

Operations Manual for the Linn-Mar Board of Education

*A Guide for Board
Operations and Functions*



2999 N 10th Street
Marion IA 52302

*Created: 1993
Reviewed: 2019*

Table of Contents

Introduction	Page 3
Board Authority	Pages 3-4
Board Responsibilities	Page 4
Board Ethics	Page 5
Board Guiding Principles	Pages 5-6
Board Meetings	Pages 6-7
Board Advisory Committees	Page 7
Schedules	Page 8
Policy	Pages 8-9
Relationships & Communications	Pages 9-11
Appendix	Pages 12-16
A. Finance/Audit Committee Commission	Page 12
B. Policy/Governance Committee Commission	Pages 13-14
C. Career & Tech Ed Advisory Commission	Page 15
D. School Improvement Advisory Commission.....	Page 16

Introduction

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

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

Board Authority

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

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

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

1. Determine major educational needs and develop plans to meet those needs.
2. Fix time and place of regular and special meetings.
3. Fill, by appointment, any vacancies occurring between elections.
4. Employ a superintendent.
5. Approve the employment and salaries of administrators/managers, teachers, principals, other licensed personnel, and staff members.
6. Terminate the contract or immediately discharge any employee subject to the provisions of any applicable law and/or board policy.
7. Become members of the Iowa Association of School Boards and pay dues.
8. Utilize funds received through gifts, devises, and bequests in the general or schoolhouse

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

Board Member Responsibilities

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

The board is made up of seven members of the Linn-Mar Community School District with each member assuming responsibility for the total board's effectiveness, functions, and efficiency. No individual can speak for or act on behalf of the board. The board acts only when a quorum is present and when a majority of that quorum reaches a decision. The Linn-Mar Community School District Board of Education strives to be unified and professional at all times. This does not mean, however, that board members cannot have disagreements or open discussions about district issues. Open discussions are encouraged in order to thoroughly examine each issue. Disagreements are to be handled in a respectful manner at all times with board members displaying courtesy for each other and for differing points of view.

Board Ethics

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

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

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

Board Guiding Principles

1. Deliberate in many voices, but govern in one voice.
2. Cultivate a sense of group responsibility with the understanding that it is the board, not the staff or administration, which is responsible for excellence in governance.
3. Be an active part of the district's leadership team striving to lead the district through a clear mission statement, an articulated vision for the district, shared and commonly understood goals, broad and clearly written policies, and continual monitoring of the performance of the schools and students.
4. Be willing to hold itself to the highest standards of excellence in governance and professional responsibility, including a willingness to hold individual board members and the board as a whole accountable for its actions.
5. Continually monitor its own processes, performance, and progress.
6. Vigorously and intelligently advocate for the district and its students on the local, state, and national levels.
7. Commit both individually and collectively to being well-informed and educated on local, state, and national educational issues, initiatives, and practices.
8. Regularly communicate as one voice while exercising confidentiality, when appropriate, to all stakeholders about district performance, direction, initiatives, issues, and ideas.
9. Formally and informally recognize and celebrate school, staff, and student success.
10. Insist on the pursuit of excellence on the part of all with a role in the district; staff, students, and board members.
11. Always strive to act in the interest of what is best for all students, believing that all

- students can learn and succeed at a high level.
12. Serve as a model of positive, professional, and ethical conduct.

Board Meetings

Work Session Agenda Format:

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

Work sessions will have the following characteristics:

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

Regular Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Revision and/or Adoption of the Agenda
- 300: Audience Communications
- 400: Informational Reports
- 500: Unfinished Business
- 600: New Business
- 700: Consent Agenda
- 800: Communications and Calendar
- 900: Adjournment

The board shall make rules for its own governance. The board may make and enforce reasonable rules for the conduct of its meetings to ensure they are orderly and free from interference or interruption by spectators. The Linn-Mar Board of Education has chosen to follow *Robert's Rules of Order, Revised* latest edition as a procedural model for operational purposes.

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

Board meetings are held IN the public, but not FOR the public. Meetings are to conduct district business in an open and transparent manner, not to engage in dialogue with the public. Public comments are allowed at the start of each open, regular meeting; but not during the order of business. Guidelines for addressing the board are outlined in the agenda and shared with the public prior to the Audience Communications section of the meeting. *The guidelines for public*

participation in board meetings are also found in Policy Series 200.

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

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

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

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

Board Advisory Committees

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

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

Schedules

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

Schedules for board meetings, school/site visits, and committee/advisory meetings are developed at the beginning of each school year. Ongoing calendars can be found at the end of each board meeting agenda and on the board/policy website (<http://.policy.linnmar.k12.ia.us/>).

Policy

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

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

Iowa Code places the authority to develop and adopt policy for a school district in the hands of the school board. The Iowa State Department of Education Educational Standards, which set the requirements for an accredited education program, require the board to adopt and maintain a board policy manual. The district's board policy manual can be accessed via the district's school/policy website (<http://policy.linnmar.k12.ia.us/>).

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

Policy Development

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

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

It will be the duty of this committee to review the policies for accuracy, content, appropriateness,

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

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

Relationships and Communications

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

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

Internal Communications and Relationships

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

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

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

The board needs to exercise caution in personnel issues. Board members must always keep in mind that they are the final hearing officers in any personnel dispute. If a board member becomes involved in a personnel issue, they may need to recuse themselves from a hearing

due to the possibility of being prejudiced. For that reason, personnel issues should be handled only by administrators hired for that purpose.

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

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

Internal Board and Superintendent Relationship/Communications

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

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

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

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

External (Public) Relationships and Communications

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

On controversial issues, the board will have a public statement drafted by the superintendent that board members may utilize for any public comment that needs to be made. As individuals, board members should support the actions and statements of the board. It is board procedure that the entire board be polled by the president prior to any public statement being made on

behalf of the board as a whole. The board president shall be the official spokesperson for the board. The superintendent may also speak publicly on behalf of the board. If any board member wishes to address a point of view before the public, it is imperative that each board member communicates that they are speaking from their own personal viewpoint versus a board viewpoint.

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

Board Member Signatures:

Date Signed: _____

Finance/Audit Committee Commission

Statement of Purpose:

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

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

Committee Composition:

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

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

Responsibilities:

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

Policy/Governance Committee Commission

Statement of Purpose:

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

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

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

Committee Composition:

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

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

Commission:

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

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

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

Career and Technical Education Advisory Committee Commission

Statement of Purpose:

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

Committee Composition:

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

Commission:

The committee is commissioned to:

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

School Improvement Advisory Committee Commission

Statement of Purpose:

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

Committee Composition:

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

Commission:

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

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

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

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

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



Updates from the Cabinet

October 28, 2019

Cabinet Members: Superintendent Bisgard, Assoc. Superintendent Wear, Mrs. Karla Christian (HR), Mr. JT Anderson (CFO), Mrs. Leisa Breifelder (Student Services), and Mrs. Jeri Ramos (Tech)

Career & Technical Education Advisory Committee: During the October 16th CTE meeting, Nick Glew, MEDCO President, presented an update on the Community Promise program, HS Counselor Sheryl Cline presented an update on the newly-developed career pathway maps and associated coursework, and several CTE program groups presented updates. Mark Hutcheson, Director of High School Teaching & Learning, shared that the CTE programs received \$51,358 in Perkins grant money and \$12,730 in Regional Planning Partnership money for the 2019-20 school year. The money has been allocated to support CTE programs, equipment, instructional materials, and professional development conferences.

Finance/Audit Committee: The committee met on October 17th and discussed the following:

- The Iowa Department of Education does not yet know when the 2018-19 financial report cards, showing per pupil costs by building, will be released. Districts will be notified of the release of this financial data prior to any information going public.
- The construction progress at Boulder Peak and Hazel Point intermediate schools. Also, projects scheduled for 2020 were discussed which include: Bowman Woods' roof and media center, the interior remodels of Wilkins and Indian Creek, and the running track at Oak Ridge.
- The preliminary audit notes and findings provided by Bohnsack and Frommelt. No significant findings were noted. Auditors also provided various internal control and procedural recommendations for the district to consider moving forward. The final audit will be presented to the board on December 9th.

District Achievements & Honors



Homecoming Honors: Congratulations to Maddie DeJong and Sean Carroll for being named the 2019 Homecoming Queen and King! *There were 1,425 students and guests who attended Homecoming 2019...the largest dance in LMHS history!*

Boys' Golf Achievement: Congratulations to Junior Dillon Burr for being the first Linn-Mar Lion to claim medalist honors in a state, Class 4A golf championship! Dillon was also named KCRG's Athlete of the Week!



Girls' Swimming Achievement: Congratulations to Freshman Hayley Kimmel for achieving the state's top time in the 100-yard breaststroke (1:05.09).

Marching Band Achievement: Congratulations to the Marching Lions and their Directors, Dan Terrell, Aaron Nuss, and Jen Tiede, for earning a Division I rating at the State Marching Festival!

Football Achievement: Congratulations to the LM Lions Football Team for beating Iowa City High to take 4A District 4 title and earning a spot in the 4A playoffs!



Tennis Achievement: Congratulations to Luke VanDonslear and Jackson Eells from being named in the Top 10 Class of 2020 Boys' Tennis Recruits. VanDonslear was named in the #1 spot and Eells in the #2 spot!

Cheer Achievement: Congratulations to LM Cheer for bringing home the Grand Champion trophy and placing first in the Spartan Cheer Competition!



Vocal Achievement: Congratulations to the 41 LM students chosen to participate in the 34th Iowa Opus Honor Choir Festival on November 21st at 4:00 PM in Ames. Our 41 students were selected from over 3,000 nominees for 720 positions and represent all 10 of our schools!



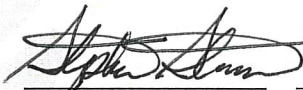
Thanks to all of the volunteer readers that helped make the 2019 America Reads Day on October 17th a success for our students!

 **AIA** Document G704™ – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> 2019 Linn-Mar Roof Improvements	CONTRACT INFORMATION: Contract For: General Construction Date: March 19, 2019	CERTIFICATE INFORMATION: Certificate Number: 001 Date:
OWNER: <i>(name and address)</i> Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302	ARCHITECT: <i>(name and address)</i> Shive-Hattery, Inc. 222 3rd Ave SE Suite 300 Cedar Rapids, IA 52401	CONTRACTOR: <i>(name and address)</i> Dryspace, Inc. 707 66th Avenue SW Cedar Rapids, IA 52404

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.
(Identify the Work, or portion thereof, that is substantially complete.)

<u>Shive-Hattery, Inc.</u>		Stephen Stewart, Roof Consultant	<u>August 30, 2019</u>
ARCHITECT <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:
(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)
ALL

WORK TO BE COMPLETED OR CORRECTED

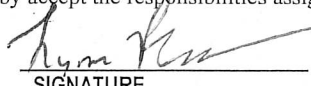
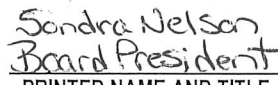
A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:
(Identify the list of Work to be completed or corrected.)
N/A

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within (0) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$0

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:
(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)
ALL

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

<u>Dryspace, Inc.</u>		Lynn Price	<u>10/2/19</u>
CONTRACTOR <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE
Linn-Mar Community School District		Sandra Nelson Board President	
OWNER <i>(Firm Name)</i>	SIGNATURE	PRINTED NAME AND TITLE	DATE

ROOF MAINTENANCE WARRANTY

PROJECT: 2183340 – 2019 Roof Improvements, Linn-Mar Community School District

This agreement between Linn-Mar Community School District, hereinafter referred to as OWNER, and Dryspace, Inc. hereafter referred to as CONTRACTOR, is entered into to provide maintenance on the roof of Wilkens Elementary A, B, E, & F, located at 2127 27TH Street Marion, Iowa 52302, Marion, Iowa, for 2 years beginning August 29, 2019 and ending August 29, 2021.

For the purpose of this agreement, maintenance is defined as the repair of roof membrane and flashing defects, and the replacement of roof membrane and flashing components that threaten the viability of the roof system to keep the building free from externally caused leakage through the roof. Warranty shall include all materials and workmanship required to repair any defects that develop during the warranty period at no expense to the OWNER.

Specifically excluded from the responsibility of the CONTRACTOR under the terms of this agreement are any and all damages to said roof, the building or contents caused by the acts or omissions of other trades or contractors; lightning, winds in excess of a strong gale as defined by the Beaufort scale, hailstorm, flood, earthquake or other unusual phenomena of the elements.

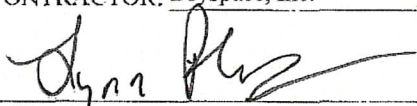
The component parts of this agreement are:

1. A yearly comprehensive inspection of the roof during which time all defects that need to be repaired and all components that need to be replaced will be identified by the inspector.
2. Should defects be found during inspection that are not covered by this agreement, the CONTRACTOR will notify the OWNER in writing as to the cause (who or what was responsible), and the estimate of the cost to return the roof to its condition before the problem occurred. Written approval to proceed with the work must be granted by the OWNER.
3. Completion of all repairs and replacement in a manner consistent with the highest standards of the roofing industry. Work shall be in compliance with the membrane manufacturer's written specifications and warranty, so as not to void warranty.
4. A follow-up inspection of the completed maintenance work.
5. Response within 24 hours of all requests for repair of leaks or other emergencies that are part of this agreement.
6. This maintenance warranty covers CAULKING for the listed project and shall be included along with the roofing warranty. The undersigned CONTRACTOR will repair or replace defective caulking work and other work damaged thereby during the warranty period at no expense to the OWNER. The following types of failures are considered defects: Leakage, hardening, cracking, crumbling, melting, shrinkage, running or staining adjacent work.
7. This maintenance warranty covers FLASHING for the listed project and shall be included along with the roofing warranty.
8. This maintenance warranty covers SHEETMETAL for the listed project and shall be included along with the roofing warranty.

OWNER: Linn-Mar Community School District

CONTRACTOR: Dryspace, Inc.

Signature



Signature

Sandra Nelson, Board President

Printed Name and Title

Lynn Price Project Manager

Printed Name and Title

Date

10/10/2019

Date

ROOF MAINTENANCE WARRANTY

PROJECT: 2183340 – 2019 Roof Improvements, Linn-Mar Community School District

This agreement between Linn-Mar Community School District, hereinafter referred to as OWNER, and Dryspace, Inc., hereafter referred to as CONTRACTOR, is entered into to provide maintenance on the roof of Linn-Mar High School X & N, located at 3111 10th Street Marion, Iowa 52302, Marion, Iowa, for 2 years beginning August 29, 2019 and ending August 29, 2021.

For the purpose of this agreement, maintenance is defined as the repair of roof membrane and flashing defects, and the replacement of roof membrane and flashing components that threaten the viability of the roof system to keep the building free from externally caused leakage through the roof. Warranty shall include all materials and workmanship required to repair any defects that develop during the warranty period at no expense to the OWNER.

Specifically excluded from the responsibility of the CONTRACTOR under the terms of this agreement are any and all damages to said roof, the building or contents caused by the acts or omissions of other trades or contractors; lightning, winds in excess of a strong gale as defined by the Beaufort scale, hailstorm, flood, earthquake or other unusual phenomena of the elements.

The component parts of this agreement are:

- 1. A yearly comprehensive inspection of the roof during which time all defects that need to be repaired and all components that need to be replaced will be identified by the inspector.
2. Should defects be found during inspection that are not covered by this agreement, the CONTRACTOR will notify the OWNER in writing as to the cause (who or what was responsible), and the estimate of the cost to return the roof to its condition before the problem occurred. Written approval to proceed with the work must be granted by the OWNER.
3. Completion of all repairs and replacement in a manner consistent with the highest standards of the roofing industry. Work shall be in compliance with the membrane manufacturer's written specifications and warranty, so as not to void warranty.
4. A follow-up inspection of the completed maintenance work.
5. Response within 24 hours of all requests for repair of leaks or other emergencies that are part of this agreement.
6. This maintenance warranty covers CAULKING for the listed project and shall be included along with the roofing warranty. The undersigned CONTRACTOR will repair or replace defective caulking work and other work damaged thereby during the warranty period at no expense to the OWNER. The following types of failures are considered defects: Leakage, hardening, cracking, crumbling, melting, shrinkage, running or staining adjacent work.
7. This maintenance warranty covers FLASHING for the listed project and shall be included along with the roofing warranty.
8. This maintenance warranty covers SHEETMETAL for the listed project and shall be included along with the roofing warranty.

OWNER: Linn-Mar Community School District

CONTRACTOR: Dryspace, Inc.

Signature

Sandra Nelson, Board President

Printed Name and Title

Date

Signature

Lynn Price

Lynn Price Project Manager

Printed Name and Title

10/10/2019

Date



Board of Directors – General Organization

Policy Title: Name & Organization of the District Code 201.1

Recommendation to add final paragraph and bullet points to Policy 100.1; which is identical in wording to paragraphs one and two and then delete policy 201.1 as it is a duplication.

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district shall be known as the Linn-Mar Community School District.

This school corporation is located in Linn County and its affairs are conducted by elected school officials, the Linn-Mar Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Linn-Mar Schools are presently organized in a pattern which consists of:

- Preschool classes for children ages three and four
- Early Childhood Blended Program
- Elementary grades kindergarten through five
- Middle school grades six, seven, and eight
- Senior high school grades nine through 12

Adopted: 6/70

Reviewed: 10/11; 8/14; 9/15

Revised: 4/13; 10/19

Related Policy (Code#): 100.1

Legal Reference (Code of Iowa): §§ 274.1-2, .6-7; 278.1(9); 279.8; 594A (2013)

IASB Reference: 100



Board of Directors – Specific Duties of the Board

Policy Title: School Board Conflict of Interest Code 202.7

School board members must be able to make decisions objectively. It is a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member will not act as an agent for school textbooks or school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It will not be a conflict of interest for board members to receive compensation from the school district for contracts for the purchase of goods or services which benefit a board member, or to receive compensation for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed ~~\$2,500~~ \$6,000 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note, or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitive bid.

It will also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest is deemed to exist shall include, but are not be limited to, any of the following:

1. The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

2. The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
3. The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the employment or activity falls under (3) then the board member must:

- a. Cease the outside employment or activity; or
- b. Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmation action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition Funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

It is a conflict of interest for the school board to ~~hire the spouse of a board member or do enter into business with the spouse of a relative of any member of the school board during their term of the board member service to the district. The payment of compensation to any other family member is within the discretion of the board.~~

It is the responsibility of each board member to be aware of an actual or potential conflict of interest. It is also the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Adopted: 6/70

Reviewed: 10/11; 4/13

Revised: 8/14; 9/16; 10/19

Related Policy (Code#): 201.4; 201.5; 202.1; 205.3

Legal Reference (Code of Iowa): 22 CFR § 518.42; §§ 68B; 71.1; 277.27; 279.7A; 301.28

IASB Reference: 203



Board of Directors – Meetings of the Board

Policy Title: School Board Records Code 204.12

The school board will keep and maintain permanent records of the board including, but not limited to, records of the minutes of board meetings and other required records of the board.

It is the responsibility of the board secretary to keep the minutes of the board meetings. The minutes of each board meeting will include, at a minimum, the following items: a record of date, time, place, members present, action taken, the vote of each member, and the schedule of bills allowed will be attached. This information will be available **within two weeks of the board meeting and after board approval at the second meeting of the month and** forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once-monthly basis in lieu of publication with the minutes. The permanent records of the board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next board meeting will be available for inspection after the board secretary transcribes the notes into typewritten material which has been proofread for errors and corrected.

Detailed minutes and complete recordings will be made of closed meetings of the board as required by the Iowa Code. Detailed minutes and complete recordings of closed meetings that are exempt from the provisions of the Iowa Code will be made when deemed necessary by the board. Detailed minutes will include a synopsis of the discussion, the people present, and any action occurring during the closed session. The board secretary will be custodian of the detailed minutes and recordings which will be maintained in a securely locked depository separate from the regular board minutes for a period of one year; after which they will immediately and routinely be destroyed (recordings will be erased). The minutes and recordings shall only be opened upon court order in an action to enforce the requirements of the open meetings law.

Detailed minutes and recordings of closed sessions held under the purchase of real estate exception to open meetings must be made available for public examination when the transaction discussed is completed. There shall be separate detailed minutes and recordings for each real estate transaction.

Adopted: 3/79

Reviewed: 4/13

Revised: 8/14; 9/16; 10/19

Legal Reference (Code of Iowa): §§ 21; 22; 279.8, .35-36; 291.6; 618.3; 281 IAC 12.3(i), 1982 Op Atty Gen 215; 1974 Op Atty Gen 403; 1952 Op Atty Gen 133

IASB Reference: 215 (*Items in paragraph two are legal requirements*)



BOARD OF DIRECTORS TRAVEL REIMBURSEMENT REQUEST FORM
Linn-Mar Community School District
Marion, Iowa 52302

Name of Attendee: _____ Date: _____

Name of Event: _____

Location of Event: _____

Table with columns: DATE, ITEMS, *MILEAGE OR TRANSPORTATION, *HOTEL/LODGING, *MEALS (B, L, D), *MISC., DAILY TOTAL. Includes a 'TOTAL EXPENSES' row at the bottom right.

COMMENTS:

I herewith declare that the above amount is due and unpaid for expenses incurred while on an authorized school assignment and that I am entitled to the above reimbursement.

Board Member Signature _____ Date: _____

Superintendent or Board Secretary/Treasurer Signature _____ Date: _____

Charge to Account Number: _____

REMINDER: PLEASE ATTACH INVOICES FOR PUBLIC TRANSPORTATION, LODGING, AND MEALS. IDENTIFY ALL MISCELLANEOUS EXPENSES AND ATTACH RECEIPTS. NO REIMBURSEMENT WILL BE ISSUED WITHOUT ITEMIZED RECEIPTS.



Educational Objectives

Policy Title: Legal Status of the School District Code 100.1

Recommendation to add wording from Policy 201.1 and then delete 201.1 as the remainder of the policy was a duplicate of Policy 100.1.

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district is known as the Linn-Mar Community School District.

This school corporation is located in Linn County and its affairs are conducted by elected school officials, the Linn-Mar Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

Linn-Mar schools are presently organized in a pattern which consists of:

- Preschool classes for children ages three and four;
- Early Childhood Blended Program;
- Elementary school grade levels kindergarten through fifth;
- Middle school grade levels sixth through eighth; and
- High school grade levels ninth through twelfth.

Adopted: 6/00

Reviewed: 4/13; 5/14; 9/16

Revised: 10/19

Legal Reference (Code of Iowa): §§ 274.1-2, .6-7; 279.8; 594A

IASB Reference: 100



Students – Miscellaneous Matters

Policy Title: Education Records Access Code: 505.6

The board recognizes the importance of maintaining education records and preserving their confidentiality, as provided by law. Education records are kept confidential at collection, storage, disclosure, and destruction stages. The board secretary is the custodian of education records. Education records ~~may be~~ are maintained in the administrative offices of the student attendance centers.

Definitions: For the purposes of this policy, the defined words have the following meanings:

- “Education record” means those records that contain information directly related to a student and which are maintained by an education agency or institution or by a party acting for the agency or institution.
- “Eligible student” means a student who has reached 18 years or attends a postsecondary institution. The parents of an eligible student are provided access to the education records only with the written permission of the eligible student unless the eligible student is defined as a dependent by the Internal Revenue Code. In that case, the parents may be provided access without the written permission of the student.

An education record may contain information on more than one student. Parents will have the right to access the information relating to their student or to be informed of the information. Eligible students will also have the right to access information relating to themselves or be informed of the information.

Parents, eligible students, and other individuals authorized in accordance with law will have the right to access the student’s education records during regular business hours of the school district upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. Parents, other than parents of an eligible student, may be denied access to a student’s education records if the school district has a court order stating such or when the district has been advised under the appropriate laws that the parents may not access the student’s education records. Parents, eligible students, or authorized representatives of the parents will have the right to access the student’s education records prior to an Individualized Education Program (IEP) meeting or hearing.

Copies of education records will be provided if failure to do so would effectively prevent the parents or student from exercising the right to access the education records. Fees for copies of the records are waived if it would prevent the parents or eligible student from accessing the records. A fee may not be charged to search or retrieve information from education records.

Upon the request of parents or eligible student, the school district will provide an explanation and interpretation of the education records and a list of the types and locations of education records collected, maintained, or used by the school district.

If the parents or eligible student believes the information in the education record is inaccurate, misleading, or violates the privacy of the student, the parents or eligible student may request that the school district amend the education records.

Education records may be disclosed in limited circumstances without written permission of the parent or eligible student. This disclosure is made on the condition that the education record will not be disclosed to a third party without the written permission of the parent or eligible student. This disclosure may be:

- To school officials within the school district and AEA personnel whom the superintendent has determined to have a legitimate educational interest, including but not limited to, board members, employees, school attorney, auditor, health professionals, and individuals serving on official school committees;
- To officials of another school district in which the student wishes to enroll, provided the other school district notifies the parent the education records are being sent and the parent has an opportunity to receive a copy of the records and challenge the contents of the records unless the annual notification includes a provision that records will automatically be transferred to new school districts;
- To the US Comptroller General, the US Secretary of Education, or state and local educational authorities;
- In connection with a student's application for, or receipt of, financial aid;
- To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it was conducted;
- To accrediting organizations;
- To the parents of a dependent student as defined in the Internal Revenue Code;
- To comply with a court order or judicially issued subpoena;
- In connection with a health or safety emergency;
- As directory information; or
- In additional instances as provided by law.

The administrative offices of the student attendance centers will keep a list of the individuals and their positions who are authorized to view a special education student's education records without the permission of the parent or eligible student. Individuals not listed are not allowed access without parental or an eligible student's written permission. This list must be current and available for public inspection and updated as changes occur.

The administrative offices of the student attendance centers will also keep a list of individuals, agencies, and organizations which have requested or obtained access to a student's education records, the date access was given, and their legitimate educational interest or purpose for which they were authorized to view the records. The administrative offices of the student attendance centers, however, do not need to keep a list of the parents, authorized educational employees, officers, and agencies of the school district who have accessed the student's education records. This list for an education record may be accessed by the parents, the eligible student, and the custodian of the education records.

Permanent education records, including a student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation. Permanent education records will be kept in a fire-safe vault or they may be maintained electronically with a secure backup file.

When personally identifiable information, other than permanent education records, is no longer needed to provide educational services to a special education student, the parents or eligible student will be notified. This notice is normally given after a student graduates or otherwise leaves the district. If the parents or eligible student requests that the personally identifiable information be destroyed, the school district will destroy the records, except for permanent records. Prior to the destruction of the records, the school district must inform the parents or eligible student the records may be needed for social security benefits or other purposes. For purposes of policy, "no longer needed to provide educational services" means that a record is no longer relevant to the provision of instruction, support, or related services and it is no longer needed for accountability and audit purposes. At a minimum, a record needed for accountability and audit purposes must be retained for five years after the activity for which funds were used.

The school district will provide training or instruction to employees about parents' and eligible students' rights under this policy. Employees will also be informed about the procedures for carrying out this policy. It is the responsibility of the superintendent to notify parents and eligible students annually that they have the right to:

- Inspect and review the student's education records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the law authorizes disclosure without consent; and
- File a complaint with the US Department of Education concerning alleged failures by the district to comply with the law.

The notice will be given in the native language of the parents or eligible student. Should the school district collect personal information from students for the purposes of

marketing or selling that information, the school district will annually notify parents of such activity.

The notice will include a statement that the parents have the right to file a complaint alleging the school district failed to comply with this policy. Complaints are forwarded to: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, Washington, DC. 20202-8520.

Adopted: 6/70

Reviewed: 4/11; 4/12; 7/13; 10/14

Revised: 8/07; 8/17; 10/19

Related Policy (Code #): 505.6-R; 505.6-E2-E7

Legal Reference (Code of Iowa): 20 USC § 1232g; 1415. 34 CFR Pt 99; 300; 610 et seq; §§ 22; 279.9B; 280.24-25; 622.10; 281 IAC 12.3(4); 41. 1980 Op Atty Gen 720; 825

IASB Reference: 506.1 (Mandatory Policy)



Administrative Regulations Regarding Use of Education Records

Code: 505.6-R

Parents and eligible students will have the right to access a student's education records during regular business hours of the school district upon request without unnecessary delay, and in no instance more than 45 calendar days after the request is made. The intent of this regulation is to establish procedures for granting requests from eligible students and parents to access a student's education records.

Education records means those records that contain information directly related to a student and which are maintained by an education agency or by a party acting for the agency or institution. These may include but are not necessarily limited to: dates of attendance; academic work completed; level of achievement (grades, standardized test scores); attendance data; scores on standardized intelligence, aptitude, and psychological tests; interest inventory results; health data; family background information; teacher or counselor ratings and observations; and verified reports of serious or recurrent behavior patterns.

Access to Records:

1. Parents, eligible students, and other individuals authorized in accordance with law will have access to the student's education records during the regular business hours of the school district. Parents and eligible students will have the right to access the student's education records upon request without unnecessary delay and in no instance more than 45 calendar days after the request is made. An eligible student or parent, upon written request to the **board secretary, administrative office of the student attendance center**, will receive an explanation and interpretation of the education records. A student, 18 years or older, has the right to determine who, outside the school system, has access to the records. Parents of students who are 18 years or older, but are still dependents for income tax purposes, may access the student's education records without prior permission of the student.
2. School officials having access to student education records are defined as having a legitimate educational interest. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, AEA employee, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or student assistance team, or assisting another school official in performing their tasks.

Release of Information Outside the School: Information from education records may be disclosed to outside parties as outlined in board policy and otherwise provided by law.

Procedures for Requesting an Education Record Amendment:

1. If the eligible student, parent, or legal guardian believe the information in the student's education records is inaccurate, misleading, or violates the privacy of the student, the parents or eligible student may request the school district amend the education records.

2. The school district will decide whether to amend the student's education record within a reasonable time after receipt of the request.
3. If the school district determines an amendment is made to the student's education record, the school district will make the amendment and inform the parents or eligible student of the decision in writing.
4. If the school district determines the amendment of the student's education record is not appropriate, the district will inform the parents or eligible student of their right to a hearing before a hearing officer provided by the district. The hearing officer may be an employee of the district, so long as the employee does not have a direct interest in the outcome of the hearing.
5. Upon parental request, the school district will hold a hearing regarding the content of a student's education records which the parent believes to be inaccurate, misleading, or in violation of the privacy rights of students.
6. The hearing will be held within a reasonable time after receipt of the parent or eligible student's request. The parents or eligible student will receive reasonable advance notice of date, time, and place of the hearing.
7. The parents or eligible student will be given a full and fair opportunity to present evidence relevant to the issues. The parents or eligible student may be represented by an individual of their choice and at their own expense.
8. The hearing officer will render a written decision within a reasonable period after the hearing. The decision will be based upon evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.
9. The parents may appeal the hearing officer's decision in writing to the superintendent within 10 days, if the superintendent does not have a direct interest in the outcome of the hearing.
10. The parents may appeal the superintendent's decision or the hearing officer's decision, if the superintendent was unable to hear the appeal, to the board within 15 days. It is within the discretion of the board to hear the appeal.
11. If the parents' and the eligible student's request to amend the education record is further denied following the hearing, the parents or eligible student are informed they have the right to place an explanatory letter in the student's education record commenting on the school district's decision or setting forth the reasoning for disagreeing with the school district. Additions to the student's education records will become a part of the education records and be maintained like other education records. If the school district discloses the student's education records, the explanation by the parents or eligible student will also be disclosed.

Adopted: 6/90

Reviewed: 4/11; 4/12; 7/13

Revised: 10/14; 8/17; 10/19

Related Policy (Code#): 505.6; 505.6-E2-E7

IASB Reference: 506.1R1



Students-Miscellaneous Matters

Policy Title: Request for Hearing on Correction of Education Records Code 505.6-E4

To: Board Secretary Name of Student Attendance Center

Address: 2999 N 10th St, Marion, IA 52302 Address of Student Attendance Center

As the Relationship to Student of Full Legal Name of Student

I believe the district's official education records are inaccurate, misleading, or in violation of privacy or other rights of this student.

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

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

I understand that I will be notified of the date, time, and place of the hearing; that I will be notified in writing of the district's decision; and that I have the right to appeal the decision by notifying the superintendent in writing within 10 days after my receipt of the decision. I further understand that if the request to amend the student's education record is denied, that I have the right to place an explanatory letter in the student's education record stating I disagree with the district's decision and why.

(Signature)

Date:

Address:

City:

State: Zip:

Phone Number:



Students-Miscellaneous Matters

**Policy Title: Parental Request for Examination of Education Records
Code 505.6-E5**

To: _____
Board Secretary Name of Student Attendance Center

Address: **2999 N 10th St, Marion, IA 52302**
Address of Student Attendance Center

As _____ of _____,
Relationship to Student Full Legal Name of Student

who was born on _____ and is currently in grade _____,

I request to examine the following official education records:

Please check one of the following:

- _____ I do
- _____ I do not

desire a copy of such records and I understand that a reasonable charge will be made for copies, if requested.

Signature

Date: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone Number: _____

Approved by:

Signature: _____

Title: _____

Date: _____



Parent and family engagement are important components in a student's success in school. The board encourages parents and families to become involved in their student's education to ensure their academic success. **In order to facilitate parent and family involvement, it is the goal of the district to conduct outreach and implement programs, activities, and procedures to further involve parents and families with the academic success of their students.** The board will:

- 1) Involve parents and families in the development of the Title I Plan, the process for school review of the plan, and the process for improvement **by:**
 - a. **Jointly reviewing and revising the Title I Plan at an annual evaluation in the spring of each school year;**
 - b. **Ensuring evaluation tools are included, but not be limited to, a parent survey, contact logs, and information gathered at the annual Parent Advisory Meeting; and**
 - c. **Utilizing findings from the annual evaluation to design and implement evidence-based strategies for more effective parent and family involvement.**
- 2) Provide the coordination, technical assistance, and other supports necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance **by:**
 - a. **Collaborating between the district and schools to plan and implement effective parent and family engagement activities to improve student academic achievement and school performance;**
 - b. **Providing professional learning opportunities regarding effective parent and family engagement;**
 - c. **Educating teachers, specialized instructional support personnel, principals, and other school leaders and staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the schools;**
 - d. **Fostering community partnerships to engage parent and families more effectively;**
 - e. **Providing parents and families timely responses to all parent recommendations; and**
 - f. **Providing opportunities for all parents to participate in Title I activities and any appropriate training/learning experiences.**
- 3) To the extent feasible, coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies outlined in other relevant federal, state, and local laws and programs **by:**
 - a. **Ensuring the Title I program works cooperatively with other programs and integrate parent involvement programs and activities, as appropriate, such as Encourage a Reader, Junior Achievement, School-to-Work, and Collins Aerospace volunteers, to name a few. Title I will work with Homeless Liaison to coordinate needs of students.**
- 4) Conduct, with the involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving academic quality of the schools served; including identifying barriers to greater participation by parents in Title I activities (with particular attention to low-income parents, Limited English Proficient [LEP] parents, parents of

any racial or ethnic minority, parents with disabilities, and parents with limited literacy), needs of parents and families to assist their children's learning, and strategies to support successful school and family interactions by:

- a. Conducting an annual review at the Parent Advisory meeting to determine the effectiveness of this policy; and
- b. Ensuring the jointly agreed upon policy is distributed to parent and family members participating in Title I through the Title I parent meetings with each family. Parents will be notified of this policy in an understandable and uniform format and to the extent practicable, it will be provided in a language appropriate for parents (i.e. English and/or Spanish).

5) Use the findings of the annual evaluation to design strategies for more effective parent and family involvement and to revise, as necessary, the parent and family involvement policies by:

- a. Ensuring the findings and feedback from the annual Parent Advisory meeting are used to identify and mitigate barriers to participation, identify needs parents may have so they can support their child's learning, and identify strategies to improve school and family interactions;
- b. Ensuring policy evaluation findings are used to design evidence-based strategies for effective parent and family involvement and improve the parent and family engagement policy; and
- c. Ensuring all Title I parents are invited to, and encouraged to attend, the annual Parent Advisory meeting to review and revise the parent and family engagement policy.

6) Involve parents and families in Title I activities by:

- a. Ensuring parent and family meetings, including parent conferences, will be held at different times during the day and Title I funds may be used to pay reasonable and necessary expenses associated with parent and family engagement activities including transportation, childcare, and/or home visit expenses to enable parents to participate in school-related meetings and training sessions;
- b. Involving parents at open houses, conferences, Title I Parent Nights, Kindergarten Camps, and other school activities;
- c. Contacting parents in a variety of formats such as written correspondence, phone calls, email correspondence, and face-to-face meetings; and provide timely responses to all parent recommendations and/or questions;
- d. Hosting an annual parent meeting to inform parents and family members of the school's participation in Title I and explain the requirements of the program and their right to be involved;
- e. Ensuring parents are given assistance in understanding the requirements of Title I law and Iowa academic standards, as well as state and local assessments at the fall informational meeting;
- f. Ensuring the school provides opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and respond to any such suggestions as soon as practicably possible;
- g. Ensuring parents are informed through written notification of the reasons for their children's participation, the curriculum, and the instructional objectives and methods of the program as students are selected for Title I services;
- h. Ensuring through annual meetings and parent-teacher conferences that parents are provided with a description and explanation of curriculum in use, the assessments used to measure academic progress, and the proficiency levels students are expected to meet;
- i. Ensuring a school/parent compact outlines how parents, students, and the entire school staff share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the

local, high standard. The compact is signed upon notification of student involvement in the program and reviewed at the annual Parent Advisory meeting.

- j. Ensuring the Title I or schoolwide program provides opportunities for parents to become partners with the school in promoting the education of their children at home and at school, parents are given help monitoring their student's progress, the school provides assistance to parents on how they can participate in decisions related to their student's education, and the school provides reasonable support for parental involvement activities as requested by parents (Parent trainings, materials, phone calls, volunteer opportunities, Parent Involvement Conference, child study teams, etc.).
- k. Providing materials and trainings to help parents work with their children to improve their children's achievement such as literacy trainings and using technology (including education about the harms of copyright piracy), as appropriate, to foster parental involvement; and
- l. Ensuring all Title I parent and family communication and reports, to the extent practicable, are provided in a language and format understood by parents and families in the Title I program to ensure opportunities for informed participation.

The district will involve parents in determining how to allocate reserved Title I funds in accordance with applicable laws.

The board will review this policy annually. The superintendent [or designee] is responsible for notifying parents and families of this policy annually, or within a reasonable time after it has been amended during the school year. The superintendent may develop an administrative process or procedures to implement this policy.

Adopted: 12/16

Reviewed: 11/17

Revised: 9/19

Related Policy (Code#): 505.7-R

Legal Reference (Code of Iowa): 20 USC §6318

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)



To further the interests of student achievement, the superintendent [or designee] will create necessary rules to engage parents and family members within the district in the following ways on a building-level basis:

- 1) **Policy Involvement:** The district will host an annual meeting and invite all parents to attend, and inform parents of their rights and the district's requirements under Title I. This meeting will also invite parents to become involved in the planning, review, and improvement of a building policy and in developing the district plan. The district will inform parents of:
 - a. Programs under this policy;
 - b. Curriculum and assessments used for students;
 - c. The opportunity to meet with administration to participate in decisions related to their children's education;
 - d. A description and explanation of curriculum used in the school and forms of academic assessments used to measure student progress; and
 - e. Achievement levels of the challenging State academic standards.
- 2) **Accessibility:** Provide opportunities for informed participation of parents and family members in understandable formats and languages. This includes participation by parents and family members who may have disabilities, limited English proficiency, and migratory children. Offer a flexible number of meetings during the day and evenings to facilitate parent involvement. The superintendent [or designee] has discretion to allow schools to provide childcare for families of students during these meetings through Title I funds.
- 3) **High Student Academic Achievement:** Each school in the district will jointly develop, with parents and family members, a school-parent compact that outlines how parents, staff, and students share responsibility for improving student academic achievement and how a partnership will be built to achieve this. The compact will describe the responsibility of the school to provide high quality curriculum and instruction, and the parents' responsibility to support their children's learning. This will also address the importance of communication between schools and parents through parent-teacher conferences, regular reports to parents on their children's progress, and ensuring regular, meaningful communication between the family and school staff.
- 4) **Building Capacity for Involvement:** Each school within the district will include in their plan ways to achieve the following:
 - a. Assist parents and families to understand topics, including academic standards and assessments, and how to monitor student progress;
 - b. Provide materials and training to help parents work with students to improve achievement;
 - c. Educate teachers and staff in how to communicate with parents and build ties to foster academic success;
 - d. Coordinate and integrate other federal, state, and local programs to support parents in more fully participating in their students' education;
 - e. Ensure information related to the programs is sent to parents and families in understandable formats; and
 - f. Provide other reasonable support to encourage parental involvement.

Adopted: 9/19

Related Policy: 505.7

Legal Reference (Code of Iowa): 20 USC §6318

IASB Reference: 505.8; 505.8R1 (Mandatory Policies)



— BALLOT —

Area Education Agency 10
Board of Directors Election

Director District Number 7

CANDIDATE FOR ELECTION

James C. Green

I, _____, being a member of the board of directors and
(Name)
being duly authorized by the _____ Community School Board of
(Local School District)
Directors, hereby cast the weighted vote of that Board for _____
(Candidate's Name)
as director of District Number 7 for the Grant Wood Area Education Agency Board of
Directors.

Date: _____, 20 _____ Weighted Vote _____

A school district's weighted vote must be cast for one (1) candidate, and may not be divided among several candidates. The weighted votes, as determined by the Department of Education, are listed on the enclosed *Population and Voting Data* document.

To be counted, this Ballot must be received by the end of the normal business day on November 30 or be clearly postmarked by an officially authorized postal service not later than November 29 and received not later than noon on the first Monday following November 30, by: Melissa Sadilek, Board Secretary, Grant Wood AEA 10, 4401 6th St SW, Cedar Rapids, IA 52404.



Inspire Learning.
Unlock Potential.
Empower Achievement.

**School Board Work Session Minutes
October 14, 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 at the construction site of Hazel Point Intermediate (453 Echo Hill Rd, Marion). Roll was taken to determine a quorum. Present: AbouAssaly, Lausen, Nelson, and Weaver. Absent: Isenberg, Mehaffey, and Wall.

200: Adoption of the Agenda *Motion 046-10-14*

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

300: Work Session

301: Tour of Hazel Point Intermediate Construction Site

Superintendent Bisgard led a tour of the Hazel Point Intermediate construction site (453 Echo Hill Rd, Marion).

302: Tour of Boulder Peak Intermediate Construction Site

Superintendent Bisgard led a tour of the Boulder Peak Intermediate construction site (3920 35th Ave, Marion).

400: Adjournment *Motion 047-10-14*

MOTION by Lausen to adjourn the work session at 6:31 PM. Second by Weaver. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

**School Board Regular Meeting Minutes
October 14, 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 (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: AbouAssaly, Lausen, Nelson, and Weaver. Absent: Isenberg, Mehaffey, and Wall.

200: Adoption of the Agenda *Motion 048-10-14*

MOTION by Weaver 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: Special Olympics Unified Pair Conference

Linn-Mar High School students, Grace AbouAssaly and Heather Albaugh, reported on the Special Olympics Unified Pair Conference they recently attended in Chicago, Illinois. The program promotes inclusion and friendship in the school setting. AbouAssaly (11th grader) and Albaugh (10th grader) are currently working with the FBLA and high school Student council to expand the Special Olympics Unified Pair program throughout the district.

402: ISASP Preview

Associate Superintendent Nathan Wear previewed the new Iowa Statewide Assessment of Student Progress (ISASP). The ISASP is used to measure student progress/achievement based on state testing standards. Since it is a new testing method, it's results cannot be compared to former tests.

403: Policy Committee

Weaver reported that on September 25th the committee reviewed several policies that are recommended for updates by IASB to reflect changes in Iowa Code.

404: Marion City Council

Lausen reported that during the October 3rd the Marion City Council meeting there was a discussion on future changes to Alburnett Road.

405: Board Visit

Board members shared highlights of their October 10th visit to Indian Creek Elementary that included being part of their version of LMTV.

406: Cabinet Update – Exhibit 406.1

Superintendent Bisgard shared highlights from the Cabinet Update and district including the reminder of National School Lunch Week next week. Board members also shared highlights of this evening's tours of Hazel Point and Boulder Peak intermediate buildings.

407: November Board Meeting Dates

Superintendent Bisgard facilitated a discussion regarding the November board meeting dates. The board was in agreement to cancel the November 11th and 25th board meetings due to the timing of the school board election and canvass of votes. The board will host one meeting during November on Monday the 18th. The annual meeting will begin at 5:00 PM with the organizational meeting be held at 7:00 PM, which will include the seating of the new board.

500: Unfinished Business

600: New Business

601: First Reading of Policy Recommendations – Exhibit 601.1 ***Motion 049-10-14***

MOTION by Lausen to approve the first reading of the policy recommendations, as presented. Second by AbouAssaly. Voice vote, all ayes. Motion carried.

The full 200 policy series was reviewed with recommendations to the following policies:

- 201.1 – Name & Organization of the District
- 202.7 – School Board Conflict of Interest
- 204.12 – School Board Records
- 205.1-E – Board of Directors Request for Reimbursement of Travel

Miscellaneous Policy Recommendations:

- 100.1 – Legal Status of the School District
- 505.6 – Education Records Access
- 505.6-R – Admin Regulations Regarding Use of Education Records
- 505.6-E4 – Request for Hearing on Correction of Education Records
- 505.6-E5 – Parental Request for Examination of Education Records
- 505.7 – Parent and Family Engagement
- 505.7-R – Parent and Family Engagement Building-Level Regulations

602: Open Enrollment Requests ***Motion 050-10-14***

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

Approved IN

Name	Grade	Resident District	Reason
Ervin, Kai	1 st	Marion Independent	Good cause
Glover, Beckham	PK	Marion Independent	Good cause
Sasek, Anna	10 th	Vinton-Shellsburg	Good cause
Wolfe, Maya	6 th	Springville	Good cause

Approved OUT

Name	Grade	Requested District	Reason
Baker, Taejon	3 rd	Cedar Rapids	Good cause
Ehrle, Christopher	10 th	Cedar Rapids	Good cause
Faber, Hannah	10 th	Alburnett	Good cause

Denied OUT

Name	Grade	Requested District	Reason
Duncan, Payton	9 th	Marion Independent	No good cause

700: Consent Agenda Motion 051-10-14

MOTION by AbouAssaly to approve the consent agenda, as presented. Second by Lausen. Voice vote, all eyes. Motion carried.

701: Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Young, Jacob	District: Student Assistance Counselor	10/29/19	\$51,000/year

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Coleman, Jabrianna	OR: Student Support Associate	10/9/19	LMSEAA II, Step 6
Fry, Kevin	LRC: From Media Technician to Communications Coord	10/14/19	\$59,000/year
Islas, Wendy	NS: HS General Help	9/30/19	Step 1
Krejca, Julie	NE: From Student Support Associate to Early Childhood Paraprofessional	10/8/19	LMSEAA V, Step 14
Perez, Devin	EH: Student Support Associate	10/3/19	LMSEAA II, Step 6
Rose, Jacob	WE: Student Support Associate	10/11/19	LMSEAA II, Step 8
Schroer, Hope	WE: Student Support Associate	10/21/19	LMSEAA II, Step 6
Thatcher, Jane	WE: Student Support Associate	10/7/19	LMSEAA II, Step 10
Wood, Andrew	NE: Student Support Associate	10/8/19	LMSEAA II, Step 10

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Henderson, Roxane	WE: Student Support Associate	10/8/19	Personal
Wiley, Misty	WE: Student Support Associate	9/30/19	Personal

702: Approval of September 23rd Minutes – Exhibit 702.1

703: Approval of Bills – Exhibits 703.1

704: Approval of Contracts – Exhibits 704.1-16

1. Change order with Larson Construction for Boulder Peak Intermediate, credit of \$15,613.18
2. Change order with Tricon Construction for the restroom remodel project, credit of \$19,800.00
3. Professional services agreement with Hall & Hall Engineers for the Oak Ridge track
4. Professional services agreement with Shive Hattery for the remodeling of Indian Creek, Wilkins, and Bowman Woods
5. Agreement with Balance Autism Children's Services
6. PowerSchool access agreement with Grant Wood Area Education Agency
7. Agreement for shared classes with Marion Independent School District for Agricultural Science
8. Shared personnel agreements with Cedar Rapids Community School District for services provided by Trace Pickering, Executive Director of Iowa BIG, and Shawn Cornally, Curriculum Director for Iowa BIG.
9. Non-commercial licensing agreement with Allison Borchers, Team Manager, 6th Gr Girls' Basketball team
10. Independent contractor agreement with Amanda Denny
11. Independent contractor agreement with John Fedchock
12. Independent contractor agreement with April James
13. Independent contractor agreement with Connor Koppin
14. Independent contractor agreement with Alexis Robson
15. Independent contractor agreement with Rich Wagor
16. Independent contractor agreement with Julie Wesselink

17. Interagency agreements for special education with Cedar Rapids CSD (2) and Marion Independent (34). *For student confidentiality, exhibits not provided.*

705: Overnight Excursion/Trip Request – Exhibit 705.1

Request from the Linn-Mar High School Student Council to attend the state leadership conference in Des Moines on October 27-28, 2019

706: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and school board policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. *Items for sale: salt spreader, floor scrubbers (2), bush hog, 2004 Chevy truck (red), and a 2003 Ford van (green).*

707: Informational Reports – Exhibits 707.1-2

1. Financial and cash balance reports as of 9-30-18
2. Financial and cash balance reports as of 9-30-19

800: Board Communications/Calendar/Committees/Advisories

801: Board Communications & Calendar

Board members shared kudos with Kevin Fry, Communications Coordinator and LMTV Student Adviser, for the success of the LMTV program throughout the district.

Date	Time	Event	Location
October 16	3:45 PM	Career & Technical Education (CTE)	HS Lecture Hall
October 17	All Day	America Reads Day	
October 17	7:30 AM	Finance/Audit Committee	LRC Conference Room 203
October 17	5:30 PM	Marion City Council	City Hall
October 17	6:30 PM	School Board Candidate Forum	Lowe Park
October 23	11:30 AM	Marion Chamber Annual Meeting	CR Marriott
October 24	11:30 AM	Board Visit	Echo Hill Elementary
October 28	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
Date	Time	Event	Location
November 5	All Day	Election Day	Polls are open 7:00 AM to 8:00 PM
November 6	4:00 PM	School Improvement Advisory Committee (SIAC)	LRC Room 6
November 7	5:30 PM	Marion City Council	City Hall
November 11	5:00 PM 7:00 PM	Board Work Session Board Regular Meeting	LRC Boardroom
November 13	11:30 AM	Policy Committee Meeting	LRC Conference Room 200
November 14	11:30 AM	Board Visit	Novak Elementary
November 18	5:00 PM 7:00 PM	Board Annual Meeting Board Organizational Meeting	LRC Boardroom
Nov 18-22	All Day	American Education Week	
November 20	All Day	Nat'l Education Support Professionals Day	
Nov 20-21	All Day	IASB Annual Conference	Des Moines, Iowa
November 21	5:30 PM	Marion City Council	City Hall
November 25	5:00 PM 7:00 PM	Board Annual Meeting Board Organizational Meeting	LRC Boardroom

802: 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 052-10-14*

MOTION by AbouAssaly to adjourn the regular meeting at 8:10 PM. Second by Lausen. 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: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
BMO MASTERCARD	GENERAL SUPPLIES	\$966.29
DAKTRONICS, INC	GENERAL SUPPLIES	\$1,130.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$5,389.59
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$104.82
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$448.22
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$104.82
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$448.22
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$645.96
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$530.21
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$795.73
IOWA SWIMMING, INC (DES MOINES)	GENERAL SUPPLIES	\$1,490.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$10.44
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$20.80
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$3.11
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$675.51
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$39.74
SPLASH MULTISPORT	GENERAL SUPPLIES	\$813.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$242.25
UNIVERSITY OF IA	GENERAL SUPPLIES	\$920.00
USA SWIMMING/IOWA SWIMMING, INC	GENERAL SUPPLIES	\$3,799.00
	Fund Total:	\$18,577.71
Fund: CAPITAL PROJECTS GO BONDS		
KNUTSON CONSTRUCTION SERVICES	CONSTRUCTION SERV	\$1,372,500.00
OPN ARCHITECTS, INC.	ARCHITECT	\$59,465.55
	Fund Total:	\$1,431,965.55
Fund: GENERAL		
ADVANCE AUTO PARTS	MAINTENANCE SUPPLIES	\$16.89
ADVANCE AUTO PARTS	TRANSP. PARTS	\$89.74
ADVANTAGE	GENERAL SUPPLIES	\$113.37
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$539.00
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$258.28
ALL INTEGRATED SOLUTIONS	REPAIR PARTS	\$191.01
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$240.46
ALLIANT ENERGY	ELECTRICITY	\$20,547.35
ALLIED GLASS PRODUCTS INC	GENERAL SUPPLIES	\$50.00
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$5.22
AMY MOORE	VEHICLE REPAIR	\$379.23
ANDERSON, JT	TRAVEL	\$97.50
APEX LEARNING	INSTRUCTIONAL SUPPLIES	\$800.00
ART CRAFT STUDIO	INSTRUCTIONAL SUPPLIES	\$548.60
ATLANTIC COCA-COLA	INSTRUCTIONAL SUPPLIES	\$670.88
BISGARD SHANNON	TRAVEL	\$113.10
BMO MASTERCARD	ADVERTISING	\$10.00
BMO MASTERCARD	COMP/TECH HARDWARE	\$2,975.27

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
BMO MASTERCARD	COMPUTER SOFTWARE	\$119.88
BMO MASTERCARD	DUES AND FEES	\$723.95
BMO MASTERCARD	ELECTRICITY	\$675.36
BMO MASTERCARD	GARBAGE COLLECTION	\$5,802.01
BMO MASTERCARD	GENERAL SUPPLIES	\$7,697.05
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$43,301.03
BMO MASTERCARD	LIBRARY BOOKS	\$3,579.80
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$330.87
BMO MASTERCARD	OTHER PROFESSIONAL	\$3,706.73
BMO MASTERCARD	PROF SERV: EDUCATION	\$2,466.70
BMO MASTERCARD	REPAIR PARTS	\$1,265.75
BMO MASTERCARD	SMALL TOOLS	\$14.47
BMO MASTERCARD	STAFF WORKSH/CONF	\$13,845.57
BMO MASTERCARD	TEACHER PAY	\$207.84
BMO MASTERCARD	TEXTBOOKS	\$92.96
BMO MASTERCARD	TRAVEL	\$8,567.08
BOOKHOUSE	LIBRARY BOOKS	\$534.26
BOYLE ALLISON	TRAVEL	\$8.42
BRAY MELISSA	TRAVEL	\$39.78
BUCHHOLZ CHAD	TRAVEL	\$105.30
BUDGET CAR RENTAL	RENTALS EQUIPMENT	\$542.24
BUGENHAGEN MARK	TRAVEL	\$59.00
BURGESS GAYLA	TRAVEL	\$9.75
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$568.75
C.J. COOPER & ASSOCIATES	PHYSICALS	\$270.00
CALCARA MARILYN	TRAVEL	\$17.16
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$32.11
CARPET KING INC	INSTRUCTIONAL SUPPLIES	\$1,554.89
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$1,571.64
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$579.33
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$6,162.84
CEDAR VALLEY WORLD TRAVEL	RENTALS EQUIPMENT	\$880.00
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,547.19
CENTURYLINK	TELEPHONE	\$2,209.91
CHRISTIAN KARLA	TRAVEL	\$12.48
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$685.84
CITY OF MARION	OTHER PROFESSIONAL	\$100.00
COLLECTION	EE LIAB-GARNISHMENTS	\$4,291.30
COMMUNICATIONS ENGINEERING CO	RADIOS	\$533.47
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
CONNOR J KOPPIN	INSTRUCTIONAL SUPPLIES	\$1,000.00
COOKSLEY DAWN	TRAVEL	\$39.62
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$47.00
CR FACE PAINTING	INSTRUCTIONAL SUPPLIES	\$200.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$77.48

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
CUMMINS CENTRAL POWER LLC	VEHICLE REPAIR	\$1,449.45
DEMOULIN BROS & COMPANY	INSTRUCTIONAL SUPPLIES	\$6,290.00
DORSEY KATIE	TRAVEL	\$242.58
EMSLRC	INSTRUCTIONAL SUPPLIES	\$32.00
EWELL EDUCATIONAL SERVICES	INSTRUCTIONAL SUPPLIES	\$325.00
F & B CAB CO., INC	TRANSP PRIVATE CONT	\$10.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$151.03
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,978,032.50
FASSELIUS CASEY	TRAVEL	\$3.04
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$17.99
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$1,760.77
FRY KEVIN	TRAVEL	\$7.10
GAMETIME	EQUIPMENT >\$1999	\$8,717.90
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$40.00
GRANT WOOD AEA	STAFF WORKSH/CONF	\$120.00
HABEGGER CORPORTION	HEAT/PLUMBING SUPPLY	\$95.00
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$2,700.00
HARMS JON	TRAVEL	\$59.63
HARRINGTON, CARMEN	INSTRUCTIONAL SUPPLIES	\$62.50
HAWKEYE STAGES	RENTALS EQUIPMENT	\$1,445.00
HAYES ELIZABETH	TRAVEL	\$55.30
HELMKE SHANNA	TRAVEL	\$6.59
HOGLUND BUS CO. INC	TRANSP. PARTS	\$211.28
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$6,025.00
HUTCHESON, MARK	TRAVEL	\$110.76
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$123.92
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,144.22
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$61,161.29
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$260,340.97
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$61,161.29
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$260,340.97
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$377,712.09
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$1,337.00
IOWA ONE CALL	TECH REPAIRS	\$12.60
IOWA PRISON INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$1,374.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$332,076.55
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$498,378.57
IOWA SHARES	EE LIAB-CHARITY	\$28.00
ISBGA	DUES AND FEES	\$175.00
ISFIS	OTHER PROFESSIONAL	\$1,698.00
JERACH TOOL SUPPLY	SHOP TOOLS/EQUIPMENT	\$17.98
JESSICA ADAMS	Professional Educational Services	\$200.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$117.41
JOHN DEERE FINANCIAL	SHOP TOOLS/EQUIPMENT	\$23.54
JOHNSTONE SUPPLY	REPAIR PARTS	\$441.81

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
KELLEY SARAH	TRAVEL	\$9.05
KENNESON DAVID	TRAVEL	\$2.57
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$200.00
KOENEN KARLA	TRAVEL	\$30.89
KRISTIN BROOKS	INSTRUCTIONAL SUPPLIES	\$125.00
KUCERA MEGAN	TRAVEL	\$164.58
LANE TODD	TRAVEL	\$34.32
LINN-MAR FOUNDATION	EE LIAB-CHARITY	\$270.83
LINN-MAR NUTRITION SERVICES	GENERAL SUPPLIES	\$133.23
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$128.04
LJ'S CATERING	INSTRUCTIONAL SUPPLIES	\$1,077.60
LYNCH FORD	MAINTENANCE SUPPLIES	\$88.34
LYNCH FORD	TRANSP. PARTS	\$38.17
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5,652.31
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$13,560.93
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	(\$196.00)
MATHESON-LINDWELD	INSTRUCTIONAL SUPPLIES	\$345.97
MEDIACOM	TELEPHONE	\$236.90
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$287.86
MENARDS -13127	SHOP TOOLS/EQUIPMENT	\$229.36
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$1,148.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$38,344.83
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$484,170.91
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$2,795.02
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$26,970.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$22,936.31
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$4,072.14
MIDWEST CARWASH SYSTEMS	REPAIR/MAINT SERVICE	\$1,225.50
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$1,139.94
MOUNT MERCY UNIVERSITY.	TUITION-COMM COLLEGE	\$1,000.00
MUKUBITO MUZALIWA	Professional Educational Services	\$262.50
OBERBROECKLING TINA	TRAVEL	\$97.50
OFFICE EXPRESS	GENERAL SUPPLIES	\$51.18
ORIENTAL TRADING CO	INSTRUCTIONAL SUPPLIES	\$117.08
ORKIN PEST CONTROL	Pest Control	\$350.00
P & K MIDWEST	REPAIR PARTS	\$7.92
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$234.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$925.46
PLANK ROAD PUBLISHING	INSTRUCTIONAL SUPPLIES	\$866.45
PRAIRIE LAKES AREA EDUCATION AGENCY	DUES AND FEES	\$1,625.00
PRO-ED INC.	INSTRUCTIONAL SUPPLIES	\$311.30
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$2,294.91
QUILL CORPORATION	GENERAL SUPPLIES	\$94.52
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$55.46
QUINN STORAGE	FACILITY RENTAL	\$170.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
RANBARGER ANNA	TRAVEL	\$14.86
RAVEN MUSIC PRODUCTION	INSTRUCTIONAL SUPPLIES	\$200.00
READ CHERYL	TRAVEL	\$6.24
READ PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	\$55.00
REDEXIM TURF PRODUCTS	EQUIPMENT REPAIR	\$405.77
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$599.04
ROTARY CLUB OF MARION-EAST CEDAR RAPIDS	DUES AND FEES	\$195.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$127.60
RYAN KEVIN	TRAVEL	\$46.06
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$411.13
SCHOOL BUS SALES	TRANSP. PARTS	\$4,204.44
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$5,732.18
SCOTT ROD	TRAVEL	\$98.28
SENTMAN THAD	TRAVEL	\$128.62
SOUTHEASTERN PERFORMANCE APPAREL	INSTRUCTIONAL SUPPLIES	\$861.35
SPOELSTRA AMY	TRAVEL	\$15.60
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,665.45
THE SHREDDER	OTHER PROFESSIONAL	\$280.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$191.64
TRANSPORTATION SECTOR CONSULTANTS	OTHER PROFESSIONAL	\$6,167.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$186,715.85
TRI-CITY ELECTRIC COMPANY OF IOWA	COMPUTER SOFTWARE	\$1,352.30
U.S. CELLULAR	TELEPHONE	\$193.25
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$701.00
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$899.37
US Department of Education AWG	EE LIAB-GARNISHMENTS	\$699.64
VERIZON WIRELESS	TELEPHONE	\$635.24
VISUAL EDGE INC	INSTRUCTIONAL SUPPLIES	\$104.97
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$59,972.69
WALMART	GENERAL SUPPLIES	\$84.06
WALMART	INSTRUCTIONAL SUPPLIES	\$762.40
WEAR NATHAN	TRAVEL	\$121.68
WEDEKING KATIE	TRAVEL	\$1.56
WENNEKAMP JOHN	TRAVEL	\$201.86
WESTDALE BOWLING CENTER	INSTRUCTIONAL SUPPLIES	\$140.00
WHOLESALE REPAIR INC	VEHICLE REPAIR	\$1,524.86
ZIO JOHNNO'S	INSTRUCTIONAL SUPPLIES	\$232.00
Fund Total:		\$5,901,002.21
Fund: LOCAL OPT SALES TAX		
OPN ARCHITECTS, INC.	ARCHITECT	\$5,297.13
TRICON CONSTRUCTION GROUP 2245	CONSTRUCTION SERV	\$2,163.97
Fund Total:		\$7,461.10
Fund: MANAGEMENT LEVY		
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT COMP	\$3,330.19

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
Fund Total:		\$3,330.19
Fund: NUTRITION SERVICES		
ANDREW DULL	UNEARNED REVENUE	\$40.00
COLLECTION	EE LIAB-GARNISHMENTS	\$218.40
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$57,351.38
HENDERSON DOUG	UNEARNED REVENUE	\$27.35
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,119.66
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,787.50
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,119.66
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,787.50
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$4,593.12
INTERSTATE ALL BATTERY CENTER	VEHICLE REPAIR	\$125.45
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$11,954.30
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$17,941.06
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$145.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$198.22
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$393.12
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$15,238.30
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$1,165.56
PAN-O-GOLD BAKING CO.	PURCHASE FOOD	\$4,383.80
RUSSELL JOHN	UNEARNED REVENUE	\$66.60
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$2,486.85
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$241.04
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$620.00
Fund Total:		\$129,003.87
Fund: PHY PLANT & EQ LEVY		
BRECKE	BLDG. CONST SUPPLIES	\$23,808.16
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,665.00
HAWKEYE FIRE & SAFETY COMPANY	CONSTRUCTION SERV	\$264.00
INNOVATIVE MODULAR SOLUTIONS, INC.	OTHER PURCH PROP SER	\$3,354.00
KNUTSON CONSTRUCTION SERVICES	CONSTRUCTION SERV	\$21,432.00
MIDWEST ALARM SERVICES	CONSTRUCTION SERV	\$407.25
OPN ARCHITECTS, INC.	ARCHITECT	\$15,891.39
POWER SERVICES	CONSTRUCTION SERV	\$8,744.96
RECREONICS, INC	EQUIPMENT >\$1999	\$5,095.00
ROTO-ROOTER	CONSTRUCTION SERV	\$1,211.25
SHIVE-HATTERY INC.	ARCHITECT	\$739.80
TRANE U.S. INC.	BLDG. CONST SUPPLIES	\$530.74
TRI-CITY ELECTRIC COMPANY OF IOWA	CONSTRUCTION SERV	\$1,747.66
TRICON CONSTRUCTION GROUP 2245	CONSTRUCTION SERV	\$6,632.65
Fund Total:		\$94,523.86
Fund: PUB ED & REC LEVY		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,659.37
HANDLEY DIRT WORK PLUS LLC	GROUNDS UPKEEP	\$980.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$32.41

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$138.61
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$32.41
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$138.61
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$173.48
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$163.69
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$245.67
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$7.00
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$437.16
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$85.63
Fund Total:		\$4,096.54
Fund: STUDENT ACTIVITY		
APRIL JAMES	INSTRUCTIONAL SUPPLIES	\$7,500.00
BEVINS NOAH	OFFICIAL/JUDGE	\$124.44
BLOCKLINGER RONNIE	OFFICIAL/JUDGE	\$57.00
BLOMBERG CHRIS	OFFICIAL/JUDGE	\$62.00
BMO MASTERCARD	DUES AND FEES	\$1,066.00
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$12,673.28
BMO MASTERCARD	TRAVEL	\$1,470.19
BROWN DAVID	TRAVEL	\$145.86
BUDGET CAR RENTAL	INSTRUCTIONAL SUPPLIES	\$30.60
CAMPBELL TERRANCE	OFFICIAL/JUDGE	\$95.00
CAST OF THOUSANDS PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	\$460.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$75.00
CITYWIDE CLEANERS	INSTRUCTIONAL SUPPLIES	\$257.92
CITYWIDE CLEANERS	STUDENT FEES	\$395.20
CLARK RANDY	OFFICIAL/JUDGE	\$127.60
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$177.66
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,658.82
DUBUQUE GOLF & COUNTRY CLUB	INSTRUCTIONAL SUPPLIES	\$210.00
DUGGAN KYLE	OFFICIAL/JUDGE	\$50.00
DVORAK JOHN	OFFICIAL/JUDGE	\$100.00
EICHINGER MARK	OFFICIAL/JUDGE	\$50.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$4,606.86
FEVERBACH BRUCE	OFFICIAL/JUDGE	\$95.00
FONTENOT JOSEPH	OFFICIAL/JUDGE	\$57.00
FRIDAY MATT	OFFICIAL/JUDGE	\$62.00
GLOE CARL	OFFICIAL/JUDGE	\$100.00
HEIN PAUL	OFFICIAL/JUDGE	\$95.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$335.68
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$81.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$346.26
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$81.00
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$346.26
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$273.43

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
IOWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES	\$22.15
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$274.47
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$411.91
JEFFERSON HIGH SCHOOL	DUES AND FEES	\$100.00
KENNEDY HIGH SCHOOL	DUES AND FEES	\$60.00
LEABO STEVE	OFFICIAL/JUDGE	\$95.00
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$24.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$135.44
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$307.96
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$80.00
MILLER GREG	OFFICIAL/JUDGE	\$95.00
MOE TONYA	TRAVEL	\$91.26
MONTGOMERY DOREN	OFFICIAL/JUDGE	\$57.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$4,863.00
NATIONAL FFA ORGANIZATION	DUES AND FEES	\$545.00
OTTE WENDI	OFFICIAL/JUDGE	\$50.00
PANTINI ANDY	OFFICIAL/JUDGE	\$100.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$93.47
PARNOW RYAN	OFFICIAL/JUDGE	\$57.00
PEEPLER JAMAAL	OFFICIAL/JUDGE	\$62.00
PEIFFER RON	OFFICIAL/JUDGE	\$62.00
PIERCE ASHLEY	OFFICIAL/JUDGE	\$104.60
RIDDELL ALL-AMERICAN	INSTRUCTIONAL SUPPLIES	\$1,989.95
ROBSON ALEXIS	INSTRUCTIONAL SUPPLIES	\$7,500.00
ROOSEVELT MIDDLE SCHOOL	INSTRUCTIONAL SUPPLIES	\$40.00
ROOSEVELT MIDDLE SCHOOL	STUDENT FEES	\$40.00
SAM GIPPLE	OFFICIAL/JUDGE	\$50.00
SCHMERBACH, CYNTHIA	OFFICIAL/JUDGE	\$104.60
SMITH SUZANNE	OFFICIAL/JUDGE	\$100.00
SUSAN FREESE	OFFICIAL/JUDGE	\$50.00
TIPTON HIGH SCHOOL	DUES AND FEES	\$50.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$121.42
TROTT TROPHIES	INSTRUCTIONAL SUPPLIES	\$128.62
VARSITY SPIRIT	INSTRUCTIONAL SUPPLIES	\$3,916.00
VENENGA LOGAN	OFFICIAL/JUDGE	\$62.00
WALMART	INSTRUCTIONAL SUPPLIES	\$173.29
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$184.92

Fund Total: \$55,468.12

Fund: STUDENT STORE

BMO MASTERCARD	GENERAL SUPPLIES	\$87.83
BRANDED CUSTOM SPORTSWEAR, INC	GENERAL SUPPLIES	\$1,364.42
BSN SPORTS	GENERAL SUPPLIES	\$1,041.00
COLDESI, INC	GENERAL SUPPLIES	\$798.00
JUDY THIES	MISC REVENUE	\$9.50
ROLAND EVANS	MISC REVENUE	\$40.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/11/2019 - 10/24/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
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Fund Total: \$3,340.75

Grand Total: \$7,648,769.90

End of Report

28E Agreement for Joint or Cooperative Action Between:

**Linn-Mar Community School District (“LMCSD”), Marion, Iowa
And
Four Oaks Family and Children’s Services (“Four Oaks”), Marion, Iowa**

THIS 28E AGREEMENT FOR JOINT OR COOPERATIVE ACTION (“Agreement”) is made and entered into, pursuant to Iowa Code Chapter 28E, by and between the Linn-Mar Community School District, an Iowa Public School District organized and existing under Iowa Code Chapter 274, (“LMCSD”) and Four Oaks Family and Children’s Services, an Iowa not-for-profit corporation authorized and licensed to provide programming for juveniles with the State of Iowa, (“Four Oaks”). LMCSD and Four Oaks are sometimes referred to herein as the “Parties” and each as a “Party”).

I. RECITALS

WHEREAS, Four Oaks operates a residential treatment center in Marion, County of Linn, State of Iowa providing Foster Group Care Services; and

WHEREAS, LMCSD is the Local Education Agency and provides general and special education services to students who are residents of Four Oaks in Marion (the “Four Oaks Residential Students” and each, a “Four Oaks Resident Student”); and

WHEREAS the Parties believe that joint and cooperative action will be to their mutual benefit and advantage; and

THEREFORE, the Parties hereby enter into this Agreement as follows:

II. PURPOSE

Recognizing the need for specialized education for Four Oaks Residential Students, Four Oaks seeks to collaborate with LMCSD to offer a program for general and special educational services at LMCSD (the “Program”). Only students currently residing on the Four Oaks campus will be eligible for these Program services.

III. DURATION OF THE AGREEMENT AND REVIEW

This Agreement shall begin on August 27, 2019, and terminate on June 30, 2020, but may be extended for additional one-year periods if mutually agreed upon by both Parties in writing. Either Party may cancel the Agreement under the termination procedures described herein.

IV. RESPONSIBILITIES OF THE PARTIES

LMCSD AGREES TO THE FOLLOWING:

1. Based on Four Oaks' current resident enrollment of fifteen (15) students, LMCS D will at its expense provide one (1) classroom, associated workspace, and secure entry access for the provision of educational programming.
2. LMCS D will at its expense provide two (2) classroom teachers and two (2) associates to staff the Program, along with appropriate substitutes if necessary, along with all necessary instructional materials and supplies. LMCS D will be the sole employer of the classroom teachers and associates.
3. If additional Four Oaks Resident Students are added to the Program during the term of this Agreement, LMCS D and Four Oaks will jointly determine whether additional staff are required to meet the needs of the Program.
4. LMCS D will ensure that the employees of Four Oaks providing Program services are aware of all applicable LMCS D policies and procedures when Four Oaks employees are working on LMCS D property.
5. LMCS D will at its expense be responsible for maintaining any applicable IEP or 504 Plan documents for each Four Oaks Resident Student attending at LMCS D.
6. LMCS D will at its expense provide furniture and fixtures necessary to provide educational services hereunder. LMCS D will at its expense provide computers, printers, and other office equipment located in the designated space for the Program at LMCS D, and LMCS D will secure and maintain during the term of this Agreement its own insurance coverage for all property owned by LMCS D.
7. LMCS D is responsible for the academic content of the Educational Program for the Four Oaks Resident Students in compliance with all federal, state, and local requirements.
8. LMCS D will at its expense provide transportation of Four Oaks Resident Students to and from LMCS D at the beginning and end of each regular school day during the term of this Agreement. Each regular school day at LMCS D begins at 8:45 a.m. and ends at 2:50 p.m. for purposes of this Agreement.
9. LMCS D will at its expense provide local phone service, utilities, Wi-Fi, general ongoing maintenance, and cleaning of the LMCS D facility to be utilized for the Program.
10. LMCS D will pay all invoices submitted by Four Oaks within 30 days of receipt of the invoice.

FOUR OAKS AGREES TO THE FOLLOWING:

1. Based on Four Oaks' current resident enrollment of fifteen (15) students, Four Oaks will provide two (2) counselors to work on-site at LMCS D to support the Four Oaks Resident Students attending the Program. Four Oaks will be the sole employer of the counselors, and will be responsible for evaluating, paying, and providing any applicable benefits to its employees. These counselors are to remain available solely for the purpose of serving the Four Oaks Resident Students at LMCS D and shall not be directed to provide any other

services for Four Oaks during LMCS D's regular school hours during the term of this Agreement.

2. If additional Four Oaks Resident Students are added to the Program during the term of this Agreement, LMCS D and Four Oaks will jointly determine whether additional staff are required to meet the needs of the Program.
3. Four Oaks certifies that it will not send any employee to serve on LMCS D property who is listed on the Sex Offender Registry, the Child Abuse Registry, or the Dependent Adult Abuse Registry, or who has been convicted of a felony or aggravated or serious misdemeanor. Four Oaks will provide LMCS D with a copy of such employee's background check report upon LMCS D's request.
4. LMCS D reserves the right to remove any Four Oaks employee from LMCS D property, in its discretion, with or without notice. Four Oaks agrees to promptly assign another counselor to serve in the Program if necessary due to removal of a Four Oaks employee by LMCS D.
5. Four Oaks will cooperate with all reasonable requests for information from LMCS D necessary to comply with the process of developing, revising, or re-evaluating the Four Oaks Resident Student(s)' IEP or 504 Plans. Four Oaks will also provide, upon written request from LMCS D, one or more appropriate representatives to attend IEP or 504 team meetings for the Four Oaks Resident Students.
6. Four Oaks will ensure that the employees of LMCS D providing Program services are aware of all applicable Four Oaks policies and procedures when LMCS D employees are working on Four Oaks property.
7. Four Oaks will at its expense provide any needed transportation to the Four Oaks Resident Students for any emergencies or other transportation needs that arise outside of the LMCS D's regular bussing schedule. A Four Oaks counselor may chaperone a Four Oaks Resident Student back to Four Oaks for any emergencies that may occur during the school day, and may further remain with the Four Oaks Resident Student at Four Oaks for the remainder of that school day.
8. Four Oaks will bill LMCS D on a quarterly basis in the amount of \$18,500.00 for two counselors provided to the program. Four Oaks will also bill LMCS D for the actual cost of supplies, training, travel, and administrative costs that are directly related to administration of the Program for the Four Oaks Resident Students at LMCS D, as those costs may arise. Four Oaks will provide adequate documentation of services billed to LMCS D.

V. ADMINISTRATION

1. No separate legal or administrative entity shall be created by this Agreement. The Superintendent of LMCS D shall be designated as the Administrator of the Agreement for purposes of Iowa Code Chapter 28E.

2. It is not contemplated that there will be any joint acquiring, holding or disposing of real or personal property in connection with the joint undertaking outlined in this Agreement. The Parties agree that all real and/or personal property purchased by or otherwise belonging to a Party shall be and remain the property of that Party.

3. No separate budget shall be established in connection with this Agreement, and LMCSO will serve as the fiscal agent for this Agreement.

VI. INDEMNIFICATION AND INSURANCE

1. **Indemnity:** To the extent permitted by law, LMCSO and Four Oaks each respectively agree to defend, indemnify, and hold each other harmless against any third party claim (including but limited to, claims of governmental agencies) arising from their alleged negligent acts or omissions or the alleged negligent acts or omissions of their respective employees, agents or subcontractors in connection with the services provided pursuant to this Agreement. This section shall survive termination of this Agreement.

2. **Insurance:** LMCSO and Four Oaks will each keep its respective property interests in the building and contents and its liability in regard to this Agreement, reasonably insured against hazards and casualties, including those items usually covered by extended coverage. Each Party shall provide to the other Party proof of commercial general liability and errors and omissions coverage in a responsible company or companies licensed to do business in the State of Iowa in an amount not less than \$1,000,000.00 for any act or occurrence and \$2,000,000 annual aggregate coverage. LMCSO and Four Oaks will procure and deliver to each other a certification from its respective insurance company evidencing such coverage. Each Party shall be listed as an additional loss payee on the other's Party's insurance policies hereunder. The Parties shall provide proof of insurance to one another on or before September 3, 2019.

VII. ADDITIONAL PROVISIONS

1. **CONFIDENTIALITY:** The Parties agree to comply with all state and federal laws, rules, and regulations while performing services under this Agreement, including the Family Educational Rights and Privacy Act (FERPA) and the rules and regulations of the Iowa Department of Education (the "Applicable Laws" and each, an "Applicable Law"), and shall hold in trust and confidence any confidential student or personal records and proprietary information or data relating to each other's business and shall not disseminate or disclose such confidential information to any individual, unless specifically permitted in each instance by the other or as required by law.

2. **TERMINATION:** Either Party may terminate this Agreement for any reason upon thirty (30) days' written notice to the other Party.

3. **APPLICATION OF LAWS, RULES AND REGULATIONS:** This Agreement and all policies, rules, and regulations adopted by the parties to govern the operation of the Program shall comply with the Applicable Laws.

LMCSD and Four Oaks shall refrain from any action which would violate any Applicable Law.

LMCSD and Four Oaks agree to cooperate as needed to assure that all required services and responsibilities are provided to Four Oaks Resident Students pursuant to this Agreement are operated in compliance with all Applicable Laws.

4. FORUM/LAW: The Parties consent to the jurisdiction of the Linn County, Iowa District Court for all matters relating to this Agreement and agree that this Agreement shall be governed by internal Iowa law.

5. SEVERABILITY: If any provision of this Agreement shall be held illegal or invalid, the illegality or invalidity of such provision shall not affect any of the remaining provisions, and this Agreement shall be construed and enforced as if such illegal or invalid provision had not been contained herein.

6. WAIVER: The failure of either of the Parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such Party in writing. In addition, no waiver of a Party's right or remedy will affect the other provisions of this Agreement.

7. FORCE MAJEURE: Notwithstanding anything contained in this Agreement to the contrary, neither Party shall be liable to the other for failure to comply with any obligation under this Agreement if such Party is prevented from doing so by reason of events beyond the reasonable control of the Party.

8. ASSIGNMENT: Neither Party may assign any right or obligation under this Agreement, in whole or in part, without the prior written approval of LMCSD's Board and an authorized signatory of Four Oaks. Subject to the foregoing, this Agreement will be binding upon and will inure to the benefit of the Parties and their respective successors and assigns.

9. SUBCONTRACTING: No work under the Agreement may be subcontracted without prior written approval of the Parties.

10. NO THIRD PARTY BENEFICIARIES: This Agreement is entered into by and between the Parties hereto for their benefit. There is no intent by any Party to create, imply or establish a third party beneficiary or status or rights in any person except as expressly set forth in this Agreement and no such third party shall have any right to enforce any benefit created or established under this Agreement.

11. ENTIRE AGREEMENT: This Agreement supersedes all previous agreements, amendments, arrangements, and understandings between the Parties with respect to the subject matter hereof and constitutes the entire agreement between the Parties.

12. AMENDMENTS: This Agreement may not be amended, modified, qualified, or otherwise changed or altered except in writing executed by an authorized signatory of each Party hereto.

13. COUNTERPARTS: This Agreement may be executed in one or more counterparts, each

of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

14. CONTACT PERSONS: The Contact Person(s) shall serve until the expiration of the Agreement or the designation of a substitute Contact Person(s). During the term of this Agreement, each Contact Person shall be available to meet, as otherwise mutually agreed, to plan the services being provided under the Agreement. The Contact Persons are as follows:

Leisa Breitfelder
2999 N 10th Street
Marion, IA 52302
(319) 447-3019
lbreitfelder@linnmar.k12.ia.us

Kelli Malone
5400 Kirkwood Blvd. SW
Cedar Rapids, IA 52404
(319) 784-2143
kmalone@fouroaks.org

15. CONTINGENCY AND EFFECTIVE DATE OF AGREEMENT: This Agreement is subject to the approval of the Board of Directors of LMCS D. This Agreement shall become effective upon approval and execution by LMCS D and Four Oaks.

APPROVED
Linn-Mar Community School District

Sondra Nelson, Board President Date

APPROVED
Four Oaks Family and Children's Services

Anne Gruenewald, CEO Date



Linn-Mar Community School District - Renewal

Prepared on October 22, 2019 - #20191022-085418644

Linn-Mar Community School District

2999 N 10Th St
Marion, IA 52302
United States

Leisa Breitfelder

Executive Director of Student Services
lbreitfelder@linnmar.k12.ia.us
319-447-3003

Comments

Thank you for evaluating CrisisGo for your crisis preparation and response platform. Please review this information and contact me with any questions you have. We look forward to working with you.

Contract Start Date: 10/16/19
Contract Term: 3 years
Total Contract Value: \$ 32,295
(Total listed on quote represents first year price only.)

Billing Options (check one)

Bill annually (multiple invoices)
 Pay full term (one invoice)

Sara Morrow - CrisisGo Inc.



Products & Services

CrisisGo Full Suite Platform (3-Year)

1 x ~~\$11,250.00~~ / year

Three-year subscription. Includes Alert/Fast Alert; Panic; 2-Way Messaging; Safety Awareness; Escalation; Check in; Checklists; Bully Reporting; Tip and Incident Reports; Roster; Reunification; Maps and Documents; Drill Management; Dashboard; Safe2SpeakUp (student app)

10% discount **\$10,125.00 / year**

for 1 year

Roster [Implementation and Maintenance] (3-Year)

11 x \$150.00 / year

for 1 year

Emergency Outbound SMS Notifications [Domestic]

1 x \$100.00 / year

Per site pricing.

Unlimited outbound SMS/text messages to numbers with US country code.

for 1 year

Recurring discount	\$1,125.00 / year
Recurring subtotal	\$11,875.00 / year
Total	\$11,875.00

This quote expires on November 21, 2019.

Purchase Terms

Quote is valid for 30 days from quote date (see above).

For the **Invoice**, please provide the following information:

Name of Billing Contact:

Email:

Phone:

If a **Purchase Order** will be used:

PO#:

PO Date:

Purchase Orders should be made out to CrisisGo. Click [here](#) for a copy of CrisisGo's W-9 form.

By signing I acknowledge that I have read and agree to the [CrisisGo Terms of Use](#).

Signature

Date

Printed name

Questions? Contact me



Sara Morrow

saram@crisisgo.com

+1 (314) 833-6261



CrisisGo Inc.

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St Louis, MO 63105

US