

Updates from the Cabinet

May 18, 2020

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

2020-21 Student Fee Schedule: Proposed changes to the fee schedule include the following:

- Instrumental rentals fees increase from \$45 to \$50. This fee has not increased in over 10 years, while the costs of instrument maintenance has increased.
- Adult and senior citizen admissions to football games increase by one dollar; to \$7 and \$5 respectively. Athletic event admissions are dictated by the Mississippi Valley Conference and voted upon by member schools.
- Breakfast and lunch meal prices increased \$0.10 for each level. Meal prices are largely dictated by the Child Nutrition Program under the US Department of Agriculture using the paid lunch equity calculation. A district's meal prices should match, or the district should be working toward matching, the price determined by this calculator. Waivers can be granted in certain situations, of which Linn-Mar has applied and received in the past. In short, Linn-Mar's weighted lunch prices should have been at least \$2.85 for the 2019-20 school year. But, rather than increasing meal prices by \$0.20 last year to match this amount, it was recommended that we do a \$0.10 price increase in 2019-20 and another \$0.10 increase in 2020-21. With the impact of COVID-19 and the additional expenditures of bringing two new buildings online, the increase in prices is also needed to sustain the nutrition fund. *Note...reduced meal prices remain unchanged.*

Finance/Audit Committee: The committee met on May 14th and discussed the following:

- The construction budget regarding the intermediate buildings and recent change orders at both sites due to unsuitable soils
- The schedules of the other 2020 summer capital projects
- The meal numbers for the Nutrition Services program over the last seven weeks of closure
- The status of the negotiation processes for all employee groups
- The COVID-19 related finance topics:
 - CARES Act funding \$425,832
 - Actual and potential expenditures as a result of COVID
 - Impact on current fiscal year 2020
 - Potential long-term impacts on FY2021 budget and beyond

Honors & Highlights



Band Honor: Congratulations to LMHS Senior Jaslyn Riherd for being announced as the 2020 Solo Competition winner by the American School band Directors Association and West Music!



PBIS Honor: Congratulations to Lindsey Starmer, Excelsior Middle School Counselor, for being named as one of the PBIS People of the Year. Positive Behavior Intervention and Supports (PBIS) is a multi-tiered system of support framework that addresses the needs of the "whole student" including academic and social, emotional, and behavioral needs.

2020-21 Student Fee Schedule

STUDENT FEES	2019-20	2020-21
Textbook/Supply Fee		
AK-4	\$50.00	\$50.00
AK-4 Reduced	\$25.00	\$25.00
5-8	\$60.00	\$60.00
5-8 Reduced	\$30.00	\$30.00
9-12	\$90.00	\$90.00
9-12 Reduced	\$45.00	\$45.00
9-12 Towel Fee	\$1.00	\$1.00
Kirkwood Class Drop Fee	\$250.00	\$250.00
Instrumental Rentals		
HS/MS/Intermediate:		
School Owned	\$45.00	\$50.00
Percussion	\$45.00	\$50.00
Reduced	\$22.50	\$25.00
Band Uniform Rental	\$10.00	\$10.00
Orchestra Uniform Rental	\$10.00	\$10.00
Choir Robe Fee	\$10.00	\$10.00
Show Choir		
10th Street	\$500.00	\$500.00
10th Street Reduced	\$250.00	\$250.00
In Step	\$475.00	\$475.00
In Step Reduced	\$237.50	\$237.50
Hi-Style	\$450.00	\$450.00
Hi-Style Reduced	\$225.00	\$225.00

HIGH SCHOOL	2019-20	2020-21
Activity Ticket	\$50.00	\$50.00
Varsity Athletic Admissions		
K-12 Football	\$5.00	\$5.00
Adult Football	\$6.00	\$7.00
Sr. Citizen Footbll	\$4.00	\$5.00
K-12 (Other Sports)	\$4.00	\$4.00
Adult (Other Sports)	\$5.00	\$5.00
Sr. Citizen (Other Sports)	\$4.00	\$4.00
Fresh/Soph/JV Athletic Admissions		
K-12 (All Sports)	\$2.00	\$2.00
Adult (All Sports)	\$3.00	\$3.00
Music Events		
K-12 Students	\$2.00	\$2.00
Adults	\$3.00	\$3.00
Senior Citizens	\$2.00	\$2.00
Musicals		
Single Ticket	\$10.00	\$10.00
Drama Events		
K-12 Students	\$5.00	\$5.00
Adults	\$5.00	\$5.00
Parking Pass	\$25.00	\$25.00
Parking Fines (per occurrence)	\$25.00	\$25.00

Middle School	2019-20	2020-21
Fine Arts	\$1.00 or GWD	\$1.00 or GWD
Athletics	\$1.00 or GWD	\$1.00 or GWD

Yearbook	2019-20	2020-21
5-8	\$25.00	\$25.00
9-12	\$70.00	\$70.00

Cap & Gown	2019-20	2020-21
Graduates	\$40.00	\$40.00

Summer Programs	2020-21
Kirkwood Drivers Education Full Tuition	\$400.00
Kirkwood Drivers Education Reduced Tuition	\$200.00

MEALS	2019-20	2020-21
Lunch		
K-4	\$2.70	\$2.80
5-8	\$2.75	\$2.85
9-12	\$2.80	\$2.90
K-12 Reduced	\$0.40	\$0.40
Adult	\$3.75	\$3.85
Breakfast		
K-5	\$1.60	\$1.70
6-8	\$1.60	\$1.70
9-12	\$1.60	\$1.70
K-12 Reduced	\$0.30	\$0.30
Adult	\$2.00	\$2.10
Milk	\$0.50	\$0.50



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School District – Educational Philosophy

Policy Title: **Educational Philosophy Vision, Mission, and Beliefs** of the District **Code 101.1**

As a school corporation of Iowa, the Linn-Mar Community School District, acting through its board, is dedicated to promoting an equal opportunity for a quality public education to its students commensurate with the school district's ability to furnish financial support to provide for students. In cooperation with parents/guardians, the school district will strive to provide a nurturing learning environment that gives guidance and develops critical thinking in students for a lifetime.

The following vision, mission, and belief statements govern all actions of the district:

Vision:

2020

Spirit. Opportunity. **Future**>>

Mission Statement:

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

Beliefs:

1. Effective teaching and meaningful learning are our highest priorities;
2. Individuals are unique and learn at different rates in a variety of ways;
3. Quality instructional programming requires a rigorous curriculum, effective teaching, and ongoing assessment;
4. Our schools and facilities shall provide safe and engaging environments where civility is evident, and individuality is respected;
5. Students, staff, parents/guardians, and community members are partners, and all have responsibility in the educational process;
6. Meeting the learning needs of every student is an essential factor in their achievement; and
7. Staff make an essential difference in the lives of children, communities, and the larger context of the role that students will play as adults in the world.

Adopted: 6/70

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

Revised: 10/11

Legal Reference (Code of Iowa): §§ 256.11 (2013)

IASB Reference: 101



Curriculum development and its improvement is of primary importance and as such will be a part of the continuous improvement process put in place in the Linn-Mar Community School District.

The superintendent [or designee] will:

1. Have general coordinating authority over development of curriculum;
2. Ensure that curriculum is research-based and developed prior to selection of instructional materials;
3. Develop a process for curriculum review and development;
4. Include the participation of teachers, administrators, students, parents/guardians, and representatives from higher education, business, and industry in its curriculum development, as appropriate;
5. Keep the school board informed regarding current curriculum efforts and student achievement; and
6. Provide all necessary assistance to the school board in reviewing reports, information, and dates on each curriculum area for evaluation and adoption by the school board.

The superintendent [or designee] will establish a curriculum material review and evaluation process for each area of the curriculum, which will serve as the procedure for district-wide curriculum development. The school board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the school board. Curricular proposals from certified staff may be presented to the superintendent [or designee]. Curriculum maps, including standards and aligned assessments, will be developed and used for the various subject areas or interdisciplinary offerings. The curriculum maps will present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. The curriculum maps reflecting a correlation of standards, Iowa Core curriculum, and Common Core will be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials. The superintendent [or designee] will design procedures for the development and use of the curriculum maps.

Adopted: 9/99

Reviewed: 4/13; 9/16

Revised: 9/10

Related Policy (Code #): 101.1; 602.10-13

Legal Reference (Code of Iowa): 20 USC § 1232h; 34 CFR PT 98; 216.9; 256.7; 279.8; 280.3; 281 IAC 12.5, .8

IASB Reference: 602.1 – Mandatory Policy



**Policy Title: Curriculum Development
Code 602.10**

Curriculum development is an ongoing process in the school district and consists of both research and design. Research is the studious inquiry and critical investigation of the various content areas for the purpose of revising and improving curriculum and instruction based on relevant information pertaining to the discipline. This study is conducted both internally (what/how we are currently doing at the local level) and externally (what national standards, professional organizations, recognized experts, current research, etc., tell us relative to the content area). Design is the deliberate process of planning and selecting the standards and instructional strategies that will improve the learning experiences for all students.

A systematic approach to curriculum development (careful research, design, and articulation of the curriculum) serves several purposes:

- Focuses attention on the content standards of each discipline and ensures the identified learnings are rigorous, challenging, and represent the most important learning for the students.
- Increases the probability that students will acquire the desired knowledge, skills, and dispositions and that our schools will be successful in providing appropriate learning experiences.
- Facilitates communication and coordination
- Improves classroom instruction

The superintendent [or designee] is responsible for curriculum development and for determining the most effective method of conducting research and design activities. A curriculum framework will describe the processes and procedures that will be followed in researching, designing, and articulating each curriculum area. This framework will, at a minimum, describe the processes and procedures for the following curriculum development activities to:

- Study the latest thinking, trends, research, and expert advice regarding the content/discipline
- Study the current status of the content/discipline (what/how well student are currently learning)
- Identify content standards, benchmarks, and grade level expectations for the content/discipline
- Describe the desired learning behavior's teaching and learning environment related to the content/discipline
- Identify differences in the desired and present program and develop a plan for addressing the differences
- Communication with internal and external publics regarding the content area
- Involve staff, parents/guardians and legal custodian, students, and community in curriculum development decisions

- Verify integration of local, state, and/or federal mandates (MCGF, Iowa Core, etc.)
- Verify how the standards and benchmarks of the content/discipline support each of the broader student learning goals and provide a K-12 continuum that builds on the prior learning of each level

The superintendent [or designee] will establish a curriculum material review and evaluation process for each area of the curriculum, which will serve as the procedure for district-wide curriculum development. The school board recognizes that effective curriculum development requires the planned allocation of resources, staff time, and staff development.

All curriculum may be reviewed by the school board. Curricular proposals from certified staff may be presented to the superintendent [or designee]. Curriculum maps, including standards and aligned assessments, will be developed and used for the various subject areas or interdisciplinary offerings. The curriculum maps will present a framework for proposed instructional strategies and assessment as a basis for further development of any particular area. The curriculum maps reflecting a correlation of standards, Iowa Core curriculum, and Common Core will be designed to assist all users in strengthening and clarifying their teaching, philosophy of learning, differentiation of instruction, and use of materials. The superintendent [or designee] will design procedures for the development and use of the curriculum maps.

It is the responsibility of the superintendent [or designee] to keep the board apprised of necessary curriculum revisions, progress, or each content area related to curriculum development activities, and to develop administrative regulations for curriculum development including recommendations to the board.

Adopted: 6/70

Reviewed: 6/11; 10/13; 4/15

Revised: 7/12

Related Policy (Code#): 600.1-2; 602.11-13

Legal Reference (Code of Iowa): §§ 216.9; 256.7; 279.8; 280.3; 281 IAC 12.5, .8

IASB Reference: 602.1



School District

**Policy Title: Quality of Instruction
Code 101.3**

The quality of instruction the students receive is essential to their growth as lifelong learners and productive community members. The success of students in achieving the educational goals and essential learnings of the district is determined in part by the capacity of professional staff to select and deliver the appropriate instructional strategy that aligns with curriculum content, process, application, and learner need.

Professional staff development designed for continuous improvement and the acquisition of research-based methodology is necessary to build a repertoire for effective instruction for all students. Implementation of multiple teaching strategies in classroom instruction is critical to student growth and learning as students progress through the educational program at Linn-Mar.

Adopted: 7/05

Reviewed: 9/10; 4/13; 5/14; 9/16

Revised: 10/11

Related Policy (Code #): 602.27-29-E

Delete - Duplicate of Policy 101.3



The purpose of assessments is to measure individual student achievement. As students progress through the educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classrooms with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

Adopted: 7/05

Reviewed: 10/11; 4/13; 9/16

Revised: 9/10; 5/14

Related Policy (Code #): 602.15; 605.2; 605.6

Legal Reference (Code of Iowa): 20 USC § 1232n; §§ 280.3

IASB reference: 505.4

Delete - Merge wording with policy 605.2



A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

The purpose of assessments is to measure individual student achievement. As students progress through the educational program at Linn-Mar, their progress as learners is to be assessed consistently in their classrooms with regard to attainment of the essential learnings and curriculum standards, including content and process, as outlined in the curriculum maps.

Assessments shall include formative assessments designed to monitor learning and adjust instruction, to optimize student achievement as appropriate, and summative assessments for the purpose of measuring achievement of curriculum standards.

In addition to formative and summative assessments, the district will employ standardized, norm-referenced testing systems for reporting student progress and comparison of student performance, as well as benchmarking with other comparable school districts.

No student shall be required as part of any applicable program funded by the United States Department of Education to submit, without prior written consent from the student's parent, guardian, or legal custodian to surveys, analysis, or evaluation which reveals information concerning:

- a. Political affiliations or beliefs of the student or the student's parents, guardians, or legal custodians;
- b. Mental and psychological problems of the student or the student's family;
- c. Sexual behaviors and attitudes;
- d. Illegal, anti-social, self-incriminating, and demeaning behavior;
- e. Critical appraisals of other individuals with whom students have close family relationships;
- f. Legally recognized, privileged, and analogous relationships such as those of lawyers, physicians, and ministers;
- g. Religious practices, affiliations, or beliefs of the student or student's family; or
- h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program);

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parents, guardians, or legal custodians.

It shall be the responsibility of the superintendent [or designee] in conjunction with the principals to develop administrative regulations regarding this policy. It shall be the responsibility of the superintendent [or designee] to provide the board annual reports on the testing program.

Adopted: 6/70

Reviewed: 6/11; 2/15; 4/18

Revised: 9/12; 10/13; 12/16

Legal Reference (Code of Iowa): 280.3; 20 USC 1232h



As productive, responsible, lifelong learners it is essential Linn-Mar students be:

Competent in Core Skills and Knowledge who are proficient in reading comprehension, computation, mathematical reasoning, and technology skills and who can use cultural, artistic, historical, scientific, and technological applications to explain, assess, and anticipate change as well as construct knowledge as needed.

Thinkers who independently access information and resources, who create and critically investigate multiple options, and who make decisions that effectively solve a variety of problems.

Self-Directed Learners who are aware of their strengths, needs, interests, and wants; who can set achievable goals, monitor and evaluate their progress, and who are resourceful in responding to change.

Responsible Citizens who recognize the relationships between self and others, who accept responsibility for their personal actions, and who actively participate in improving themselves, their families, and local and global communities.

Effective Communicators who listen, speak, write, read, and respond clearly to a variety of audiences and purposes.

Collaborative Workers who use their interpersonal skills to develop constructive relationships with diverse individuals and groups.

Practitioners of Healthy Lifestyles who are aware of physical, social, and emotional health and wellness and incorporate appropriate practices into their everyday lives.

Adopted: 6/70

Reviewed: 10/11; 4/13; 5/14; 9/16

Revised: 9/10

Related Policy (Code #): 600.1

Legal Reference (Code of Iowa): §§ 600

IASB Reference: 600 Options I & II



Policy Title: Long-Range Needs Assessment

Code: ~~103.1~~ 102.1

Long-range needs assessment enables the school district to analyze assessment data, get feedback from the community about its expectations of students, and determine how well students are meeting learning goals. The school board will conduct ongoing and in-depth needs assessments by soliciting information from businesses, labor, industry, higher education, and community members regarding their expectations for adequate student preparation as responsible citizens and successful wage earners.

Feedback from district patrons, staff, and students will be gathered on a regular basis. The **Strategic Planning School Improvement Advisory** Committee, working with the superintendent, will gather input from the district's patrons, staff, and students on the district's long-range goals, student learning goals, and other areas as deemed appropriate by the committee. This input will be used in the committee's decision-making process and guidance in making recommendations to the Board of Education.

It is the responsibility of the superintendent [or designee] to ensure the school district community is informed of student progress on state and locally-determined indicators. The superintendent [or designee] will report annually to the school board about the means used to keep the community informed.

As a result of the board and committee's work, the school board will determine major educational needs and rank them in priority order, develop long-range goals and plans to meet the needs, establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance, evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects, and annually report the district's progress made under the plan to the committee, community, and Iowa Department of Education.

Adopted: 7/81

Reviewed: 10/11; 5/14; 9/16

Revised: 9/10; 4/13

Related Policy (Code #): 100.1; 901.3

Legal Reference (Code of Iowa): §§ 21; 256.7; 280.12 (2013); 281 IAC 12.8(1)(b)

IASB Reference: 103 – Mandatory Policy



**Policy Title: Anti-Bullying and Anti-Harassment
Code ~~104.1~~ 103.1**

The Linn-Mar Community School District is committed to providing all **students, employees, and volunteers** with a safe and civil school environment in which all members of the school community are treated with dignity and respect. **Bullying and/or harassing behavior can seriously disrupt the ability of school employees and volunteers to maintain a safe and civil environment, and the ability of students to learn and succeed.**

Bullying and/or harassment of students, employees, **and volunteers** is against federal, state, and local policy and are not tolerated by the school board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while on school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

The school board also requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal, state, and local laws, executive orders, rules, and regulations pertaining to bullying/harassment, compliance, and equal opportunity.

To that end, the school board has policies, procedures, and practices in place that are designed to reduce and eliminate bullying and harassment, as well as processes and procedures to deal with incidents of bullying and harassment. **Complaints will be investigated within a reasonable time frame. Refer to Policy ~~104.1-R~~ 103.1-R – Administrative Regulations Regarding Anti-Bullying/Anti-Harassment Investigation Procedures.**

A school employee, volunteer, students, or a student’s parent/guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation (Policy ~~104.1-R~~ 103.1-R), to the appropriate school official designated by the district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

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

- *"Electronic"* means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. *"Electronic"* includes but is not limited to communication via electronic mail, internet-based communications, pager services, cell phones, and electronic text messaging or similar technologies.
- *"Harassment"* and *"bullying"* mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 - a. Places the individual in reasonable fear of harm to the individual's person or property;
 - b. Has a substantial detrimental effect on the individual's physical or mental health;
 - c. Has the effect of substantially interfering with the individual's academic or career performance; or
 - d. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- *"Sexual Harassment"* means unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:
 - a. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or educational development;
 - b. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
- *"Trait or characteristic of the individual"* includes but is not limited to age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.
- *"Volunteers"* means any individuals who have regular, significant contact with students.

Publication of Policy

The school board will publish this policy on an annual basis. The policy may be publicized by the following means:

- Inclusion in the student handbook
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or district website
- Inclusion on student and employee display boards
- **Inclusion in volunteer registration materials and information**

Adopted: 8/07

Reviewed: 9/10; 4/13; 9/16

Revised: 10/11; 7/13; 5/14

Related Policy (Code #): 104.1-R; 104.1-E1-E3; 104.2-2-E; 105.1-E6; 400.1-3; 403.13-15-E; 500.1

Legal Reference (Code of Iowa): 20 USC §§ 1221-1234i; 29 USC § 794; 42 USC §§ 2000d-d7; 42 USC §§ 12101 2 *et seq*; 281 IAC 12.3(6); Morse v Frederick 551 US 393 (2007)

IASB Reference: 104



Administrative Regulations Regarding Anti-Bullying/Anti-Harassment **Investigation Procedures**

Code ~~104.1-R~~ **103.1-R**

Individuals who feel that they have been **bullied** or harassed should:

1. If the individual is comfortable doing so, communicate to the **bully**/harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the **bully**/harasser, the individual should ask a teacher, counselor, or principal for help.
2. If the harassment does not stop or the individual does not feel comfortable confronting the **bully**/harasser, the individual should:
 - a. Tell a teacher, counselor, or principal;
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including the following information:
 - What, when, and where the incident occurred;
 - Who was involved in the incident;
 - Exactly what was said or what the **bully**/harasser did;
 - Names of witnesses to the harassment;
 - What the **student victim** said or did either at the time or later;
 - How the **student victim** felt;
 - How the **bully**/harasser responded; and
 - **Any additional information deemed pertinent.**

Filing a Complaint

An individual who believes they have been bullied or harassed may file a complaint with the **associate superintendent as the designated investigator. The alternate investigator is the chief officer of human resources. district's Equity Coordinators (hereinafter "Investigator") who will investigate the complaint.**

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Conflicts of Interest: ~~If the investigator equity coordinators is a are witnesses to the incident, the an alternate investigator shall investigate will be designated.~~

An alternate investigator will be designated in the event it is claimed that the district's Equity Coordinator(s) committed the alleged bullying or harassment, or some other conflict of interest exists.

Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

~~The Investigator may request that the Complainant complete the anti-bullying/anti-harassment complaint form and turn over evidence of the bullying and/or harassment including but not limited to letters, tapes, or pictures. The Complainant will be given a copy of the completed complaint form. Information received during the investigation is kept confidential, to the extent possible.~~

Investigation

~~The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the Complainant and the Accused. The alleged bully/harasser may file a written statement in response to the complaint. The investigator may also interview witnesses, as deemed appropriate.~~

~~Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation of bullying/harassment and report the findings and conclusions to the building principal. The investigator will also provide a copy of the findings of the investigation to the building principal.~~

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The Equity Coordinators (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment or appoint a qualified person to undertake the investigation. The Investigator, along with the building principal, ~~or with the approval of the building principal,~~ have the authority to initiate an investigation in the absence of a written complaint.

The investigation may include, but is not limited to the following:

1. Interviews with the Complainant and the individual named in the complaint ("Respondent");
2. A request for the Complainant to provide a written statement regarding the nature of the complaint;
3. A request for the Respondent to provide a written statement;
4. Interviews with witnesses identified during the course of the investigation;
5. A request for witnesses identified during the course of the investigation to provide a written statement; and
6. Review and collection of documentation or information deemed relevant to the investigation.

The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the Investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal, or to the superintendent if the investigation involved the building principal.

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the determination of the appropriate remedial action the building principal may, at their discretion, interview the Complainant and the Respondent. At the conclusion of the additional investigation, the building principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The Complainant, the Respondent, and the Investigator shall receive notice as to the conclusion of the building principal's additional investigation. The building principal will

maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

The complaint and identity of the Complainant, the Respondent, or witnesses shall only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

Points to Remember During the Investigation:

- a.—Complaints will be taken seriously and investigated;
- b.—Evidence uncovered in the investigation is confidential; and
- c.—Retaliation against individuals involved in the investigation will not be tolerated and retaliators will be disciplined up to and including suspension and expulsion for students or, in the case of an employee, termination.

Decision:

The Investigator, building principal, or superintendent, depending on the individuals involved, shall inform the Complainant and the Accused about the outcome of the investigation.

If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include removal from service and exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination or employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, an including removal of service and exclusion from school grounds.

Reports of false complaints, false statements, or retaliation should be submitted to the district's Equity Coordinators.

It is the responsibility of the superintendent, in conjunction with the Equity Coordinators and building principals, to develop district procedures regarding anti-bullying/harassment. The superintendent [or designee] will also be responsible for organizing training programs for students, school employees, and volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

The superintendent [or designee] is responsible for developing a process for evaluating the effectiveness of policy in reducing bullying and harassment and will report on the progress of reducing bullying and harassment to the school board.

Adopted: 6/00

Reviewed: 9/10; 10/11; 4/13; 5/14; 9/16

Revised: 7/13

Related Policy (Code #): 104.1; 104.1-E1-E3; 401.1; 403.13; 500.1

IASB Reference: 104.R1



Policy Title: Anti-Bullying/Harassment Complaint Form
Code 104.1-E1103.1-E1

Name of Person Filing Complaint (Complainant):

Relationship of Complainant to District Position of Complainant:

Date of Complaint:

Name of Student or Employee Target Alleged Victim:

Name of Alleged Bully/Harasser:

Date and Place of Alleged Incident:

Nature of discrimination or alleged bullying/harassment alleged: (Check all that apply)

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Description of Misconduct (Attach additional pages if needed):

Multiple horizontal lines for describing the misconduct.

Names of Witnesses (if any): _____

Evidence of Bullying/Harassment such as letters, photos, etc. (Attach evidence, if possible):

I agree that all the information on this form is accurate and true to the best of my knowledge.

Complainant's Signature: _____ Date: _____

Return this completed form to the Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:

Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302

Fax: 319-377-9252

Reviewed: 5/14; 9/16

Related Policy: 104.1; 104.1-R; 104.E2-E3

IASB Reference: 104.E1



School District

Policy Title: Anti-Bullying/~~Anti-Harassment~~ Witness Disclosure Form
Code ~~104.1-E2~~ 103.1-E2

Name of Witness: _____

Position of Witness (Student/Employee/Volunteer): _____

Date of Interview: _____

Date of Initial Complaint: _____

Nature of ~~discrimination or harassment alleged~~ alleged bullying/harassment (Check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

Description of Incident Witnessed (Include date and place of incident): _____

Additional Pertinent Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge.

Witness's Signature: _____ Date: _____

Return this completed form to the Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Reviewed: 5/14; 9/16
Related Policy: 104.1; 104.1-R; 104.E1; 104.1-E3
IASB Reference: 104.E2



Policy Title: Anti-Bullying / Anti-Harassment
Disposition of Complaint Form
Code 104.1-E3 103.1-E3

Name of Person Filing Complaint (Complainant)/Target:

Relationship of Complainant to District:

Date of Initial Complaint:

Name of Alleged Victim:

Grade or Position and Building of Complainant/Target Alleged Victim:

Date and Place of Alleged Incident:

Name and Grade/Position of Alleged Perpetrator/Respondent Bully/Harasser:

Nature of discrimination or harassment alleged alleged bullying/harassment (Check all that apply):

Table with 4 columns: Age, Color, Creed, National Origin, Race, Religion, Ancestry, Physical Attributes, Genetic Information, Physical/Mental Ability or Disability, Marital Status, Sex, Sexual Orientation, Gender Identity, Political Party Preference, Political Beliefs, Socioeconomic Status, Familial Status, Pregnancy, Military Status, and Other - Please specify below.

Summary of Investigation (Attach an additional sheet, if needed):

Multiple horizontal lines for writing the summary of investigation.

I agree that all the information on this form is accurate and true to the best of my knowledge.

Signature of Equity Coordinator: _____ Date: _____

Reviewed: 5/14; 9/16
Related Policy: 401.1; 401.1-R; 401.E1-E2
IASB Reference: 104.E3



School District – Equal Opportunity, Non-Discrimination, and Grievances

Mandatory Policy

Policy Title: Equal Educational Opportunity Code ~~105.1~~ 104.1

The following statement is to be published in written and electronic form in the district's official documents and on the district's website.

The board will not discriminate in its educational activities and is committed to the policy that no otherwise qualified person will be excluded from educational activities. It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

Further, the school board affirms the right of all students, staff, and volunteers to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Email: nathan.wear@linnmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / Email: kchristian@linnmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street
Marion IA 52302
Fax: 319-377-9252

The school board also requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal, state, and local laws, executive orders, rules, and regulations pertaining to bullying/harassment, compliance, and equal opportunity.

Adopted: 11/08

Reviewed: 10/11; 5/14; 9/16

Revised: 9/10; 4/13; 7/17; 10/17; 11/18

Related Policy (Code #): 101.1; 105.1-R; 105.1-E1-E6; 400.1; 500.1

Legal Reference (Code of Iowa): 20 USC §§ 1221, 1681, 1701 et seq; 29 USC § 206 et seq; 29 USC § 794; 42 USC §§ 2000d, 2000e; 42 USC §§ 12101 et seq; 34 CFR Pt 100, 104; §§ 216.6, .9; 256.11; 280.3; 281 IAC 12.

IASB Reference: 102



Administrative Regulations Regarding Equal Educational Opportunity Grievance Procedures

Code ~~105.1-R~~ 104.1-R

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial status in its educational programs and its employment practices.

Students, parents/guardians of students, employees, **volunteers**, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. **This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available.** If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

A Complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the Complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. *Please note that informal processes and procedures are not to be used in certain circumstances (Example: sexual harassment and sexual assault).*

If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Email: nathan.wear@Linnmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / Email: kchristian@Linnmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street, Marion IA 52302
Fax: 319-377-9252

LEVEL ONE: *Informal and Optional. May be bypassed by the Complainant.*

Employees **or volunteers** with a complaint of discrimination based upon their age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial status are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally. *This paragraph is for employees and marital status isn't a protected class for employees.*

An applicant for employment with a complaint of discrimination based upon their age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial

status are encouraged to first discuss it with the Chief Officer of Human Resources. *This paragraph is for employees and marital status isn't a protected class for employees.*

A student or a parent/guardian of a student with a complaint of discrimination based upon their age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

LEVEL TWO: *Filing a Grievance and Investigation*

Filing a Grievance:

If the complaint is not resolved at Level One and the Complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district's **compliance officer Equity Coordinators**. **An alternate investigator will be designated in the event it is claimed that the Equity Coordinators committed the alleged discrimination, or some other conflict of interest exists.**

The Complainant will **provide a written statement of** the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance or from the date the Complainant could reasonably become aware of such occurrence.

The Complainant may request that a meeting concerning the grievance be held with the **compliance officer Equity Coordinators**. The Complainant will be given the opportunity to present witnesses and other relevant information. A minor student may be accompanied at the meeting by a parent or guardian. **The Equity Coordinators shall assist the Complainant as needed.**

Investigation:

Within 15 working days, the compliance officer Equity Coordinators will begin the investigation of the complaint or appoint a qualified person to undertake the investigation and attempt to resolve it. The grievance and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. This investigation may include **but is not limited to the following:**

- **A request for the individual named in the grievance to provide a written statement;**
- **A request for the witnesses identified during the course of the investigation to provide a written statement;**
- **Interviews with the Complainant, Respondent, or witnesses;**
- **Opportunity to present witnesses or other relevant information; and**
- **Review and collection of documentation or information deemed relevant to the investigation.**

Within 30 working days, the Equity Coordinators shall complete the investigation and issue a report with respect to the findings. a written report from the compliance officer Equity Coordinators regarding action taken will be sent to the involved parties within a reasonable time after receipt of the complaint.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents/guardians have a right to an impartial hearing to resolve the issue.

Retaliation against any person, because the person filed a grievance or assisted/participated in an investigation is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

LEVEL THREE: *Decision and Appeal to Superintendent*

The Equity Coordinators shall notify the Complainant and Respondent of the decision within 5 working days of completing the written report. Notification shall be by U.S. mail, first class.

If the grievance is not resolved at Level Two, the Complainant may appeal it to Level Three by presenting a written appeal detailing why they believe the decision should be reconsidered to the superintendent within five 10 working days after the Complainant receives the report from the compliance officer Equity Coordinators.

The Complainant may request a meeting with the superintendent. The superintendent may also request a meeting with the Complainant to discuss the appeal.

A decision will be rendered by the superintendent within a reasonable time after the receipt of the written appeal. Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the Equity Coordinators to gather additional information. The superintendent shall notify the Complainant, Respondent, and Equity Coordinators of the decision within 5 working days of the decision. Notification shall be by U.S. mail, first class.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law. This procedure in no way denies the right of the Complainant to file formal grievances with the Iowa Civil Rights Commission, the US Department of Education Office for Civil Rights or Office of Special Education Programs, the Equal Employment Opportunity Commission, or the Iowa Department of Education for mediation or rectification of civil rights grievances or to seek private counsel for complaints alleging discrimination.

LEVEL FOUR: *Appeal to School Board*

If the Complainant is not satisfied with the superintendent's decision, they can file an written appeal with the school board president within five days of the superintendent's decision detailing why they believe the decision should be reconsidered. It is within the discretion of the school board to determine whether it will hear the appeal.

Adopted: 9/10
Reviewed: 10/11; 9/16
Revised: 4/13; 5/14; 7/17; 10/17; 11/18
Related Policy (Code #): 105.1; 105.1-E1-E6
Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3
IASB Reference: 102.R1



Policy Title: Annual Notice of Non-Discrimination
Code ~~105.1-E1~~ 104.1-E1

The Linn-Mar Community School District offers career and technical education programs in the following areas of study:

- Agricultural-Science
- Business
- Design, Engineering, and Materials
- Family & Consumer Sciences

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Email: Nathan.wear@Linmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / Email: kchristian@Linmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street
Marion IA 52302
Fax: 319-377-9252



Policy Title: Continuous Notice of Non-Discrimination
Code ~~105.1-E2~~ 104.1-E2

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Email: Nathan.wear@Linmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / Email: kchristian@Linmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street
Marion IA 52302
Fax: 319-377-9252

Adopted: 10/17
Revised: 11/18
Related Policy (Code #): 105.1; 105.1-R; 105.1-E1, E3-E6
IASB Reference: 102.E2



**Policy Title: Notice of Section 504 Student/Parental Rights
Code 105.1-E3**

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet their individual needs as adequately as the needs of other students. As a parent/guardian, you have the right to the following:

- Participation of your child in school district programs and activities, including extra-curricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities; and
- Receipt of free educational services to the extent they are provided students without disabilities; and
- Receipt of information about your child and your child's educational programs and activities in your native language; and
- Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation of your child; and
- Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
- Hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and have the decision of the impartial hearing officer reviewed.

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinators:

Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Email: Nathan.wear@Linmar.k12.ia.us

Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / Email: kchristian@Linmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street
Marion IA 52302
Fax: 319-377-9252

Adopted: 10/17
Reviewed: 11/18
Related Policy (Code#): 104.1; 104.1-R; 104.1-E1-E3; 104.2; 104.2-E; 105.1; 105.1-R; 105.1-E1-E6

Delete-Duplicate of Policy 104.2-E



School District – Equal Opportunity, Non-Discrimination, and Grievances

Policy Title: Discrimination/~~Anti-Bullying/Anti-Harassment~~ Complaint Form
Code ~~105.1-E4~~ 104.1-E3

Date of Complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else? (Please identify the individual if you are submitting this form on behalf of someone else): _____

Who or what entity do you believe discriminated against, ~~harassed, or bullied~~ you (or someone else)? _____

Date and Place of Alleged Incident: _____

Names of Witnesses: _____

Nature of ~~alleged~~ discrimination, ~~harassment, or bullying alleged~~ (Check all that apply):

Age	Marital Status	Other – Please specify below:
Color	Sex	
Creed	Sexual Orientation	
National Origin	Gender Identity	
Race	Political Party Preference	
Religion	Political Beliefs	
Ancestry	Socioeconomic Status	
Physical Attributes	Familial Status	
Genetic Information	Pregnancy	
Physical/Mental Ability or Disability	Military Status	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against, ~~harassed, or bullied~~. Please be as specific as possible and attach additional pages, if necessary.

I agree that all the information on this form is accurate and true to the best of my knowledge.

Complainant’s Signature:_____ Date: _____

Return this completed form to the district’s Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Adopted: 10/17
Related Policy: 105.1; 105.1-R; 105.1-E1-E3; 105.1-E5-E6
IASB Reference: 102.E4



**Policy Title: Discrimination/~~Anti-Bullying~~/~~Anti-Harassment~~ Witness Disclosure Form
Code ~~105.1-E5~~ 104.1-E4**

Name of Witness: _____

Date of Interview: _____

Date of Initial Complaint: _____

Name of Complainant (Include whether the complainant is a student or employee):

Date and Place of Alleged Incident: _____

Nature of **alleged** discrimination, ~~harassment,~~ or ~~bullying alleged~~ (Check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

Description of incident witnessed (Attach additional sheet if needed):

Additional Pertinent Information (Attach additional sheet, if needed):

I agree that all the information on this form is accurate and true to the best of my knowledge.

Witness' Signature: _____ Date: _____

Return this completed form to the district's Equity Coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinator:
Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / nathan.wear@Linnmar.k12.ia.us

Linn-Mar Community School District
2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Adopted: 10/17
Related Policy (Code#): 105.1; 105.1-R; 105.1-E1-E4, E6
IASB Reference: 102.E5



School District – Equal Opportunity, Non-Discrimination, and Grievances

Policy Title: Discrimination/~~Anti-Bullying/Anti-Harassment~~ Disposition of Complaint Form
Code ~~105.1-E6~~ 104.1-E5

Today's Date: _____

Name of Complainant (include whether the complainant is a student or employee):

Date of Initial Complaint: _____

Date and Place of Alleged Incident: _____

Name of Respondent (Include whether the respondent is a student or employee):

Nature of alleged discrimination, ~~harassment, or bullying alleged~~ (Check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

Summary of Investigation: _____



School District – Equal Opportunity, Non-Discrimination, and Grievances

Policy Title: Notice of Section 504 Student/Parental Rights Code 104.2-E

The following statement is to be published in written and electronic form in the district's official documents and on the district website.

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet their individual needs as adequately as the needs of other students.

As a parent you have the right to the following:

1. Participation of your child in district programs and activities including extra-curricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities;
2. Receipt of free educational services to the extent they are provided students without disabilities;
3. Receipt of information, either orally or written, about your child and your child's educational programs and activities in your native language;
4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation of your child;
5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
6. A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to have the decision of the impartial hearing officer reviewed.

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, **genetic information**, physical or mental ability or disability, ancestry, political party preference, political belief, **military status**, socioeconomic status, **pregnancy**, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. **Inquiries concerning the school district's compliance with the regulations implementing Title VI, Title IX, the Americans with Disabilities Act (ADA), §504, or Iowa Code §280.3 (2013) should be directed to the district's Section 504 Compliance Coordinator who has been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, the ADA, §504 and Iowa Code §280.3 (2013). If you have questions or a grievance related to this policy, please contact the Section 504 Coordinator:**

Mrs. Leisa Breitfelder
Executive Director of Student Services
2999 N 10th Street, Marion, IA 52302
Phone: 319-447-3003
Email: lbreitfelder@linnmar.k12.ia.us
Fax: 319-377-9252

Adopted: 11/08

Reviewed: 10/11; 4/13; 5/14; 9/16

Related Policy (Code #): 104.1; 104.1-R; 104.1.E1-E6; 104.2

IASB Reference: 102.E3



Staff/Personnel – All Employees

Policy Title: Harassment/Workplace Bullying Code 403.13

A. Policy: All members of the Linn-Mar Community School District including but not limited to the board, administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from acts of intolerance, bullying, or harassment toward employees or students because of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status, or any other basis protected by federal, state, or local laws. Such acts may be treated as just cause for purposes of discipline or discharge.

B. Definitions: Physical, verbal, non-verbal, and/or written or electronic acts of intolerance, bullying, or harassment or unwelcome actions or language that are of a prejudicial or discriminatory nature or with demeaning intent related to age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status that places an employee in reasonable fear of harm to themselves or their property, have a detrimental effect on the employee's physical or mental health, have the effect of substantially interfering with the employee's work performance, or creation of an intimidating, offensive, or hostile environment. The use of racial, ethnic, or sexual/sexist slurs or slurs related to a disability or any of the other areas protected by this policy are clearly demeaning.

C. Examples of Harassment/Workplace Bullying include but are not limited to:

- Verbal:
 - Jokes that demean others
 - Name calling/inappropriate nicknames
 - Negative comments
 - Slander toward a person or their family
 - Shouting/raising voice at an individual with the exception of an emergency
 - Obscene verbal comments
 - Personal insults
- Non-Verbal:
 - Threatening gestures
 - Glances which convey threatening messages
 - Written material (including email) that is harmful, malicious, threatening, and/or slanderous
 - Refusal to communicate or speak to individuals

- Physical:
 - Pushing, shoving, kicking, poking, or tripping
 - Assault or threat of physical assault
- Exclusion:
 - Socially or physically excluding or disregarding a person in work-related activities
 - Persistent singling out of one person
- Other:
 - Sabotaging another's work (Examples: taking credit for another's work, blaming others for mistakes they did not make, etc.)
 - Not allowing a person to speak or express themselves (Examples: ignoring or excessively interrupting, etc.)
 - Public humiliation
 - Deliberately interfering with mail and other communications
 - Spreading rumors and gossip regarding individuals
 - Manipulating the ability of someone to do their work (withholding info, etc.)
 - Taking credit for another person's ideas
 - Publicly disclosing another's private information

D. Notification: Members of the school community will receive notice of this policy annually.

E. Complaint Procedures: Persons who feel they are victims of acts of intolerance, bullying, or harassment or persons who feel they are aware of acts of intolerance, bullying, or harassment should take action by reporting said acts to or filing a complaint with the chief officer of human resources or the equity coordinator who will determine if an investigation is warranted. The investigator may request they complete a written Harassment/Workplace Bullying Complaint Form and submit other evidence of the harassment/bullying including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements, and identifies will be kept confidential to the extent possible and allowed by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action up to and including termination will be taken promptly against any employee engaging in acts of intolerance, bullying, or harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against employees who in good faith report bona fide acts of intolerance, bullying or harassment, assist with or conduct an investigation regarding such complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation the employee should report that conduct to their immediate supervisor, the chief officer of human resources, or the equity coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them and they may bypass any offending member of management. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.

Inquiries and grievances should be filed with the Linn-Mar equity coordinators who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and §280.3 (2007).

Linn-Mar Community School District Equity Coordinators:

Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14th Street, Des Moines, IA 50319
- Director of the Region VII Office of the United States Equal Employment Opportunity Commission: 601 E 12th Street, Room 353, Kansas City, MO 64106
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

See: Complaint Form 104.1-E1 and Witness Disclosure Form 104.1-E2

Adopted: 8/89

Reviewed: 12/11; 4/13; 2/14; 3/17

Revised: 2/10; 3/11; 9/14; 11/18

Related Policy (Code#): 104.1; 104.1-R; 104.1-E1-E3; 403.14

Legal Reference (Code of Iowa): 280.3; 20 USC 1221-1234i; 29 USC 794; 42 USC 2000d-2000d7; 42 USC 12101; 216.9; 280.28; 280.3; 281 IAC 12.3(6); Morse vs Frederick; 217 S CT 2618

Delete - Duplicate of Policy 104



**Policy Title: Sexual Harassment
Code 403.14**

A. Policy: All members of the Linn-Mar Community School District including but not limited to the board, administration, staff, **volunteers, visitors,** and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who is proven to engage in sexual harassment while acting as a member of the school community will be in violation of this policy and will be subject to discipline or discharge.

B. Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or education development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile, or offensive working or educational environment.

C. Notification: Members of the school community will receive notice of this policy annually.

D. Complaint Procedures: Persons who feel they are victims of sexual harassment or persons who feel they are aware of acts of sexual harassment should take action by reporting said acts to or filing a complaint with the Chief Officer of Human Resources/Equity Coordinator who will determine if an investigation is warranted. The investigator may request they complete a written Sexual Harassment Complaint Form and submit other evidence of the sexual harassment including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowable by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action up to and including termination will be taken promptly against any employee engaging in acts of sexual harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against personnel who, in good faith, report bona fide acts of sexual harassment, assist with or conduct an investigation regarding such

complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation they should report the conduct to their immediate supervisor or the Chief Officer of Human Resources/Equity Coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them and they may bypass any offending member of management. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.

Inquiries and grievances should be filed with the district's Equity Coordinators who have been designated to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, §280.03 (2007).

Linn-Mar Community School District Equity Coordinators:

Mr. Nathan Wear, Associate Superintendent
Phone: 319-447-3028 / Nathan.wear@Linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14th Street, Des Moines, IA 50319
- Director of the Region VII Office of the United States Equal Employment Opportunity Commission: 601 E 12th Street, Room 353, Kansas City, MO 64106
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

See: Complaint Form 104.1-E1 and Witness Disclosure Form 104.1-E2

Adopted: 6/85

Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 3/17

Revised: 2/10; 11/18

Related Policy (Code#): 104.1; 104.1-R; 104.1-E1-E3; 403.13

Legal Reference (Code of Iowa): Section 703 of the Title VII Civil Rights Acts of 1964 as amended; 280.3 (2007)

Duplicate - Add Definition of SH to 103.1 then delete



Policy Title: Procedures for Charging and Investigating Allegations of **Injury or Abuse of Students by School Employees**
Code **403.15 106.1**

Linn-Mar school employees will not **cause injury or** commit acts of physical or sexual abuse including inappropriate and intentional sexual behavior toward students. The definition of school employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers under the direction and control of the school district. Disciplinary action up to and including discharge will be taken against any school employee who commits such acts.

Prompt investigative action will be taken in response to allegations of **injury or** abuse of students by school employees. Any complaint or allegation will be handled with as much confidentiality as possible. When requested, all employees will assist in the investigation, provide information, and maintain confidentiality regarding the report and investigation.

The Linn-Mar Community School District will appoint a Level I Investigator and an alternate Level I Investigator. The district will also arrange for, or contract with, a trained, experienced professional to serve as the Level II Investigator. The Level I Investigator and alternate will be provided training in conducting an investigation at the expense of the district. **The names of the investigators will be listed in the student handbook that is published annually in the local newspaper and posted in all school facilities.**

This policy shall be carried out in accordance with state law.

Linn-Mar Community School District Level I Investigators:

1. Mrs. Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - o 319-447-3036 / kchristian@Linnmar.k12.iaus
2. Mr. Nathan Wear, Associate Superintendent and Equity Coordinator
 - o 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
3. Mrs. Leisa Breitfelder, Executive Director of Student Services and 504 Compliance Coordinator
 - o 319-447-3003 / lbreitfelder@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion IA 52302

Fax: 319-377-9252

Adopted: 5/90

Reviewed: 3/11; 12/11; 4/13

Revised: 2/10; 9/14; 3/17; 11/18

Related Policy (Code #): 401.1; 401.15; 401.15-R; 403.15-E, 403.30; 403.39; 505.5; 505.5-R; 505.52; 505.52-R

Legal Reference (Code of Iowa): §§ 232.67, .70, .73, .75; 235A; 272A; 280.17; 709; 728.12(1); 281 IAC 12.3(6), 102; 103; 441 IAC 155; 175

IASB Reference: 402.3

Were there any witnesses to the incident or are there students or persons who may have information about this incident? _____ Yes _____ No

If yes, please list by name (if known) or classification:

Example: Third grade class, fourth period geometry class.

Complainant's Signature: _____ Date: _____

Complainant's Relationship to Student: _____

Please return this completed, signed form to one of the Level I Investigators:

1. Mrs. Karla Christian, Chief Officer of Human Resources, Equity Coordinator, Title IX Coordinator, and Affirmative Action Coordinator
 - 319-447-3036 / kchristian@Linnmar.k12.ia.us
2. Mr. Nathan Wear, Associate Superintendent and Equity Coordinator
 - 319-447-3028 / nathan.wear@Linnmar.k12.ia.us
3. Mrs. Leisa Breitfelder, Executive Director of Student Services and 504 Compliance Coordinator
 - 319-447-3003 / lbreitfelder@Linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion IA 52302
Fax: 319-377-9252



Administrative Regulations Regarding Employee Records

Code 403.16-R

Content of Employee Personnel Records:

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date, and spouse
 - Individual employment contract
 - Evaluations
 - Application, resume, and references
 - Salary information
 - Copy of the employee's license or certificate, if needed for the position
 - Educational transcripts
 - Assignment
 - Records of disciplinary matters

2. Employee health and medical records are kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form
 - Sick or long-term disability leave days
 - Worker's compensation claims
 - Reasonable accommodation made by the district to accommodate employee's disability
 - Employee's medical history
 - Employee's emergency contact names and numbers
 - Family and medical leave request forms

Content of Applicant File Records:

Records on applicants for positions with the district are maintained in the Human Resources office. The records will include, but not be limited to:

- Application for employment
- Resume
- References
- Evidence of appropriate license or certificate, if necessary, for the position for which the individual applied
- Affirmative action form, if submitted

Record Access:

Only authorized school officials will have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for conducting board business.

Employee Record Retention:

All employee records, except payroll and salary records, are maintained for a minimum of ~~seven~~ **one** years after termination of employment with the district. Applicant records are maintained for a minimum of ~~seven~~ **one** years after the position was filled. Payroll and salary records are maintained for a minimum of three years after payment.

Adopted: 5/01

Reviewed: 2/10; 1/11; 12/11; 4/13; 9/14; 3/17

Related Policy (Code#): 403.16

IASB Reference: 401.5R1



**Policy Title: Public Complaints about Employees
Code 403.18**

From time to time the public may have complaints regarding the behavior of employees. The board recognizes that situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the board it will be referred to the administration to be resolved. **It will first be the responsibility of the building administrators to resolve questions and problems raised by the employees and/or the students they supervise or by other members of the school district community.**

Prior to contacting the board, the following should be completed:

1. Matters **concerning a student, teacher, or employee** should first be addressed to the **teacher or** employee **the individual has a complaint or concern about.**
2. Unsettled matters from #1 listed above, or problems and questions about individual attendance centers, should be addressed to the employee's **classified director** **direct supervisor** or **the building administrator.**
3. Unsettled matters **regarding licensed employees** from #2 listed above, or problems and questions concerning the school district, should be directed to the superintendent.
4. If a matter cannot be settled satisfactorily by the superintendent it may then be brought to the board for consideration.

To bring a concern regarding an employee, the individual may notify the board president in writing who may bring it to the attention of the entire board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy.

If there is no resolution or a plan for resolution by the superintendent within 10 school days of the individual's discussion with the superintendent; the individual may ask to have the question or problem placed on the board agenda by submitting a request in writing to the board president or board secretary.

It is within the discretion of the board whether to address complaints from members of the school district community and the board will only do so if the complaints are in writing, signed, and the individual has complied with this policy. **The board is not obligated to address a complaint and may defer to the decision of the superintendent.**

If the board elects not to address a complaint, the decision of the superintendent shall be final. If the board does elect to address a complaint, its decision shall be final.

Adopted 5/97

Reviewed: 1/11; 12/11; 4/13; 9/14; 8/17

Revised: 1/06; 9/19

Related Policy (Code#): 204.9; 502.12; 1003.3

Legal Reference (Code of Iowa): § 279.8

IASB Reference: 213.1



Staff/Personnel

Policy Title: Drug and Alcohol Testing Program Code: 403.19

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation and are required to possess a commercial driver's license (CDL) to operate those vehicles are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more people including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school district.

Employees, or applicants, that will operate a school vehicle as described above are subject to pre-employment drug testing prior to being allowed to perform a safety-sensitive function using a school vehicle. In addition, employees will be subject to random, reasonable suspicion and post-accident drug and alcohol testing. Employees with questions about the drug and alcohol testing program may contact the Human Resources office (2999 N 10th Street, Marion, IA 52302 / 319-447-3009).

Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. **The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.**

Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school district and, in addition, may be subject to discipline up to and including termination. It is the responsibility of the superintendent [or designee] to develop administrative regulations to implement this policy in compliance with the law. The superintendent [or designee] will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent [or designee] will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent [or designee] will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Adopted: 12/95

Reviewed: 3/11; 12/11; 4/13; 9/14

Revised: 1/07; 8/17

Related Policy (Code #): 403.19-E1-E2

Legal Reference (Code of Iowa): American Trucking Assoc vs. Federal Hwy Admin, 51 Fed 3rd 405 (4th Cir 1995);

49 USC §§ 5331 et seq (2012); 42 USC §§ 12101 et seq (2012); 41 USC §§ 81 (2012); 49 CFR Pt 40; 382; 391.81-123 (2012); 34 CFR Pt 85 (2012); Local 301, Int'l Assoc of Fire Fighters, AFL-CIO, and City of Burlington, PERB No 3876 (3-26-91); §§ 124; 279.8; 321.375(2); 730.5 (2013)

IASB Reference: 403.6



Drug and Alcohol Testing Program Notice to Employees

Code: 403.19-E1

Employees governed by the Drug and Alcohol Testing Program policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, the supporting documents, and the law.

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more persons, including the driver, or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the Drug and Alcohol Testing Program, "employees" also includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school. Employees that will operate a school-owned commercial motor vehicle are subject to the Drug and Alcohol Testing Program regulations beginning the first day they are offered a position to operate a school vehicle and continue to be subject to the Drug and Alcohol Testing Program until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the district.

It is the responsibility of the superintendent [or designee] to inform employees of the Drug and Alcohol Testing Program requirements. Employees with questions regarding the Drug and Alcohol Testing Program requirements will contact the district's contact person (Human Resources office).

Employees governed by the Drug and Alcohol Testing Program policy are further notified that employees violating this policy, its supporting documents, regulations, or the law will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing policy are further notified that information related to the drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse.

Employees governed by the Drug and Alcohol Testing Program policy are further notified it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents, regulations, and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, regulations, or the law.

Employees governed by the Drug and Alcohol Testing Program policy are hereby notified they are subject to the school district's Drug and Alcohol Testing Program for pre-employment drug testing and subject to random, reasonable suspicion, post-

accident, return-to-duty, and follow-up drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents, regulations, and the law.

Employees required to participate in, and who fail to or refuse to successfully participate in, a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing Program policy are further notified that employees violating this policy, its supporting documents, regulations, or the law will be subject to discipline up to and including termination. As a condition of continued employment, employees violating this policy, its supporting documents, regulations, or the law bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees required to participate in, and who fail to or refuse to successfully participate in, a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Adopted: 2/07

Reviewed: 3/11; 12/11; 4/13; 9/14; 8/17

Related Policy (Code#): 403.19; 403.19-E2

IASB Reference: 403.6E1



Drug & Alcohol Program and Pre-Employment Testing Written Consent to Share Information

NEW POLICY
Code 403.19-E3

I, _____, understand that as part of my employment in a position that requires a commercial driver’s license in the Linn-Mar Community School District, I grant consent for the district to conduct queries of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver’s License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the district sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the district will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver’s license. I further understand the district will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse of the district sharing of drug and alcohol testing information with past, present or future employers of the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA’s drug and alcohol program regulations.

I hereby give my consent to the district to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present and future employers, as well as the FMCSA Clearinghouse.

Signature of Employee

Date

Please return this signed form to the Human Resources office (2999 N 10th St, Marion IA 52302).



Electronic social networking sites will be used in accordance with board policies on bullying, harassment, work requirements, and conduct for the purpose of promoting learning and associated communication. ~~Use of social media that violates these policies, is disrespectful, demeaning, or used for purposes other than learning and associated communication will be subject to the prescribed behavioral disciplinary process.~~ All users of the school district's technology resources shall comply with this policy, as well as others impacting the use of school equipment and facilities. Failure to comply may result in disciplinary action, up to and including termination, as well as suspension and/or revocation of technology access privileges.

Electronic social networking includes but is not limited to: YouTube, Twitter, Myspace, Facebook, LinkedIn, blogs, and websites.

Usage of the school district's technology resources is a privilege, not a right, and that use entails responsibility. District-owned technology and district maintained social media and email accounts are the property of the school district. Therefore, users of the school district's network must not expect, nor does the school district guarantee, privacy for email or use of the school district's network including websites visited. The school district reserves the right to access and view any material stored on school district equipment or any material used in conjunction with the school district's network.

For purposes of this policy, any website other than the school district website or school-school district sanctioned websites are considered external websites. All users shall not post confidential or proprietary information, including photographic images, about the district, its employees, students, agents, or others on any external website without consent of the superintendent [or designee]. All users shall adhere to all applicable privacy and confidentiality policies adopted by the school district when on external websites. All users shall not use district logos, images, iconography, etc., on external websites. Employees/volunteers shall not use school district time or property on external sites that are not in direct relation to their job. All users need to realize that the internet is not a closed system and anything posted on an external site may be viewed by others.

The superintendent [or designee] is responsible for administrative regulations on the use of social networking media.

Cross Reference:

- 104 Anti-Bullying/Harassment
- 104-R Administrative Regulations Regarding Anti-Bullying/Harassment
- 403.13 Harassment/Workplace Bullying
- 403.14 Sexual Harassment
- 403.21 Employee Relations, Conduct, and Appearance
- 502.1 Student Conduct

- 502.1-R1 Administrative Regulations Regarding Student Conduct
- 603.12 Technology and Instructional Materials
- 603.12-R1 Administrative Regulations Regarding the Internet
- 603.12-R2 Administrative Regulations Regarding the Internet Appropriate Use
- 603.12-E1 Internet Access Permission Letter
- 603.12-E2 Staff Internet Use Agreement

Adopted: 3/11

Reviewed: 12/11; 4/13

Revised: 9/14; 11/16; 8/17

Legal Reference (Code of Iowa): § 279.8; 282 IAC 25-26

IASB Reference: 401.13



**Policy Title: Administration of Medication to Students
Code 504.31**

The board is committed to the inclusion of all students in the education program and recognizes that some students may be required to take medication during the school day.

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

When administration of the medication requires ongoing professional health judgement, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent/legal guardian.

Students who have demonstrated competence in administering their own medications may self-administer their medication. A written, signed, and dated statement by the student's parent/legal guardian shall be on file requesting co-administration of medication when competence has been demonstrated. Students in grades **7-12** ~~6-12~~, with written, signed, and dated authorization from the parent/legal guardian, may bring over-the-counter, non-prescription medications to the health office for administration. **Students in grades 7-12 will be allowed a limited number of standard dose Acetaminophen or Ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and Ibuprofen will be given per board policy at the nurse's discretion. Frequent dosing may require a physician's order and the parent/legal guardian to supply the medication. All other over-the-counter medications for grades 7-12 must be supplied by a parent/legal guardian. The parent/legal guardian must supply any medications that need to be given in liquid/chewable form or different than the standard dose the district supplies.**

By law, students with asthma or other airway constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written, signed, and dated approval of the student's parent/legal guardian and prescribing licensed health care professional regardless of competency.

Persons administering medication shall include authorized practitioners such as licensed, registered nurses and physicians and persons to whom authorized practitioners have delegated the administration of medication, such as the school nurse or in the nurse's absence the person who has successfully completed an administration of medication course reviewed by State Department of Health. Medication shall be stored in a secured area unless an alternate provision is documented.

In accordance with Iowa law (Code 280.16) and amended by Senate File 462 (SF 462), a student with asthma or other airway-constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may possess the student's medication while in school and at school-sponsored activities. If the student abuses the self-administration policy, the permission to self-administer may be withdrawn. The school district and its employees acting reasonably and in good faith shall incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records.

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

Disposal of unused, discontinued/recalled, or expired medication shall be in compliance with federal and state law. Prior to disposal, school personnel shall make a reasonable attempt to return medication by providing written notification that expired, discontinued, or unused medications needs to be picked up. If medication is not picked up by the date specified, disposal shall be in accordance with the disposal procedures for the specific category of medication.

Adopted: 5/91

Reviewed: 4/11; 7/13; 10/14; 5/20

Revised: 4/12; 4/16; 10/17; 4/18

Related Policy (Code#): 504.31-E1-E2; 504.32

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



Medication Permission Form

Code 504.31-E1

To ensure compliance with Linn-Mar policy for administering medication at school, the following procedures must be followed:

- ⊕ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY THE PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route and physician. Written authorization and instructions must be provided by the parent/legal guardian for all medication. The school nurse shall have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit your student's schedule.
- ⊕ For preschool through 6th 5th grade students, a physician/dentist signature is required before any non-prescription, over-the-counter medication will be given. This includes Acetaminophen, Ibuprofen, Tylenol, Advil, cough medicines, etc. All medications administered for preschool through 6th grade students must be provided by the parent/legal guardian in their original and properly labeled containers.
- ⊕ High school and middle school students (Grades 7-12 6-12), in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written or PowerSchool eRegistration parental consent.
- ⊕ Students in grades 7-12 will be allowed a limited number of standard dose Acetaminophen or Ibuprofen each school year. The standard dose of these two medications will be provided by Linn-Mar Health Services. Acetaminophen and Ibuprofen will be given per board policy at the nurse's discretion. Frequent dosing may require a physician's order and the parent/legal guardian to supply the medication. All other over-the-counter medications for grades 7-12 must be supplied by the parent/legal guardian. The parent/legal guardian must supply any medications that need to be given in liquid/chewable for or different than the standard dose the district supplies.
- ⊕ All medications administered will be provided by parents. Linn-Mar Health Services will not provide medications.
- ⊕ If any medication remains after the last day of school, it will be discarded within 24 hours per federal and state law.

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

Physician signature required for non-prescription medications for students in preschool-6th 5th grades.

Physician Signature: _____ Date _____

CONSENT FOR RELEASE OF INFORMATION: I give permission for the parties named below to exchange written and verbal information with personnel at LMCS D regarding the above-named student. If this medication is for attention or behavior concerns, LMCS D may send behavior checklists to the physician named below. This permission is for one school year.

Specific authorization for release of information protected by state or federal law:

My signature releases all information related to (check appropriate spots):

____ Mental Health/Psychological ____ Substance Abuse ____ Allergies ____ Asthma

Other (Specify) _____

Physician/Facility _____ Phone _____

Parent/Guardian Signature _____ Date _____



Linn-Mar Community School District
Marion Iowa 52302

Code ~~603.12-E2~~ **403.28-E**

Staff Internet Use Agreement

IMPORTANT: Please read before signing.

I have read the expected network etiquette (Policy 603.12-R2) and agree to abide by these provisions.

I understand that violation of these provisions may constitute suspension or revocation of internet privileges.

I agree to be responsible for payment of costs incurred by accessing cost-based data services and/or damage to district devices including repair or replacement as a result of misuse.

Name: _____
(Please Print)

Signature: _____ Date: _____

Please return this form to your direct supervisor.



Inspire Learning.
Unlock Potential.
Empower Achievement.

School Board Regular Meeting Minutes May 4, 2020

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Directors regular meeting was called to order at 7:01 PM via ZOOM online conference. Roll was taken to determine a quorum. Present: Buchholz, Isenberg, Lausen, Morey, Nelson, Wall, and Weaver. Administration present: Bisgard, Wear, Anderson, K. Christian, and Breifelder.

200: Adoption of the Agenda *Motion 178-05-04*

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

300: Audience Communications

Ann Loftus, LM Special Education Teacher (4175 Ivy Ct, Marion), shared concerns about students with special needs coping with online learning and the transition back to school in 2020-21.

400: Informational Reports

401: High School Continuous Learning Update

Jeff Gustason, Linn-Mar High School Principal, thanked the high school staff, middle school staff, extended district staff, and administrators for their flexibility, creativity, and dedication to the students and recognized Teacher Appreciation Week. Gustason shared that due to everyone's efforts, the high school has been able to offer a legitimate fourth quarter and meet the requirements of the Required Educational Services Continuous Learning Plan for 9th-12th grades. Approximately 90% of the students have been attending the Required Educational Services during fourth quarter. The student-led, Student Advisory Council has shared their support of the teachers' efforts in adapting to the virtual learning process. Planning is underway to address the transition back to school in the fall and the various scenarios that might cover. Emotional support is still being offered to students and families through high school counselors and Covenant Family Solutions. Graduation plans are still to be determined once more information is received from the Governor's office.

402: PK-8 Continuous Learning Update

Associate Superintendent Nathan Wear also expressed words of thanks to the entire staff. Wear shared that the Voluntary Educational Enrichment Opportunities Continuous Learning Plan for PK-8th grades has also been quite successful, but that it is harder to track attendance since it is not required like the 9th-12th grade plan. Students without the resources to utilize the online learning documents are being provided hard copies; which are available for pickup at the district's meal distribution sites. Lessons are being focused on the end-of-year standards. Planning is also underway for the transition back to school in the fall. Breifelder shared that there has been 100% participation from Special Education students with significant disabilities and approximately 2/3% participation from preschool students.

403: Transportation Update – Exhibit 403.1

Brian Cruise, Transportation Manager, reviewed the various transportation changes for the 2020-21 school year including additional bus routes for the high school, walk zone information, and walk/bus zones for Hazel Point and Boulder Peak.

404: Human Resources Update

Casey Fasselius, Human Resources Assistant, shared an overview of the employee Wellbeing Portal. The portal is offered as part of the district’s Strategic Plan and addresses the health and wellbeing of employees by offering free resources regarding diet/exercise, mental health, and more.

405: Cabinet Update – Exhibit 405.1

Superintendent Bisgard reported that the administration is working on a plan to get staff and students back to the buildings to collect personal items and clean out classrooms and to begin preparing the buildings for the 2020-21 school year. Bisgard also shared the start date for the 2020-21 school year currently remains set for Monday, August 24th for K-9th grades and August 25th for 10th-12th grades. Additional informational items shared were: 1) Construction at the intermediate buildings continues on schedule and the board will tour both sites during the June 8th work session; 2) The administration is working on the required “Return to Learning Plan”, but is waiting on additional directives from the IA Department of Education. The plan will address how virtual learning will continue in the fall, if needed, what traditional schooling will look like, if allowed, and what a hybrid plan of combining the first two options would look like; 3) Congratulations were extended to Excelsior and Oak Ridge for receiving Level I certification in High Reliability Schools; 4) A reminder was shared that this week is Teacher Appreciation Week; and 5) Words of thanks were extended to everyone helping the district continue to feed the students.

500: New Business

501: Open Enrollment Requests **Motion 179-05-04**

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

Approved IN for 2020-21

Name	Grade	Resident District	Reason
Duesing, Maxwell	10 th	Alburnett CSD	Good cause
Duesing, Mitchell	10 th	Alburnett CSD	Good cause
Evers, Christian	K	Cedar Rapids CSD	On time
Green, Briggs	K	Marion Independent	On time
Koch, Violet	K	Cedar Rapids CSD	On time
Martin, Ellis	K	Cedar Rapids CSD	On time
Metcalfe, Kingston	K	North Linn CSD	On time
Mitchell, Landyn	K	Cedar Rapids CSD	On time
Patten, Alaric	K	Cedar Rapids CSD	On time
Peters, Elliot	K	Marion Independent	On time
Potts, Maliyah	6 th	Cedar Rapids CSD	Good cause
Snitker, Jake	K	Marion Independent	On time
Vieth, Gregory	K	Marion Independent	On time

Approved OUT for 2020-21

Name	Grade	Requested District	Reason
Burkle, Piper	11 th	Clayton Ridge	Good cause

600: Consent Agenda Motion 180-05-04

MOTION by Lausen to approve the consent agenda, as presented. Second by Wall. Isenberg congratulated Norma Colton on her retirement. Voice vote, all ayes. Motion carried.

601: Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Bohlken, Jenna	From WF to HP Student Support Services Teacher	8/17/20	Same
Boyle, Allison	From BW to HP Student Support Services Teacher	8/17/20	Same
DeCamp, Skylar	HP: Vocal Music Teacher	8/10/20	BA, Step 1
Evans, Tristan	From LG School Facilitator to HP PE Teacher	8/10/20	BA, Step 1
Garman, Malory	HS: PE Teacher	8/10/20	BA, Step 2
Gassman, Kali	From EX to BP PE Teacher	8/17/20	Same
Heber, Paula	BP: Student Support Services Teacher	8/10/20	MA, Step 20
Hudacheck, Shelley	WE: Student Support Services Teacher	8/10/20	BA+12, Step 7
Kuenzi, Jaime	From EH to EH/IC Student Support Services Teacher	8/17/20	Same
Miner, Brittany	WE: Student Support Services Teacher	8/10/20	BA, Step 1
Mulherin, Molly	From LG to BP Student Support Services Teacher	8/17/20	Same
Rochford, Olivia	BP: 6 th Gr ELA/SS Teacher	8/10/20	BA, Step 1
Scharnau Schultejeans, Susan	From IC 4 th Gr to LG 3 rd Gr Teacher	8/17/20	Same
Svare, Katlyn	BP: 6 th Gr Math/Science Teacher	8/10/20	BA, Step 4
Watts, Erin	From HP 5 th Gr Teacher to EX Spanish Teacher	8/17/20	Same
Whitson, Barry	From EX to HP PE Teacher	8/17/20	Same
Zebuhr, Amanda	BP: Student Support Services Teacher	8/10/20	BA, Step 6

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Kruckenber, Mindy	HS/OR: Spanish Teacher	6/4/20	Other Employment
Orabutt, Christopher	HS/Compass: Social Studies Teacher	6/4/20	Relocation

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Colton, Norma	NS: NE Production Manager	6/4/20	Retirement

602: Approval of April 20th Minutes – Exhibit 602.1

603: Approval of Bills – Exhibit 603.1

604: Approval of Contracts – Exhibits 604.1-4

1. Facility use request with Jefferson High School to use Aquatic Center for 2020 MVC Girls' Swim Meet
2. Agreement with Grant Wood AEA for the use of the SubCentral Program for 2020-21
3. Agreement with Rathje Construction for the Alburnett Rd/Echo Hill Rd turning lane project
4. Agreement with Innovative Modular Solutions for the continued leasing of the modular units at Indian Creek Elementary

700: Board Calendar and Communications

701: Board Communications & Calendar

Weaver wished everyone good health and reminded us, "We are Linn-Mar strong".

Date	Time	Event	Location
May 7	5:30 PM	Marion City Council	Virtual Meeting
May 13	11:30 AM	Policy Committee	Virtual Meeting
May 14	7:30 AM	Finance/Audit Committee	Virtual Meeting
May 18	5:00 PM 7:00 PM	Board <u>Closed</u> Work Session Board Regular Meeting	Virtual Meeting
May 20	4:00 PM	SIAC Committee	Virtual Meeting
May 21	5:30 PM	Marion City Council	Virtual Meeting
May 24	1:00 PM	High School Graduation	TBD

800: Adjournment Motion 181-05-04

MOTION by Morey to adjourn the regular meeting at 8:44 PM. Second by Weaver. Voice vote, all eyes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2020 - 05/14/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$949.61
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$18.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$78.63
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$18.39
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$78.63
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$92.85
PAMELA GROTH	GENERAL SUPPLIES	\$75.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$40.31
Fund Total:		\$1,351.81
Fund: CAPITAL PROJECTS GO BONDS		
KNUTSON CONSTRUCTION SERVICES	CONSTRUCTION SERV	\$2,620,474.69
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$2,187,645.01
OPN ARCHITECTS, INC.	ARCHITECT	\$77,870.60
Fund Total:		\$4,885,990.30
Fund: DEBT SERVICE		
PIPER SANDLER & CO.	OTHER PROFESSIONAL	\$2,250.00
UMB BANK, N.A.	OTHER PROFESSIONAL	\$300.00
Fund Total:		\$2,550.00
Fund: GENERAL		
ACUTRANS	INSTRUCTIONAL SUPPLIES	\$66.15
ADVANTAGE	GENERAL SUPPLIES	\$98.63
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$369.00
AHLERS AND COONEY, P.C.	PROF SERV: EDUCATION	\$220.50
ALLIANT ENERGY	ELECTRICITY	\$88.08
APEX LEARNING	INSTRUCTIONAL SUPPLIES	\$4,500.00
ASAVIE TECHNOLOGIES INC	COMPUTER SOFTWARE	\$106.55
ASIFLEX	OTHER PROFESSIONAL	\$780.00
BALANCE AUTISM	TUITION IN STATE	\$6,483.75
BOOKHOUSE	GENERAL SUPPLIES	\$2,978.18
C.J. COOPER & ASSOCIATES	PHYSICALS	\$90.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$462.80
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$195.68
CENTURYLINK	TELEPHONE	\$378.77
COLLECTION	EE LIAB-GARNISHMENTS	\$1,285.65
CULLIGAN	GENERAL SUPPLIES	\$32.00
DEMCO	GENERAL SUPPLIES	\$257.08
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$375,263.76
FEIEREISEN INC	GENERAL SUPPLIES	\$1,323.00
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$2,434.45
GASWAY CO, J P	GENERAL SUPPLIES	\$1,138.34
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$17.74
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$560.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$29,001.60

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2020 - 05/14/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$111.00
HOAGLAND RYAN	PROF SERV: EDUCATION	\$2,000.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$3,675.42
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$7,211.09
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$30,834.10
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$7,211.09
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$30,834.10
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$27,236.12
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$15,066.61
ISFIS	OTHER PROFESSIONAL	\$546.00
JCD REPAIR	TECH REPAIRS	\$257.00
JOLLY ROOFING & CONTRACTING CO, INC	REPAIR/MAINT SERVICE	\$548.00
LINN COUNTY REC	ELECTRICITY	\$16,353.44
MARION INDEPENDENT SCHOOLS	TUITION IN STATE	\$188,352.49
MASON CITY COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$1,369.92
MTI DISTRIBUTING INC	EQUIPMENT REPAIR	\$197.69
NASCO	INSTRUCTIONAL SUPPLIES	\$1,777.57
NEUMAN POOLS	GENERAL SUPPLIES	\$1,454.97
ORKIN PEST CONTROL	Pest Control	\$200.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$143.00
PERFORMANCE HEALTH & FITNESS, LLC	INSTRUCTIONAL SUPPLIES	\$500.00
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$18.25
POOL TECH, A WGHK INC, COMPANY	GENERAL SUPPLIES	\$970.00
PRO VIDEO	GENERAL SUPPLIES	\$2,500.00
QUINN STORAGE	FACILITY RENTAL	\$170.00
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$7.94
ROTARY CLUB OF MARION-EAST CEDAR RAPIDS	DUES AND FEES	\$195.00
SCHOOL BUS SALES	VEHICLE REPAIR	\$786.62
SIOUX CITY COMMUNITY SCHOOLS	PROF SERV: EDUCATION	\$1,261.26
SITEIMPROVE, INC	GENERAL SUPPLIES	\$4,910.40
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$40.50
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$1,697.07
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$15,058.70
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$114.89
WHOLESALE REPAIR INC	VEHICLE REPAIR	\$423.81
WOODWARD COMMUNITY MEDIA	ADVERTISING	\$283.66
		Fund Total: \$792,449.42
Fund: LOCAL OPT SALES TAX		
SHIVE-HATTERY INC.	ARCHITECT	\$2,250.00
		Fund Total: \$2,250.00
Fund: NUTRITION SERVICES		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$10,572.83
COLLECTION	EE LIAB-GARNISHMENTS	\$218.40
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$50,387.95

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2020 - 05/14/2020

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$965.10
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,126.72
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$965.10
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,126.72
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,685.59
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$1,093.10
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$15,564.51
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,882.14
Fund Total:		\$93,588.16
Fund: PHY PLANT & EQ LEVY		
BIG RIGGER BUILDERS INC	EQUIPMENT >\$1999	\$3,105.67
CARROLL CONSTRUCTION SUPPLY	BLDG. CONST SUPPLIES	\$1,264.75
CROELL REDI-MIX INC	BLDG. CONST SUPPLIES	\$3,355.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,665.00
IN TOUCH RECEIPTING	COMPUTER SOFTWARE	\$7,058.00
INTRADO INTERACTIVE SERVICES CORP.	COMPUTER SOFTWARE	\$10,125.00
MTI DISTRIBUTING INC	EQUIPMENT >\$1999	\$1,375.05
TRUCK BUILDERS	EQUIPMENT >\$1999	\$4,412.44
WENDLING QUARRIES	BLDG. CONST SUPPLIES	\$910.08
Fund Total:		\$36,270.99
Fund: PUB ED & REC LEVY		
REAMS SPRINKLER SUPPLY	CONSTRUCTION SERV	\$223.21
SCHIMBERG	CONSTRUCTION SERV	\$59.80
Fund Total:		\$283.01
Fund: SALES TAX REVENUE BOND CAP PROJECT		
H2I GROUP	FURNITURE & FIXTURES	\$2,544.00
KUTAK ROCK LLP	LEGAL SERVICES	\$6,000.00
Fund Total:		\$8,544.00
Fund: STUDENT ACTIVITY		
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$5,566.00
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$183.00
ELITE SPORTS	INSTRUCTIONAL SUPPLIES	\$518.15
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$90.00
INTENSITY (KATIE KENNY)	OFFICIAL/JUDGE	\$50.00
KEVIN BUGLEWICZ	INSTRUCTIONAL SUPPLIES	\$1,200.00
MCDONALD IMAGING SOLUTIONS	INSTRUCTIONAL SUPPLIES	\$715.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$1,507.00
WESTPFAHL KARLISSA	OFFICIAL/JUDGE	\$50.00
Fund Total:		\$9,879.15
Grand Total:		\$5,833,156.84

End of Report

Timberline Billing Service LLC

1801 Fuller Road, West Des Moines, Iowa 50265

Phone 515-222-0827 Fax 515-222-0834

Agreement of Service

The document serves as a legally binding agreement between Timberline Billing Service LLC (Timberline) and Linn-Mar Community School District (District) regarding the accessing of Medicaid reimbursement for covered school-based services. Timberline is a Limited Liability Company formed and headquartered in the State of Iowa. Timberline is a statewide medical claim processing company, specializing in working with local school districts and Medicaid. The agreement is set forth herein:

Background

Timberline assists school districts as a Medicaid provider in accessing Medicaid reimbursement for covered services. This includes both special education services and primary preventive services provided in the school-based setting. As a full-service company, Timberline will work with District staff to assure appropriate documentation (from training to monitoring completed forms), process the staff documentation for submission of claims to Medicaid and the review of claims which may need to be resubmitted to Medicaid.

Timberline Responsibilities

- 1) Present information about the Medicaid Local Education Agency (LEA) Program to the District's administration and staff.
- 2) Train the District's staff on the covered services and documentation requirements for the LEA program.
- 3) Monitor and review the documentation/claiming forms of all District staff.
- 4) Keep all District information acquired as a result of these services confidential. In the event that any disclosure of any documentation/information acquired by Timberline is required by law, Timberline will notify the District of such obligation prior to such disclosure. Notwithstanding the above, Timberline shall be in full compliance with all requirements of FERPA, as required by the District, and with HIPAA and their respective rules and regulations as well as laws of the State of Iowa regarding mental health, substance abuse and AIDS information. Further, any documentation or information obtained pursuant to this Agreement will be destroyed or returned to the District, at the sole discretion of the District, upon termination of this Agreement.
- 5) Compare District staff documentation with the quarterly Medicaid eligibility listing from District to ensure student eligibility for the students reported on claiming forms provided by LEA.

- 6) Submit Medicaid claims, or respond to District with listing of additional information needed to process the claim, within 60 days from the receipt of the documentation.
- 7) Review any denied claims for reconciliation. This may include resubmission or communication with District on the reason for the appropriate denial of the claim by Medicaid.
- 8) Provide quarterly updates on Iowa Medicaid LEA program benefits. This may be accomplished via the Timberline website, newsletter, or emails to the contact person for District.
- 9) Continue consultation and communication with the Iowa Medicaid Enterprise, Department of Education and the Medicaid fiscal intermediary to ensure the District's full compliance with all requirements of the Medicaid program.
- 10) Perform a quarterly Quality Assurance Service for the District. This will include a full review of all documentation for a random sample of paid claims during the previous quarter.
- 11) Provide Timberline's proprietary software, T-TRAK, for confidential use by the District, its employees and contractors. Timberline owns T-TRAK and the copyright to it. Nothing in this Agreement shall change Timberline's ownership rights to its intellectual property, including but not limited to T-TRAK.
- 12) Obligations are conditioned upon the prior performance by the District as set forth under the District's responsibility.

District Responsibilities

- 1) Obtain provider certification as required by the Iowa Medicaid program for LEA billing.
- 2) Provide Timberline Billing Service with a quarterly Medicaid eligibility list of students with IEP's. This listing is available via the web-IEP application for all school districts in Iowa.
- 3) Ensure that all personnel for which claims are submitted meet standards as set forth in Iowa Department of Education rule 281, Iowa Administrative Code 41.401 (256B, 34CFR300), to the extent that their certification or license allows them to provide services. Practitioners shall meet the Board of Educational Examiners' Licensure or recognition requirements for the position. Additionally, practitioners are required to hold a professional or occupational license, certificate or permit if they do not hold a Board of Educational examiner's licensure.
- 4) Verify that all providers are not excluded from participation in Medicaid by the U.S. Department of Health and Human Services Office of the Inspector General.

- 5) Provide required access to all personnel, materials, information and financial data necessary to accomplish the designated services listed in this Agreement of Service. Notwithstanding the above, both parties recognize and agree that the District must be in compliance with FERPA, HIPAA and Iowa laws regarding the treatment of substance abuse, mental health and AIDS information, as well as any other applicable federal or state laws, and that the District will not be in breach of this provision if it is prohibited from providing required information to Timberline on the basis of compliance with such laws.
- 6) Provide Timberline Billing Service LLC with a list, and update as needed, of all District staff authorized to access District reports on the Timberline client-only website.
- 7) Complete enrollment with Iowa Medicaid to name Timberline Billing Service LLC as the District's vendor.
- 8) Keep Timberline's proprietary software, T-TRAK, confidential and not share it with any third party or individual. District shall devote its best efforts to protect T-TRAK and any associated documentation against any unauthorized or unlawful use or copying. Under no circumstances may District decompile or attempt to reverse engineer or derive source code of T-TRAK, or permit any third party to do so.

Fees

District shall pay Timberline a fee equal to six percent (6%) of the net Medicaid reimbursement retained by District. This does not include any Medicaid funds that are returned to the Iowa Department of Human Services. This fee will be calculated monthly based on the paid claims for the preceding month. District shall make payment to Timberline within thirty (30) days from the date of the invoice. Unpaid balances will accrue interest at the rate of 1.5% per month commencing forty-five (45) days from the date of the invoice.

General Terms

District Information, Confidentiality, and Use. All data provided to Timberline by the District, either by manual or electronic means, is and shall remain the property of the District. Timberline may have access to certain District information and data, all of which shall be considered confidential. Timberline agrees that all such information and data shall be used only for the intended purpose and shall not sell, rent, share or otherwise disclose any such information and data to any unauthorized third party.

Warranty. Notwithstanding anything contained in this Agreement to the contrary, Timberline represents and warrants that it is the owner of or otherwise has the right to use, distribute, and license or sublicense all materials and methodologies used in connection with providing the services and products which are the subject of this Agreement, and that such materials and methodologies shall not infringe any copyright or other proprietary right of a third party. Notwithstanding anything contained in this Agreement to the contrary, Timberline further represents and warrants that (a) the work

to be performed and services to be provided by it under this Agreement will be rendered using sound, professional practices and in a competent and professional manner by knowledgeable, trained and qualified personnel; (b) the work will be configured using commercially reasonable technical specifications; (c) the work will operate in conformance with the terms of this Agreement; (d) the work to be performed by it under this Agreement will not violate any law, statute, ordinance or regulation; and (e) the work to be performed by it under this Agreement will be free of any software disabling devices, internal controls, or computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information.

Notwithstanding anything contained in this Agreement to the contrary, Timberline agrees to defend at its own cost and expense any threatened or actual claim or action against the District, its subsidiaries and/or affiliated companies, for actual or alleged infringement of any patent, copyright or other property right based on any work furnished to the District by Timberline under this Agreement or the use thereof by the District.

Notwithstanding anything contained in this Agreement to the contrary, Timberline warrants that the service will be available to the District and will be provided substantially in accordance with the descriptions and specifications set forth in any user documentation provided to the District. Timberline shall use commercially reasonable efforts to make the service continuously available to the District and to promptly restore availability if it is within Timberline's reasonable control.

Insurance. Timberline shall maintain liability insurance for protection from claims arising out of performance of services caused by negligent error, omission, or act for which the insured is legally liable. Such liability insurance will provide for coverage in a minimum amount of \$1,000,000 effective through the term of this Agreement and for claims made within one year thereafter. Upon request, Timberline shall provide to the District a certificate indicating that such insurance coverage has been obtained.

Notice. Notwithstanding anything contained in this Agreement to the contrary, any notice required or permitted by this Agreement will be deemed to be delivered, and thus effective, when personally received, or three days after being placed in the United States Mail, postage prepaid, and addressed to the party as detailed below:

Notice to Timberline must be sent to:
Dann Stevens, CEO
1801 Fuller Road
West Des Moines, Iowa 50265

Notice to the District must be sent to:
Linn-Mar Community School District
Shannon Bisgard, Superintendent
2999 N 10th Street
Marion, Iowa 52302

Timberline makes no guarantee of results with respect to any claim. Timberline shall not be liable for any errors or omissions contained in the information submitted to Timberline by the District. The District shall not be liable for any errors or omissions as a result of actions by Timberline staff.

Miscellaneous Terms

This Agreement shall be governed exclusively by Iowa law. The parties expressly agree that any litigation arising between them related, in any way, to this Agreement and/or any and all disputes, actions, claims, or causes of action related thereto shall be initiated and maintained only in the U.S. District Court for the Southern District of Iowa or the District Court for Polk County, Iowa.

If any provision of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision shall be modified to the extent necessary to be valid and enforceable, and all other provisions of this Agreement shall remain in full force and effect.

The relationship between the parties is that of independent contract. No joint venture, partnership, employment, or agency relationship exists between the parties as a result of this Agreement. Neither party has the authority to create any obligations for the other, or to bind the other to any representation, statement or document.

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. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

Neither party may assign any right or obligation under this Agreement, in whole or in part, without the other party's prior express written consent, which may be withheld at such party's reasonable discretion. Subject to the foregoing, this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors and assignees.

The captions in this Agreement are included for convenience of reference only and are in no way meant to define or limit any of the provisions contained in this Agreement or otherwise affect their construction or effect. When a word or phrase is enclosed in parenthesis and quotation marks, i.e., ("Word"), then that word or phrase shall be interpreted as if fully written out in the following format: "(hereinafter referred to as the 'Word')," and thereafter in this Agreement, that word or phrase shall stand as an abbreviation of the longer phrase to which it relates.

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.

Anything in this Agreement to the contrary notwithstanding, Timberline shall refrain from any action which would violate any law, rule, policy, or regulation of any governmental body or agency having jurisdiction over this Agreement.

Term and Termination

This Agreement of Service shall be effective July 1, 2020, and continue through June 30, 2023. This Agreement of Service shall be automatically renewed for additional terms of one year beginning the 1st day of July each subsequent year unless either party has provided written notice of the intention to terminate at least thirty (30) days prior to the then-current termination date. If termination is done prior to the then current termination date, either party must give thirty (30) days advance notice in writing of the intention to terminate the Agreement of Service. This Agreement of Service may also be terminated at any time by a party not in default hereunder upon thirty (30) days written notice to the party that has committed a material breach of this Agreement.

Timberline Billing Service, LLC



Dann Stevens, CEO

Date 3-27-20

Linn-Mar Community School District

Board President

Date _____



AIA[®] Document G701[™] – 2017

Change Order

PROJECT: *(Name and address)*
 2020 Linn-Mar Roof Improvements
 Bowman Woods Elementary School, 151
 Boyson Road NE, Cedar Rapids, IA
 52402

CONTRACT INFORMATION:
 Contract For: General Construction
 Date: March 10, 2020

CHANGE ORDER INFORMATION:
 Change Order Number: 001
 Date: May 11, 2020

OWNER: *(Name and address)*
 Linn-Mar Community School District
 2999 North 10th Street
 Marion, IA 52302

ARCHITECT: *(Name and address)*
 Shive-Hattery, Inc.
 222 3rd Ave SE Suite 300
 Cedar Rapids, IA 52401

CONTRACTOR: *(Name and address)*
 DC Taylor Co.
 312 29th Street NE
 Cedar Rapids, IA 52402

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Site construction commencement date has been adjusted from June 1 to May 26, 2020.

The original Contract Sum was	\$ 988,576.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 988,576.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 988,576.00

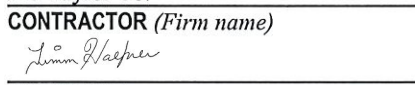
The Contract Time will be increased by Five (5) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Shive-Hattery, Inc.
 ARCHITECT *(Firm name)*

 SIGNATURE
 Stephen Stewart, Roofing Consultant
 PRINTED NAME AND TITLE
 May 11, 2020
 DATE

DC Taylor Co.
 CONTRACTOR *(Firm name)*

 SIGNATURE
 Timm Haefner, VP Construction
 PRINTED NAME AND TITLE
 5-12-2020
 DATE

Linn-Mar Community School District
 OWNER *(Firm name)*
 SIGNATURE
 PRINTED NAME AND TITLE
 DATE