

Student Assistance Program

[SAP Website](#)

Student Assistance Program Team Members

- Katie Dorsey, BSW
 - Family Resource Specialist
- Tammy Devries, BSW
 - Bowman Woods, Westfield, and Wilkins
- Stacia Walker, MSW
 - Echo Hill, Indian Creek, Linn Grove, and Novak
- Jessica Deahl, MA
 - Oak Ridge Middle School
- Mike Shipley, CCJP
 - Excelsior Middle School
- Danielle Patterson, MA
 - HS Academic Assistance Counselor
- Todd Goodell, MA
 - HS Academic Assistance Counselor
- Janessa Walters, MA & NDPS
 - High School
- Lisa Mooney, LISW
 - High School
- Kevin McCauley, CADC
 - High School

*What does it mean
to have a Student
Assistance
Counselor within
your building?*

"A long time ago, someone in this district was using their head when the decision was made to create the position of a Student Assistance Counselor.

Creating a position devoted to providing immediate support and community resource references for students in crisis with specific attention to substance abuse support and family/social support.

Creating a position that also provided positive alternatives and leadership opportunities for our students within the high school while working with the younger students in our district. That the district continues to support and grow our Student Assistance Counseling program shows an understanding that students are confronted with challenges each day which inhibit their ability to prepare academically in school."

Elementary

What does it mean to have a Student Assistance Counselor within your building?

"Tamara DeVries is always on the lookout for ways she can help our students and make connections with our families."

"Stacia Walker has a history of expertise that pays off for the students, staff, and families at Linn-Mar."

**Stacia Walker
& Tamara DeVries**

Micro

- Provide individual counseling
- Behavior Responder
- School Counselor support
- Time on Task-Assessing student needs and providing appropriate referrals
- Family Resource Specialist
- Mercy
- Covenant Family Solutions
- PBIS Tier 2 and 3 interventions

Mezzo

- Facilitate SAIG and SE group
- Classroom SE support

Macro

- Holiday Assistance
- Olweus
- Nurtured Heart Approach
- ALICE
- Suicide Prevention Task Force
- CPI
- CISM
- Staff training

*What does it mean
to have a Student
Assistance
Counselor within
your building?*

"Indian Creek is thankful for the Student Assistance Team and the support they provided with the passing of one of our students. They walked us through all the necessary "think abouts" and the team provided support to staff members and students throughout the day. Their help and presence during this difficult time was greatly appreciated."

Middle School

*What does it mean
to have a Student
Assistance
Counselor within
your building?*

"Our student assistance team is top notch! They are dedicated to helping our students through some of the most trying social & emotional times of their lives. They work every day to put the needs of our students first."

"We are so fortunate as a school to have such a professional team in our buildings on a daily basis."

Jessica Deahl
&
Mike Shipley

- Provide individual & small group counseling in social/emotional/behavior/academic/family/mental health areas
- Partner with parents or guardians to connect students with mental health services in the community
- Olweus
- Jr. SODA Facilitator
- Lean on Me Facilitator
- SOS (Signs of Suicide) Facilitator
- Attendance Facilitator
- Gather, organize, and distribute student data to teachers and administrators
- 6th grade orientation program (MYFI) Facilitator
- PBIS Team Member

Building Specific Responsibilities

Oak Ridge

- Member of Suicide Prevention Task Force
- Internal PBIS Coach
- Oak Ridge Holiday Assistance Coordinator
- Building Leadership Team
- MTSS Committee Member

Excelsior

- ALICE district trainer
- Crisis Plan Facilitator for Excelsior
- Tier 2 Coordinator
- Family Assistance coordination (holidays & throughout year)

Current Trends in Middle School

- Transgender/gender identity
- Gender Transitioning (7th grade)
- Anxiety
 - Attendance issues.
 - Solution-focused Approach
 - Partnership with Mercy Family Counseling
 - Consulting with Therapists
 - Strategies and Safe Place

*What does it mean
to have a Student
Assistance
Counselor within
your building?*

"What Shipley brings to EX is incredible. Not only does he help students/families who are At Risk, but assisting students with homework completion, attendance, ALICE trainings for our staff and district, and then on top of all of that, carrying out along with me, the Building/District goals/vision with our PBIS program."

"Jessica is a great resource at Oak Ridge. She supports the social/emotional needs of many of our students and oversees programs that support the whole child, reinforce positive behavior, and foster productive conversation through various groups outside of the school day. Jessica is a huge resource to all students at Oak Ridge."

High School

Academic Assistance Counselors



Academic Assistance Counseling

Compass

- Scheduling
- Transcripts
- Social/Emotional counseling
- Academic counseling
- Career Exploration/ Internships (Job Corps/Military/Trade School/Community College/4-year College)
- Academic success celebrations
- Monitor/oversee APEX classes (logins/open quizzes/issue credits)
- Wildcat/Food/Clothing Closet
- Monitor/serve 504 students
- Oversee work experience classwork/paperwork
- IASAP testing

High School

- F + work/issue credit
- APEX online program (logins/open quizzes and tests/issue credits)
- Social/Emotional counseling
- Academic counseling
- Oversee work experience classwork/paperwork
- Mentor Program
- SODA/TRY Program

*What does it mean
to have a Student
Assistance
Counselor within
your building?*

"Kevin McCauley is so excellent in helping the elementary buildings set up and deploy funds for our at-risk plans."

Kevin McCauley

High School Student Assistance Counselor



Risk Factors and Specific Criteria for Identification

Family & Individual Domain
Lisa Mooney

School & Individual Domain
Janessa Walters

Correctional & Individual Domain
Kevin McCauley

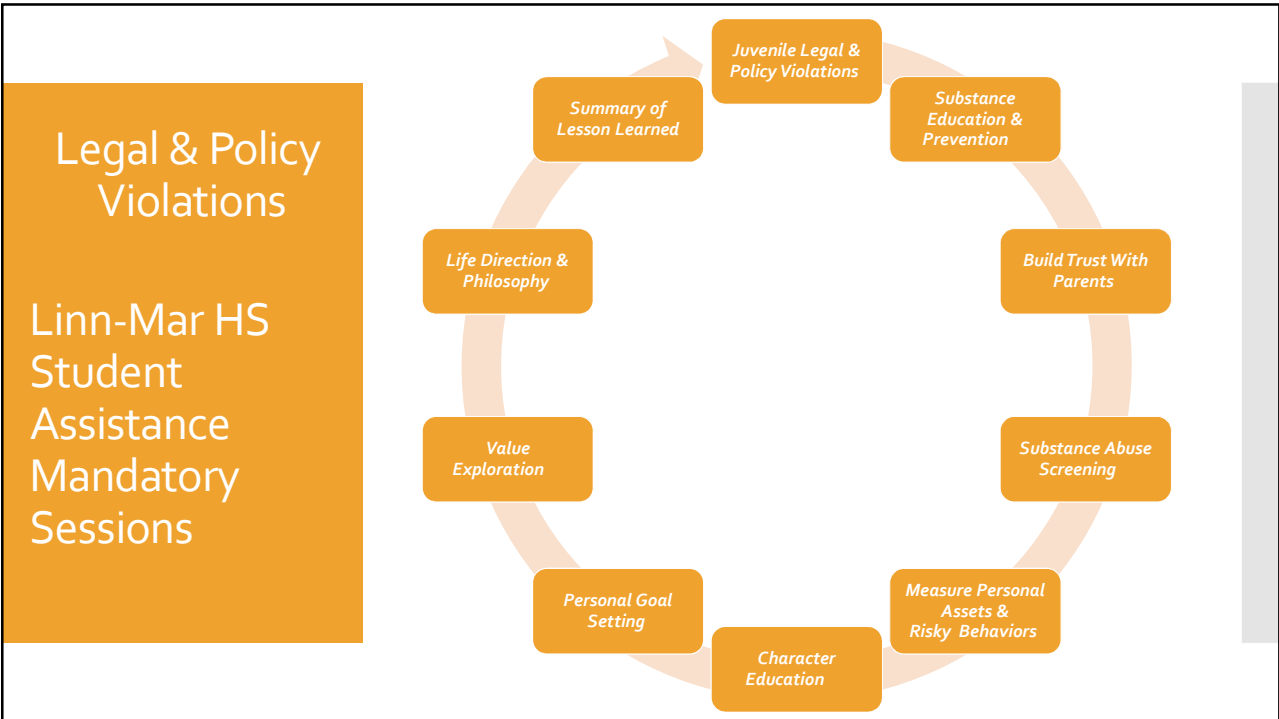
- * Parent's divorce
- * Not living with parents
- * Depression signs & symptoms
- * Self injury concerns
- * Suicidal ideations
- * Eating disorder
- * Emotional abuse
- * Mental health issues
- * Family suicidal issues
- * Stress
- * Anxiety
- * Suicide attempts
- * Family concerns
- * Abuse issues
- * Self-concept issues
- * Peer relationship issues
- * Self harm behaviors
- * Home situation chaotic
- * Early adult responsibilities

- * Peer conflicts
- * Poor attendance
- * Class room conduct
- * Frequent tardiness
- * Lack peer group
- * No post H.S. plan
- * Bullying
- * Teen parent
- * Pregnancy
- * Childhood trauma
- * Sexually transmitted diseases
- * Dating relationships
- * Run away from home
- * Students in foster care
- * Racial identity issues
- * Community referrals
- * Low SES / Low resources
- * Low school engagement
- * Social Media bullying

- * Family substance abuse
- * High risk peer group
- * Family criminal history
- * High levels of violence
- * High levels of substance abuse
- * Criminal activity
- * Legal troubles
- * Substance experimentation
- * Hygiene issues
- * Use of weapons
- * Anger management
- * Inappropriate behaviors
- * Lying
- * Physical fights
- * Gambling
- * Gang activity
- * Physically abused
- * School policy violations
- * Decision making

Juvenile Legal and Policy Violations

	Repeat Offenders	Not Re-Offenders
2003-2018 Linn-Mar Students	21.9%	78.1%
2016 Linn County Juvenile Corrections	38%	62%



Kevin
McCauley

(continued)

High School
Student
Assistance
Counselor

"Through this experience that Linn-Mar provided, I learned that it was okay to mess up, but it's what you do after that matters. I made a mistake of underage drinking, but from this mistake I've learned that it's from here on out, is how my life will turn out. The high school's violation experience wasn't as scary as I expected. I enjoyed my time meeting with the Student Assistance Counselor, and I learned a lot. I've made several goals for myself and realized that I want my life to be a positive direction after this incident. Meeting with the Student Assistance Counselor helped a lot. I'm glad I decided to meet with him because I am not confused or sad anymore. Overall, it was a good learning experiment for me, and now I know that my positive goals will be accomplished."

Current Linn-Mar Student

What does it mean to have a Student Assistance Counselor within your building?

"How do you measure the entire effect of Kevin, Lisa and Janessa? We have students, graduates and former students who are still on this earth because of their efforts and knowledge. It is difficult to measure what never did happen to students had it not been for these three individuals. Simply acknowledging this shows our district understands such assistance for students and families in crisis is not just a 'nice to have', it is essential."

Lisa
Mooney

High School
Student
Assistance
Counselor

- LISW Social Worker who particularly focuses on mental health (especially anxiety, depression and suicidal ideation and behaviors), family support and referral.
- Suicide Prevention Task Force
- Suicide Prevention Week
- STOP
- Lean On Me
- Wild Cat Closet
- SOS Facilitator
- Mentoring
- BLT

Suicide
Prevention
Week Highlights



Due to a generous funding provided by the HOPEWalk Committee, the Suicide Prevention Committee provided 270 shirts to all staff in the High School, Compass, and many at the LRC. We all wore them on 3/1/19 to show solidarity within the school but also with those who struggle.

The shirts were inspired by Logic The Rapper's grammy nominated song "1-800-273-8255" which highlights the National Suicide Prevention Lifeline.

Suicide Prevention Week



Suicide's Toll

- Each death by suicide leaves approximately 135 exposed and affected.
- In the US there were 47,173 deaths by suicide in 2017 which means that 6,368,355 people were affected by suicide.
- Consider that by preventing suicides we also prevent many, many from suffering the loss of a loved one or friend.

Scope of the Problem

- In Iowa, suicide is the leading cause of death for those between 15-34. (This has moved upwards from second or third place in years past depending on exact age group).
- On average, a person dies by suicide every 19 hours in Iowa.
- Nationally, the suicide rate increased 33% from 1999 through 2017. All counselors can tell you that this validates our experience.
- Linn-Mar's 2016 Iowa Youth Survey results indicated that 12% of our 8th grade and 11th grade (averaged) students said "yes" to the question "During the past 12 months have you seriously thought about killing yourself?"

Suicide Prevention Task Force

- Determine best practices for Linn-Mar's suicide prevention program based on research-based protocols and methods.
- Usher in these best practices, ensure fidelity and review yearly for current research and best practices.
- Improve suicide prevention training (and thus skills and knowledge) for counseling staff as well as the HS Student Assistance Team.
- Improve counselors and Student Assistance team members' comfort with addressing students' suicidal thoughts and behaviors as well as clearly defining committee members as resources for consultation.

Suicide Prevention Task Force

- Increase the use of determined methods by our staff to replace or reduce hospitalizations when this level of care is unnecessary.
- Document in written form Linn-Mar's suicide prevention plan for reference and training purposes.
- Educate and support Linn-Mar families and students themselves.
- Postvention-consistent within the district

STOP (Standing Together Opposing Phone usage while driving

- Formed in 2016 to support grieving students following an accident which caused the death of two of our students. The driver of the vehicle which caused the accident was texting and driving.
- The group evolved into an advocacy group to help change the law.
- 2/15/16 visit to the Capitol to speak with the Governor at a press conference and lobby legislators. Coordinated with Liz Mathis, State Senator.
- Yearly events with wrist bands, T-shirts, pledge signing, purple ribbons.
- Health Class presentations, break out session in the ALO Leadership Youth Conference with Unity Point.
- Parking tags

3/2/19
UFG Insurance
Group came to
videotape
STOP's
founding
members.



Janessa Walters
 High School
 Student
 Assistance
 Counselor



<p># of Student Referrals (as of 3/1/19)</p>	<p>155</p>
<p>Referral Reason (Top 5 out of 20)</p>	<p>1 - Peer Conflicts 2 - Attendance 3 - Anxiety 4 - Family Conflicts 5 - Reported Another Student</p>
<p>Referral Source</p>	<p>48% - Self Referrals 16% - Teacher Referrals 12% - School Counselor Referrals 7% - Administration Referrals 7% - Peer Referrals 3% - Associate Referrals</p>
<p>Grade</p>	<p>28% - Freshman 35% - Sophomores 20% - Juniors 17% - Seniors</p>



Student Programs

Goal: Increase Student Engagement and participation in extra-curricular activities. Higher engagement = greater likelihood of graduating high school.

Jr. ALO

ALO

Roots Honor Program

Pep Assembly Committee

Linn-Mar Step Team (2019-2020)

Student Perspectives

"I joined ALO at the beginning of last year. I heard of ALO and all the fun things they did the year before. I truly joined because when I saw ALO members interact with each other, I felt as though they had each other's back. They were a mini family, and I wanted to join. Once I joined, I saw a lot of leaders that looked like me, so I really wanted to live up and become a leader. I truly felt like I was becoming a leader during the ALO conference when Mrs. Walters let off the reins and let us showcase our leadership skills. I am in the Roots Honor Program to enhance my skills and to become the leader and person for others to look up to like I looked up to my sophomore year."

Jeany-Class of 2020

Student Perspectives

"ALO and Roots Honor Program are constantly pushing me to be an individual and to hold myself accountable to a higher standard. There is the "idea" of having multicultural student leadership group and then there is the actual "implementation" of that idea. The implementation is an action that connects me to a community of some very cool and unique individuals, who like myself, just need a push outside of their comfort zone and into their potential. I joined ALO because of the idea. I stayed, because it was something timeless."

Henry -Class of 2019

What does it mean to have a Student Assistance Counselor within your building?

"Kevin, Lisa, and Janessa are amazing people and do amazing things for our students, staff, and building. We would be lost without them and I would hate to even think of how our students would be affected if they were not in our building to support them."

Katie Dorsey

Family Resource Specialist

What does it mean to have a Student Assistance Counselor within your building?

"The student assistance team, particularly Katie Dorsey in this situation, has partnered with a family of children placed into foster care. The family was in transition and she worked with DHS, the temporary foster family, and the school to maintain attendance and provide transportation via cab so the children had one constant in their life, school."

Katie Dorsey

Family Resource Specialist

67 Referrals Referral Process

- Contact referral source
- Contact family
- Conduct needs assessment
- Create action plan with the family

Meet Family A

- Referral from Elementary Student Assistance Counselor for food and medical assistance
- Mom was originally denied for Hawk-I insurance
- Mom was denied food assistance
- During needs assessment, it was discovered that the Hawk-I insurance application was completed inaccurately
- Completed and submitted a new application for Hawk-I insurance
- Connected with local food pantry that supplies a monthly box of food

Community Resources that can support our Linn-Mar Families

- Abbe Center
- Catherine McAuley
- Horizons
- Covenant
- Foundation 2
- DHS
- Child Care Resource Referral
- Tanager Place
- Four Oaks
- LSI
- Associates for Behavioral Healthcare
- Waypoint
- Equipping Youth
- Families Helping Families
- Olivet Mission
- Iowa Workforce
- Jane Boyd
- Ecumenical Community Center Foundation
- Young Parent Network
- Riverview
- Bridgehaven
- Willis Dady
- Helping Hands

McKinney-Vento/ESSA role

McKinney-Vento

- 61 students identified as homeless under McKinney-Vento
- POC for Linn-Mar
- Monthly Meeting with area liaisons
- Marion Homelessness Response Team
- Identify student eligibility of homelessness
- Work with families on next steps
 - Transportation
 - Housing
 - Food

ESSA

- 41 Students in foster care
- POC for Linn-Mar
- Liaison with DHS to ensure that the student's needs are being met
- Coordinating transportation when necessary

Meet Family B

- Referral from Elementary Principal due to a potential homeless situation
- From needs assessment, the family needed;
 - Safe Housing
 - Transportation
 - Food
 - Employment
- Crisis Intervention

“Learn from yesterday.
Live for today.
Hope for tomorrow.” —
Albert Einstein

Cabinet Updates: March 11, 2019



[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.

FY2020 Certified Budget: Linn-Mar's fiscal year 2020 proposed certified budget is based on a 2.06% SSA growth rate and a certified budget enrollment of 7,557 students, which is an increase of 121 students from the previous year. One of the main purposes of the certified budget is to establish a maximum tax rate for the district. For FY2020, the district is proposing a tax rate of \$18.01 per \$1,000 of valuation, which is an increase of \$0.64 or 3.7% from last year. The increase in the tax levy is a result of the voter-approved general obligation bond issuance, which will be used to construct two intermediate buildings within the district. A public hearing and final approval of the FY2020 certified budget is set for April 8th. Iowa law requires the budget to be approved and filed by April 15th.

Update from Finance/Audit Committee: The committee met on March 7th and discussed:

- Contract with Bohnsack & Frommelt to perform auditing services for the 2018-19 fiscal year in the amount of \$23,650. This will be the second year of a three-year agreement.
- The district received the following three bids for the Wilkins Elementary and high school roofing projects and recommends awarding the bid to Dryspace, Inc., as the lowest, responsive bidder.
 - Dryspace, Inc. (Cedar Rapids) \$746,937
 - Black Hawk Roof Company (Cedar Falls) \$759,800
 - Cedar Service Company (Cedar Rapids) \$823,043
- Noted that there will be a public hearing on March 11th regarding the site grading for the new intermediate buildings. The overall goal is to get site work on these projects started as soon as possible in order to meet the fall 2020 project completion timeline.
- Discussed the proposed fiscal year 2020 certified budget. *See comments above.*
- The school board will be passing a pre-debt service levy resolution on March 11th to allow the district to levy taxes for general obligation bonds issued after the certified budget deadline. In short, the resolution allows the district to levy a maximum of \$2.50 per \$1,000 of valuation for its FY2020 debt service levy.
- That a FY2019 budget amendment is necessary due to the 1:1 implementation. This amendment process will start in April and be approved by the school board in May.

Marion Youth Center: Members of the Marion Independent School District and Linn-Mar, in cooperation with several community agencies, are moving forward with plans for the Marion Youth Center. This collaborative effort will be a partnership with the Cedar Rapids Boys and Girls Club. We have agreed to provide transportation for 8-10 5th/6th grade students to attend this summer program. The goal of the coalition is to provide opportunities for at-risk students in grades 5th-9th to have social activities, meals, and a place to continue educational activities over the summer. A letter of support has been drafted and will be presented to the Marion City Council in April (*Refer to letter on page 3*).

A list of partners is below:

- Marion Independent School District: providing space for the program and access to student demographic info/educational statistics for each member
- Linn-Mar Community School District: providing transportation and access to student demographic info/educational statistics for each member
- Marion Public Library: providing programs
- Marion YMCA: providing programs
- Marion Cares: providing programs
- ISU Extension: providing programs
- Tanager Place: providing art therapy
- ASAC: providing prevention services
- Marion Police Department
- City of Marion
- Marion Chamber of Commerce

District Achievements and Honors

Contest Speech News: Congratulations to the following Contest Speech students for advancing to the State competition:

- **Freshman Team:** Maya Neymeyer (Acting), Evan Thomasson (Radio News Announcing), Adi Heitzman (Storytelling and Prose) and Lia Scharnau (Literary Program)
- **Varsity Team:** Gera Elliott (Public Address), Maneesh John (Radio News Announcing), Ruthie Gustason (Poetry and Spontaneous Speaking), Erin O'Hara (Solo Musical Theatre and Literary Program), Cheyenne Mann (Acting and Storytelling), Nancy Hershberger (Literary Program), Cailin Duffy (Expository Address and Solo Musical Theatre), Adin Tijerina (Radio News Broadcasting), Saide Staker (Original Oratory), Bella Dix (Storytelling and Improvisation), Ollie Kress (Literary Program), Jabrianna Coleman (Poetry), Kaitlin Clark (Expository Address), and Ashley Schmidt (Original Oratory)

Cheer News: Congratulations to Linn-Mar Cheer and their coaches for being asked to perform at the state basketball tournament!



Iowa Female Student Athlete Scholarship:

Congratulations to Senior Tori Niemeyer for being selected by the Iowa High School Athletic Directors Association as one of the Iowa Female Student Athlete Scholarship winners!



United Way Recognition: Congratulations to Nikki Krieger, Nutrition Services Total Access Assistant and Administrative Assistant to Community Relations/Communications, for being recognized by the United Way as one of the Outstanding United Way Campaign Coordinators for 2018-19.

Linn-Mar Buddies: High school students spent the past week participating in activities that centered on inclusion that were sponsored by the Linn-Mar Buddies program. Students were invited to sign a large banner promoting this year's theme, *The Revolution is Inclusion*.



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

March 6, 2019

Re: Partnership Agreement with the Cedar Rapids Boys and Girls Club.

To Whom It May Concern:


Linn Mar Community Schools fully supports this partnership to aid in the development of the Marion Youth Center and are totally committed to helping the youth of Marion achieve success.

We promise to provide:

- Access to student demographics and educational statistics for eligible students.
- Transportation for all Linn Mar students attending the program.
- Collaboration with members of the Marion Youth Council Advisory Board on current and future programming needs.
- Information to our school counselors to provide support for the Marion Youth Center.

We are committed to this partnership and offer this letter of support.

Sincerely,


Nathan Wear
Associate Superintendent
Chief Academic Officer
Linn-Mar Community Schools

February 28, 2019

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

RE: 2019 Roof Improvements
Wilkins Elementary School
Linn-Mar High School

Dear JT:

Three bids were received on February 28, 2019 for the above referenced project.

We have reviewed the bids that were provided to us. Our review did have two bids that were sent to the wrong location by J.G. Hause Construction and Jim Giese Roofing and have been returned unopened. There were no irregularities with the bid submitted by the low bid from Dryspace, Inc. for the items stated below. We recommend that the Linn-Mar Community School District proceed with your award process for the Base Bid as listed below. This award may be subject to submittal of acceptable bonds, insurance and other requirements of the Linn-Mar Community School District. We are enclosing a copy of the bid tabulation for your use.

DRYSPACE, INC.:

BASE BID 1 - HIGH SCHOOL ROOF LEVELS A & N,
WILKINS ELEMENTARY ROOF LEVELS A, B, C, E, & F,

TOTAL BASE BID \$746,937.00

Please contact our office of the award decision and we will proceed with obtaining the agreement, bonds and insurance.

We look forward to working with you and Linn-Mar Community School District on this project. Please call our office if you have any questions or comments regarding the above project.

Sincerely,

SHIVE-HATTERY, INC.



Mitch Kelchen
Roof Consultant

Enclosure: Bid Tabulation

Copy: Steve Nelson



TABULATION OF BIDS

Owner: **Linn-Mar Community School District**

2/28/2018

Project Name: **2019 Roof Improvements**

Linn-Mar Community School District

S-H Project #: **2183340**

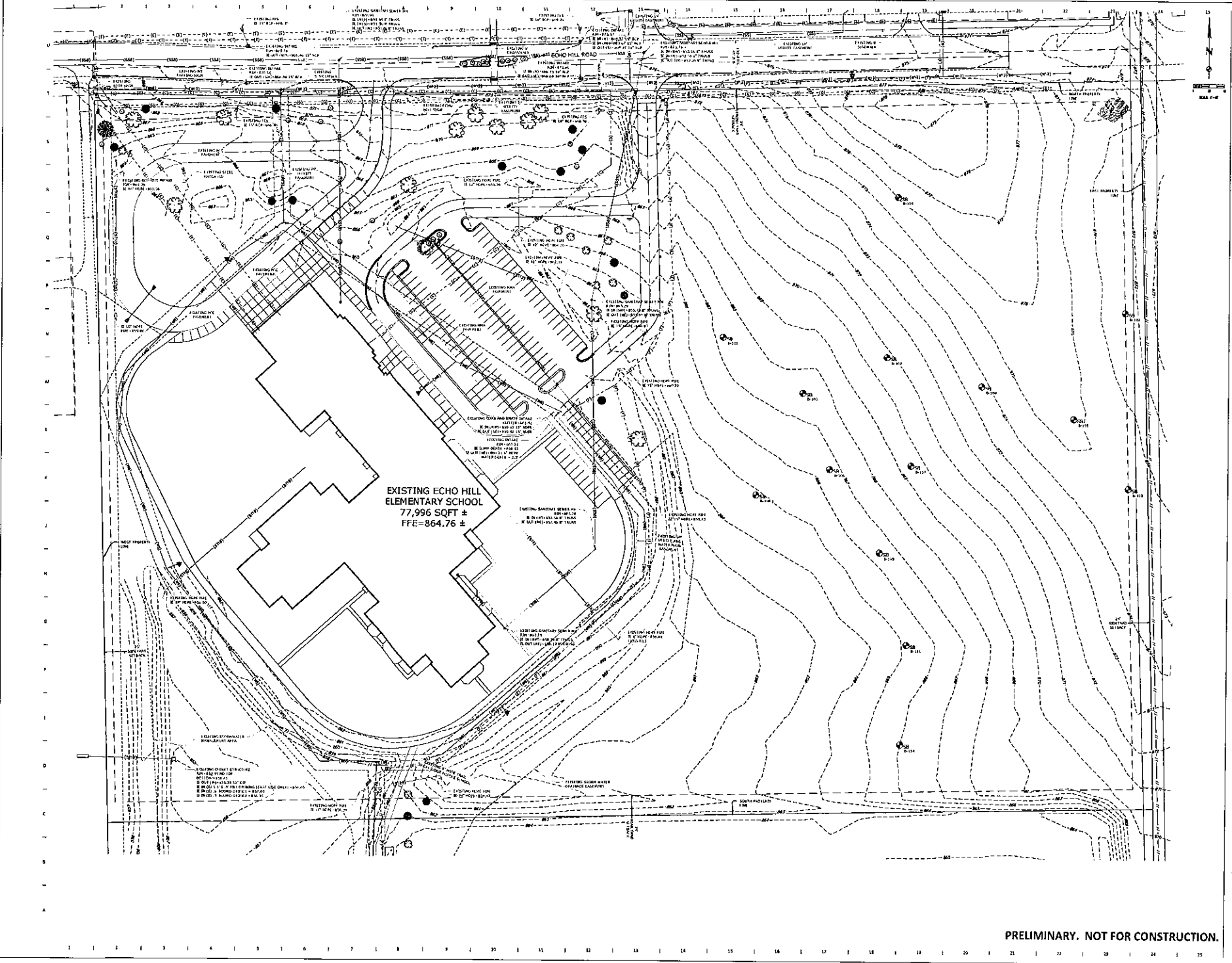
Learning Resource Center

2999 N 10th Street, Marion, IA

1 of 1

NAME AND ADDRESS OF BIDDER			Dryspace Inc. 707 66th Avenue SW Cedar Rapids, IA 52404		Black Hawk Roof Company 619 East 19th Street Cedar Falls, IA 50613		Cedar Service Company 714 66th Ave SW Cedar Rapids, IA 52404	
Bid Security - 5%			YES		YES		YES	
Statements or evidence of bidders qualifications 00 4100.01			YES		YES		YES	
Authorization to Transact Business Worksheet 00 4100.02			YES		YES		YES	
Non-Collusion Affidavit 00 4100.03			YES		YES		YES	
Targeted Small Business Forms 00 4100.04			YES		YES		YES	
Addendum 1 - 2/26/19			YES		YES		YES	
ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED	UNIT PRICE	EXTENDED
BASE BID 1 - HIGH SCHOOL ROOF LEVELS A & N, WILKINS ELEMENTARY ROOF LEVELS A, B, C, E, & F								
1	Complete tear-off and replacement of the existing roof with a new EPDM adhered roof system.	Lump Sum	Lump Sum	\$ 733,817.00	Lump Sum	\$ 749,400.00	Lump Sum	\$ 811,843.00
2	Metal deck repair or replacement.	1600 SF	\$8.20 / SF	\$ 13,120.00	\$6.50 / SF	\$ 10,400.00	\$7.00 / SF	\$ 11,200.00
TOTAL BASE BID 1			\$	746,937.00	\$	759,800.00	\$	823,043.00





PRELIMINARY. NOT FOR CONSTRUCTION.

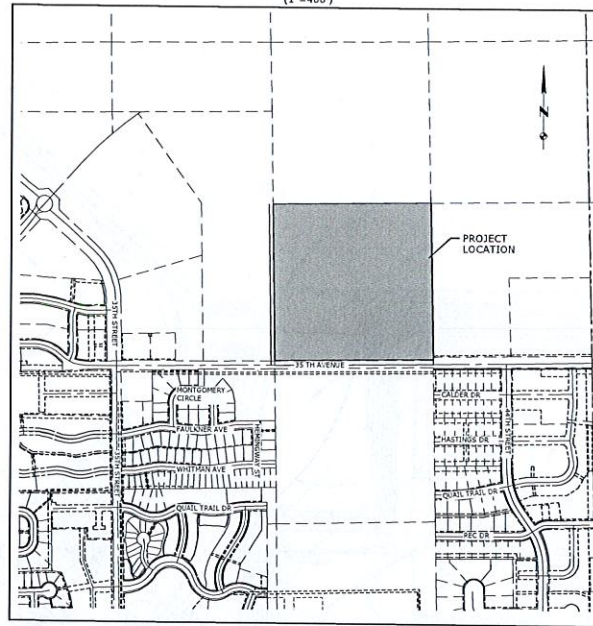
DRAWINGS OF PROPOSED IMPROVEMENTS
FOR
35 TH AVENUE
LINN-MAR INTERMEDIATE SCHOOL
EARLY GRADING PACKAGE
IN THE CITY OF MARION, LINN COUNTY, IOWA

SHEET INDEX NO.	DESCRIPTION
C100	COVER GRADING, EROSION CONTROL, AND STORM SEWER PLAN

**UTILITY AND EMERGENCY TELEPHONE NUMBERS
CITY OF MARION, IOWA**

ENGINEERING DEPARTMENT	(319)-743-6340
POLICE DEPARTMENT	(319)-377-1511
EMERGENCY	911
FIRE DEPARTMENT	(319)-377-8237
EMERGENCY	911
WATER DEPARTMENT	(319)-743-6310
SEWER MAINTENANCE DEPARTMENT	(319)-377-6367
IOWA ONE CALL (UTILITIES)	(800)-292-8989
MID-AMERICAN ENERGY	(319)-298-5162
CENTURY LINK (TELEPHONE)	
ENGINEER, WEST SIDE	(319)-399-7600
ENGINEER, EAST SIDE	(319)-399-7487
ALLIANT/ I.E.S. INDUSTRIES (ELECTRIC, STEAM) INFORMATION	(319)-786-1912 (319)-286-1959
MEDIA/COM (CABLE TV) BUSINESS LOCATIONS	(319)-395-9699 EXT 354
WINDSTREAM (TELEPHONE / CABLE TV) BUSINESS LOCATIONS	(800)-292-8989 (641)-269-7725
IMCH (TELEPHONE / CABLE TV) BUSINESS LOCATIONS	(800)-292-8989 (319) 298-6454
SOUTH-SLOPE (TELEPHONE / CABLE TV) IOWA NETWORK SERVICE ITC MIDWEST	(800) 292-8989 (319)-665-5312 (319)-533-2319 (319)-287-8765
JOINT COMMUNICATIONS NETWORK LINN COUNTY REC	(319)-286-5491 (319)-377-1587
CEDAR RAPIDS AND IOWA CITY RAILWAY COMPANY IOWA DEPARTMENT OF TRANSPORTATION DISTRICT ENGINEER	(800)-283-1540 (319)-364-0235 (319)-364-8189 (319)-892-6400
MAINTENANCE GARAGES LINN COUNTY ENGINEER LINN COUNTY MAINTENANCE	(319)-892-6420

LOCATION MAP
(1"=400')



OWNER

LINN-MAR COMMUNITY SCHOOL DISTRICT
ATTN: J.T. ANDERSON
2999 NORTH TENTH STREET
MARION, IOWA 52302
PH: (319) 447-3008
EMAIL: jranderson@linnmar.k12.ia.us

LEGAL

THE SW 1/4, NE 1/4 OF SECTION 29,
TOWNSHIP 84 NORTH, RANGE 6 WEST OF
THE 5TH P.M. MARION, LINN COUNTY, IOWA

ZONING AND USE

EXISTING ZONING: A-1
PROPOSED ZONING: P-1
EXISTING USE: VACANT LAND
PROPOSED USE: ELEMENTARY AND INTERMEDIATE SCHOOLS

DIMENSIONAL STANDARDS

MINIMUM LOT WIDTH:	NONE
MAXIMUM BUILDING HEIGHT:	3 STORIES OR 45 FT
MINIMUM FRONT YARD:	25 FEET
MINIMUM INTERIOR SIDE YARD:	25 FEET
MINIMUM CORNER SIDE YARD:	25 FEET
MINIMUM REAR YARD:	25 FEET

NOTE

THIS PLAN OF IMPROVEMENTS CONTAINS PLANS FOR THE EARLY GRADING PACKAGE FOR THE PROPOSED INTERMEDIATE PAD, FOR FUTURE DEVELOPMENT OF THE BUILDING SCHOOL.

**STATEWIDE URBAN DESIGN AND SPECIFICATIONS (SUDS)
STANDARD DETAILS FOR PUBLIC IMPROVEMENTS**

ITEM	REFERENCE #
ROLLED EROSION CONTROL PRODUCT ON SLOPE	9046.103
FILTER BEAM & FILTER SOCK	9046.102
SILT FENCE	9046.119
STABILIZED CONSTRUCTION ENTRANCE	9046.101

UTILITY LEGEND

EXISTING	PROPOSED
(100)	SANITARY SEWER W/SIZE
(200)	STORM SEWER W/SIZE
(100)	SUBDRAIN
(100)	FORCE MAIN W/SIZE
(100)	WATER MAIN W/SIZE
(100)	GAS
(100)	STEAM
(100)	ELECTRIC-OVERHEAD
(100)	ELECTRIC-UNDERGROUND
(100)	CABLE TV-UNDERGROUND
(100)	CABLE TV-OVERHEAD
(100)	TELEPHONE-OVERHEAD
(100)	FIBER OPTIC-UNDERGROUND
(100)	FIBER OPTIC-OVERHEAD
(100)	TELEPHONE-UNDERGROUND
(100)	FENCE LINE
(100)	FILTER SOCK
(100)	FLOODPLAIN LIMITS
(100)	FLOODWAY LIMITS
(100)	CITY CORPORATION LIMITS
(100)	CONTIGUOUS LINE
(100)	LIGHT POLE W/O MAST
(100)	LIGHT POLE W/MAST
(100)	TELEPHONE POLE
(100)	POWER POLE
(100)	GUY ANCHOR
(100)	GUY POLE
(100)	TELEPHONE PEDESTAL
(100)	TELEPHONE MANHOLE
(100)	CABLE TV PEDESTAL
(100)	UTILITY CONTROL CABINET
(100)	SANITARY MANHOLE
(100)	STORM MANHOLE
(100)	GRATE INTAKE
(100)	RA-3 INTAKE
(100)	RA-5 INTAKE
(100)	RA-6 INTAKE
(100)	RA-8 INTAKE
(100)	HORSESHOE CATCH BASIN W/O FLUME
(100)	HORSESHOE CATCH BASIN W/FLUME
(100)	GAS VALVE
(100)	FLARED END SECTION
(100)	CLEANOUT, STORM OR SANITARY
(100)	TRAFFIC SIGNAL W/MAST

UTILITY LEGEND (CONTINUED)

EXISTING	PROPOSED
(100)	BOLLARD
(100)	BENCHMARK
(100)	STREET SIGN
(100)	WELL
(100)	SOIL BORING
(100)	FIRE HYDRANT
(100)	WATER VALVE
(100)	WATER SHUTOFF
(100)	WATER BLOWOFF
(100)	SURVEY CONTROL POINT AS NOTED

SURVEY LEGEND

(100)	SET REAR W/ICAP
(100)	SET PAUL
(100)	FOUND SURVEY MONUMENT AS NOTED
(100)	FOUND RIGHT OF WAY PAUL
(100)	SECTION CORNER SET AS NOTED
(100)	SECTION CORNER FOUND AS NOTED
(100)	OUT "X" IN CONCRETE
(100)	RECORDED AS
(100)	EASEMENT LINE
(100)	PLAT OR SURVEY BOUNDARY
(100)	PLAT LOT LINE
(100)	CENTERLINE
(100)	SECTION LINE
(100)	1/4 SECTION LINE
(100)	1/4-1/4 SECTION LINE
(100)	EXISTING LOT LINE
(100)	BUILDING SETBACK LINE

PLANT LEGEND

EXISTING	PROPOSED
(100)	DECIDUOUS TREE
(100)	CONIFEROUS TREE
(100)	DECIDUOUS SHRUB
(100)	CONIFEROUS SHRUB
(100)	TREE STUMP
(100)	TREE LINE CURB EDGE

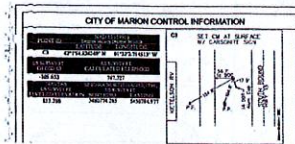
NOTE

THE PROPOSED IMPROVEMENTS INCLUDED IN THESE DRAWINGS HAVE BEEN DESIGNED IN ACCORDANCE WITH THE STATEWIDE URBAN DESIGN AND SPECIFICATIONS MANUAL WITH SUPPLEMENTAL SPECIFICATIONS (SUDS) AND MARION SUPPLEMENTAL SPECIFICATIONS UNLESS OTHERWISE NOTED.

HORIZONTAL / VERTICAL CONTROL

CP #1: POINT #1: SET OUT "X" ON NW CORNER OF STORM INTAKE TOWER, NEAR SE PROPERTY CORNER
N=349004.3725, E=5446792.0642, ELEV=861.64

CP #2: POINT #2: SET OUT "X" ON NW CORNER OF STORM INTAKE TOWER, NEAR SW PROPERTY CORNER
N=3490034.9452, E=5445453.0863, ELEV=865.42



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Contact Person	BRENT W. JACKMAN
Telephone Number	(319) 382-9548
Fax Number	(319) 382-7995
Mailing Address	1800 BOYSON ROAD
E-MAIL Address	brent@halleng.com
Date Submitted	03/12/2019
Date Submitted	

CITY OF MARION	
THIS ENGINEERING DOCUMENT IS APPROVED FOR CONSTRUCTION	
MICHAEL BAKALDIN, CITY ENGINEER	DATE

CITY FILE NUMBER:	
HALL AND HALL PROJECT NUMBER:	K0625-1
INITIAL CITY SUBMITAL:	03/12/2019

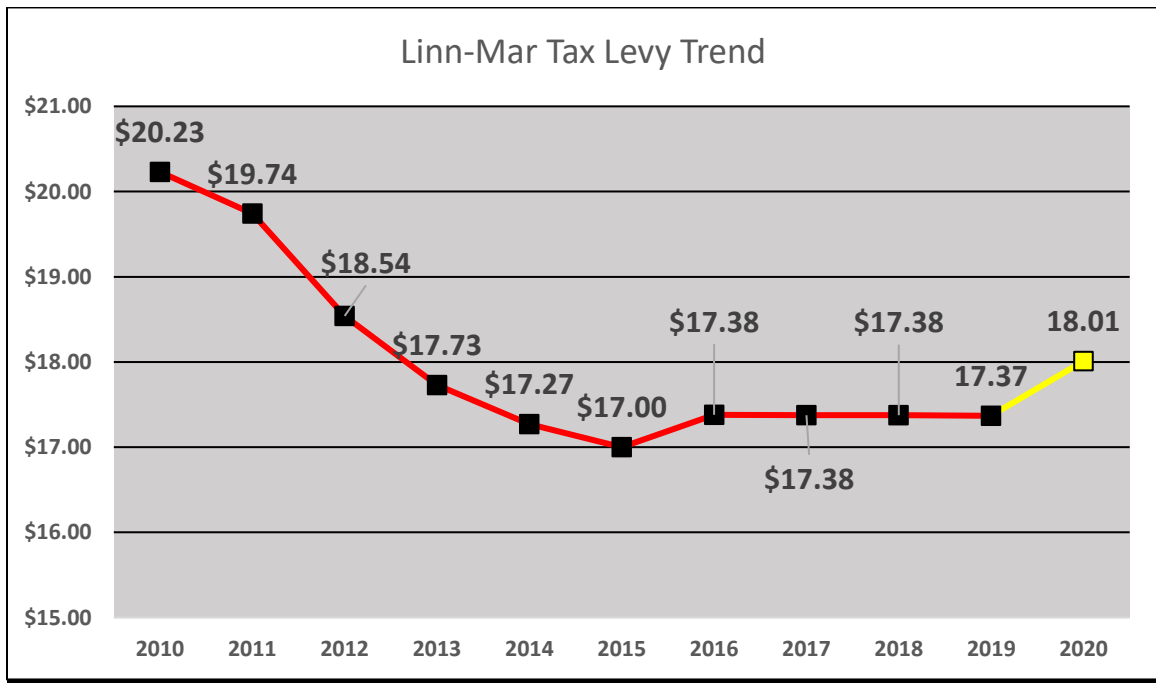
NOTES:
1. THIS IS A STANDARD LEGEND. SOME ITEMS MAY NOT APPEAR ON DRAWINGS.

FY2020 LINN-MAR CERTIFIED BUDGET TAX LEVY COMPARISON AND IMPACT

2.06% SSA Growth		
	FY2019	FY2020
General Fund	\$13.41665	\$13.34512
Management Levy	\$0.50486	\$0.36405
Voted PPEL	\$1.34000	\$1.34000
Regular PPEL	\$0.33000	\$0.33000
PERL	\$0.13500	\$0.13500
Debt Service	\$1.64611	\$2.50000
Total Levy	\$17.37262	\$18.01417
% Change		3.69%
\$ Change		\$0.64155

Impact of tax levy on a home assessed at \$200,000 is an annual increase of approximately **\$115 (or \$9.50 per month)**. Such increase is due to the voter approved GO bonds and the state residential rollback increasing 2.3%.

Impact of tax levy on commercial property assessed at \$500,000 is an annual increase of approximately **\$288 (or \$24 per month)**. Such increase is due to the voter approved GO bonds.



Notice of Public Hearing
Proposed Linn-Mar School Budget Summary
Fiscal Year 2019-2020

Department of Management - Form S-PB-8

		Budget 2020	Re-est. 2019	Actual 2018	Avg %18-20
Taxes Levied on Property	1	39,701,965	36,451,734	34,452,075	7.4%
Utility Replacement Excise Tax	2	186,324	191,788	171,961	4.1%
Income Surtaxes	3	0	0	0	
Tuition\Transportation Received	4	5,800,000	5,450,000	5,274,581	
Earnings on Investments	5	494,000	326,000	195,263	
Nutrition Program Sales	6	2,725,000	2,250,000	2,301,978	
Student Activities and Sales	7	1,150,000	1,175,000	785,279	
Other Revenues from Local Sources	8	1,871,000	2,226,000	2,432,165	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	49,951,014	47,667,846	46,396,027	
Instructional Support State Aid	11	261,408	0	0	
Other State Sources	12	7,952,325	7,849,365	7,145,476	
Commercial & Industrial State Replacement	13	1,157,584	1,035,276	948,662	
Title I Grants	14	600,000	599,000	583,522	
IDEA and Other Federal Sources	15	3,615,000	3,550,000	3,451,110	
Total Revenues	16	115,465,620	108,772,009	104,138,098	
General Long-Term Debt Proceeds	17	54,425,000	10,093,303	0	
Transfers In	18	6,286,957	6,274,221	6,277,164	
Proceeds of Fixed Asset Dispositions	19	40,000	40,000	40,738	
Total Revenues & Other Sources	20	176,217,577	125,179,533	110,456,000	
Beginning Fund Balance	21	30,531,204	25,654,272	26,664,699	
Total Resources	22	206,748,781	150,833,805	137,120,699	
*Instruction	23	63,475,000	62,050,000	57,267,292	5.3%
Student Support Services	24	4,707,500	4,507,500	4,301,729	
Instructional Staff Support Services	25	6,406,500	6,156,500	6,151,635	
General Administration	26	752,000	701,700	757,193	
School/Building Administration	27	4,637,000	4,461,500	4,168,590	
Business & Central Administration	28	2,259,000	2,183,500	2,170,287	
Plant Operation and Maintenance	29	7,400,000	7,000,000	6,692,844	
Student Transportation	30	3,250,000	3,110,000	3,020,658	
This row is intentionally left blank	31	0	0	0	
*Total Support Services (lines 24-31)	31A	29,412,000	28,120,700	27,262,937	3.9%
*Noninstructional Programs	32	4,305,000	4,069,000	4,045,508	3.2%
Facilities Acquisition and Construction	33	55,300,000	6,500,000	3,239,412	
Debt Service	34	21,750,000	9,949,589	10,134,559	
AEA Support - Direct to AEA	35	3,622,241	3,339,090	3,239,555	
*Total Other Expenditures (lines 33-35)	35A	80,672,241	19,788,679	16,613,527	120.4%
Total Expenditures	36	177,864,241	114,028,379	105,189,263	
Transfers Out	37	6,286,957	6,274,222	6,277,164	
Total Expenditures & Other Uses	38	184,151,198	120,302,601	111,466,427	
Ending Fund Balance	39	22,597,583	30,531,204	25,654,272	
Total Requirements	40	206,748,781	150,833,805	137,120,699	
Proposed Tax Rate (per \$1,000 taxable valuation)		18.01417			

Location of Public Hearing:

Date of Hearing:

Time of Hearing:

**Westfield Elementary School Media Center,
901 East Main St., Robins, IA 52328**

04/08/19
mm/dd/yy

7:00 pm

The Board of Directors will conduct a public hearing on the proposed 2019/20 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.



2018-2019 School Calendar

Start-Finish

August 23 – June 5

Summary of Calendar

Q1 = 45	Oct 25
Q2 = 44	Jan 11
Q3 = 48/47	Mar 29
Q4 = 47/46	June 5

Calendar Legend

	Start/End
	Quarter
	Holidays
	Vacation
	New Teacher Orientation
	Comp Day/Work Day Combo
	Early Childhood Prof Learning
	PreK-8 Teacher Comp Day
	PreK-12 Professional Learning
	PreK-12 Teacher Comp Day
	PreK-12 Teacher Work Day
	PreK-12 Student Non-Attendance
	PreK-8 Student Non-Attendance
	9-12 Student Non-Attendance

August 2018

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	Q	26
29	30	31		

November

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December

3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019

	1	2	3	4
7	8	9	10	Q
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	Q

April

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June

3	4	Q	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

August 2018

15, 16	New Teacher Orientation
17	First Day for PreK-12 Teachers
20	Professional Learning Day
21, 22	PreK-12 Teacher Work Days
23	First Day of School K-9
24	First Day of School 10-12

September

3	No School PreK-12 (Labor Day)
5	No School ECBP and LL Preschool (Early Childhood Professional Learning)

October

3	No School ECBP and LL Preschool (Early Childhood Professional Learning)
15-25	K-8 Conference Window
25	End 1 st Quarter
26	No School PreK-12 (PreK-8 Teacher Comp Day) (9-12 Teacher Work Day)
29	No School PreK-12 (Professional Learning Day)

November

7	No School ECBP and LL Preschool (Early Childhood Professional Learning)
15	High School Conferences
21	No School PreK-12 (Teacher Comp Day)
22-23	No School PreK-12 (Thanksgiving Break)

December

5	No School ECBP and LL Preschool (Early Childhood Professional Learning)
24-31	No School PreK-12 (Winter Break)

January 2019

1	No School PreK-12 (Winter Break)
2	No School ECBP and LL Preschool (Early Childhood Professional Learning)
11	End 2 nd Quarter
14	No School PreK-12 (Teacher Work Day)
21	No School PreK-12 (Prof Learning Day)

February

6	No School ECBP and LL Preschool (Early Childhood Professional Learning)
18	No School PreK-8 (Teacher Comp Day)
21	High School Conferences

March

4-15	K-8 Conference Window
6	No School ECBP and LL Preschool (Early Childhood Professional Learning)
18-22	No School PreK-12 (Spring Break)
25	Make-Up Day – School IN Session
29	End 3 rd Quarter

April

3	No School ECBP and LL Preschool (Early Childhood Professional Learning)
19	No School PreK-8 (Teacher Work Day)
22	Make-Up Day – School IN Session

May

1	No School ECBP and LL Preschool (Early Childhood Professional Learning)
13	Make-Up Day – School IN Session
26	High School Graduation
27	No School PreK-12 (Memorial Day)

June

3	Make-Up Day – School IN Session
4	Make-Up Day – School IN Session
5	Make-Up Day – School IN Session Last day of school and end of 4 th quarter 2-hour early dismissal
6	No School PreK-12 (Teacher Work Day)
7	No School PreK-12 (Prof Learning Day)
10	No School PreK-12 (PreK-12 Teacher Comp Day)

ITEMS TO INCLUDE ON AGENDA

LINN-MAR COMMUNITY SCHOOL DISTRICT

Not to Exceed \$55,000,000 General Obligation School and Refunding Bonds, Series 2019

- Resolution Authorizing the Issuance of not to exceed \$55,000,000 General Obligation School and Refunding Bonds and Levying a Tax for the Payment Thereof.

**NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE
CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL
DISTRICT.**

March 11, 2019

The Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, met in _____ session, in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, at 7:00 P.M., on the above date. There were present President _____, in the chair, and the following named Board Members:

Absent: _____

Vacant: _____

* * * * *

Director _____ introduced the following Resolution and moved its adoption. Director _____ seconded the motion to adopt. The roll was called and the vote was:

AYES: _____

NAYS: _____

The President declared the Resolution adopted as follows:

RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$55,000,000 GENERAL OBLIGATION SCHOOL AND REFUNDING BONDS, AND LEVYING A TAX FOR THE PAYMENT THEREOF

WHEREAS, the Linn-Mar Community School District in the County of Linn, State of Iowa, is a public school corporation, organized and existing under the Constitution and laws of the State of Iowa, and is not affected by any special legislation; and

WHEREAS, the Board of Directors of the School District in accordance with Iowa Code chapter 296 received a petition, which was signed by qualified electors numbering at least 25% the voters voting at the last regular school election, asking that an election be called, and at a meeting called by the President of the Board of Directors, within ten days after receipt of the petition, called an election and submitted on September 11, 2018, the following proposition:

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?

and gave notice of the election and of the proposition; and

WHEREAS, the election was conducted on the date and the proposition was legally submitted, approved and no contest was made; and

WHEREAS, \$10,000,000 of the Bonds authorized at the election have been issued, and it is now necessary to issue not to exceed \$55,000,000 General Obligation School and Refunding Bonds, and to levy a tax for the payment;

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE LINN-MAR COMMUNITY SCHOOL DISTRICT, IN THE COUNTY OF LINN, STATE OF IOWA:

Section 1. Authorization of the Issuance of School Bonds. School Bonds in the amount of not to exceed \$55,000,000 (the "Bonds") shall be issued pursuant to the provisions of Iowa Code chapter 296 for the purposes approved at the election of September 11, 2018. Additional action shall be taken by the Board of Directors to provide for the issuance of the Bonds upon the sale of the Bonds.

Section 2. Levy of Annual Tax for the Fiscal Year 2020 Commencing July 1, 2019. For the purpose of providing funds to pay the principal and interest of the Bonds due and payable in the Fiscal Year 2020 commencing July 1, 2019 (the "Fiscal Year 2020"), there is levied upon all the taxable property in the School District, \$1,607,546 for the Fiscal Year 2020.

Section 3. Levy of Annual Tax for Subsequent Fiscal Years. Based upon the terms of sale of the Bonds to be issued, this Board will take final action upon the sale of the Bonds to issue the Bonds by resolution, provide for the assessment of an annual levy upon all the taxable property in the School District sufficient to pay the interest and principal of the Bonds within a period not exceeding twenty (20) years, and will file the resolution with the County Auditor of each County in which the School District is located. The filing provides that the Auditor annually levy for collection from the taxable property of the School District until funds are realized to pay the bonds in full.

This schedule will be amended when the Board of Directors takes additional action upon the sale of the Bonds to provide for the issuance of the Bonds subsequent to the sale of the Bonds.

A certified copy of this Resolution shall be filed with the County Auditor of the County of Linn, State of Iowa, who is instructed in and for each of the years, to levy, assess and collect the tax in the same manner as other taxes of the School District and, when collected, these taxes shall be used only for the purpose of paying principal and interest on the Bonds.

Principal and interest coming due at any time when the proceeds of the tax on hand are insufficient to pay the amount due shall be promptly paid when due from current funds of the District available for that purpose and reimbursement must be made.

PASSED AND APPROVED this 11th day of March, 2019.

President of the Board of Directors

ATTEST:

Secretary of the Board of Directors

COUNTY AUDITOR'S CERTIFICATE

I, _____, County Auditor of Linn County, Iowa, certify that on the _____ day of _____, 2019, there was filed in my office the Resolution of the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, adopted on the 11th day of March 2019. The Resolution provides for a tax levy for the purpose of paying principal and interest on not to exceed \$55,000,000 School and Refunding Bonds, to be dated July 23, 2019, and authorizes the issuance of Bonds.

I further certify that no petition or proceeding has been filed or commenced to contest the officially certified result of the election held September 11, 2018 for the authorization of Bonds.

County Auditor of Linn County, Iowa

(SEAL)

01565967-1\18139-050

Memorandum

To: Linn-Mar Board of Education, Shannon Bisgard, Superintendent
From: Jeff Gustason, Principal *J.M.G.*
Date: 3/5/2019
Re: Early Graduation

The following students have applied for early graduation at the end of 3rd Quarter in March, 2019:

Anthony Ampey (COMPASS)
Lexis Gibson (COMPASS)
Melissa Huber
Sarah Katcher
Nolan Starr
Dylan Taylor
Katie Wilson-Maher
Dylan Wlaschin (COMPASS)

These students have a post-secondary education plan in place that has been developed with the Linn-Mar High School counseling and COMPASS staffs. These students are on track to meet or exceed Linn-Mar's requirements for graduation by the end of the 3rd Quarter.

I recommend the approval of these requests pending the successful completion of current course work.



Staff/Personnel

Policy Title: Licensed Personnel Early Separation Code 401.10

To recognize extended service to the Linn-Mar Community School District, The Linn-Mar Board of Education **may** offer an early separation plan for licensed personnel serving in an assignment of .5 or greater time equivalency. Five-tenths to full-time personnel (.5 to 1.0 FTE) are those who are currently performing their assigned duties within the school district and who satisfy the definition of five-tenths to full-time personnel (.5 to 1.0 FTE) as outlined in the respective contracts and terms and conditions of employment.

Eligibility

Requirements:

- a. Non-administrative, licensed personnel
- b. Five tenths to full-time (.5 to 1.0 FTE)
- c. At least 55 years of age
- d. Completed a total of 20 years of service in position requiring licensure; 10 of which were for the Linn-Mar Community School District

All non-administrative personnel covered by this policy who have completed a total of 10 years of contracted service in positions requiring licensure with the Linn-Mar Community School District and who are at least 55 years of age, shall be eligible for early separation as an employee of the district. Eligibility commences when 20 years of service are satisfied after the age of 55. Said personnel will qualify for incentives upon submitting to the Board of Directors written notification of intent for early separation no later than October 12th and, upon receiving information regarding the incentives related to early separation, submit an early separation request no later than January 12th of the last year of service. **Packages are awarded based on overall seniority.**

The effective date for an early separation corresponds to the ending date of the licensed employee's contract year and they must work the entire contract year prior to early separation. However, should the licensed employee's birth date occur after the start of a new contract year but before the beginning of classes, they may choose to retire on the date of their birthday. An early separation request with an effective date other than this will be considered on its individual merits by the Board of Directors.

Compensation

Licensed personnel who elect to take early separation will be compensated as follows: Eligibility commences when at least 20 years of service are satisfied after at least the age of 55.

- Years of eligibility: 1-7
- Percent of Base Salary 50% Package Amount: \$35,000 for full-time personnel (1.0 FTE); pro-rated for five-tenths to less than full-time personnel (.5 to <1.0).

1. All personal days earned but not used during the years of service to the district will be compensated for at the rate of substitute pay used during the last year of service.
2. Separation compensation will be calculated on said employee's base salary during the last contracted year of employment. If the employee has worked less than full-time during the five-year period immediately preceding separation, then the compensation shall be based upon the average of the last five years. This shall not include any compensation for insurance flex dollars, extra-curricular or extra-duty, TSS dollars, or performance contracts. This pay shall correspond to the following schedule relating to the end of that school year which is the employee's last year of active employment.

Insurance

1. Licensed personnel who elect to take early separation pursuant to this policy shall be eligible to continue participation in the district's group medical-hospitalization plan at the district's group rate. An employee's right to continue participation in such group insurance plan will be discontinued upon reaching the age of 65, or when insurance is obtained elsewhere.
2. Licensed personnel who elect to take early separation pursuant to this policy shall be eligible to continue participation in the district's group term life insurance plan at the district's group rate. An employee's right to continue participation in such group term life insurance plan will be discontinued upon reaching the age of 65, or when insurance is obtained elsewhere.
3. Licensed personnel shall pay the premiums for all such insurance. It is the responsibility of employees to pay to the school district the monthly premium amounts on such dates as determined by the district. All insurance provided through the district shall be subject to the terms and conditions of the carriers.

Compensation for District Work Following Early Separation

Licensed personnel electing early separation may support the district as a substitute teacher or on a consultant basis. As consultants participating in this program, individuals will be offered employment which could include substitute teaching as allowed by the Board of Educational Examiners regulations, demonstration teaching, working on staff development and in-service programs, and curriculum development projects. Participants in this program will receive contracted amounts mutually designed not to interfere with benefits allowed by IPERS or social security.

Payment Options

The board shall determine the method of payment for the incentives as a 403(b) account and the time period during which to make full payment to the individual

account within a one-to-five-year span. The individual shall have the option to present their needs prior to the determination. The length of time for full payment shall be determined in writing and the appropriate installments calculated before the first payment is made. If the payment plan determined by the board is unsatisfactory, the licensed personnel may retract their early separation request.

Restrictions

- Separation pay shall not be granted to licensed personnel who are discharged for causes other than staff reduction.
- Incentives pursuant to this policy can be received only once.

Beneficiary

In the event of the death of licensed personnel prior to payment of the early separation incentive, the early separation incentive will be paid to the designated beneficiary in one lump sum payment. In the event no beneficiary is designated, the incentive will be paid to the individual's estate in one lump sum payment.

Amendment or Appeal

The board has complete discretion to offer, or not to offer, an early separation plan for licensed personnel. The board may discontinue the district's early separation plan at any time.

The adoption of this policy shall not vest any rights in any licensed personnel whether or not the employee is currently eligible for early separation. The board shall have the complete discretion to amend or repeal this policy at any time. The district shall not be obligated to provide any of the incentives to any licensed personnel after the date of such amendment or repeal except to those employees whose early separation, pursuant to this policy, has commenced prior to the amendment or repeal.

Communication Process

Following the board's annual decision, ~~no later than May 15th~~ regarding the offer of incentives, licensed personnel who are eligible and who have notified the board by October 12th of intent to request early separation shall receive a letter from the administration notifying them of the conditions offered by the board. These employees shall respond no later than January 12th, following the receipt of the letter with the conditions of the offer, as to their acceptance of the conditions of the board's early separation offer. The eligible employee's response shall be in the form of a letter indicating their intent to retire at the conclusion of their current contract.

Adopted: 6/88

Reviewed: 12/11; 4/13; 12/16

Revised: 3/11; 9/14

Legal Reference (Code of Iowa): 29 USC §§ 621 et seq (2012); 97B; 216; 279.46; 509A.13; 1978 Op Atty Gen 247; 1974 Op Atty Gen 11, 322



Inspire Learning.
Unlock Potential.
Empower Achievement.

**School Board Work Session Minutes
February 25, 2019**

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, Mehaffey, and Nelson. Absent: Wall and Weaver.

200: Adoption of the Agenda *Motion 127-02-25*

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

300: Work Session

301: Nutrition Services – Exhibit 301.1

Stacy Fish, Nutrition Services Manager, shared an overview of the department including requirements for student meal planning, meal prices, student participation in the breakfast and lunch programs, cost control measures, 2017-18 Nutrition Fund revenue and expenditures, requirements of House File 2467 pertaining to student meal debt, and hypothetical assumptions if the district provided free breakfast to all students.

302: Update on Intermediate Building Costs

Superintendent Bisgard will shared an update on the building cost estimates for the construction of the two intermediate buildings including budget review and next steps.

400: Adjournment *Motion 128-02-25*

Motion by Isenberg to adjourn the work session at 6:06 PM, second by AbouAssaly. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

**School Board Regular Meeting Minutes
February 25, 2019**

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 7:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Mehaffey, and Nelson. Absent: Wall and Weaver.

200: Adoption of the Agenda *Motion 129-02-25*

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

300: Audience Communications

No communications received.

400: Informational Reports

401: Coffee & Conversation (Feb 16th):

There were approximately 10 people in attendance and the discussion focused on the new 5th-6th grade intermediate buildings, the snow make up day plan, and ALICE training and school safety.

402: Finance/Audit Committee (Feb 21st)

The committee discussed the monthly financial reports, bids for the Bowman Woods classroom renovation project, budget estimate for the new intermediate buildings, and the timeline for the general obligation bond sale.

403: Marion City Council (Feb 21st):

The City Council approved rezoning areas that are part of the district boundaries including land for the new intermediate building off of 35th Street and property between 29th Avenue and 35th Avenue for single and two-family residential housing.

404: Cabinet Update – Exhibit 404.1

Superintendent Bisgard highlighted the public open house on Thursday, February 28th from 5:00-6:00 PM to view the building design for the new intermediate buildings as well as the snow make-up day plan.

500: Unfinished Business

501: Second Reading of Policy Recommendations – Exhibit 501.1 *Motion 130-02-25*

Motion by Lausen to approve the second reading of the policy recommendations as presented, second by Isenberg. Voice vote, all ayes. Motion carried.

502: Approval of Bid – Exhibit 502.1 *Motion 131-02-25*

Motion by Lausen to approve the lowest responsible bid from Garling Construction for the Bowman Woods Elementary classroom renovation project in the amount of \$458,100.00, second by AbouAssaly. Voice vote, all ayes. Motion carried.

600: New Business

601: Establishment of Public Hearing *Motion 132-02-25*

Motion by Lausen to set a public hearing for 7:00 PM on March 11, 2019, for approval of the site grading specifications for the two, new 5th-6th grade intermediate buildings, second by Mehaffey. Voice vote, all ayes. Motion carried.

700: Consent Agenda *Motion 133-02-25*

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

701: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Bixby, Buss	TR: Bus Rider	2/19/19	Step 1
Loftsgaarden, Douglas	LG: Custodian	2/25/19	SEIU C, Step 1
Releford, Shakira	NE: Student Support Associate from 3.5 to 7 hrs/day	2/21/19	Same
Riedel, Brianna	NE: Part-time Student Support Associate	2/21/19	LMSEAA II, Step 10
Toll, Wendy	TR: Bus Rider	2/15/19	Step 1
Weber, Luke	EX: Student Support Associate	2/19/19	LMSEAA II, Step 10

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Milburn, Jean	NS: EX General Help	2/11/19	Personal
Scott, Julie	OR: Custodian	2/13/19	Termination

Co/Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Lehman, Jay	HS: Assistant Varsity Football Coach	2/8/19	Personal

702: Approval of February 11th Minutes – Exhibit 702.1

703: Approval of Bills – Exhibit 703.1

704: Approval of Contracts – Exhibits 704.1-7

1. Agreement with Ahlers & Cooney to act as bond and disclosure counsel
2. Agreement with Hall & Hall Engineers for professional services for the construction of the new 5th/6th grade intermediate schools and off-site public improvements
3. Commercial licensing agreement with Molly Sullivan, Owner of Made by Molly
4. Agreement with Mt Mercy College of Nursing for student teaching/clinical education
5. Agreement with Upper Iowa University for student teaching for 2019-20
6. Agreement with University of Northern Iowa for student teaching for 2019-20
7. Agreement with Drake University for student teaching for 2019-20
8. Interagency agreements for special education with Cedar Rapids CSD (4), Independence CSD (1), Marion Independent (1), and Monticello CSD (1). *For student confidentiality, exhibits not provided.*

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

1. Robotics to attend regional competition in Cedar Falls on March 21-23
2. FBLA to attend state leadership conference on March 28-30

706: Financial Reports – Exhibits 706.1-2

1. Financial and cash balance reports as of January 31, 2018
2. Financial and cash balance reports as of January 31, 2019

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications

A reminder was shared about the February 28th intermediate design open house.

802: Board Calendar

Date	Time	Event	Location
February 28	5:00 PM	Intermediate Building Design Open House	LRC Boardroom
Date	Time	Event	Location
March 1	12:00 PM	Board Visit	Oak Ridge Middle School
March 1	6:00 PM	MANE Event	Cedar Rapids Marriott
March 6	11:30 AM	MEDCO Annual Luncheon (<i>Sondra, Rachel, Sofia & Clark</i>)	Cedar Rapids Marriott
March 7	7:30 AM	Finance/Audit Committee	LRC Room 203
March 7	5:30 PM	Marion City Council	City Hall
March 11	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
March 21	5:30 PM	Marion City Council	City Hall
March 29	7:30 AM	Board Visit	Bowman Woods Elementary
Date	Time	Event	Location
April 4	5:30 PM	Marion City Council	City Hall
April 8	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
April 10	5:00 PM	Iowa BIG Advisory Board	NewBo
April 11	7:30 AM	Finance/Audit Committee	LRC Room 203
April 12	11:30 AM	Board Visit	Linn Grove Elementary
April 13	8:30 AM	Coffee & Conversation	Bowman Woods Elementary
April 18	5:30 PM	Marion City Council	City Hall
April 22	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
April 26	7:30 AM	Board Visit	Westfield Elementary

803: Committees/Advisories

Committees/Advisories	Board Representatives
Finance/Audit Committee	AbouAssaly, Lausen, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee (CTE)	Nelson and Mehaffey
School Improvement Advisory Committee (SIAC)	AbouAssaly and Mehaffey
Iowa BIG Advisory Board	Isenberg
Linn County Conference Board	Lausen
Facilities Advisory Committee	Nelson and AbouAssaly

900: Adjournment Motion 134-02-25

Motion by AbouAssaly to adjourn the regular meeting at 7:21 PM, second by Mehaffey. Voice vote, all ayes.
Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/22/2019 - 03/07/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,545.42
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$68.29
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$292.02
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$68.29
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$292.02
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$166.42
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$77.02
Fund Total:		\$4,509.48
Fund: DEBT SERVICE		
PIPER JAFFRAY INC	OTHER PROFESSIONAL	\$2,000.00
Fund Total:		\$2,000.00
Fund: GENERAL		
ABLENET, INC	INSTRUCTIONAL SUPPLIES	\$187.00
ADVANTAGE	GENERAL SUPPLIES	\$103.34
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$2,976.50
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$105.24
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$457.69
ALLIANT ENERGY	ELECTRICITY	\$12,856.72
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$291.10
ARNOLD MOTOR SUPPLY	SHOP TOOLS/EQUIPMENT	\$25.99
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$719.46
ART CRAFT STUDIO	INSTRUCTIONAL SUPPLIES	\$25.49
ASIFLEX	EE LIAB-FLEX DEP CARE	\$23,317.07
ASIFLEX	EE LIAB-FLEX HEALTH	\$19,540.97
ASIFLEX	OTHER PROFESSIONAL	\$783.25
AUTOZONE STORES, INC	TRANSP. PARTS	\$12.99
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$491.80
BAUER BUILT	TIRES AND TUBES	\$32.00
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$29.42
BOOKHOUSE	LIBRARY BOOKS	\$349.93
C.H. McGUINNESS CO., INC	HEAT/PLUMBING SUPPLY	\$287.48
C4 OPERATIONS BACKGROUND CHECK SERVICES	OTHER PROFESSIONAL	\$72.00
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$100.00
CAMPBELL SUPPLY	MAINTENANCE SUPPLIES	\$16.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$9,073.86
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$31.48
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$777.42
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$100,714.80
CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL	\$1,958.96
CEDAR RAPIDS COMM. SCHOOL/RW	INSTRUCTIONAL SUPPLIES	\$6,388.56
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$445.55
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$2,306.32
CENTURY CAB INC	TRANSP PRIVATE CONT	\$1,560.25

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/22/2019 - 03/07/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
CENTURL INK	TELEPHONE	\$748.46
CENTURLINK	TELEPHONE	\$656.11
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$41.77
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$42.00
CITY OF ROBINS	WATER/SEWER	\$519.65
COLLECTION	EE LIAB-GARNISHMENTS	\$1,418.74
CRESCENT ELECTRIC	ELECTRICAL SUPPLY	\$1,585.70
CULLIGAN	GENERAL SUPPLIES	\$385.80
DAFIT-NESS LLC	OTHER PROFESSIONAL	\$300.00
DENNIS COMPANY	REPAIR PARTS	\$739.75
EDM ZAP PARTS INC	INSTRUCTIONAL SUPPLIES	\$66.74
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL	\$1,611.09
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$481.03
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$357,726.58
FEINER SUPPLY	INSTRUCTIONAL SUPPLIES	\$183.90
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$265.45
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$2,315.10
FONTENOT JOSEPH	OFFICIAL/JUDGE	\$85.00
FUTURE LINE	MAINTENANCE SUPPLIES	\$4,856.22
GASWAY CO, J P	GENERAL SUPPLIES	\$1,752.91
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$285.77
GRANT WOOD AEA	TUITION IN STATE	\$61,228.00
GRIGGS MUSIC INC	EQUIPMENT REPAIR	\$189.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$28,393.60
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$470.00
HAPPY JOE'S PIZZA	INSTRUCTIONAL SUPPLIES	\$140.00
HOAGLAND RYAN	PROF SERV: EDUCATION	\$2,000.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$7,713.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6,817.56
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$29,151.10
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6,817.56
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$29,151.10
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$22,635.83
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$549.95
INVOLTA	OTHER TECH SER	\$345.00
IOWA DEPT OF ADMIN SERVICES	OTHER PROFESSIONAL	\$200.00
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$89,969.56
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$648.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$1,381.84
ITEC	INSTRUCTIONAL SUPPLIES	\$30.00
JCD REPAIR	INSTRUCTIONAL SUPPLIES	\$209.97
JEFFERSON HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$450.00
JONES COUNTY SAFE & HEALTHY YOUTH COALIT	INSTRUCTIONAL SUPPLIES	\$175.00
JORDAN MAKINSTER	Professional Educational Services	\$595.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$20,517.90

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/22/2019 - 03/07/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
KOPESKY JACK	GENERAL SUPPLIES	\$155.00
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$557.99
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$584.54
LINN COUNTY REC	ELECTRICITY	\$25,018.13
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$69.35
LYNCH FORD	MAINTENANCE SUPPLIES	\$156.59
MARION IRON CO.	MAINTENANCE SUPPLIES	\$21.84
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$788.52
MARION TIMES	ADVERTISING	\$414.03
MARION WATER DEPT	WATER/SEWER	\$3,676.05
MARZANO RESEARCH LABORATORY LLC	INSTRUCTIONAL SUPPLIES	\$5,280.00
MCMASTER-CARR	MAINTENANCE SUPPLIES	\$196.71
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$82.31
MID AMERICAN ENERGY	NATURAL GAS	\$13,179.99
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$23,008.91
MIDWAY OUTDOOR EQUIPMENT INC	MAINTENANCE SUPPLIES	\$1,006.14
MIDWEST WHEEL	MAINTENANCE SUPPLIES	\$468.22
MIDWEST WHEEL	TRANSP. PARTS	\$163.82
MOUNT MERCY COLLEGE	TUITION-COMM COLLEGE	\$1,250.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$36.30
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$830.72
OLD CAPITOL MUSEUM	INSTRUCTIONAL SUPPLIES	\$12.00
ORKIN PEST CONTROL	Pest Control	\$200.00
P & D WELDING	GROUPS UPKEEP	\$585.00
P & K MIDWEST	REPAIR PARTS	\$51.10
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$532.89
PERMA-BOUND BOOKS	LIBRARY BOOKS	\$1,123.51
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$158.66
PLUMBERS SUPPLY COMPANY	HEAT/PLUMBING SUPPLY	\$227.75
POELLET LUKE	GENERAL SUPPLIES	\$1,170.00
PUSH-PEDAL-PULL	INSTRUCTIONAL SUPPLIES	\$110.00
RAPIDS REPRODUCTIONS INC	GENERAL SUPPLIES	\$396.00
RECOVER HEALTH	PROF SERV: EDUCATION	\$6,862.34
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$37.44
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$515.84
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$127.20
SADLER POWER TRAIN	TRANSP. PARTS	\$25.16
SCHIMBERG	MAINTENANCE SUPPLIES	\$421.86
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$546.59
SHARON K. GONZALEZ,	TAXES AND ASSESSMENT	\$3,340.00
SPRINGVILLE COMMUNITY SCHOOLS	TUITION-COMM COLLEGE	\$642.61
STATE HISTORICAL SOCIETY OF IA	INSTRUCTIONAL SUPPLIES	\$5.00
STOREY KENWORTHY	INSTRUCTIONAL SUPPLIES	\$480.11
SWANK MOVIE LICENSING USA	EQUIPMENT >\$1999	\$2,716.00
THERAPRO INC	INSTRUCTIONAL SUPPLIES	\$41.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/22/2019 - 03/07/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$8,073.56
TIME FOR THREE LLC	PROF SERV: EDUCATION	\$12,610.23
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$12,963.53
U.S. GAMES	INSTRUCTIONAL SUPPLIES	\$337.74
UNITED REFRIGERATION	REPAIR PARTS	\$466.85
VAN METER CO	ELECTRICAL SUPPLY	\$48.40
WALSH DOOR & HARDWARE	MAINTENANCE SUPPLIES	\$435.00
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$16.16
WENDLING QUARRIES	GROUNDS UPKEEP	\$59.54
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$572.36
WINDSTREAM	TELEPHONE	\$790.98
ZIO JOHNNO'S	INSTRUCTIONAL SUPPLIES	\$657.00
ZIPPY' S SALT BARN LLC	GROUNDS UPKEEP	\$3,620.40
Fund Total:		\$1,009,810.35
Fund: LOCAL OPT SALES TAX		
SHIVE-HATTERY INC.	ARCHITECT	\$6,750.00
Fund Total:		\$6,750.00
Fund: NUTRITION SERVICES		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$16,362.14
CARPENTER TIFFANY	GENERAL SUPPLIES	\$45.00
CITY LAUNDERING COMPANY	PROFESSIONAL	\$1,226.76
COLLECTION	EE LIAB-GARNISHMENTS	\$182.00
EARTHGRAINS	PURCHASE FOOD	\$2,955.44
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$5,466.64
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$41,282.42
HUMITECH OF IOWA INC	GENERAL SUPPLIES	\$40.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$808.30
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,456.15
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$808.30
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,456.15
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$2,884.36
PETERS KRIS	GENERAL SUPPLIES	\$45.00
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$275.66
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$4,243.36
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$62,987.49
RICHARDSON KRISTEN	UNEARNED REVENUE	\$28.85
STARR CONNIE	UNEARNED REVENUE	\$158.80
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,502.87
Fund Total:		\$148,215.69
Fund: PHY PLANT & EQ LEVY		
APPLEBY & HORN	CONSTRUCTION SERV	\$204.00
DENNIS COMPANY	BLDG. CONST SUPPLIES	\$519.30
SHIVE-HATTERY INC.	ARCHITECT	\$11,887.57
Fund Total:		\$12,610.87

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/22/2019 - 03/07/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
Fund: PUB ED & REC LEVY		
GAMETIME	GROUNDS UPKEEP	\$1,267.67
MIRACLE RECEATION EQUIPMENT	GROUNDS UPKEEP	\$5,880.51
Fund Total:		\$7,148.18
Fund: STUDENT ACTIVITY		
ANAMOSA COMMUNITY SCHOOLS	DUES AND FEES	\$40.00
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$295.03
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$3,414.25
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$29.50
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$506.46
DUGGAN KYLE	OFFICIAL/JUDGE	\$125.00
ECISOA	INSTRUCTIONAL SUPPLIES	\$70.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$134.11
FEDEX OFFICE	INSTRUCTIONAL SUPPLIES	\$105.57
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$323.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$19.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$125.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$2.21
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$9.46
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$2.21
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$9.46
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$11.31
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$264.00
IOWA STATE UNIVERSITY	INSTRUCTIONAL SUPPLIES	\$160.00
KRAY KIMBERLY	OFFICIAL/JUDGE	\$50.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$853.53
MAKE MUSIC INC	INSTRUCTIONAL SUPPLIES	\$140.00
MCDONALD IMAGING SOLUTIONS	INSTRUCTIONAL SUPPLIES	\$270.75
McKINNEY JOHN	INSTRUCTIONAL SUPPLIES	\$85.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$56.49
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$806.25
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$2,760.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$110.85
PERMA-BOUND BOOKS	INSTRUCTIONAL SUPPLIES	\$1,118.03
RIDDELL	INSTRUCTIONAL SUPPLIES	\$3,372.00
RIVER CITIES TENNIS	INSTRUCTIONAL SUPPLIES	\$150.00
SCHMIDT ALLISON	OFFICIAL/JUDGE	\$50.00
SPORTSENGINE c/o TRACKWRESTLING	INSTRUCTIONAL SUPPLIES	\$80.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$5.61
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$2,019.90
WILDWOOD LODGE	TRAVEL	\$8,328.32
Fund Total:		\$25,902.30
Fund: STUDENT STORE		
KIECK'S CAREER APPAREL	GENERAL SUPPLIES	\$400.00
Fund Total:		\$400.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/22/2019 - 03/07/2019

Fiscal Year: 2018-2019

Vendor Name	Description	Check Total
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Grand Total: \$1,217,346.87

End of Report



1500 River Drive, Suite 200
Moline, Illinois 61265
563.343.9595
www.governmentalservice.com

To the Board of Education
Linn-Mar Community School District
2999 North Tenth Street
Marion, Iowa 52302

Attention: J.T. Anderson, Chief Financial Officer/Board Treasurer

We are pleased to confirm our understanding of the services we are to provide Linn-Mar Community School District for the year ending June 30, 2019. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ending June 30, 2019.

Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedule
- 3) Schedule of the District's Proportionate Share of the Net Pension Liability of the Iowa Public Employees Retirement System
- 4) Schedule of District Contributions to the Iowa Public Employees Retirement System
- 5) Schedule of Changes in the Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Schedule of expenditures of federal awards
- 2) Combining nonmajor fund statements and other schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Introductory section
- 2) Statistical section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the preceding section when considered in relation to the financial statements as a whole. The objective also includes reporting on—

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major programs in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our single audit. Our reports will be addressed to management and the governing board. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well

as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a single audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement. At the conclusion of our audit, we will require certain written representations from you about your financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by general accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Uniform Guidance.

Other Services

We will also assist in proposing audit adjustments and preparing the financial statements, schedule of expenditures of federal awards, and related notes of the District in conformity of U.S. generally accepted accounting principles and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedures or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, establishing and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review during audit fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes and any other nonaudit services we provide. You will be required to acknowledge in the written management representation letter our assistance with proposing adjusting journal entries and our assistance with preparation of the financial statements and schedule of

expenditures of federal awards, and related notes and that you have reviewed and approved the proposed adjusting journal entries, the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services and accept responsibility for them.

The District agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the District agrees to contact us before it includes our reports or otherwise makes reference to us in any public or private securities offering. We may conclude that we are not otherwise associated with the proposed offering and that our association with the proposed offering is not necessary, providing the District agrees to clearly indicate that we are not associated with the contents of the official statement. The District agrees that the following disclosure will be prominently displayed in the official statement: Bohnsack & Frommelt LLP, our independent auditor, has not been engaged to perform, and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Bohnsack & Frommelt LLP also has not performed any procedures relating to this official statement.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

With regard to electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information, and therefore, we are not required to read the information contained in these sites or to consider the consistency or other information in the electronic site with the original document.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, debt or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District. Management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Bohnsack & Frommelt LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and

appropriate individuals will be made available upon request and in a timely manner to any cognizant or oversight agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Bohnsack & Frommelt LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release or for any additional period requested by a cognizant agency or oversight agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on the dates coordinated with you and to issue our reports no later than the required deadlines. Mia Frommelt, Partner, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fees for these services are based on the amount of time required at various levels of responsibility, plus actual out-of-pocket expenses. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission. Our fee for the services described in this letter will not exceed \$23,650 unless the scope of the engagement is changed, the assistance the District has agreed to furnish is not provided, or unexpected conditions are encountered, in which case we will discuss the situation with you before proceeding. All other provisions of this letter will survive any fee adjustment. This agreement is contingent upon successful completion of client acceptance procedures.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

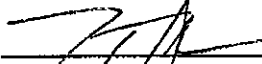
Sincerely,



Mia Frommelt, Partner
Bohnsack & Frommelt LLP

RESPONSE:

This letter correctly sets forth the understanding of Linn-Mar Community School District.

Management signature:  _____

Title: CFO / Board Secretary _____

Date: _____

Governance signature : _____

Title: Board President _____

Date: _____

AGREEMENT FOR COOPERATION IN A STUDENT TEACHING PROGRAM

This agreement entered into by and between **Coe College**, Cedar Rapids, Iowa, and **Linn Mar Community School District** (hereinafter "the District") defines the mutual consideration of the parties for the Coe College program of student teaching for the 2019-2020 school year.

1.0 Scope of Agreement

- 1.1 This agreement shall set forth the procedures for placement of student teachers, any termination or change of assignment, supervision, the status and authority of student teachers, and the compensation to cooperating school systems.

2.0 Placement of Student Teachers

- 2.1 The placement of student teachers shall be accomplished on a cooperative basis involving both Coe College and the District.
- 2.2 Placement shall be initiated by the Placement Coordinator, Department of Education, through application from each student teacher, setting out the student's background and the type of assignment appropriate for the student's needs.
- 2.3 Coe College reserves the right to decline the services of any given cooperating teacher.
- 2.4 The District reserves the right to refuse placement of any given student teacher.

3.0 Termination or Change of Assignment

- 3.1 The Chairperson, Department of Education, at any time, may terminate or change the assignment of any student teacher. Prior to doing so, the chairperson shall make reasonable efforts before such time to consult with all parties concerned regarding the reasons for termination or changes in assignment.

4.0 Supervision of Student Teaching

- 4.1 An employee from Coe College will serve as a supervisor of the student teacher, in cooperation with the cooperating teachers, who guide, direct, and evaluate the student.
- 4.2 The student teacher shall be subject to the rules and regulations of the cooperating school system and to those established by the Department of Education, as well as the Code of Ethics of the profession.

5.0 Status and Authority of Student Teachers

- 5.1 Student teachers shall have status and authority in accordance with Section 272.27, Code of Iowa.

5.2 Students actually engaged under the terms of this contract shall be entitled to the same protection under the provisions of Section 613A.8, Code of Iowa, as is afforded by said section to officers and employees of the school district, during the time they are so assigned.

6.0 Standard Student Teaching Assignment and Compensation to the District

6.1 The standard student teaching assignment shall be consecutive full days, excepting the District's Fall/Spring breaks. Students may be assigned for eight through fourteen weeks upon mutual agreement of Coe College and the District. In the event that a student teacher must be scheduled for half days, the standard assignment shall be fourteen weeks of consecutive days.

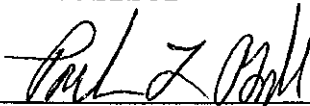

6.2 Coe College agrees to compensate the Cooperating Teacher the amount of one-hundred-twenty-five dollars (\$125.00) for the standard student teaching assignment. The college/university shall compensate the Cooperating Teacher in the amount of twelve dollars (\$12.00) per week for each week of full day assignments thereafter and six dollars (\$6.00) for each additional week of half-day assignments. However, in no case should the minimum honorarium be less than thirty dollars (\$30.00).

6.3 In the case of part-time assignments, or if it is necessary for a student teaching assignment to be terminated before completion, the Cooperating Teacher will be compensated at the rate of twelve dollars (\$12.00) for each full week of eight-hour days completed, and six dollars (\$6.00) for each week of four-hour days completed. However, in no case should the minimum honorarium be less than thirty dollars (\$30.00).

6.4 Payment will be made at the termination of the student teaching period, according to the written request of the District.

COE COLLEGE

LINN MAR COMMUNITY
SCHOOL DISTRICT

	2-20-19		
Provost and Dean of Faculty	Date	Superintendent/Administrator	Date
	2/20/19		
Chairperson, Education Department	Date	District address	



2019-2020 SCHOOL YEAR – MEMORANDUM OF AGREEMENT

LINN-MAR COMMUNITY SCHOOL DISTRICT AND JUNIOR ACHIEVEMENT OF EASTERN IOWA

WHEREAS, the Linn-Mar Community School District, hereinafter referred to as **DISTRICT**, and Junior Achievement of Eastern Iowa hereinafter referred to as **JUNIOR ACHIEVEMENT**, desire to enter into an Agreement for the purpose of enriching the DISTRICT curriculum, and

NOW THEREFORE IS AGREED:

Responsibilities of **JUNIOR ACHIEVEMENT**:

1. Will provide all student materials, student study guides, teacher manuals, classroom volunteer manuals, test-generating software and other software licensing, shipping charges, classroom insurance, staff time for recruitment, placement, training and oversight of classroom volunteers and teachers, as well as other materials fees due to economic module participation (varies by class).
 - Classroom materials will be ordered and delivered directly to each participating classroom prior to the start of the Junior Achievement class.
2. Will prospect, recruit, place, schedule, and train each volunteer as well as facilitate evaluation tools and recognition of each volunteer. Junior Achievement will serve as a liaison between the volunteer and teacher if any concerns arise during the Junior Achievement partnership. Will facilitate a joint District/Junior Achievement volunteer recognition program for all participating volunteers as desired by District.
3. Will provide an itemized cost statement of services based on current year's certified enrollment to District's Partnership Coordinator no later than October 31, 2019 for agreed upon 2019-2020 program services.
4. Will compile all District community volunteer hours and report them to District's Partnership Coordinator by June 30, 2020.
5. Will compile any program evaluation data and report impact and outcomes to District's Partnership Coordinator no later than July 31, 2020.
6. Will be available to present partnership overview including volunteer, evaluation and impact details to District School Board at an agreed upon date each year.
7. Junior Achievement will provide at no cost to the District:
 - All fees associated with facilitating the *JA Ourselves*[®] program in kindergarten classrooms.
 - All fees associated with facilitating the *JA Finance Park*[®] program.
 - All costs associated with facilitating elementary, middle & high school career fairs, JA Launch Lesson, career speaker series and/or financial literacy fairs. Curriculum is available for student experiences, and upon request, is emailed to the district.

Responsibilities of **DISTRICT**:

1. District will identify a partnership coordinator who will be the primary contact for the District-Junior Achievement partnership.
2. Will provide a list of participating classes to Junior Achievement by May 25, 2019 for the 2019-2020 school year. All lists will be by school, grade, time period (if applicable), teacher's name and email and how many students will be participating in each classroom. Updates to this schedule should be received by Junior Achievement no later than September 9, 2019.
3. Will allow Junior Achievement to provide a 1-hour group teacher training to all teachers new to Junior Achievement during the school year. All training will be facilitated prior to the Junior Achievement partnership experience. Junior Achievement Education staff will provide the teacher training at a designated in-service or professional development workshop coordinated by the District.
4. All District teachers will facilitate a pre-program as well as a post-program evaluation instrument for each participating student in the Junior Achievement program. All program evaluations can be accessed at: <http://bit.ly/2GDjp7N>
5. Will pay Junior Achievement annually (November) at the rate of \$10.99 per student participating in the following grades (x):

Elementary		Middle	High
First Grade*	x	Sixth Grade**	Ninth Grade***
Second Grade*	x	Seventh Grade**	Tenth Grade***
Third Grade*	x	Eighth Grade **	Eleventh Grade***
Fourth Grade*			Twelfth Grade***
Fifth Grade*			

*All elementary school programs are designed to be taught down a grade-level or up a grade-level depending on the preference of the school district.

**Implementation of Junior Achievement's middle school and high school programs are flexible and are designed to be taught within a 6-9 or 8-12 grade level band depending on the district's preference.

For this reason, the district may select from the following programs to implement as part of the MOA:

Elementary Programs*	Middle School Programs**	High School Programs***
<i>JA Our Families</i> [®]	<i>JA Economics for Success</i> [®]	<i>JA Be Entrepreneurial</i> [®]
<i>JA Our Community</i> [®]	<i>JA Finance Park</i> [®] Virtual	<i>JA Career Success</i> [®]
<i>JA Our City</i> [®]	<i>JA Global Marketplace</i> [®]	<i>JA Company Program</i> [®]
<i>JA Our Region</i> [®]	<i>JA It's My Business!</i> [®]	<i>JA Economics</i> [®]
<i>JA More Than Money</i> [®]	<i>JA It's My Future</i> [®]	<i>JA Exploring Economics</i>
<i>JA Our Nation</i> [®]		<i>JA Personal Finance</i> [®]
		<i>JA Titan</i> [®]

Upon request, Junior Achievement provides partnered districts the following programs at no cost:

- *JA Ourselves*[®] program in Kindergarten classrooms.
- *JA Finance Park*[®] program.
- Elementary, middle & high school career fairs, JA Launch Lesson, career speaker series and/or financial literacy fairs, including emailed curriculum that corresponds with selected career event.

This Agreement shall be effective July 1, 2019 through June 30, 2020.

This Agreement may be amended at any time during its term by mutual consent of the parties. Any such amendment shall be in writing and signed by authorized representatives of both parties.

Linn-Mar Community School District
Superintendent

Date

Partnership Coordinator's Name

Telephone Number

Partnership Coordinator's E-mail Address

Linn-Mar Community School District
School Board President

Date

Junior Achievement of Eastern Iowa
Area President

Date

Junior Achievement of Eastern Iowa
Regional Executive Board Chairperson

Date



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2/27/19

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: Contest Speech Team Submitted by: Ann Fuy
(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	Recommended This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	Recommended This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval	<u>Kim Bennett</u>	Date <u>2-26-19</u>
Chief Financial/Operating Officer Approval	<u>[Signature]</u>	Date <u>2/27/19</u>
Board of Directors Approval		Date

Overnight trip for Iowa High School Speech Association State Contest on March 8-9, 2019.

Objectives and Purpose: The purpose for this overnight trip is to have students at the contest for the in time to present their events.

Justification: Transport the students to the State Speech Contest

Itinerary:

On Friday evening, around 4:30pm, we will leave Linn-Mar High School to travel to Eldridge, Iowa to stay at the QualityInn. We will eat dinner at the Pizza Ranch, then return to the hotel. Students will have some free time to swim and relax. On Saturday morning, we will travel to North Scott High School to present at the Contest. Around 5-5:30, the students will load the bus and return to Linn-Mar High School. If the students are hungry, we will stop and eat along the way.

Students will only be responsible for meals at the contest and on the trip home. Speech and Boosters will fund the hotel and the meal Friday night. The rooms for the hotel will run \$844.90 plus hotel tax. The meal at Pizza Ranch will cost approximately \$300.00. These costs will come out of the Contest Speech Budget; however we will submit them for reimbursement from Booster Club.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2.27.19 (30)

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.

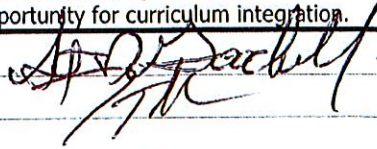
The request will include:

- ✓ 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: Robotics Submitted by: Dan Memetelo
(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 2/25/19
Chief Financial/Operating Officer Approval			Date 2/27/19
Board of Directors Approval			Date

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

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

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

- Interact with teams in our region. We will cross paths with a number of world class teams from Wisconsin, Minnesota, Iowa and Illinois.
- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Attempt to advance to the FIRST World Championship in April 2019 in Detroit. Attending this event would be a very inspiring opportunity for all students involved.

Pre-Planning

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

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches.

Assessment

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

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done.

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

Follow-Up

This is our second official FRC event of the 2019 season. After this event, we will either qualify for the World Championships or we will be finished with the competition season.

Some possible areas for improvement between competitions:

- Improve our scouting system - better data flow between scouts and drive team
- Improve 3D printed part designs
- Improve camera guided semi-autonomous software
- Improve our pit setup to ensure safety and maximize productivity
- Richer student interactions with the various groups of other people at the event

After the competition season, we have different types of items to focus on. Some examples:

- Prepare for summer camps (design the challenges, line up volunteers, prepare equipment, etc)
- Develop new offseason training
- Work on offseason projects such as a new drive train or manipulator arm
- Develop new software, such as motion profiling
- Create new connections with organizations in the community
- Prepare for demonstrations in the community

Funding – Travel

Travel expenses (\$220 per students) are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms	\$2400
Van rentals (3 vans x 5 days):	\$700
Van & Truck gas:	\$200
Approximate Total:	\$3300

With approximately 15 students attending, this puts the cost per student at \$220 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for three supper meals (approximately \$50).

Travel is funded primarily by by students' families and paid out of the LM Robotics clubs account.

Funding – Other Expenses

The registration fees (\$4,000) and materials costs related to this event are paid out of the LM Robotics general budget (approximately \$30,000).

LM Robotics' general budget (HS clubs account 21.3209.1900.950.7426) is funded in a variety of ways:

- Donations and grants from businesses and non-profit organizations
- Donations from individual families and mentors
- Student member dues to purchase shirts
- LM Booster Club support
- Fundraising through summer robotics and Lego camps

Common Experience

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

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

Multi-Disciplinary:

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

2019 Seven Rivers Regional Trip Itinerary
FIRST Robotics Regional Competition
LaCrosse, WI

<p>Wednesday, 04/03/19</p> <p>8:00 AM Drop off bags in LMR shop Before 1 PM: Eat lunch at school 1:00 PM Dismiss after 3rd block, load vans 1:30 PM Depart from LMHS 4:30 PM Arrive at hotel 6 PM - 8 PM Load-in at venue (5 team reps) 6:00 PM Eat supper near hotel 8:00 PM Swim / prepare scouting / etc 10:30 PM In rooms 11:00 PM Lights out</p> <p>Thursday, 04/04/19</p> <p>7:45 AM Breakfast at Hotel 8:15 AM Leave Hotel 8:30 AM Arrive at Arena Registration Maintenance Pits open Robot Inspection 9:00 AM Driver's Meeting 11:00 AM Lunch at arena 12:00 PM Practice Matches Begin 6:30 PM Practice Matches End 7:00 PM Supper near hotel (tentatively) 8:00 PM Pits close (we may leave earlier) 9:00 PM Team meeting 10:30 PM In rooms 11:00 PM Lights Out</p>	<p>Friday, 04/05/19</p> <p>7:15 AM Breakfast at hotel 7:45 AM Leave hotel 8:00 AM Arrive at Arena Pits Open 8:30 AM Opening Ceremonies 9:00 AM Qualifier Matches begin 12:00 PM Lunch in arena 5:45 PM Awards ceremony, Pits Close 6:15 PM Back to hotel after awards 7:00 PM Pizza at hotel 8:00 PM Scouting meetings 10:30 PM In rooms 11:00 PM Lights out</p> <p>Saturday, 04/06/19</p> <p>8:00 AM Check Out + Breakfast at hotel 8:30 AM Leave hotel 8:00 AM Arrive at arena 9:30 AM Opening Ceremonies 10:00 AM Qualifier Matches Resume 12:15 AM Alliance Selections for Finals 12:30 PM Lunch in arena 1:30 PM Final Rounds 4:30 PM Awards Ceremony 6:00 PM Bag Robot, load vans 6:30 PM Pits Close 7:00 PM Supper on the road 11:00 PM Arrive back at LMHS</p>
<p>Hotel</p> <p>Grandstay Hotel & Suites 525 Front Street North La Crosse, WI 54601 (608) 796-1615</p>	<p>Arena</p> <p>La Crosse Center 300 Harborview Plaza La Crosse, WI 54601 USA</p>
<p>Transportation</p> <p>Travel via rental vans from Budget</p>	<p>Coach Contact Info</p> <p>Dan Niemitalo: 319-400-2730</p>



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 3.4.19 ^{SO}

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.

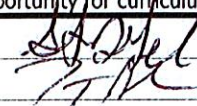
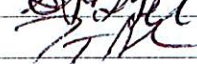
The request will include:

- ✓ 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: Model United Nations Submitted by: Henry Gehrels
(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>3/4/18</u>
Chief Financial/Operating Officer Approval			Date <u>3/5/19</u>
Board of Directors Approval			Date

April 4th and 5th

- Purpose:** Students will be attending the Spring Conference for the Iowa High School Model United Nations.
- Pre-Planning:** For this year's conference Linn-Mar will be representing Peru and the Ivory Coast. Students will be calculating the positions of their assigned countries and will represent those at the conference by offering debate on topics from the position of their country. Those topics and committees are in an attached document. In an effort to have students understand the positions of their country, they will write position papers about their topics that correlate to the positions held by their country.
- Follow-Up:** Students will debrief the activity at our weekly Model UN meeting discussing the survey that is addressed in the Assessment portion of this document.
- Assessment:** See attached survey.
- Funding:** Funding for our delegation fees are provided by the booster club. In order to pay for our hotel rooms, our organization has sponsored two blood drives and applied for the requisite scholarship money provided by the Mississippi Valley Regional Blood Center. Due to the number of students attending, thus the number of hotel rooms needed, students will be paying roughly \$15.00 for hotel rooms.

Cost 7 Rooms \$795.55

Paid for via Blood Drive Scholarship: \$500.00

Overage on rooms paid by students at \$15.00 per student. This is as of now. As the conference is still a month away, we may add or subtract students, thus fluctuating the cost for students attending.

Conference Cost:

Required:	\$40.00
Delegation Fee (Per Country Assigned)	
Required:	\$10.00
Delegate Fee (Per Student)	

20 students, 2 countries: \$280.00 picked up by Booster Club Request

Common Experience: The overall benefit of this activity is to involve the students in working to find solutions to global problems. In doing so, the students experience the activity through the lens of another country while working together with students from all over the state of Iowa.

Multi-Disciplinary: This activity has incorporated not only social studies content but also utilization of writing a position paper as well as debate skills. Students will also develop an understanding of parliamentary procedure. As part of this activity, college bound students will also get two days worth of exposure to a college campus.

Transportation: Acquired through the Linn-Mar Transportation Department.

Itinerary: The Itinerary has not yet been made available by the hosting organization. Typically conference begins with an opening ceremony at 10:00 AM on Friday. After that students are in their committees until 5:00. Dinner from 5:00-7:00 and students are then back in their committees until 9:00. At 9:00 the UNI secretariat hosts a festival for students. 11:00 return to hotel. Conference resumes around 9:00 Am the next morning and students are in Committee until around 2:00. Closing ceremony is at 2:00 where "Outstanding Delegates" are recognized. Here is a link to where this will be posted:
<https://sites.google.com/site/ihsmun0uni/clients/conference-schedule>

Accommodations: Best Western, Cedar Falls Iowa



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2.27.19 ^{SD}

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.

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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: Linn-Mar FFA Submitted by: Barb Lemmer
(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	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>2/27/19</u>
Chief Financial/Operating Officer Approval			Date <u>2/27/19</u>
Board of Directors Approval			Date

State FFA Nomination Committee - 2019

Sponsorship: Iowa FFA Association

Supervision: Scott Johnson, Iowa FFA Association Executive Assistant will be responsible for all FFA members from the various schools serving on the State FFA Nomination Committee. FFA members will together interview all State FFA Officer candidates and then slate two members for each officer position on the ballot. The following week at the State FFA Leadership Conference they will present the Nomination Committee Report to the delegates during the Annual Business Session (Monday morning).

Adherence to the district Code of Conduct and completion of appropriate documentation by parents and students: Required school paperwork has been given to [REDACTED] for her to complete and it will be returned to Ms. Lemmer prior to leaving for the event.

Written Request: See details below!

Rationale/Purpose: The purpose for this activity is to allow FFA members from local chapters throughout the state to be involved in selecting the next state FFA officer team. [REDACTED] submitted an application to the State FFA President, Chase Brinegar and was one of 12 members to be selected to serve on this committee.

Pre-Planning:

- Complete required paperwork.
- Transportation request has been sent to the Transportation Department requesting a van. I will drive Riley Hildebrand to and from the event. Mr. Johnson will drive [REDACTED] between the hotel and Iowa FFA Enrichment Center.
- Members of the State Nomination Committee will stay at the AmericInn in Ankeny in Ankeny.
- Professional leave has been requested on iVisions and SEMS for 1 day...April 9th. I will return on that day in the evening after dropping off Riley at the Iowa FFA Enrichment Center by 1:00 pm so I can teach on Wednesday and Thursday. I will again return to the Iowa FFA Enrichment Center on Thursday, April 11th to pick [REDACTED] up at 6:00 pm and bring her back home.
- I will review the detailed schedule that will be followed by [REDACTED] and share it with her as needed.
- A few training sessions have also been set for the next three weeks so [REDACTED] is prepared for this event as possible.

Resource Manual: I will take a folder with me that contains all of the paperwork from [REDACTED] and give it to Scott Johnson and I and Scott Johnson will have all administrator contacts in case there is a need.

Follow-up: [REDACTED] will meet with Ms. Lemmer after the event to prepare a report that will highlight the educational benefits of serving on this state FFA committee and it will be shared with the other FFA members through the chapter's website, social media sites and chapter meeting.

Assessment: [REDACTED] will self-reflect on her performance after serving on this committee. She will use a leadership rubric that is used by the Iowa FFA Association to assess state FFA officer candidates and the job interview contestants' evaluation rubric will be used to help her assess her skills.

Funding: All costs will be paid by the Iowa FFA Association.

List of Participants: [REDACTED]

Common Experiences: All committee members will participate in all phases of the committee experience

Multi-disciplinary: Mainly 21st Century Skills will be used by all committee members to interview and slate the ballot of officers.

[REDACTED]



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 2.27.19

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The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
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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: Linn-Mar FFA Submitted by: Barb Lemmer
(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.)	
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Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>2/27/19</u>
Chief Financial/Operating Officer Approval			Date <u>2/27/19</u>
Board of Directors Approval			Date

State FFA Leadership Conference - 2019

Sponsorship: Iowa FFA Association

Supervision: Barb Lemmer, chapter advisor will attend and be responsible for all FFA members attending the State FFA Leadership Conference. Members will participate as a group as much as possible. Multiple activities do occur simultaneously, but members will not be allowed to wander off to do their own thing!

Adherence to the District's Code of Conduct and completion of appropriate documentation by parents and students: A copy of the application that members will complete to attend the State FFA Leadership Conference has been given to Steve Goodall.

Written Request: See details below!

Rationale/Purpose: The purpose for attending the State FFA Leadership Conference is to give FFA members the opportunity to develop premier leadership, personal growth, and career success skills through the various activities of the conference. Also, FFA members who advance through sub-districts and districts in a leadership career development and/or agricultural skills career development event will compete in the state level contest in their respective event.

For a full list of potential events FFA members can or will participate in are listed on the **State FFA Leadership Application** which is attached to this document.

Pre-Planning:

- Complete required paperwork.
- Transportation request has been sent to the Transportation Department requesting a bus. I will drive the bus throughout the event.
- Hotel rooms have been reserved at the Gateway Hotel & Conference Center in Ames for Sunday, April 14th and Monday, April 15th.
- Professional leave has been requested on iVisions and SEMS for 2 days...**April 15th and 16th. Will return on Tuesday, April 15th in the evening.**
- Online pre-conference registration will be completed by the March 12th deadline. Final online registration will be completed by the April deadline.
- I will review (when available) the final **Schedule of Events** and tentatively determine the schedule that will be followed by all participants. Refer to the **State Convention tab** on the **Iowa FFA Association webpage** for all convention information. Students attending will have a say in the workshops, conference sessions, career show activities, competition finals, etc. that they want attend as an audience member. A pre-conference planning meeting will be held on Thursday, March 7th to inform members of conference expectations and present them with required paperwork that they need to complete to participate.

Resource Manual: I take a folder with me that contains all the paperwork from each participant, and I have all administrator contacts in my cell phone. Alumni member Sonny Deke also attends the convention and he also assists me, and my students as needed. Parents will also be invited to attend the conference so they can see their child compete or participate in the various activities of the conference. The Iowa FFA Association has a cell phone app for different convention situations that I utilize. First aid stations are located throughout the conference complex.

Follow-up: Participants will meet after the conference to prepare a report that will highlight educational benefits/competitive event results from attending the conference and they will share that information with the other FFA members, parents, and others through the chapter's website, social media sites and chapter banquet. Attendees will set goals related to further participation in FFA activities at the sub-district, district, state, and national level. All FFA members will have the benefit of watching conference highlights on the Iowa FFA Association's **Live Stream Through YouTube** channel.

Assessment: Students will reflect on their performances if they have competed in a competitive event. Others that do not compete will evaluate other contestants that they have watched them compete. These reflections will be used to help them prepare for future competitions such as sub-district leadership contests and district agricultural skills career development events.

Funding: Each student will pay their own registration and hotel fee. They are also responsible for paying for the food that they will eat. Each student will deposit \$100 in the FFA account and then FFA will complete the registration process and hotel payment process. Students are encouraged to bring \$50 for food or they can bring a few items with them to reduce the cost of food if they wish.

List of Participants: Currently, members are submitting applications for various activities and awards to the Iowa FFA Association and they will have to wait until April when the lists are published on the Iowa FFA Association's webpage. The District Leadership Contests and Convention will be held on Saturday, March 9th and at that time the LDE participants will know if they have advanced to state in their respective contest.

Common Experiences: All participants will attend at least one leadership workshop, one agricultural career skills workshops, the leadership contests finals of their choice, career show including college row and agribusiness row, and each convention session. 5,000 members are expected to attend the State FFA Leadership Conference ranging from 7th grade to 21 years old...all members of the Iowa FFA Association.

Multi-disciplinary: All core areas are highlighted in the leadership contests finals and in each of the agricultural skills CDE competitions. Technology skills are also highlighted in both the leadership contests and agricultural skills competitions. 21st Century Skills are highlighted at the career show. Music is highlighted during the conference sessions when the chorus, band, and talent participants perform. The entire conference is centered on leadership development, personal growth, and career success!

State FFA Leadership Conference Application

Application Deadline: Friday, March 8, 2019

The State FFA Leadership Conference will be held on April 14-16 in Ames. Each member will be required to complete a State FFA Leadership Conference Application, Off-Campus Participation Agreement, Field Trip Permission/Health Information Form, Field Trip Advanced Make-up Form, and pay a \$100 fee. Fee must be submitted with this application. Each member is also responsible for their meals and snacks (about \$40.00 - \$50.00). Participants will depart from the High School (Door #4) at 1:00 p.m. on Sunday, April 14th and return on Tuesday, April 16th at approximately 10:00 p.m. We will be staying at the Gateway Hotel & Conference Center. Address is 2100 Green Hills Drive, Ames, Iowa. Phone number is 515-292-8600. The State Leadership Conference Schedule of Events is not available at the time of this request but when it is it can be found on the Iowa FFA Association's Convention Page at the following address: <http://www.iowaffa.com/statconvention.aspx>. Additional information and forms can also be found on this same webpage.

The purpose of the State FFA Leadership Conference is for members to compete in state level competitions and activities. Most competitions begin at the sub-district level. Preference will be given to those members participating in sub-district and district level activities. Please indicate your level of participation by checking the items below. All applications will be reviewed by the Leadership Committee and the Chapter Officer Team.

- _____ 1. Freshman Creed Speaking CDE
- _____ 2. Conduct of Meetings Team CDE
- _____ 3. Parliamentary Procedure CDE
- _____ 4. Ag Sales CDE
- _____ 5. Job Interview CDE
- _____ 6. Chapter Program of Activities CDE
- _____ 7. Ag Broadcasting/Journalism CDE
- _____ 8. Prepared Public Speaking CDE
- _____ 9. Extemporaneous Speaking CDE
- _____ 10. Secretary's Record Book CDE
- _____ 11. Treasurer's Record Book CDE
- _____ 12. Reporter's Scrapbook CDE
- _____ 13. Ag Issues and Perceptions CDE (begins at district level)
- _____ 14. Experience the Action CDE (begins at district level)
- _____ 15. Greenhand Degree Quiz CDE (sub-district and district only)
- _____ 16. Chapter Degree Quiz CDE (sub-district and district only)
- _____ 17. Greenhand Team Quiz CDE (freshman only, state level only)
- _____ 18. Ag Sales Team CDE (state level only)
- _____ 19. Farm Business Management CDE (begins at district level)
- _____ 20. Marketing Plan CDE (state level only)
- _____ 21. Ag Communications CDE (state level only)
- _____ 22. Biotechnology CDE
- _____ 23. Poultry CDE
- _____ 24. Ag Discussion Meet for Out-Of-School Members (state level only)
- _____ 25. Proficiency Awards Program (begins at district level)
- _____ 26. Iowa FFA Degree Recipient (approved by state review committee)
- _____ 27. Chapter's Official Delegate (attendance at District FFA Convention is preferred)
- _____ 28. Massing of the Flags Parade (state level only)
- _____ 29. FFA Chapter Activity Exhibit Event (state level only)
- _____ 30. State FFA Conference Workshop Presenter
- _____ 31. Iowa FFA Band
- _____ 32. Iowa FFA Chorus
- _____ 33. State FFA Talent/Idol Show
- _____ 34. District FFA Officer Candidate
- _____ 35. State FFA Officer Candidate
- _____ 36. State FFA Academic Achievement Award (seniors only)
- _____ 37. State Committees (Auditing, Nomination, and Program of Activities)
- _____ 38. Public Relations Chapter Award (Agricultural Literacy Committee Chairperson)
- _____ 39. Journalism Chapter Reporter Award (Chapter Reporter only)
- _____ 40. National Chapter Program (Chapter President only)
- _____ 41. Chapter Website Competition (begins at district level only)
- _____ 42. Singing of the National Anthem (state level only)
- _____ 43. Chairperson of a State Committee (Program of Activities and Auditing)
- _____ 44. Iowa FFA Foundation Activities (Iowa FFA Ambassador Award, career show booth, etc.)
- _____ 45. State FFA Conference Courtesy Corps
- _____ 46. State Rising Star Award Finalist
- _____ 47. State FFA Alumni Activities (sales booth, workshops, etc.)
- _____ 48. Other _____

Note: All members must wear Official Dress when participating in conference activities.



Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: _____

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: VARSITY POMS - NATIONALS 2020 Submitted by: Tonya M. E
(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	Recommended	This excursion/trip is a common experience that all students at this grade level or activity group should have.	✓
Multi-disciplinary	Recommended	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	✓
Building Principal Approval		<u>Tonya M. E - Associate AD</u>	Date <u>3/6/19</u>
Chief Financial/Operating Officer Approval			Date
Board of Directors Approval			Date

March 2019 (submitted)

Linn Mar Varsity Poms Nationals competition trip for 2019-2020 Season: **(February 2020)**

The Varsity Dance team at Linn-Mar has earned the privilege to compete at the highest level the past 21 years at Varsity's National Dance Team (NDTC) Competition. The NDTC is the only national-level dance team championship that is endorsed by the National Federation of State High School Associations, the national service and administrative organization for high school athletics and fine arts programs. The rationale for this trip is to provide a learning and growing experience that enables students that have studied the art and physicality of dance, the opportunity to compete at the highest level. A level of competition that is not offered state-wide and regionally, as dance teams do not have to qualify for state levels of competition as other varsity sports do. The tradition of this trip has enabled the program to be one of the top teams in the state of Iowa as well as national recognition for the school name of Linn-Mar. The trip each season inspires students to be their very best both academically and physically. The team consistently has maintained a team GP ranging from 3.5-3.8.

The trip takes place from a Wednesday through Tuesday, returning the students back to school on a Wednesday. All students connect with their teachers prior to departure to determine what needs to be completed prior to the trip. The trip is chaperoned by the head coach and assistant coach, as well as most every parent travels alongside with the team. Head coach makes all the flight and ground travel plans. This trip requires early planning to take advantage of the lowest pricing, which has been arranged due to spring approval. The team has fundraising to offset the travel expenses. Anything beyond what is raised and equally shared amongst the team, each family is responsible in covering the additional expenses. Head coach outlines at the beginning of the season what the anticipated expenses will be, and offers opportunities to raise extra funds that fall within the team's three fundraising activities. Through these fundraisers, each dancer earns around half the cost of the trip. The other half is covered by each family.

Itinerary for 2019-2020

Tentative Team Schedule:

Wednesday: Team departs from Cedar Rapids to Orlando

Thursday: Team practice at local dance studio

Friday: Prelims in jazz/pom divisions at WIDE WORLD OF SPORTS

Saturday: Semis at WIDE WORLD OF SPORTS.

Sunday: Finals/ESPN broadcasted event.

Monday: Team visits Disney Parks. Admission is included in their ESPN package

Tuesday: Team travels home

Wednesday: Team returns to class

Storey Lake Gated Community Resort

4693 Fairy Tale Cir, Kissimmee, FL 34746

All team members will be staying in the same house with both coaches. This is located within a gated, resort community. It is 5 miles from ESPN and 10 miles from Disney. The team will rent two vans to transport the team to and from the airport, competition and parks. Coach Hammes and a parent volunteer (TBD) will be the drivers (25 years or older). This option will be a savings of \$200-300 per family. Coach travels with medical cards, insurance information for each student as well as aware of any health issues for each student. Each member signs a waiver that parents and students understand the expectations of the trip and excludes Linn-Mar of any liability. In the event of a health issue, coach would triage the situation, contact the student's parents, and if need be, call 911. NDTC provides medical staff at all the venues as well. Generally, 80% of the team's parents/family travel with the team and have access to a vehicle.

Head Coach: Jennifer Hammes (4th Grade Linn Grove Teacher)

Assistant Coach: Sami Herrera

This procedure I have outlined has been followed the last 21 years and we have had 100% safety and success with each trip. Current head coach has traveled the past four seasons as the assistant coach and has thorough understanding of the management and operations this trip requires. I appreciate your review and approval for this year's trip. Please let me know if you need anything further.

Jennifer Hammes

Varsity Poms Coach