conference.

Conference Agenda

- Sunday, October 14, Conference 5:00 PM – Curfew 10:30 PM
- Monday October 15, Conference activities 8:00 AM– 11:00 AM

Conference Forms

All forms are available at www.iowahosa.org and also attached to this email.

1. HOSA conduct code
2. Medical liability release
3. Photo Release Form
4. Hotel Registration Form

If you have questions regarding conference information, please contact Dawn Fichter – director@iowahosa.org or 515-523-0514.

Fall Conference 2018 Service Project

- Item donations by each school/chapter to create care packages
- Each chapter collects specified items
- Items to be collected at Fall Conference 2018 to create care packages
- Details are subject to change

Needed Items

- Healthy can food options
- Towels
- New underwear (men)
- New/Gently used clothing (socks, shirts, pants, etc.)
- Disposable cups
- Travel size shampoos/toiletries/disposable razors
- Feminine Products
- Tylenol/Advil/Antacid
- Can Openers, Pots, Pans, Plates, Bowls, Silverware

Current Chapter Assignments

Linn-Mar: Healthy Can Food

Valley West Des Moines: Travel-size shampoos/soaps

Maquoketa: Toothbrush/toothpaste

Tucker Center: Disposable cups

Sioux City: Towels, New underwear (mens), New/Gently used clothing

Missouri Valley:

Harlan: Individually packed tissues/Feminine Products

Questions on service project can be directed to Paulette Horner at phorner@maquoketaschools.org.

HOSA Fall Conference—October 14 & 15, 2018

This program has been prepared as a guide to assist in making your time at the conference a fun learning experience.

All events are scheduled at the LOCATION TBD

Be sure to wear your HOSA name tag for all HOSA events, including meals.

Sunday, October 14, 2018

3:00-4:00 PM	Hotel Check in	
3:30-4:00 PM	Registration Chapter Advisors need to turn in the following forms for each conference participant: Medical Liability Code of Conduct Photo Release Payment	Hallway by Salons 1 & 2
4:00-5:00 PM	State Officer Meeting	Salons 1 & 2
5:00-6:30 PM	Opening Ceremony and Dinner Call to Order Pledge of Allegiance National Anthem HOSA Creed Introduction of Officer Team Welcome Chapters & Roll Call Dinner	Salons 1 & 2
6:30-7:30 PM	Keynote Speaker— Jake Ballentine	Salons 1 & 2
7:45- 9:30 PM	HOSA Olympics!	Salons 1 & 2
9:30 PM	Advisor Meeting	Salons 1 & 2
10:30 PM	Curfew	

Monday, October 15, 2018

7:00-8:00 AM	Breakfast	Salons 1 & 2
7:00-8:00 AM	Iowa HOSA Board Meeting	Salon 3
Prior to Sessions	Chapters will need to get checked out of rooms Luggage storage area will be provided	
8:15-9:00 AM	Concurrent Session 1	Salons 2 & 3
9:15-10:00 AM	Concurrent Session 2	Salons 2 & 3
10:15-11:00 AM	General Session • CTSO Facebook Service Project • Program of Work	Salons 1 & 2
11:00 AM	Conference Adjourned Hotel Check Out	

Sessions

We look forward to seeing you at the State Leadership Conference on March 17-19, 2019 at the Des Moines Holiday Inn, Mercy Campus
Plan now for your competitive events!
Plan now to run for a state office !

School Finance Report August 31, 2017

17% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$57,300,000			\$856,342	\$1,076,780	\$1,933,123	3.4%		\$55,366,877		
2) Support Services(2000-2999)	\$27,606,000			\$1,661,601	\$1,314,155	\$2,975,757	10.8%		\$24,630,243		
3) Non-Instructional(3000-3999)	\$4,176,000			\$69,766	\$15,316	\$85,082	2.0%		\$4,090,918		
4) Other Expenditures((4000-5299)	\$20,131,272			\$1,091,664	\$5,058,911	\$6,150,574	28.5%	w/o transf	\$13,980,698		
Total	\$109,213,272			\$ 3,679,373	\$ 7,465,163	\$ 11,144,535	9.8%	w/o transf	\$98,068,737		
Interfund Transfers	\$6,250,690			\$ 419,582	\$ 419,582	\$ 419,582	6.7%		\$5,831,108		
Operating Fund-10	\$83,117,078	\$10,394,825	\$554,883	\$1,883,495	\$736,674	\$2,620,169	3.2%		80,496,909	(2,065,286)	8,329,539
Activity-21	\$1,600,000	\$760,424	\$261,075	\$99,871	\$30,492	\$130,363	8.1%		1,469,637	130,711	891,135
Management-22	\$1,201,000	\$2,021,542	\$992	\$11,115	\$870,145	\$881,260	73.4%		319,740	(880,269)	1,141,273
PERL-24	\$466,000	\$450,338	\$275	\$63,078	\$0	\$63,078	13.5%		402,922	(62,803)	387,536
SAVE-33	\$5,425,000	\$6,623,707	\$2,156	\$1,056,526	\$769,040	\$1,825,567	33.7%		3,599,433	(1,823,411)	4,800,296
Other Capitol Projects-35	\$0	\$0	\$0	-\$608	\$608	\$0	0.0%		0	0	0
PPEL-36	\$2,865,000	\$871,058	\$62,580	\$490,661	\$405,774	\$896,435	31.3%		1,968,565	(833,856)	37,202
Debt Service-40	\$10,389,194	\$4,339,699	\$839,652	\$0	\$4,637,113	\$4,637,113	44.6%		5,752,081	(3,797,460)	542,239
Nutrition-61	\$3,750,000	\$1,052,889	\$5,817	\$39,240	\$8,167	\$47,406	1.3%		3,702,594	(41,589)	1,011,300
Aquatic Center-65	\$350,000	\$148,469	\$30,309	\$33,941	\$7,149	\$41,090	11.7%		308,910	(10,781)	137,688
Student Store-68	\$50,000	\$1,748	\$10,066	\$2,054	\$0	\$2,054	4.1%		47,946	8,012	9,760
Total	\$109,213,272	\$26,664,699	\$1,767,804	\$3,679,373	\$7,465,163	\$11,144,535	10.2%		98,068,737	(9,376,731)	17,287,968
Interfund Transfers	\$6,250,690		\$419,582	\$419,582	\$419,582	\$419,582	0.0%		5,831,108		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2017-2018

Date Range: 08/01/2017 - 08/31/2017

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	12,710,333.70	1,233,728.77	5,761,682.35	8,182,380.12
10.0002.0000.000.0000.101000	CASH IN BANK	2,515.93	1.91	0.00	2,517.84
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	15,186.51	15,186.51	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	746,326.90	896,509.66	753,191.89	889,644.67
22.0006.0000.000.0000.101000	CASH IN BANK	1,151,935.33	453.03	11,115.00	1,141,273.36
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,055.54	3,055.54	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	450,547.89	135.76	63,077.52	387,606.13
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	1,027,259.95	572,265.38	1,059,206.42	540,318.91
35.0003.0000.000.0000.101000	CASH IN BANK	(608.00)	608.00	0.00	0.00
36.0003.0000.000.0000.101000	CASH IN BANK	526,319.74	2,955.97	492,073.69	37,202.02
40.0003.0000.000.0000.101000	CASH IN BANK	122,205.15	420,033.59	0.00	542,238.74
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	18,268.01	18,268.01	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,195,360.60	276,812.52	78,582.01	1,393,591.11
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	30,837.89	30,837.89	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	160,918.23	14,064.67	34,680.17	140,302.73
68.0002.0000.000.0000.101000	CASH IN BANK	2,311.65	9,578.56	2,130.70	9,759.51
		22,907,010.99	3,494,495.77	8,323,087.70	18,078,419.06

End of Report

School Finance Report August 31, 2018

17% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$59,800,000			\$1,420,535	\$615,562	\$2,036,097	3.4%		\$57,763,903		
2) Support Services(2000-2999)	\$28,955,000			\$1,655,633	\$1,383,608	\$3,039,241	10.5%		\$25,915,759		
3) Non-Instructional(3000-3999)	\$4,380,000			\$79,580	\$19,172	\$98,753	2.3%		\$4,281,247		
4) Other Expenditures((4000-5299)	\$20,166,613			\$1,104,502	\$4,974,727	\$6,079,229	26.0%	w/o transf	\$14,087,384		
Total	\$113,301,613			\$ 4,260,250	\$ 6,993,070	\$ 11,253,319	9.2%	w/o transf	\$102,048,294		
Interfund Transfers	\$6,249,222			\$ 419,524	\$ 419,524	\$ 839,049	13.4%		\$5,410,173		
Operating Fund-10	\$86,491,613	\$9,971,656	\$1,124,220	\$1,991,399	\$1,020,556	\$3,011,955	3.5%		83,479,658	(1,887,735)	8,083,921
Activity-21	\$1,700,000	\$784,803	\$291,604	\$100,829	\$12,022	\$112,851	6.6%		1,587,149	178,753	963,556
Management-22	\$1,265,000	\$2,110,684	\$3,095	\$0	\$849,922	\$849,922	67.2%		415,078	(846,827)	1,263,857
PERL-24	\$495,000	\$542,570	\$943	\$67,896	\$0	\$67,896	13.7%		427,104	(66,953)	475,617
SAVE-33	\$5,600,000	\$5,848,876	\$612,475	\$1,394,819	\$419,524	\$1,814,343	32.4%		3,785,657	(1,201,868)	4,647,008
Other Capital Projects-35	\$0	\$0	\$0	\$0	\$0	\$0	0.0%		0	0	0
PPEL-36	\$3,300,000	\$1,134,947	\$4,213	\$625,244	\$403,383	\$1,028,627	31.2%		2,271,373	(1,024,414)	110,533
Debt Service-40	\$10,100,000	\$4,078,964	\$843,407	\$0	\$4,268,491	\$4,268,491	42.3%		5,831,509	(3,425,084)	653,880
Nutrition-61	\$3,950,000	\$1,020,434	\$88,511	\$31,468	\$10,172	\$41,640	1.1%		3,908,360	46,872	1,067,305
Aquatic Center-65	\$350,000	\$155,813	\$28,882	\$46,141	\$9,000	\$55,141	15.8%		294,859	(26,259)	129,553
Student Store-68	\$50,000	\$5,527	\$4,124	\$2,455	\$0	\$2,455	4.9%		47,545	1,670	7,197
Total	\$113,301,613	\$25,654,272	\$3,001,474	\$4,260,250	\$6,993,070	\$11,253,319	9.9%		102,048,294	(8,251,845)	17,402,427
Interfund Transfers	\$6,249,222		\$ 839,049	\$ 419,524	\$419,524	\$839,049	13.4%		5,410,173		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2018-2019

Date Range: 08/01/2018 - 08/31/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	11,870,340.40	1,239,197.90	6,294,943.59	6,814,594.71
10.0002.0000.000.0000.101000	CASH IN BANK	5,034.95	634.71	633.10	5,036.56
10.0008.0000.000.0000.101000	CASH IN BANK	1,008,709.71	1,413.58	0.00	1,010,123.29
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	15,827.28	15,827.28	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	843,749.17	944,354.06	835,657.44	952,445.79
22.0006.0000.000.0000.101000	CASH IN BANK	1,266,647.18	1,759.86	4,550.00	1,263,857.04
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,135.09	3,135.09	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	567,386.05	634.63	92,106.03	475,914.65
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111012	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	1,590,754.08	611,746.67	1,412,389.97	790,110.78
36.0003.0000.000.0000.101000	CASH IN BANK	736,898.66	3,194.75	629,560.43	110,532.98
40.0003.0000.000.0000.101000	CASH IN BANK	230,870.57	423,009.39	0.00	653,879.96
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	17,889.93	17,889.93	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,296,409.95	287,682.14	67,999.03	1,516,093.06
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	41,307.91	41,307.91	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	169,242.23	21,608.24	53,909.74	136,940.73
68.0002.0000.000.0000.101000	CASH IN BANK	5,597.72	4,116.50	2,517.70	7,196.52
		23,387,724.59	3,617,512.64	9,472,427.24	17,532,809.99

End of Report