



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

Linn-Mar Community School District Board of Education Work Session Minutes - April 18, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Bisgard, Breittfelder, Anderson, Christian, Ramos, Ironside, and Morrison. Absent: Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 173-04-18*

Motion by Patterson for the Board to approve the agenda as presented, second by AbouAssaly. Voice vote; motion approved.

300: WORK SESSION

301: High School Counseling

Exhibit 301.1

High School 9th/10th Grade Counselors Pete Martin, Sheryl Cline, and Greg Hall presented the following highlights on the High School Counseling program:

- Counseling program focuses on college/career preparation, personal/social issues, and academics.
- The college/career focus offers 14 early morning student sessions that include guest speakers ranging from military recruiters, Workplace Learning Connection, and area colleges/universities, student visits to area colleges/universities, career speakers, evening presentations for parents, College & Career Planning nights, Career & College Planning Center, job shadowing, and use of Family Connections.
- Personal/Social focuses on individual student needs in relation to bullying, stress, pregnancy, problems at home, depression/anxiety, eating disorders, suicidal ideation, self-harm, etc. The District uses Signs of Suicide (SOS) to identify concerns in individual students, not to diagnosis, and the screening is only administered with parental permission.
- Academics focuses on the transition to high school, academic supports (Child Study Teams, 504 Plan management, IEP meetings, graduation progress, achievement gap plans, and acting as advocates for students/parents/staff, etc.). This area also focuses on Response to Intervention (RTI/MTSS).
- Goals of the Counseling Program are to maximize the tools available to students/families, encourage use of Family Connections, increase support to students/families regarding mental illness and social/emotional issues, and build time for RTI into students' daily schedules.

302: Capital Improvement/Maintenance Projects

Exhibit 302.1

Rick Ironside, Executive Director of Support Services, and JT Anderson, CFO, shared the following highlights on the 2016-17 capital improvement and maintenance projects:

- Westfield addition (\$2,176,000.00 project): meeting with Larson Construction held on April 7th that included discussion on bus drop-off/pick-up times, location of materials/job trailers, west exit closure/approval, construction fence, erosion control installation, building permits, and soil boring.
- Oak Ridge cafeteria (\$700,000.00 project): will begin with installation of fence and dirt work. Actual construction work will begin after school releases with the goal of being done by August 12, 2016.
- HS kitchen renovation (\$1,270,000.00 project): reframing starts on May 2nd with the goal to have the project done by August 12, 2016.
- HS renovation project: north and south additions scheduled to be complete by July 31, 2016. Media center and two adjoining classrooms scheduled for completion by August 29, 2016. During the fall the Area C classrooms, lecture room, support services area, and old weight room will be renovated.
- Furniture/fixtures/equipment (FFE): \$1,750,000.00 has been allocated for the HS renovation project. Locations impacted include new classrooms, north/south common areas, cafeteria, Art, Industrial Tech, fitness area, and locker rooms. Quotes will be presented for Board approval on May 2nd.
- Summer maintenance projects: generally fall under \$25,000, chosen from a list provided by building administrators, reviewed and quotes obtained, and funding determined after major capital improvement projects are bid out.
- Anderson also reviewed PPEL (property tax) and SAVE (sales tax) funding and expenditures. Examples of PPEL funded projects: Westfield addition, Oak Ridge cafeteria renovation, HS renovation, transportation vehicles/equipment, custodial equipment, copiers, and preventative maintenance. Examples of SAVE expenditures: technology, revenue bonds principal and interest, and debt service levy buy down.

303: Website Design Update

Jeri Ramos, Executive Director of Technology, shared a preview of the new website design including how the view would be cohesive across platforms such as a computer, tablet, and smartphone. The Website Design Team met on April 11th and discussed content uploading, regular updating, options for staff pages, blogs, pictures, assignments, and customized view options (dashboards).

304: IASB Policy Priorities

Tim Isenberg, Board President, shared that the Iowa Association of School Boards (IASB) is requesting boards begin to assess their legislative priorities for 2016-17 so they can submit them during June/July. Superintendent Shepherd will put together some information on past priorities to share with the Board and further conversation will be held during an upcoming work session.

305: Strategic Planning Update

Superintendent Shepherd shared that the Strategic Planning Team (Jeff Frost, Bob Read, Leisa Breitfelder, Shannon Bisgard, and JT Anderson) are currently working on drafting language for the strategic goals as well as descriptions of the goals. This

information will be presented to the Board for additional input at the May 18th meeting. Shepherd also shared the following statistics from the Thoughtexchange survey process:

1. 119 students participated and collectively starred 12,533 thoughts
2. 1,349 adults participated and collectively starred 149,525 thoughts
3. 1,468 total people participated
4. 162,058 thoughts were collectively starred throughout the process

400: ADJOURNMENT **Motion 174-04-18**

Motion by Patterson for the Board to adjourn the work session at 6:35 PM; second by Nelson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
April 18, 2016*

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
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Linn-Mar Community School District Board Meeting Regular Session Minutes – April 18, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order at 7:00 PM in the boardroom of the Learning Resource Center. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Bisgard, Breitfelder, Anderson, Christian, Ramos, Ironside, and Morrison. Absent: Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 175-04-18*

Motion by Patterson for the Board to approve the agenda as presented, second by Hutcheson. Voice vote; motion approved.

300: RECOGNITIONS/PROCLAMATIONS

301: Linn County Public Health – Idle Free Iowa

Tim Isenberg, Board President, presented Brian Cruise, Linn-Mar Transportation Director, with a certificate for his recent recognition by Linn County Public Health and Iowa Clean Cities Coalition for his efforts in reducing school vehicle fleet idling and petroleum use as part of their Idle Free Iowa initiative.

302: Teacher Recognitions

Exhibit 302.1

Karla Terry, Coordinator of Community Relations, shared a special recognition for Wendy Edwards, Echo Hill Kindergarten Teacher, and Leigh Cleland, Indian Creek 3rd Grade Teacher, who are committed to using community volunteers in their classrooms. Edwards and Cleland were nominated for the recognition by actual volunteers. Terry also presented a list of all the teachers who use volunteers in their classrooms and shared a special kudos to Shelly Jelinek, Echo Hill Kindergarten Teacher, for using 13 volunteers in her classroom this year.

400: AUDIENCE COMMUNICATIONS

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

600: INFORMATIONAL REPORTS

601: Equity Advisory

Patterson reported that the Equity Advisory discussed the following topics at their April 6th meeting: Affirmative Action, HS professional development day visit from Dr. Eddie Moore who focuses on diversity, privilege, and multicultural education, and that Sheri Crandall, HS Instructional Coach, and the University of Iowa will partner on a research project entitled, Teaching and Learning in Culturally Responsive Schools, to gather information on diversity at the HS during the 2016-17 school year.

602: Special Education Advisory

Nelson reported that at the April 6th Special Education Advisory meeting the discussion focused on the learning pathways as part of the Strategic Planning process, transition planning for students moving between buildings, the March Parent University presentation by Grant Wood AEA Occupational Therapist Patty Soldner on fine motor skills, and the summer reading program mandated by the State and its impact on families. Sherry Parsley, ASSIST Teacher, also presented information on the ASSIST program and its positive impact on students and families.

603: Marion City Council

Isenberg reported that at the April 7th Marion City Council meeting the only topic discussed that related to the District was the possible construction of an assisted living center off of Alburnett Road north of Main Street. The first hurdle of approval for the project would be a petition to become part of the City of Marion, as it is now zoned as county property.

604: Board Visit

Several Board members shared their enthusiasm regarding their April 8th visit to the Success Center. They were very impressed with Teacher/Coordinator Jackie Davis and her organizational skills and dedication to the students and program. The Success Center teaches life skills and offers work experience to students with special needs. Work experiences are available due to the Success Center partnering with several area businesses. Each student has an individual plan tailored to their specific needs, responsibilities they are expected to fulfill, and goals to strive for.

605: Finance/Audit Committee

Weaver and AbouAssaly reported that at the April 14th Finance/Audit Committee meeting the discussion focused on the HS renovation project FFE budget, the 2016-17 summer capital improvement and maintenance projects, negotiations for bargaining groups, new Student Activity Fund guidance released by the Dept of Education, and an update from the Business Office.

606: Energy Resource Management and Acquisition Advisory

Ironside reported that the April 14th ERMA meeting focused on findings from the Iowa Energy Commission audit conducted on Wilkins Elementary, rebates from MidAmerican Energy from the Westfield renovation project, and available utility costs through March 2016. The Westfield renovation will have the potential to provide a \$2,072.00 rebate from demand-controls (total cost of this part of the project is assessed at \$3,714) and a \$38,383 rebate from DVC, boiler and control upgrades (total cost of this part of project is assessed at \$63,855). Conversation pending with REC regarding potential rebates on lighting.

607: Coffee Conversation

Nelson and Patterson shared that the April 16th Coffee Conversation hosted at Excelsior was small in attendance but resulted in a good conversation on Strategic Planning and PTO partnerships to offset funding challenges with fieldtrips.

608: Administration Report

Exhibit 608.1

Superintendent Shepherd drew attention to the following items of interest from the Administration Report: the Early Childhood Blended Program (ECBP) will be moved from Echo Hill Elementary to Novak Elementary due to enrollment/space issues, the SEIU C Classification employees were moved up in classification that will result in a .13¢ to .15¢/hour increase for most and marks the completion of a three year process to make their wages more competitive with the local labor market, MIIP insurance rates will be increasing around 12.9% over the current rates due to general medical inflation, dental insurance will increase by approximately 1%, Teledoc will continue in 2016-17, the MANE Event was a great success raising \$10,400

from direct contributions from attendees and netting approximately \$15,000 during the silent auction and \$15,500 from 39 corporate or individual sponsors. Shepherd also recognized the many achievements and honors listed in the Administration Report and gave kudos to everyone recognized and to any others that may have been unintentionally missed in the listing.

700: UNFINISHED BUSINESS

701: Second Reading of Board Policy Reviews/Revisions **Motion 176-04-18** *Exhibit 701.1*
Motion by Patterson for the Board to approve the second reading of the policy reviews/revisions as presented in Exhibit 701.1 and based on the Iowa Association of School Boards Policy Primer suggestions; second by Gadelha. Voice vote; motion approved.

1. Revised	4/16	401.1	Personnel Qualifications, Recruitment, Selection
2. New	4/16	404.R1	Code of Professional Conduct/Ethics
3. Revised	4/16	502.6	HS Academic Eligibility for Co- & Extra-Curricular Activities
4. Revised	4/16	504.31	Administration of Medication to Students
5. Revised	4/16	504.31-E1	Medication Permission Form
6. New	4/16	504.31-E2	Authorization-Asthma or Other Airway Constricting Disease Medication or Epinephrine Auto-Injector Self-Administration Consent Form
7. New	4/16	504.32	Stock Epinephrine Auto-Injector Supply
8. Reviewed	4/16	603.8	Physical Education
9. Revised	4/16	702.1	Nutrition Services Program
10. New	4/16	702.1-R	Meal Charges
11. Revised	4/16	702.4-R	Eligibility for Free or Reduced Cost Meals
12. Revised	4/16	702.5	Vending Machines
13. Reviewed	4/16	803.1	Purchasing-Bidding: Goods/Services
14. Reviewed	4/16	803.2	Bids and Awards for Construction Contracts
15. Revised	4/16	805.2	Care, Maintenance and Disposal of District Records
16. Reviewed	4/16	902.6	Disposition of Obsolete Equipment
17. New	4/16	1004.8	Aquatic Center Use
18. New	4/16	1004.8-E1	Aquatic Center Fee Schedule
19. New	4/16	1004.8-E2	Aquatic Center Use Application
20. Revised	4/16	1005.6	Transporting Students in Private Vehicles

702: Second Reading of Board Policy 202.7 **Motion 177-04-18** *Exhibit 702.1*
Motion by Hutcheson for the Board to approve the second reading of *Board Policy 202.7 Board of Directors' Conflict of Interest* as presented in Exhibit 702.1 and based on the Iowa Association of School Boards Policy Primer suggestions; second by Gadelha. Clarification was given that the policy has always allowed Board members to substitute, *if they follow the guidelines included in the policy*, but previous practice was for Board members not to substitute. Question had been raised to change the previous practice and allow Board members to substitute moving forward. Superintendent Shepherd stated the he would prefer, if the practice was to be changed, that he be given permission by the Board to decide on a case-by-case basis to ensure that liability and/or conflict of interest issues did not arise. Isenberg shared that he clarified with the IASB if Board members can substitute and the ISAB said yes, but the policy was originally put into place for smaller districts with limited staff resources. Vote taken by show of hands. Hutcheson, AbouAssaly, Gadelha, Weaver, and Nelson supported the motion. Isenberg and Patterson voted against the motion. Motion approved.

703: Resolution for Public Hearing to Convey Property ***Motion 178-04-18*** *Exhibit 703.1*

Motion by Patterson for the Board to set a public hearing on the conveyance of the property described in Exhibit 703.1 to the City of Marion, Iowa for May 2, 2016 at 7:00 PM to be held in the boardroom of the Linn-Mar Learning Resource Center (2999 N 10th Street, Marion); second by AbouAssaly. Clarification given that the land referred to is part of the Tower Terrace Road project that is underway by the City of Marion. Voice vote; motion approved.

800: NEW BUSINESS

801: Open Enrollment Requests ***Motion 179-04-18***

Motion by Patterson for the Board to approve the 16 open enrollment requests as presented; second by AbouAssaly. Voice vote; motion approved.

Approved In

	Name	Grade	Resident District	Reason
1	Apodaca, Selena	11 th	Belle Plaine CSD	On Time
2	Barnes, Savannah	9 th	Cedar Rapids CSD	On Time
3	Colvin, Tyler	8 th	Marion Independent	On Time
4	Foley, Leah	10 th	Springville CSD	On Time
5	Gifford, Joseph	9 th	Cedar Rapids CSD	On Time
6	Gifford, Kelsea	8 th	Cedar Rapids CSD	On Time
7	Huggins, Anna	9 th	Cedar Rapids CSD	On Time
8	James, Jared	12 th	Center Point-Urbana CSD	On Time
9	Lindsay, Aidan	9 th	West Delaware CSD	On Time
	Name	Grade	Resident District	Reason
10	Lindsay, Tia	11 th	West Delaware CSD	On Time
11	Sears, Bailey	11 th	Cedar Rapids CSD	On Time
12	Severson, Elysia	9 th	Belle Plaine CSD	On Time
13	Severson, Isabella	7 th	Belle Plaine CSD	On Time
14	Sheets, Athena	6 th	Cedar Rapids CSD	On Time
15	Sheets, James	8 th	Cedar Rapids CSD	On Time
16	Townsend, Alexandria	10 th	Alburnett CSD	On Time

900: CONSENT AGENDA

901: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Connerly, Deb	HS: TAG Teacher	6/2/16	Retirement
Likens, Jennifer	LG: 4 th Grade Teacher	6/2/16	Relocation
Saldivar, Katherine	OR: .5 Foreign Language Teacher	6/2/16	Personal
Schieffer, Carly	BW: Music Teacher	6/2/16	Personal
Taylor, Susan	IC: 5 th Grade Teacher	6/2/16	Retirement
Wasson, Eric	OR: Computers Teacher	6/2/16	Relocation
Welch, Jonathan	HS: .5 Orchestra Teacher	6/2/16	Other Employment

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Krejca, Julie	NE: Part-time Student Support Associate	4/4/16	\$12.79/hr
Weems, Kaylee	BW: Student Support Associate	4/4/16	\$11.71/hr

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Engelbach, Martha	BW: Student Support Associate	6/1/16	Retirement
Hill, Penny	TR: Bus Driver	4/13/16	Personal
Hoefer, Anna Mae	TR: Bus Driver	3/31/16	Retirement
Knapp, Katherine	LG: Student Support Associate	4/30/16	Personal
Morris, Jennifer	EH: Student Support Associate	6/2/16	Personal
Pillard, Kyle	O&M: HVAC Technician	4/21/16	Other Employment
Robertson, Pam	WF: Health Assistant	6/1/16	Retirement

Extra-Curricular Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Reason
Kramer, Tony	HS: Girls' Swimming/Diving Coach	4/1/16	\$12.00/hr

Extra-Curricular Staff: Resignation

Name	Assignment	Dept Action	Reason
Haines, Kiley	OR: Head 8 th Grade Volleyball Coach	4/10/16	Move to HS Coaching Position
Wasson, Eric	OR: Assistant Boys' Track Coach	4/10/16	Relocation
Wasson, Eric	OR: Assistant 7 th Grade Volleyball Coach	4/10/16	Relocation
Wasson, Janine	OR: Head 7 th Grade Volleyball Coach	4/10/16	Relocation

902: Approval of Minutes from April 4th

Exhibit 902.1

903: Approval of Bills

Exhibit 903.1

904: Approval of Contracts

Exhibits 904.1-3

- 1) Contract Change Order with Larson Construction to cover adjustments for materials and labor for the High School renovation project totaling \$31,952.56.
- 2) Rental Service Agreement with City Laundering from August 31, 2016 through August 31, 2019.
- 3) Commercial licensing agreement with Byron Wilson, Owner of Yourshirt My Design, LLC.
- 4) Special Education Instructional Program Agreements with College Community (2), Des Moines Independent CSD (2), Grant Wood Area Education Association (6), and Marion Independent (1). *(For student confidentiality, no exhibits provided.)*

905: Fieldtrip Requests

Exhibits 905.1-2

- 1) Overnight fieldtrip request for the Robotics Team to attend the FIRST World Championship in St. Louis, Missouri; April 27th thru 30th.
- 2) Overnight fieldtrip request for a FFA student to attend the DuPont Challenge Essay Contest winners' trip to Walt Disney World in Orlando, Florida; April 27th through 30th.

906: Board Information

Exhibit 906.1

- 1) School Finance and Cash Balance reports as of 3/31/2015
- 2) School Finance and Cash Balance reports as of 3/31/2016

907: Items Removed from the Consent Agenda for Separate Action

908: Approval of the Consent Agenda ***Motion 180-04-18***

Motion by Patterson for the Board to approve the Consent Agenda as presented; second by Hutcheson. The Board recognized and congratulated the five retirees included in the personnel listing. Voice vote; motion approved.

1000: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1001: Communications

- AbouAssaly congratulated the Linn-Mar School Foundation for a fantastic MANE Event.
- Patterson shared a reminder of the High School Fine Arts Dept presentation of *The Music Man* at 7:00 PM on April 28th, 29th, and 30th in the High School auditorium. For the first time Linn-Mar will have the opportunity to participate in the Iowa High School Musical Theatre Awards Program and judges from the Des Moines Performing Arts Group will be judging the performances. For more information visit: www.desmoinesperformingarts.org. Patterson also commented that the area Master Gardeners are collaborating with community schools to build gardens and have resources to offer the District. Ideas on how the Master Gardeners can partner with the District buildings should be shared with Patterson directly. tpatterson@linnmar.k12.ia.us
- Isenberg was excited to share that the Board was in support of his idea for each Board member to choose an elementary building to be a champion for their PBIS program. Assignments are: Patterson (IC), Isenberg (WF), Nelson (LG), Hutcheson (NE), Weaver (WE), AbouAssaly (BW), and Gadelha (EH). Isenberg also shared the following assignments for the Marion City Council meetings: April 21st (Gadelha), May 5th (AbouAssaly), and May 19th (Nelson). Isenberg reported that in early May he will be touring the Waukee APEX and Blue Valley CAPS programs along with Shepherd, Bisgard, Frost, and Gadelha. Finally, Isenberg had a great time representing the state of Kentucky during the 4th grade States event.
- Gadelha reported that the Planning & Zoning Commission approved the construction of an assisted living center near Menards on Hwy 100 for any age level and that the location falls within the District. Gadelha also requested that the Executive Committee begin reporting out on their meetings similar to the other Board reports and that she would like access to the Thoughtexchange comments that were removed from the general submissions for her information and/or the Board's information only.
- Weaver shared that one of the High School Key Club members was recently elected the as the governor of the organization for Iowa and Nebraska and that another High School student recently received a community service volunteer award. Weaver will submit the names to Shepherd for inclusion in the next Administration Report.
- Nelson drew attention to the High School winning the 2015-16 Winter Sportsmanship Award/Valley Division for the Mississippi Valley Conference and shared that MANE Event was a great time for everyone that attended.
- Hutcheson shared that it was nice to experience such a personable and humble atmosphere by the collegiate athletes that participated in the All-Star charity basketball game with Marcus Paige.
- Shepherd requested that Board members not move forward with contacting the elementary buildings they will be championing the PBIS program for until he has a chance to share the information with the building administrators. Shepherd also shared that there will be a Board mixer with Marion Independent School District and the City of Marion on May 9th; more information will be shared as the date draws closer.

1002: Calendar

Date	Time	Event	Location
April 21 st	4:00 PM	Health & Human Development	Boardroom
April 21 st	5:30 PM	Marion City Council (Gadelha)	City Hall
April 27 th	7:00 AM	Executive Committee	Superintendent's Office
Date	Time	Event	Location
May 2 nd	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	

Date	Time	Event	Location
May 3 rd	5:30 PM	Technology Committee	Boardroom
May 5 th	5:30 PM	Marion City Council (AbouAssaly)	City Hall
May 9 th	TBD	Board Mixer with MISD & City of Marion	Marion Independent SD
May 11 th	7:00 AM	Executive Committee	Superintendent's Office
May 11 th	5:00 PM	Career & Technical Education	Boardroom
May 12 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
May 12 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
May 16 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
May 19 th	5:30 PM	Marion City Council (Nelson)	City Hall
May 21 st	8:30 AM	Coffee Conversation (Isenberg/AbouAssaly)	Westfield Elementary
May 25 th	7:00 AM	Executive Committee	Superintendent's Office
May 29 th	1:00 PM	Graduation	US Cellular Center
Date	Time	Event	Location
June 1 st	4:00 PM	School Improvement Advisory	Boardroom
June 6 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
June 8 th	7:00 AM	Executive Committee	Superintendent's Office
June 9 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
June 9 th	5:30 PM	Marion City Council	City Hall
June 16 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
June 20 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
June 22 nd	7:00 AM	Executive Committee	Superintendent's Office
June 23 rd	5:30 PM	Marion City Council	City Hall
Date	Time	Event	Location
July 7 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
July 7 th	5:30 PM	Marion City Council	City Hall
July 11 th	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
July 13 th	7:00 AM	Executive Committee	Superintendent's Office
July 14 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
July 21 st	5:30 PM	Marion City Council	City Hall
July 27 th	7:00 AM	Executive Committee	Superintendent's Office
July 28 th	5:30 PM	Marion City Council	City Hall

Additional Dates to Remember:

- April 23rd – Growl Prowl @ LM Stadium – 9:00 AM
- May 2nd-6th – Board/Teacher Appreciation Week
- May 13th – Lunchtime Learning @ Boardroom – Noon
- May 17th – Parent Advisory @ Boardroom – 5:15 PM
- May 26th – 100-Hour Volunteer Luncheon @ Lowe Park – 12:00 PM
- June 1st – Last Day of School
- June 2nd – Teacher Makeup Day

1003: Committees

Board Committees	Participants
Executive Committee	Isenberg, Patterson, Shepherd
Finance/Audit Committee	Abouassaly, Anderson, Hutcheson, Morrison, Shepherd, Weaver
Legislative/Policy Committee	Gadelha, Nelson, Patterson, Shepherd
District Committees	Participants
Career & Technical Education	Bisgard, Nelson
Construction Advisory	Ironside, Shepherd, Weaver
ERMA Advisory	Hutcheson, Ironside

District Committees	Participants
Equity Advisory	Bisgard, Christian, Patterson, Ramos
Health & Human Development	Abouassaly, Breitfelder
School Improvement Advisory	Bisgard, Gadelha
Special Education Committee	Breitfelder, Nelson
Technology Committee	Isenberg, Ramos

1100: ADJOURNMENT *Motion 181-04-18*

Motion by Hutcheson for the Board to adjourn the regular session at 8:03 PM; second by Patterson. Voice vote; motion approved.

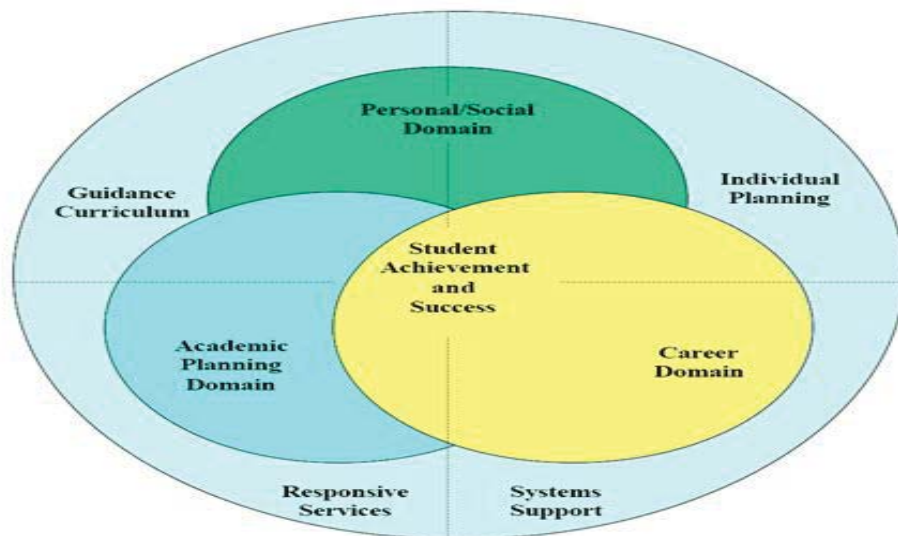
Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
April 18, 2016*

LMHS Counseling Program

High School Counseling Program



College and Career Development

Career Planning

- Career Speakers
 - Wednesday Morning Early Session
 - Military Recruiters
 - Workplace Learning Connection
-

College and Career Development

College Planning

- College Visits to Mt. Mercy/Coe, Kirkwood, & Regent University
 - College Representative Visits
 - Wednesday Morning Early Session
 - RAI Discussion
 - Attending College Out of State
 - Selective Scholarships
 - NCAA Requirements
 - College Essay Writing
-

College and Career Development By the Numbers

Career Speakers Throughout the Year

Evening Presentations for Parents

- 60 Parents at 9th Grade College & Career Planning Night
- 90 Attendees at Financial Aid Night (Seniors)
- 130 Attendees at College & Career Planning Night (Juniors)
- 201 Fall Job Shadow Applications (215 total in 2014-15)

Early Session Presentations

College & Career

Goals Going Forward

- Increase awareness of Apprenticeship and Trade Programs
 - Promote job shadows and internships
 - Increase drop-in use of College and Career Center
 - Use Family Connection for consistent postsecondary planning
-

Social/Emotional Support

Help students with individual issues as needed

- depression
- anxiety
- problems at home
- suicidal ideation
- self-harm
- stress
- bullying
- pregnancy
- eating disorders

Social/Emotional Support

Signs of Suicide (SOS)

Classroom lessons for 9th grade

- Raise awareness of warning signs of suicide and depression
- Empower students to help by at least telling an adult
 - noticed increase in number of students sharing worries about friends

Depression Screenings

- Screen close to 700 students last year
 - Close to 400 this year
-

Social/Emotional Support

Goals going forward

- Volunteer day for all seniors
 - Continue to increase support for individual students with mental illness
 - Increased awareness and acceptance of mental illness
 - Moving more towards a proactive role in helping students with social/emotional problems and mental health issues
 - Increased awareness of personal wellness for students (mind, body, spirit)
-

Academics

Transitioning to High School

- High School Prep class
 - Discuss at-risk students
 - Registration meetings at the middle schools
 - 8th grade parent information night
 - High school visit (students)
 - 9th grade Orientation (parents & students)
 - Attend 504 Plan meetings
 - Parent communication (concerns, questions, and reassurance)
-

Academics

Academic Support Roles

- Child Study Team Meetings
 - 504 management
 - IEP Meetings
 - Graduation Progress Monitoring
 - Achievement Gap Plans
 - Student/Parent/Staff Advocate
-

Academics

Academic Support Roles (cont.)

- Individual Academic & Future Planning meetings
 - Class Meetings using Family Connection (4 year plans, Career, post-secondary options)
 - TAG Classes
 - Iowa Assessments, NWEA, ACT, PSEO
-

Academics

RTI (Response To Intervention or MTSS)

- Comprehensive plan proposal
 - RTI list every 3/6 weeks- meet with students
 - Thursday After School sessions
 - Coordinate after school “core classes” RTI sessions
 - Peer and Adult Tutoring (drop-in and matched)
 - Coordinate the Learning Center services (Tutoring, Guided Studies, Focus Lab & No Time Release students)
-

Academics

Goals Going Forward

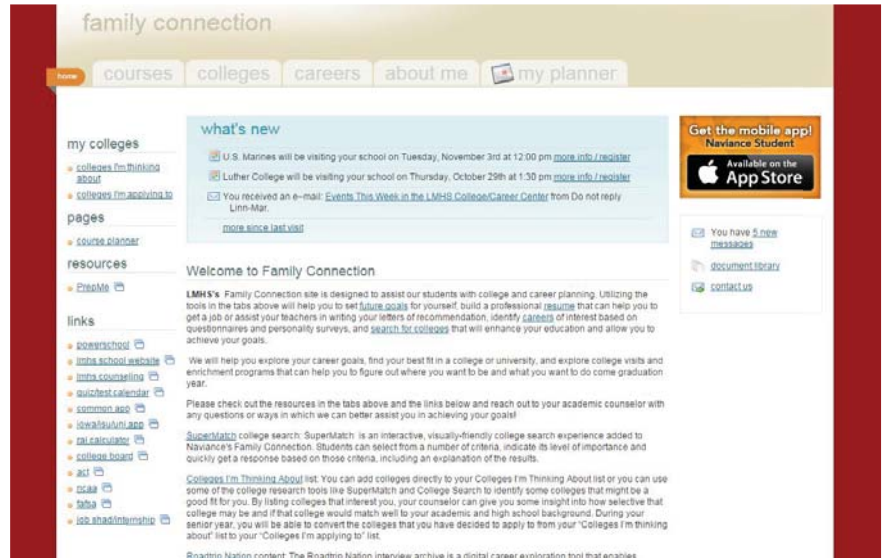
- Continue to monitor academic supports and areas of need
 - RTI time built into schedule
 - Supports for junior & senior level
 - Continue to reduce failures through RTI process
-

Family Connection

A “one-stop shop” for college and career development information and activities.

Includes:

- Career Assessments
- Career Search
- College Search
- Course Planning
- Scholarship Database
- Messaging Feature
- Notification of College/Career Events



Family Connection

- Roll Out
 - Students
 - Parents
 - Staff
- Benefits
 - Increased Communication
 - 4-Year Planning Tool
 - State Compliance Tasks
 - Transcript Management
 - Data Collection

Social/Emotional Support

Help Students with Individual Issues

- ◆ Depression
- ◆ Anxiety
- ◆ Problems at Home
- ◆ Suicidal Ideation
- ◆ Self Harm
- ◆ Stress
- ◆ Bullying
- ◆ Pregnancy
- ◆ Eating Disorders
- ◆ Other Crisis Management

Signs of Suicide (SOS)

Classroom Lessons for 9th grade

- ◆ Raise Awareness of Warning Signs of Suicide & Depression
- ◆ Empower Students to help by at least telling an Adult
 - *Noticed Increase in numbers of students sharing worries about friends

Depression Screenings

- ◆ Screened Approximately 700 students in 2014-2015
- ◆ Approximately 400 2015-2016

Collaborate with the Student

Assistance Counselors

Liaison with Mental Health Agencies

Provide Staff Development on Mental Health Issues

Senior Volunteering (New for 2015-2016)

College & Career Development

Coordinate the College & Career Center and Related Programing

Career Planning

- ◆ Career Speakers
- ◆ Wednesday Morning Early Sessions
- ◆ Military Recruiters
- ◆ Workplace Learning Connection
- ◆ Family Connection Sessions w/all students

College Planning

- ◆ College Visits to Mt. Mercy, Coe, Kirkwood, & Regent University
- ◆ College Representative Visits
- ◆ Wednesday Morning Early Sessions
 - ⇒ RAI Discussions
 - ⇒ Attending College Out of State
 - ⇒ Selective Scholarships
 - ⇒ NCAA Requirements
 - ⇒ College Essay Writing
 - ⇒ Family Connection Sessions

Career Speakers Each Year

Evening Presentations for Parents

- ◆ 60 parents at 9th grade College & Career Planning Night
- ◆ 90 Attendees at Financial Aid Night (Seniors)
- ◆ 130 Attendees at College & Career Planning Night (Juniors)
- ◆ 201 Fall Job Shadow Applications (215 total in 2014 –2015)

Numerous Early Session Presentations per year



“LMHS GRADES 9-12 COMPREHENSIVE COUNSELING PROGRAM”

Mission Statement

The Linn-Mar High School Counseling Program is designed to promote the formation of productive and responsible life-long learners by ensuring the academic, career, and social /emotional development of all students.

9-10 Center: Staff

Kim Buelt	Associate Principal	447-3044
Joe Nietert	Associate Principal	447-3022

Greg Hall	A-G School Counselor	447-3074
Pete Martin	H-N School Counselor	447-3072
Sheryl Cline	O-Z School Counselor	447-3175

Pam Hulseberg	Secretary	447-3050
Michele Zimmer	Secretary	447-3043
Attendance		447-3050
Todd Goodell	Academic Assistance Counselor (in Learning Center)	447-3073

11-12 Center: Staff

Mark Hutcheson	Associate Principal	447-3042
Chris Robertson	Student Dean	447-3051

David Kennedy	A-G School Counselor	447-3104
Jennifer Thurston	H-N School Counselor	447-3098
Liz Kreher	O-Z School Counselor	447-3071

Honey Sue Heater	Secretary	447-3070
Amy Sturenfeldt	Secretary	447-3046
Attendance		447-3046
Todd Goodell	Academic Assistance Counselor (in Learning Center)	447-3073



ASCA National Model

School counselors make a measurable impact in every student's life, assisting with academic, career and personal/social development. Professional school counselors are trained in both educating and counseling, allowing them to function as a facilitator between parents, teachers and the student in matters concerning the student's goals, abilities and any areas needing improvement. School counselors provide services not only to students in need, but to all students.

School counselors design and deliver comprehensive school counseling programs that promote student achievement. These programs are comprehensive in scope, preventive in design and developmental in nature.

ASCA Mindsets & Behaviors for Student Success guide the development of effective school counseling programs around three domains: **Academic, Career and Social/Emotional Development.**

The American School Counselor Association recommends a school counselor to student ratio of 1:250 and that school counselors spend 80 percent or more of their time in direct and indirect services to students.

Academics

Transitioning to High School

- ◆ High School Prep
- ◆ High School Visit
- ◆ At-Risk Students
- ◆ 9th Orientation
- ◆ Registration Meetings
- ◆ 504 meetings
- ◆ Parent Info Night
- ◆ Parent Communications

Academic Support Roles

- ◆ Child Study Team Meetings
- ◆ Individual Planning Meetings w/all students
- ◆ 504 Management
- ◆ Family Connection Sessions w/all students
- ◆ IEP Meetings
- ◆ TAG Classes
- ◆ Graduation Progress Monitoring
- ◆ Iowa Assessments, NWEA, ACT, PSAT
- ◆ Student/Parent/Staff Advocate
- ◆ PSEO/Academies
- ◆ Course Planning

Response To Intervention (RTI or MTSS)

- ◆ Comprehensive Plan Proposal
- ◆ Peer & Adult Tutoring
- ◆ RTI List Every 3/6 weeks: meet with students
- ◆ Coordinate Core Class RTI Sessions
- ◆ Thursday After School Sessions
- ◆ Coordinate Learning Center Services
- ◆ Coordinate Core Class RTI Sessions
- ◆ Tutoring, Guided Studies, Focus Lab, & No Time Release Students
- ◆ Achievement Gap
- ◆ Credit Recovery



2016-2017 CAPITAL & MAINTENANCE PROJECTS

4-18-16 Board Meeting

Agenda:

- Major Capital Projects:
 1. Westfield Addition
 2. Oak Ridge Cafeteria Expansion
 3. High Kitchen Renovation
 - Summer Capital Maintenance Projects
 - Budget
-

Westfield Classroom Addition



- Contract with Larson Construction approved April 4 (**\$2,176,000**)
 - Kickoff meeting April 7
 - Mobilization/Staging
 - School Specific Logistics
 - Timeline
 - Pre-Construction meeting April 13
 - General Contractor, Subcontractors, City of Cedar Rapids staff, & District Staff
 - Rebates
-

Oak Ridge Cafeteria Expansion



- Contract with Garling Construction approved April 4 (est. **\$700,000**)
 - Pre-Construction meeting April 18
 - General Contractor, Subcontractors, City of Marion staff, & District Staff
-

High School Kitchen Remodel



- Contract with Garling Construction approved April 4 (est. **\$1,270,000**)
 - Pre-Construction meeting April 18
 - General Contractor, Subcontractors, City of Marion staff, & District Staff
-

2016 Summer Maintenance Projects

- Generally projects that fall under \$25,000
 - Process:
 1. Building Administrators submitted a list of projects December 2015
 2. Projects reviewed and quotes received by District staff January/February 2016
 3. Available funding determined after major capital projects were bid out
 4. District staff met with building administration and reviewed 2016 project list
-

Capital Projects Budget

▪ Funding:

1. PPEL = property taxes (\$1.34 voter levy plus \$0.33 board levy)
 2. SAVE = sales tax receipts (approx. \$950 times cert. enrollment)
-

PPEL Budget:

Est. Carryover:	\$4,800,000
Est. Revenues:	+ \$3,300,000
Est. Expenditures (see next slide):	- <u>\$7,300,000</u>
Est. Ending Balance	= \$800,000

PPEL Expenditures:

▪ Westfield Addition (Year 1)	\$2,000,000
▪ Oak Ridge Cafeteria Addition	\$ 650,000
▪ PPEL Notes (HS Renovation)	\$1,210,000
▪ HS Renovation Cash (includes Kitchen remodel)	\$2,300,000
▪ Transportation Vehicles/Equipment	\$ 440,000
▪ O&M and Custodial Equipment	\$ 81,000
▪ Copiers, Non-Instructional Software, and Other Equipment	\$ 149,000
▪ Security/Safety	\$ 70,000
▪ Preventative Maintenance (includes Summer projects)	<u>\$ 400,000</u>
TOTAL	\$7,300,000

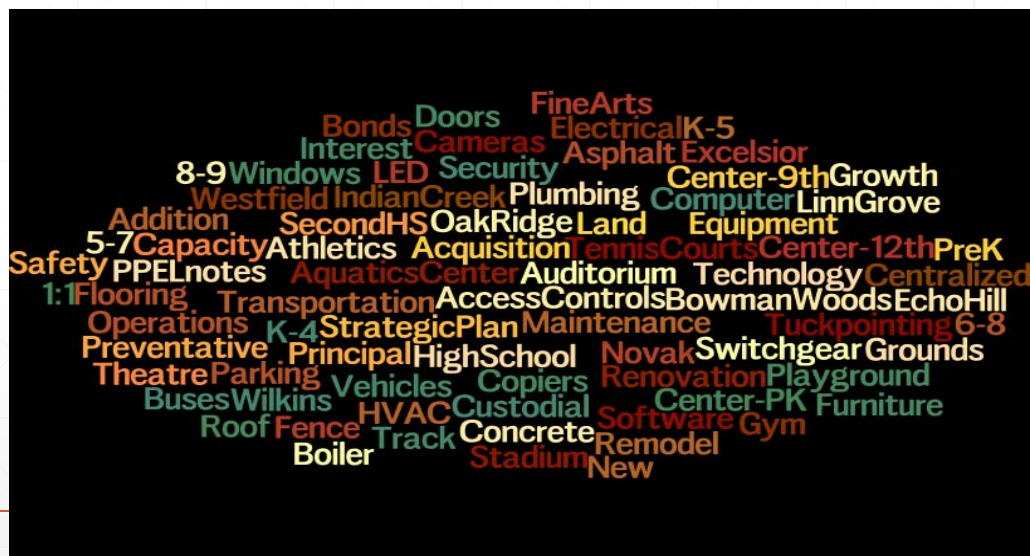
SAVE Budget:

Est. Carryover:	\$1,500,000
Est. Revenues:	+ \$6,800,000
Est. Expenditures (see next slide):	- <u>\$7,100,000</u>
Est. Ending Balance	= \$1,200,000

SAVE Expenditures:

▪ Revenue Bonds Principal and Interest	\$5,500,000
▪ Debt Service Levy Buy Down	\$ 500,000
▪ Technology	<u>\$1,100,000</u>
TOTAL	\$7,100,000

Future Capital Needs



Questions??

Teacher recognition – Community Involvement in the Classroom

More than 1,550 volunteers were invited to share a short narrative about a teacher who works well with volunteers. In their own words, these volunteers shared what it means to volunteer in the classrooms of Echo Hill Kindergarten Teacher Wendy Edwards and Indian Creek 3rd Grade Teacher Leigh Cleland.

Echo Hill volunteer Carolyn McElmeel wrote:

I love volunteering in Mrs. Edwards' Kindergarten class at Echo Hill Elementary. I think this might be my fourth year volunteering in her classroom. Mrs. Edwards is such an inspiring teacher to all her little students. She not only is a delight to work with, but is very loving and encourages all of her students each day to work beyond their potential. It's amazing to me to see how well these little children sound out their words and use as Mrs. Edwards calls them - "spicy" words to make their stories so interesting. Not only is Mrs. Edwards inspiring to her students, but she inspires me to continue helping in her classroom. My heart is full of love from all her students; when I leave her classroom I feel truly blessed to have the privilege of being able to interact with the staff and students at Echo Hill Elementary.

Indian Creek volunteer Jean Jones shared:

It is an honor, as a volunteer for the Linn-Mar Community School District, to share my experiences with a very special teacher employed at Indian Creek Elementary. Mrs. Cleland first approached me in the late fall of 2014. I was with kindergarten students in the hallway directly across from the main office when she handed me a slip of paper with her email asking me to get ahold of her in regards to working with her third grade class. I have been volunteering in her classroom ever since, and every day is pure joy and laughter.

I had been a 3rd Grade Para-educator in Boone, Iowa for 10 years prior to moving to Marion in June 2014. I love working with kids! It completes me as a person. I wasn't sure how my "teaching" methods would be accepted, but I soon learned that Mrs. Cleland had an open mind and open arms as she enthusiastically encouraged me to share my experiences with her. I enjoy that she trusts the experience I have had working with students and is always encouraging me to do more or make suggestions. We share our common enthusiasm for watching the "light bulb" go off in a student's mind. I enjoy sitting in her classroom and listening to her as she engages the students in various conversations.

The following list of Linn-Mar K-5 teachers have four or more weekly volunteers in their classrooms. We would like to recognize their commitment to involving the community in their classroom.

Echo Hill

Little Lions - Peggy Wakefield
Kindergarten - Heather Agnew
Kindergarten - Shelly Jelinek
Kindergarten - Wendy Edwards
1st Grade - Brooke Martens
1st Grade - Elizabeth Berggren
1st Grade - Valerie Polniak
1st Grade - Tara Seery
3rd Grade - Bobbie Janssen
3rd Grade - Mandy Lam
3rd Grade - Leandra Morris
Media Center - Katie Merulla

Indian Creek

Kindergarten - Tammy Franck
Kindergarten - Kate Frank
Kindergarten - Michelle Haugse
1st Grade - Kathy Murphy
1st Grade - Gina Merrill
1st Grade - Pamela Oliver
Media Center - Krista Krebsbach

Linn Grove

1st Grade - Katie Schafer
2nd Grade - Amanda Farber
Media Center - Melissa Alexander

Novak

Little Lions - Pam Hackbarth
Little Lions BP - Cyndi Hofstetter
Little Lions BP- Janice Vogel
Kindergarten - Kari Ryder
Media Center - Cynde Duncan
Reading - Cynthia Nelson

Westfield

Kindergarten - Teresa David
1st Grade - Rhonda King
2nd Grade - Julie Wirtjes
3rd Grade - Jackie Brown
3rd Grade - Debbie Voves

Wilkins

Kindergarten - Susan Wilson
5th Grade - Karen Ward

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

Administration Report as of April 18, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

Strategic Goal #1: Student Achievement – Performance Measures

FAST (Formative Assessment System for Teachers)
MAP/NWEA (Measures of Academic Progress)
Iowa Assessments/Smarter Balanced Assessments
ACT (American College Test)
NGSS (Next Generation Science Standards)

Graduation rates
Retention rates
Summer School Success & Attendance
Iowa School Report Card

Next Steps/Strategy – Teaching & Learning/Curriculum

1. Ensure implementation of Iowa Core is done with fidelity at all grade levels/buildings
2. Prepare for anticipated 2016-17 implementation of Smarter Balanced Assessment
3. Prepare for anticipated 2016-17 implementation of Next Generation Science Standards
4. Prepare for anticipated implementation of Iowa School Report Card

Early Childhood Blended Program Location for 2016-17: Due to changes in enrollment at several of the buildings, we are adjusting the placement of the Early Childhood Blended Program (ECBP) for the 2016-17 school year. The initial plan was to move the ECBP program from Echo Hill Elementary to Bowman Woods Elementary; but after some additional consideration, the ECBP program will be moved from Echo Hill Elementary to Novak Elementary. Because space will be tight in all of the buildings next year, the administration believes this adjusted plan is the most proactive approach due to the anticipated growth in enrollment between now and the start of the 2016-17 school year.

Department of Education School Visits: In the past, the Iowa Department of Education has conducted school visits every five years to ensure school compliance and achievement. The Dept of Ed is changing their process beginning with the 2016-17 school year. The traditional five-year visit will no longer be part of the new process; which is entitled Differentiated Accountability. Under Differentiated Accountability, each school will be evaluated annually via an electronic desk audit to ensure compliance requirements of the Department of Ed are being met. Schools will also be evaluated under a tiered level of support for K-6 Literacy and, based on results of the FAST assessment, the District will be identified as needing universal support, targeted support, or intensive support. Only schools identified as needing intensive support will receive an on-site visit from the Dept of Ed School Improvement Team. Future updates will be shared as the Dept of Ed provides the district with more information.

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Strategic Goal #2: Learning Environments – Performance Measures

Student well-being data points (Gallup)

Safety/security evaluation

Architect evaluation tool

Facilities Plan (1-3 years)

Facilities Plan (10 year)

Technology evaluation/planning

Next Steps/Strategy – Facilities Planning & Preventative Maintenance

1. *Short-Term: Early Childhood/Preschool, Four Oaks/ATLAS, and use of current space and continued growth*
2. *Facilities Plan (1-3 years): establish a plan and form a boundary committee for current/future growth*
3. *Facilities Plan (10 years): establish a committee/funding structure for identified projects*

Update on Westfield Expansion Project:

- First construction meeting was held on April 7th with Larson Construction
- Bus drop-off and pick-up times were reviewed
- Location of job trailers, equipment, and material laydown areas were identified
- West exit closure...Larson Construction will seek approval to close this egress from Cedar Rapids Fire Dept
- Construction fence installation was reviewed
- Erosion control installation was reviewed
- Larson Construction will secure building permits from the City of Cedar Rapids prior to work starting
- Terracon will start soil boring on Wednesday, April 13th

Update on Oak Ridge Cafeteria Project:

- First construction meeting with DLR and Garling Construction is scheduled for Monday, April 18th

Update on High School Kitchen Project:

- First construction meeting with DLR and Garling Construction is scheduled for Monday, April 18th

Update on High School Renovation Project:

- Furniture, Fixtures and Equipment (FFE) Update:
 - \$1,750,000 has been allocated to furniture, fixtures, and equipment for this project. Locations impacted include new classrooms, north/south common areas, cafeteria, Art, Industrial Tech, fitness area, and locker rooms. Several quotes are being finalized and will come to the Board for approval on May 2nd.
- The High School renovation schedule through the summer will focus on these major areas:
 - North addition: scheduled to be completed by 7/31/16
 - South addition: scheduled to be completed by 7/31/16
 - Media Center and two adjoining classrooms: scheduled to be completed by 8/29/16
 - Various electrical, mechanical and restrooms are also scheduled for completion this summer

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

- Fall 2016, the following projects will commence:
 - Area C Classrooms (ground floor, south side of the building)
 - Lecture Room
 - Support Services
 - Old Weight Room Renovation

Update on Summer Capital Improvement Project List:

- Refer to pages 11-12 of the Administration Report for a full listing.

Next Steps/Strategy – Technology/Evaluation Planning

No updates at this time.

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Administration Report as of April 18, 2016

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Strategic Goal #3: Staff Development – Performance Measures

Workers Compensation claim history

Teacher Leadership

Current/future professional development

Teacher Quality course offerings/participation

Affirmative Action Plan

Technology Survey (BrightBytes)

Next Steps/Strategy – Staff Development

1. Create a 3-5 year professional development plan
2. Workforce strategies

SEIU Agreement: Language was agreed to last year for a two-year duration and was not open for negotiation for the 2016-17 year. The C classification employees, which consists of custodians and food service/maintenance drivers, were moved up to the C-1 classification. This resulted in a 13-15 cent increase per hour for most of the C classification employees, and was the completion of a three-year process that would make their wages more competitive with the local labor market. There was also a \$0.25 increase across the board for employees in all categories. The insurance allowance was raised to \$489/month to maintain full district-paid coverage for the PPO Choice health plan. The previous agreement covered a full allowance to cover the PPO Choice health plan, and the majority of SEIU members who take district insurance are covered by that plan. In return, SEIU agreed to freeze their step movement on the salary schedule for the 2016-17 year. The freeze will result in a savings for the district by delaying, for one year, the increase for each employee who would move to the next "years of service" tier. The cost of the total package for this agreement is 2.89%.

MIIP Rates for 2016-2017:

- The 2016-2017 medical insurance rates through MIIP were announced and Linn-Mar's rates will be increasing around 12.9% over the 2015-2016 rates. The increases are attributed to general medical inflation (over 9% trend), above average claims experience, and reinsurance cost increases (up \$3 per month per employee). No changes were made to medical deductibles and co-pays, but pharmacy co-pays will increase.
- Dental insurance rates for 2016-2017 will increase about 1% over last year's rates. The 2016-2017 plan now features an additional PPO network which will help reduce costs of services when utilized.
- Vision insurance rates for 2016-2017 will remain steady, with no changes to the plan prices or features.
- Teledoc will continue for the 2016-2017 year for Linn-Mar at no cost to employees.

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Strategic Goal #4: Community Engagement – Performance Measures

Volunteer data	School Board visits
Communication survey data	Parent Universities
Dine Around sessions	Strategic Planning
Coffee Conversations	Website Development
Lunchtime Learning sessions	Participation in community coalitions
PTO visits	

Next Steps/Strategy – Community Engagement

1. Create a strategic plan
2. Enhance two-way communication with internal and external stakeholders
3. Updated website with emphasis on communication

Strategic Plan:

1. The Board of Education heard a presentation from the internal strategic plan work-group (Jeff Frost, Bob Read and Leisa Breifelder) at the work session on April 4th. This group is now working on several items:
 - a. Drafting language for the strategic plan goals and descriptions of the goals. The Board will respond to this language at an upcoming work session.
 - b. Finding exemplar plans (not for content- but for form, design and layout) in an effort to not “reinvent the wheel”.
 - c. Thinking about strategic initiatives that will eventually become the Action Plan. Many of these initiatives will come through conversations with the Board, feedback from the teachers, and Thoughtexchange feedback from the community.
2. The Thoughtexchange Star Step window closed with the following totals:
 - a. 119 students participated and collectively assigned 12,533 thoughts.
 - b. 1,349 adults participated and collectively assigned 149,525 thoughts.
 - c. 1,468 total people participated. 162,058 thoughts were collectively assigned throughout the process!

Equity Advisory: The Equity Advisory met on April 6th. Phil Miller gave a report on district actions in regard to Affirmative Action. He shared multiple approaches that the district is using in hiring practices and staff recruitment efforts. Kim Buelt and Amy Collison shared an update from the High School Professional Development Day in January when Dr. Eddie Moore, from America & MOORE, LLC, presented to the staff. Dr. Moore also spent the following day with “This survey is proof that the district is listening and willing to accept input and innovative ideas from not just the staff, but parents, students and the community. Inclusion is important in such vital decisions that affect us all and our future. Community engagement is also key for support.” High School students. Dr. Moore focuses on diversity, privilege and multicultural education. The Advisory will also be working with Sheri Crandall, High School Instructional Coach, to partner with the University of Iowa research project entitled, Teaching and Learning in a Culturally Responsive School, to gather additional information. The research project will occur at the High School during the 2016-17 school year.

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Administration Report as of April 18, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

Special Education Advisory: The Special Education Advisory met on April 6th and provided updates on the following:

- District Updates: Leisa Breitfelder presented a condensed version of the Strategic Planning themes that the Board heard on April 4th. Parents of students with special needs were encouraged to reach out to Board members to share their thoughts on how this might impact their students. First impression from parents was that the Learning Pathways would positively impact students with special needs so they would be more prepared after high school for whichever path they chose.
- Transition planning for students when they move buildings: Christine McSweeney shared how parent input from our last advisory meeting was going to be shared with her committee group.
- Parent University from March: Patty Soldner, GWAEA Occupational Therapist, presented to families on how to improve fine motor skills by incorporating simple activities at home and school. The advisory group discussed how hosting a Parent University focusing around a special education topic on the opposite year of our large Parent Night would be beneficial. The group brainstormed ways to promote Parent University to increase attendance.
- Summer reading program mandated by the state: Leisa Breitfelder presented the most recent information from the State on the Summer Reading Program requirements and how this could impact our families.

The Special Education Advisory meeting ended with a presentation from Sherry Parsley, Teacher at ASSIST, on how the ASSIST program is operated and how it is positively impacting our students. Parents had time to ask questions about ASSIST and build their knowledge of the program.

Board Visit to the Success Center: The Board of Education visited the Success Center on Friday, April 8th and learned about the various opportunities available to students engaged in the program. A great focus is placed on work and life skills for the students. Several individual stories of student successes were shared and the Board was impressed to hear about the number of opportunities (through several business partnerships) available for student work experiences.

MANE Event: Shelley Woods, Executive Director of the Linn-Mar School Foundation, provided the following information about MANE Event: The Foundation's signature fundraiser, MANE Event, was April 8th at the Cedar Rapids Marriott with 302 in attendance. MANE Event serves a very important purpose by: 1) Raising awareness for what we do for the District, 2) a public venue to thank our generous supporters, and 3) gain new friends of the Foundation and District. Financially, MANE Event serves as a revenue stream to support our classroom and program grants to each Linn-Mar building every spring and fall. Here are a few successes from the evening:

- Raised \$10,400 from direct contributions from the attendees. These contributions are 100% tax deductible and can be matched by corporate giving programs.
- The silent auction, featuring over 150 different items, netted approximately \$15,000.
- Thirty-nine corporate and individual sponsors added another \$15,500 to the financial success of the event.
- The Foundation choose MANE Event to announce a significant gift awarded from Trojan Lodge #548 in the amount of \$195,000. This gift will be endowed and invested for the future.

Overall, very complimentary feedback on the evening has been received. There were a lot of new faces and first time attendees at the event.

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

Administration Report as of April 18, 2016

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Website Design: The Website Design Team (approximately 18 teachers and administrative reps from elementary, MS and HS) met on April 11th to review the progress and solicit feedback on the new website design. During the meeting the initial homepage, interior department pages, and teacher pages were showcased. The team also had a first look at the “mobile view” options for the website. Several items were discussed, including:

- Content uploading
- The need for refreshing content regularly
- Several options for the teacher pages including blogs, professional pictures, and assignments
- Customized viewing options (dashboards) for parents/others

Coffee Conversation: A Coffee Conversation was hosted by Board members Tina Patterson and Sondra Nelson on April 16th at Excelsior Middle School.

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Strategic Goal #5: Resources – Performance Measures

Prepare/operate General Fund that maintains 7% solvency ratio and unspent balance ratio

Prepare annual General Fund budget that includes a contingency reserve of 0.2% of budgeted expenditures

Develop a funding model and allocation of resources that supports strategic priorities

*Comprehensive Annual Financial Report (CAFR)
Monthly financial reporting package*

Next Steps/Strategy – Resources

1. Internal cost control (investments)
2. Plan for the future (resource investment)
3. Build deeper community partnerships

Finance/Audit Committee: Finance/Audit Committee met on April 14th. At the meeting, we discussed updates related to the High School renovation and the furniture, fixtures, and equipment budget for this project. The 2016-17 summer Capital Improvement projects were also discussed. Detailed updates about the High School project and summer projects can be found above under Strategic Goal #2 on pages 2-3. Other items discussed included a brief update on negotiations for all bargaining groups, new Student Activity Fund Guidance released by the Dept of Education, and an update from the Business Office.

Student Activity Fund Guidance: The Iowa Department of Education released new guidance related to the Student Activities Fund. Topics that may impact Linn-Mar include sports camps, student fees, fundraising, and certain expenditures that are not allowable from this fund. Administration is reviewing the guidance and will begin developing a plan to address any items of non-compliance.

ERMA Committee: ERMA Committee met on April 14th and discussed the following items:

- Iowa Energy Commission presented findings from the audit conducted on Wilkins Elementary
- MidAmerica rebates were reviewed for the Westfield renovation project
 - Demand-Controls - Total cost of project = \$3,714; rebate received was \$2,072.00
 - DVC, Boiler and Control Upgrades - Total cost of project = \$63,855; rebate received was \$38,313
- Available utility costs through March 2016 were reviewed.

Tower Terrace Road: The Board will set a public hearing date with subsequent approval of the Tower Terrace agreement at the May 2nd regular meeting. If and when the Board approves this agreement, it is expected that work on this stretch of Tower Terrace Road will begin quickly.

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Achievements and Honors:

Thank You to Our Volunteers: The entire District extends our thanks to the volunteers who devote their time and talents to help Linn-Mar students and staff. Their willingness to give of their time is appreciated. More than 1,500 people are active volunteers and have recorded more than 23,264 hours during the 2015-16 school year.

Linn County Public Health Idle Free Linn: Brian Cruise, LM Transportation Director, was recognized by the Linn County Public Health Idle Free Linn and the Iowa Clean Cities Coalition on April 7th for his outstanding efforts in reducing school vehicle fleet idling and petroleum use.



LIONS Award/Volunteer Reception: The reception was held on Wednesday, April 13th and was attended by people from throughout our community. We were happy to have the opportunity to celebrate the efforts of our LIONS Award recipients: Susan Knight, Director of Nutrition Services (Legend), Kara Larson, Linn Grove PTO (Optimizer), and Paul Knapp, Retired Science Teacher (Service). We were also happy for the chance to celebrate the Volunteer Unsung Hero Award recipients: Al Alcock and Jean Jones.



Sheri Crandall: Congratulations to Mrs. Crandall, Teacher Leadership High School Instructional Coach, for receiving the 2016 Phyllis Yager Diversity Teacher Award for her innovative ways of promoting diversity in the classroom.

Corey Brinkmeyer: Congratulations to Mr. Brinkmeyer for being named the KGAN/FOX28 Ed Thomas Coach of the Week for his dedication to the Linn-Mar Boys' Soccer Team. Mr. Brinkmeyer also teaches Business Education at the High School and is the coordinator of The ROAR Store.

Ann & Kevin Fry: Congratulations to Mrs. and Mr. Fry for being selected as panelists for the World Communication Association's International Conference on Communications in Winnipeg this summer.

Dawn Young: Congratulations to Dawn Young, Supervisor of the COMPASS Alternative High School Program, for being named Educator of the Year at the Iowa Alternative Education Conference on April 7th.



Colton Center Jazz: Congratulations to the Colton Center Jazz and Director Dan Terrell for placing 7th in the Class 4A State Jazz Championships!

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Seventh Grader Haleigh Draper: Congratulations to Haleigh for winning the Barnes & Noble annual writing contest for her essay on her favorite teacher, Mrs. Meyer from Excelsior Middle School. Haleigh will now move on to the regional competition.



Oak Ridge Mathletes: Congratulations to the students that represented Oak Ridge Middle School in the MATHCOUNTS State Competition held on April 1st at Drake University. The team finished 5th in the state out of 22 teams (Team members: Ashwin Nathan, Sudeep Gadde, Adithya Mukundan, and Nicholas Weaver). Oak Ridge also had two individual students in the top 25% of all test takers: Seventh Grader Nicholas Weaver finished 6th overall (the top four move onto Nationals) and Sixth Grader David Ammons finished 27th (Individual competitors: Nicholas Weaver, David Ammons, Sophia Liu, Rohan Mudugere, Lucas Sennett, Noah Sennett, and Savannah Zhou).



Future Business Leaders of America: Congratulations to the FBLA and their sponsors (Dana Lampe, Kathy Larson, Bill Hoefle, Brent Henry, and Corey Brinkmeyer) for receiving high honors and placing 4th in the state at the Iowa FBLA State Leadership Conference. Also, congratulations to Jonathan Wisner for being elected to serve a second term as FBLA State Treasurer. (Student participants: Kathir Pandian, Kinari Karia, Gabbie Meis, Abhigna Akurathi, Madhuri Belkale, Tyler Bartleson, Samyukta Karthik, Anusha Gopalam, Kaushik Gokul, Morgan Lu, Mclay Lampe, Isabelle Meis, Samantha Kragel, Lydia Anderson, Kevin Drahos, Sheldon Koepke, Jonathan Wisner, Saireshma Balakrishnan, Shruthi Boggarapu, Parker Bramsen, Jordan Sample, and Sanjana Addagarla) FBLA also received the Iowa Merit Award, 4th place in the Largest Local Chapter Membership, 1st in the Longest Chapter (35 years), and 2nd in FBLA-opoly. Sponsor Corey Brinkmeyer was recognized for his 15th year as an advisor.

High School Wins Conference Sportsmanship Award: The Mississippi Valley Conference announced the winners of the 2015-16 Winter Sportsmanship Award; an award given to the top two schools in the Mississippi and Valley Divisions. Congratulations to Linn-Mar High School for receiving the award for the Valley Division. Linn-Mar previously received this award in 2004-05 and it is their third Winter Sportsmanship title.

Reminders:

- Marcus Paige in ACC All-Stars Charity BB Game @ HS Main Gym - Saturday, April 16th at 7:30 PM
- Growl Prowl @ Stadium - Saturday, April 23rd at 9:00 AM

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Capital Improvement Projects - Summer 2016

Building	Description	Quote/Estimate	Notes
High school			
	Kitchen Remodel	\$1,970,000.00	Bid approved - Garling
	Replace Door #9	\$4,377.00	End of HS remodel after January 2017
	Replace Door #1	\$25,915.00	Summer 2016 - Walsh Door
	Replace Door #14	\$12,105.00	Summer 2016 - Walsh Door
	Little Theatre Light & Ceiling		Community Electric need quote
	Fire Doors?		Need quote & scope of work
	Paint Auditorium Stage Floor	\$250.00	General Annual Maintenance - District
	Paint Little Theatre Stage Floor	\$250.00	General Annual Maintenance - District
	Concrete work Colton Center north walk	\$3,000.00	District - Summer project
Excelsior			
	Walk In Cooler (Nutrition Services funding)	~\$10,000.00	Rapids Installation
	Office Remodel		Tabled due to high bid
LRC			
	West Entry Abate and tile	\$1,035.00	Abatement Specialists
	Scrubber	\$6,500.00	Purchase
	West floor entry tile	\$2,500.00	Appleby & Horn
Westfield			
	Parking lot	\$39,400.00	Shive-Hattery Designed - Fall bid
	Addition	\$2,176,000.00	Larson Construction
	Bradley sink replacement	\$6,679.00	District install
	Scrubber	\$6,500.00	Purchase
Oakridge			
	Café Addition	\$1,970,000.00	Garling Construction
	Replace Glazing - lost seal	~\$5,000.00	CR Glass
	Winch/wrestly mat install	\$3,115.00	Northern Tool - District installed
	8th Grade bathroom partitions	\$4,000.00	Walsh Door - Summer 2016
Indian Creek			
	Windows in Aux gym	\$14,390.00	Cedar Rapids Glass
	Cell tile East/West Hall	\$4,000.00	Harger Accoustical
	Drinking Fountain in 4/5 hallway	\$1,000.00?	District install
	Flooring in old lounge	\$2,500.00	Appleby & Horn
	Flooring in 103 & 104 abate/tile	\$2,250.00	Abatement Specialists
	Flooring 103 & 104	\$2,000.00	Appleby & Horn

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Capital Improvement Projects - Summer 2016 (Continued)

Building	Description	Quote/Estimate	Notes
Bowman			
	Replace Bradley sinks - bathrooms	\$10,019.31	Plumb Supply - District install
	Fix Roof around ERV café	\$5,000.00	Dry Space?
	Sofit painting	\$15,900.00	Ty-Co Painting
	Time-out Room		Location on-hold
	Washer & Dryer	\$1,000.00	District install
Building	Description	Quote/Estimate	Notes
Wilkins			
	Faucet replacement	\$3,000.00	District install
	Restroom dividers by 8D class	\$4,000.00	Walsh Door
Building	Description	Quote/Estimate	Notes
Echo Hill			
	Fix asphalt by service lane	\$7,000.00	Pate Asphalt
	Blinds for Art Room	\$2,500.00	Make - a - Blind
Building	Description	Quote/Estimate	Notes
Linn Grove			
	Fix storm sewer south drive	\$500.00	District install
	Time-out Room		Quote needed
Building	Description	Quote/Estimate	Notes
Novak			
	Install Buddy Bench	Memorial money	District install
	Pre-school Playground expansion		District install
Building	Description	Quote/Estimate	Notes
Athletics			
	Tennis Courts Crack Repairs	Tennis Services	Quote: Courts 1&2 = \$2,780
			Courts 3 & 4 = \$11,820.00
			Courts 5 & 6 = \$13,845.00
	Stadium Track Striping	\$6,480.00'	Midwest Tennis & Track Summer 2016
	Stadium sidewalk repairs	\$10,000.00	District project
	Disc Cage Excelsior	\$4,480.00	D & N Fence - 2016
	Aquatics Center Crack filling	\$500.00	District work
	Aquatic Center access ladder	\$2,800.00	Dryspace
Building	Description	Quote/Estimate	Notes
Rental Property	Furnance replacement	\$1,500.00	District install



STAFF PERSONNEL

PERSONNEL QUALIFICATIONS, RECRUITMENT, SELECTION

Policy Title _____ Code 401.1

Persons interested in a position, other than administrative positions who will be employed in accordance with Board policies in Series 300, "Administration," shall have an opportunity to apply and qualify for positions in the school district without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, status as a covered veteran or any other classification that is protected in accordance with the applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Job applicants for positions shall be considered on the basis of the following qualifications:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license as if required for the position.

All job openings shall be submitted to the Iowa Department of Education for position on TeachIowa, the online state job posting system. Additional Announcements of the positions shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained and completed online at the District's employment website or applicants may contact the office of Human Resources for assistance in completing an online application. Administrators will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or designee concerning a person's employment and possible assignment. Whenever possible, the preliminary screening of applicants will be conducted by the administrator/supervisor who will be directly supervising and overseeing the person being hired.

The Board will employ licensed and unlicensed employees after receiving a recommendation from the superintendent. The superintendent will have the authority to employ:

- classified personnel upon the recommendation of the Director of Human Resources, and
- a licensed person on a temporary basis based on the recommendation of the Director of Human Resources until action can be taken by the Board on the position.

The superintendent or designee will follow the requirements stated in the bargained agreement between employees in that certified collective bargaining unit and the Board regarding qualifications, recruitment and selections of such employees.

Adopted 6/15/70 Reviewed 2/09; 1/11; 2/14/ 9/14 Revised 5/01; 11/05; 2/10; 12/11; 4/13; 4/16

Related Policy: (Code Number) 104, 401.3, 401.12, 402.1

Legal Reference: (Code of Iowa) 29 U.S.C. §§ 621-634; 42 U.S.C. §§ 2000e et seq; Iowa Code §§20; 35C; 216; 279.13; 281 IAC 12; 282 IAC 14



BOARD OF DIRECTORS

Policy Title CODE OF PROFESSIONAL CONDUCT & ETHICS

Code New 404.1R

Chapter 25

282 – 25.1(272) Scope of Standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282 – 25.2(272) Definitions. Except where otherwise specifically defined by law:

“Administrative and supervisory personnel” means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“Fraud” means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.

“License” means any license, certificate or authorization granted by the board.

“Licensee” means any person holding a license, certificate or authorization granted by the board.

“Practitioner” means an administrator, teacher or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege or immunity secured to a person by law.

“Student” means a person, regardless of age, enrolled in a pre-kindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.

“Teacher” means any person engaged in the instructional program for pre-kindergarten through grade 12 children, including a person engaged in teaching, administration and supervision, and who is required by law to be licensed for the position held.

[ARC 7979B, IAB 7/29/09, effective 9/2/09]

282 – 25.3(272) Standards of professional conduct and ethics. Licensees are required to abide by all federal, state and local laws applicable to the fulfillment of professional obligations. Violation of federal, state or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I – conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in rule 282 – 25.2(272).
- b. *Criminal convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.
 - (1) Disqualifying criminal convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:
 1. Any of the following forcible felonies included in Iowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
 2. Any of the following criminal sexual offenses, as provided in Iowa Code chapter 709, involving a child:
 - i. First, second, or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - ii. Lascivious acts with a child;
 - iii. Assault with intent to commit sexual abuse;
 - iv. Indecent contact with a child;
 - v. Sexual exploitation by a counselor;
 - vi. Lascivious conduct with a minor;
 - vii. Sexual exploitation by a school employee;
 - viii. Enticing a mind under Iowa Code section 710.10; or
 - ix. Human trafficking under Iowa Code section 710A.2;
 3. Incest involving a child as prohibited by Iowa Code section 726.2;
 4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code section 728.2;
 5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
 6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1); or
 7. Any offense under prior laws of this state or another jurisdiction, or any offense under prior law that was prosecuted in a federal, military, or foreign court that is comparable to an offense listed in subparagraph 25.3(1) "b"(1).
 - (2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1) "b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:
 1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
 2. The time elapsed since the crime or founded abuse was committed;
 3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;

4. The likelihood that the person will commit the same crime or abuse again;
 5. The number of criminal convictions or founded abuses committed; and
 6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. *Sexual involvement or indecent contact with a student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus or breasts or a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.
 - d. *Sexual exploitation of a minor.* The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709 or 18 USC Section 2252A(a)(5)(B).
 - e. *Student abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
 - i. Committing any act of physical abuse of a student;
 - ii. Committing any act of dependent adult abuse on a dependent adult student;
 - iii. Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - iv. Soliciting, encouraging or consummating a romantic or otherwise inappropriate relationship with a student;
 - v. Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
 - vi. Failing to report any suspected act of child or dependent adult abuse as required by state law; or
 - vii. Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) Standard II – alcohol or drug abuse. Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using or consuming alcohol.

25.3(3) Standard III – misrepresentation, falsification or information. Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic awards or employment history when applying for employment or licensure.

- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state and other governmental agencies.
- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282 – Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests, including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) *Standard IV – misuse of public funds and property.* Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) *Standard V – violations of contractual obligations.*

A. Violation of this standard includes:

- i. Signing a written professional employment contract while under contract with another school, school district or area education agency.
- ii. Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.
- iii. Abandoning a written professional employment contract without prior unconditional release by the employer.
- iv. As an employer, executing a written professional employment contract with a practitioner, which requires the performance of duties that the practitioner is not legally qualified to perform.
- v. As a practitioner, executing a written professional employment contract, which requires the performance of duties that the practitioner is not legally qualified to perform.

B. In addressing complaints based upon contractual obligations, the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:

- i. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
- ii. The practitioner provided notice to the employing board no later than the latest of the following dates:
 - 1. The practitioner's last work day of the school year;
 - 2. The date set for return of the contract as specified in statute; or
 - 3. June 30.

25.3(6) Standard VI – unethical practice toward other members of the profession, parents, students and community. Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the students or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students of other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1) "b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13 to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13 to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII – compliance with state law regarding obligations to state or local governments, student loan obligations, child support obligations and board orders. Violations of this standard includes:

- a. Failing to comply with 282 – Chapter 8 concerning payment of debts to state or local governments.
- b. Failing to comply with 282 – Chapter 9 concerning repayment of student loans.
- c. Failing to comply with 282 – Chapter 10 concerning child support obligations.
- d. Failing to comply with board order.

25.3(9) Standard VIII – incompetence. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the state of Iowa.



STUDENT PERSONNEL

HIGH SCHOOL ACADEMIC ELIGIBILITY

Policy Title FOR CO- AND EXTRA-CURRICULAR ACTIVITIES

Code 502.6

Those students not academically eligible may be allowed to participate in practices at the discretion of the coach, director or sponsor with the approval of the high school principal or designee. **Academically ineligible students may not travel with or be part of the official party of co- or extra-curricular activity groups.** (Clarification of change: This ¶ used to be the 5th one)

Students must pass all courses during the preceding grading period in order to be eligible to participate in co- and extra-curricular activities. Students who do not pass all courses during the preceding grading period shall be ineligible for the next nine week grading period.

These co- and extra-curricular activities include, but are not limited to, interscholastic athletic contests, music concerts or other performances, speech and other competitions, trips, or performances by Linn-Mar High School sponsored clubs, teams and organizations.

Students who receive incomplete grades shall be ineligible until all course work is satisfactorily completed. These courses must be completed within 10 days after the conclusion of the previous grading period.

Students who qualify for credit recovery shall be ineligible for a minimum of 30 days pending the completion of all course work at a passing level. This work will be monitored by the academic assistance counselor with final approval by the principal.

The principal or designee is responsible for checking the records of students in activities at the beginning of the activity and at the end of each grade reporting period the activity is in progress to determine eligibility and will notify the coach, director or sponsor of ineligible students. All first time ninth graders (freshmen) will be considered academically eligible at the end of the eighth grade school year. The academic eligibility of incoming transfer high school students during the school year will be determined by the grades earned and reported by their previous school(s). Summer activities are considered an extension of the second semester.

The superintendent shall be responsible for the administrative regulations for academic eligibility.

Adopted 5/7/90 Reviewed 5/11; 4/12; 10/14; 1/15 Revised 8/02; 6/06; 9/09; 7/13; 4/16

Related Policy: (Code Number) 502.5

Legal Reference: (Code of Iowa) _____



STUDENTS

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 shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the State Department of Health.

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

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

In accordance with Iowa law (Code 280.16) 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 nonprescription, 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 5/20/91 Reviewed 9/09; 4/11; 7/13; 10/14 Revised 8/02; 3/05; 7/07; 4/12; 4/16

Related Policy: (Code Number) _____

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



LINN-MAR COMMUNITY SCHOOL DISTRICT MEDICATION PERMISSION FORM

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

- ⊕ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route and physician. Written authorization and instructions must be provided by parent/legal guardian for all medication. The school nurse shall have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit your student's schedule.
- ⊕ **For preschool through 8th grade students, a physician/dentist signature is required before any non-prescription over-the-counter medication will be given. This includes Tylenol, Advil, cough medicines, etc.**
- ⊕ **High School students, in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written parental consent.**
- ⊕ **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 preschool-8th grade.**

Physician Signature: _____ Date _____

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

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

Parent/Guardian Signature _____ Date _____

Physician Signature _____ Date _____

Permission for release of information: _____

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

Physician/Facility _____

Parent/Guardian Signature _____ Date _____

The box below will replace the “Permission for release of information” removed above

CONSENT FOR RELEASE OF INFORMATION: I give permission for the parties named below to exchange written and verbal information with personnel at LMCSD regarding the above named student. If this medication is for attention or behavior concerns, LMCSD 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 _____



**AUTHORIZATION – ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE
MEDICATION OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM**

Student Name _____ Grade _____

Medication _____ Dosage _____

Purpose for Medication (Health Condition) _____

.....

The following must occur for a student to self-administer asthma or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/legal guardian provides signed, dated authorization for student medication self-administration.
- Parent/legal guardian provides a written statement from the student's licensed health care professional (A person licensed under Chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under Chapter 152 or 152E and registered with the Board of Nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in Chapters 147 and 148C) containing the following:
 - Name and purpose of the medication or epinephrine auto-injector;
 - Prescribed dosage; and
 - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of medication by a student with asthma of other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent/legal guardian.

Pursuant to State law, the district and its employees are to incur no liability, except for gross negligence, as a result of an injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent/legal guardian of the student shall sign a statement acknowledging that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

Medication _____ Dosage _____

Purpose for Medication (Health Condition) _____

Administration/Instructions _____

Special Circumstances: _____

Discontinue/Re-Evaluate/Follow-Up Date _____

.....

Prescriber's Signature _____ Date _____

Prescriber's Address _____ Emergency Phone _____

.....

- I request the above-named student possess and self-administer asthma or other airway constricting disease medication(s), and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the district and its employees, acting reasonably and in good faith, shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the district shall incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to/from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- Student shall maintain self-administration records.

Parent/Legal Guardian Signature _____ Date _____

Parent/Legal Guardian Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Additional Self-Administration Authorization Information _____



STUDENTS

Policy Title STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY Code **NEW 504.32**

The Linn-Mar Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of severe allergic reactions. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to a student or individual who may be experiencing an anaphylactic reaction.

Procurement and maintenance of supply: The district shall stock a minimum of one pediatric dose and one adult dose epinephrine auto-injector for each school building. The supply of such auto-injectors shall be maintained in a secure, dark, temperature-controlled location in each school building.

The school nurse or personnel trained and authorized shall routinely check stock epinephrine auto-injectors and document in a log monthly: 1) expiration date; 2) any visualized particles; or 3) color change.

The school nurse or personnel trained and authorized shall be responsible for ensuring the district replaces, as soon as possible, any logged epinephrine auto-injector that is used, close to expiration, discolored, or has particles visible in the liquid.

Training: A school nurse or personnel trained and authorized may provide or administer an epinephrine auto-injector from a school supply to a student or individual if the authorized personnel or school nurse reasonably, and in good faith, believes the student or individual is having an anaphylactic reaction. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors to retain authorization to administer stock epinephrine auto-injectors if the following occur:

- Failure to administer an epinephrine auto-injector to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector according to generally accepted standards of practice (“medication error”); or
- Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication (“medication incident”).

Reporting: The district will contact emergency medical service (911) immediately after a stock epinephrine auto-injector is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine;
- Each medication error with the administration of stock epinephrine; or
- The administration of a stock epinephrine auto-injector.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector provided they acted reasonably and in good faith.

The superintendent or designee may develop an administrative process to implement this policy.

Adopted 4/16 Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§135.185; 279.8; 281 IAC 14.3



EDUCATIONAL PROGRAM

Policy Title PHYSICAL EDUCATION Code 603.8

Students in grades kindergarten through twelve shall be required to participate in physical education courses unless they are excused by the principal of their attendance center.

A student may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or if the student has been exempted because of a conflict with the student's religious beliefs.

A student in grades 9-12 may also be excused from physical education courses if the student is enrolled in academic courses not otherwise available or the student has obtained a physical education waiver for a quarter because the student is actively involved in an extra- or co-curricular program requiring 425 minutes of planned exercise weekly for the quarter.

A twelfth grade student may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Any student who does not participate in physical education must complete a written request approved by the parent(s), guardian(s) or legal custodian(s), and a high school administrator.

Adopted 3/1/99 Reviewed 12/09; 9/13; 4/16 Revised 7/03; 7/08; 7/11; 9/12; 2/23/15

Related Policy: (Code Number) 602.1

Legal Reference: (Code of Iowa) § 256.11 (2007); 281 IAC 12.5



AUXILIARY SERVICES

Policy Title NUTRITION SERVICES PROGRAM

Code 702.1

The district will operate a school lunch and breakfast program in each attendance center under the guidelines of the USDA. The school Nutrition Services Program will include breakfast and lunch through participation in the National School Lunch Program and the School Breakfast Program. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School Nutrition Services facilities are provided to serve students and all school personnel when school is in session and during school-related activities. These facilities may also be used by other groups deemed appropriate and acceptable by the superintendent or designee and under the supervision of the Nutrition Services Manager. If other groups use school facilities and require the use of kitchen equipment, a Nutrition Services employee must be present. The cost of providing the Nutrition Services employee shall be reimbursed by the group. In addition, a maintenance rental fee may be required as determined by Policy 1004.1, Community Use of School Buildings, and the related administrative regulations.

The school Nutrition Services Program is operated on a nonprofit basis. The revenues of the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program will be used only for paying the regular operating costs of the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program. Supplies of the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program shall only be used for the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program. The board will set, and periodically review, the prices for school lunches and breakfast. It shall be the responsibility of the superintendent or designee to make a recommendation regarding the prices of school lunch, breakfast and milk. Prices will be determined per USDA regulations.

District tax funds may be used to provide necessary physical plant facilities, purchase the equipment necessary for the establishment of Nutrition Services in new or existing buildings, replace major items of equipment, and payment for labor, over and above revenue from sale of meals to students and adults.

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Adopted 6/15/70 Reviewed 10/12; 11/13 Revised 2/09; 10/10; 9/12/11; 4/15; 4/16
Related Policy: (Code Numbers) 1004.1, 710, 905
Legal Reference: (Code of Iowa) 42 U.S.C. § § 1751 et seq. (2012); 7 C.F.R. Pt.
210 et seq (2012); Iowa Code ch. 283A (2013);
281 I.A.C. 58

AUXILIARY SERVICES

Policy Title NUTRITION SERVICES PROGRAM

Code 702.1

The Nutrition Services Program shall be under the direction of a school Nutrition Services Manager who will establish and maintain a central record system, prepare menus, develop standards, initiate purchasing, recommend personnel for employment, promotion, or dismissal, and conduct in-service training programs.

It shall be the responsibility of the Nutrition Services Manager to administer the program and to provide the superintendent and the Board of Education an annual report on the functioning of the school ~~n~~Nutrition ~~S~~Services ~~p~~Program.

Page 2 of 2

Adopted 6/15/70 Reviewed 10/12; 11/13 ~~Revised~~ 2/09; 10/10; 9/12/11; 4/15; 4/16

Related Policy: (Code Numbers) 1004.1, 710, 905

Legal Reference: (Code of Iowa) 42 U.S.C. § § 1751 *et seq.* (2012); 7 C.F.R. Pt.
210 *et seq.* (2012); Iowa Code ch. 283A (2013);
281 I.A.C. 58



AUXILIARY SERVICES

Policy Title MEAL CHARGES

Code New 702.1-R

In order to maintain financial stability and equality of all lunch paying students amidst a fast growing school district, policies regarding lunch accounts have been adopted. The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances should not be acceptable.

Elementary Students:

- Elementary students will be provided a meal;
- Balance reminders will be provided to students when their account is less than \$7.50;
- Hand stamps will be used at the elementary level to remind parents/guardians when the meal account balance is low; parents/guardians may request no hand stamp;
- Families will receive email communications when the account balance is low.

Middle School Students:

- Students may charge any combination of meals up to a value of \$15.00;
- No snacks or a la carte items may be charged; with the exception of milk;
- When the charge limit is reached, a substitute sandwich; such as peanut butter or cheese, will be served until charges are paid in full;
- Allergies will be taken into consideration;
- Students will be notified of their balance verbally at the cash register when the balance falls below \$7.00;
- Families will receive email communications when the account balance is low.

High School Students:

- No charges are allowed;
- Students must present their ID card to the cashier in order to make a purchase;
- Students will be notified of their balance verbally at the cash register when the balance falls below \$7.00;
- Families will receive email communications when the account balance is low.

Adults:

- No charges are allowed;
- Adults will be notified of their balance verbally at the cash register when the balance falls below \$9.00;
- Adults will receive email communications when the account balance is low.

Adopted 4/18/2016 Reviewed _____ Revised _____

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) _____



ADMINISTRATIVE REGULATIONS REGARDING
FREE AND REDUCED-PRICE MEALS

The Linn-Mar Community School District agrees to participate in the National School Breakfast/Lunch Program, and to receive commodities donated by the USDA and accepts responsibility for providing either free or reduced-price meals to eligible children in the schools under its jurisdiction.

The school food authority assures the Child Nutrition Programs Division that the school system will uniformly implement the following policy to determine the children's eligibility for free and reduced-price meals in all National School Breakfast/Lunch Program schools under its jurisdiction. In fulfilling its responsibilities the school nutrition authority:

- A. Agrees to serve meals free to children from families whose income is at or below that qualifying them for free meals.
- B. Agrees to serve meals at a maximum reduced-price at or below the maximum amount allowed by regulations to children from families whose income is at or below that qualifying them for reduced-price meals.
- C. Agrees to provide these benefits to foster children, and to children from families who are experiencing strikes, layoffs, and unemployment which cause the family's income to fall within qualifying limits.
- D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of the meals. The names of the children eligible to receive either free meals or reduced-price meals shall not be published, posted, or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for either free meals or reduced-price meals shall not be required to:
 - 1. Work for the meals.
 - 2. Use a separate lunchroom.
 - 3. Go through a separate serving line.
 - 4. Enter the lunchroom through a separate entrance.
 - 5. Eat meals at a different time.
 - 6. Eat meals different from that sold to children paying the full price.
- E. Agrees that in the operation of child nutrition programs no child shall be discriminated against because of age, race, creed, gender, national origin, religion, sexual orientation, disability, ethnicity, gender identity, or physical appearance.

- F. Agrees to establish and use a fair hearing procedure for parents' appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for either free meals or reduced-price meals. During the appeal and hearing the child will continue to receive either free meals or reduced-price meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years.

Prior to initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The hearing procedure shall provide the following:

1. A publicly-announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written record be preserved for a period of three (3) years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.

- G. Agrees to designate Susan Knight, Manager of Nutrition Services*
Linn-Mar Community School District
2999 North 10th Street, Marion, Iowa 52302

as the determining official(s) who will review applications and make determinations of eligibility. This official(s) will use the criteria outlined in this policy to determine which individual children are eligible for either free meals or reduced-price meals.

- H. Agrees to develop and send to each child's parent or guardian a letter as outlined herein, including an application for either free meals or reduced-price meals at the beginning of each school year and whenever there is a change in eligibility criteria.

On an annual basis, parents will need to complete the application and return it to the determining official(s) (named in G) for review. Such applications and documentation of action taken will be maintained for three (3) years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same school food authority, eligibility for either free meals or reduced-price meals will be transferred to and honored by the receiving school. All children from a family will receive the same benefits. Within ten working days of the receipt of applications, parents or guardians will be notified individually in writing of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

When an application is rejected, parents or guardians will be informed of the reason for denial and of the hearing procedure. The designated hearing official is:

Dr. Kathleen Mulholland

*Superintendent

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

- I. Agrees to submit to the news media, local employment offices, and major employers contemplating or experiencing large layoffs the public release which is attached.
- J. Agrees to collect racial, ethnic data on all applicants for free and reduced-price benefits and to keep this information on file for the processed applications

*Must be different persons.

The following attachments are adopted with and considered a part of the preceding policies. (Should the School Nutrition Authority wish to develop its own different format for any of these attachments, it must be certain that all of the essential elements are retained and that all meanings are still obviously and correctly present in any such modification):

- Attachment A – Income Guidelines for Free and Reduced-Price Meals
- Attachment B – Sample Letter to Parent
- Attachment C – Application Form
- Attachment D – Sample Notification Form
- Attachment E – Public Release
- Attachment F – Collection Procedures

Attachments A-F reviewed annually by:

J.T. Anderson

Chief Financial Officer
Linn-Mar Community School District
2999 North 10th Street
Marion, Iowa 52302
(319) 447-3000

Forms (A) Income Guidelines for Free and Reduced-Priced Meals, (B) Sample Letter to Parent, and (C) Application Form are published annually in the Back to School District Directory.



AUXILIARY SERVICES

Policy Title VENDING MACHINES

Code 702.5

Food served or purchased by students during the school day and food served or purchased for other than special circumstances shall be approved by the superintendent or designee, and shall meet the criteria established by the Iowa Healthy Kids Act USDA Smart Snacks guidelines. Vending machines in the school building shall be the responsibility of the building principal. Purchases from the vending machines, other than juice/water machines, shall not be made during the meal periods and other times of the day as governed by the Wellness Policy 504.12 and the Iowa Healthy Kids Act USDA Smart Snacks guidelines.

Money raised from the vending machines in areas accessible by students shall be used to support student programs.

Vending machines in staff lounges can be tied to the building's pop fund and the money raised from the machine can be used to support staff-related social initiatives on the school district site.

It shall be the responsibility of the superintendent or designee, in conjunction with principals, to develop administrative regulations regarding the use of vending machines and other sales of food to students.

Adopted 4/19/99 Reviewed 9/11; 11/13; 4/15 Revised 2/05; 2/09; 10/10; 10/12; 4/16

Related Policy: (Code Numbers) 504.5, 710

Legal Reference: (Code of Iowa) 42 U.S.C. § § 1751 et seq. (2012); 7 C.F.R. Pt.
210 et seq (2012); Iowa Code ch. 283A (2013);
281 I.A.C. 58



EXPENDITURES

Policy Title PURCHASING – BIDDING: GOODS/SERVICES Code 803.1

The board supports economic development in Iowa. Purchases by the school should take into account Iowa goods and services from locally-owned businesses located within the Corridor or from an Iowa based company which offers these goods or services if the cost and other considerations meet the required specifications. When spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items.

It is the responsibility of the superintendent or designee to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$25,000 without prior board approval. For goods and services costing more than \$25,000 and less than \$50,000, the superintendent will receive quote(s) of the goods and services to be purchased prior to approval of the board. Major item purchases, including school buses will require competitive sealed bids. The competitive sealed bid requirement is waived in the case of emergency purchases.

The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

When using federal Child Nutrition Funds to purchase goods and services, dollars spent annually must be estimated. It is acceptable to categorize (e.g., groceries, milk, produce, small equipment, large equipment, supplies, and chemicals). A formal sealed bid procurement process is required when annual spending in the category exceeds \$25,000 annually. An informal process is used for all other purchase under the threshold.

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

Adopted 6/15/70 **Reviewed** 6/99; 7/10; 4/16 Revised 4/05; 5/09; 10/12; 12/13; 5/15

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 23A; 26; 28E; 72.3; 73; 285.10(3),
.10(7); 301 (2013), 261 IAC 54; 281 IAC 43.25;
481 IAC 25; 1984 Op. Att’y Gen 115;
974 Op. Att’y Gen. 171



EXPENDITURES

Policy Title BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS Code 803.2

The board supports economic development in Iowa, particularly in Corridor area. Award of construction contracts should take into account the location of the business and should consider Iowa based companies if the bids submitted are comparable in quality and can be executed without additional cost when compared to those submitted by other bidders.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement at the statutory minimums required by law is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit. The superintendent shall approve the quote for the project.

The award of construction contracts will, generally, be made to the lowest responsible bidder. Criteria for consideration in determining responsible bidders includes, but is not limited to:

- History of project completion dates;
- Timeliness of work progress on prior projects;
- Number, cost, and quality of change orders on previous projects;
- Prior experience and qualifications of sub-contractors to do specified work.

The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board may also offer incentives for meeting project construction deadlines or penalties for exceeding project deadlines, or assign contractors a risk factor based on past performance and experience. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend, to the board, which bid to accept.

Adopted 5/4/09 **Reviewed** 7/10; 5/15; 4/16 Revised 10/12; 12/9/13

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 72; 73; 73A.2, .18; 297.7-8 (2013)
HF 2713 (2006)



RECORDS

Policy Title CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS Code 805.2

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent and board secretary to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

- | | |
|--|---|
| • Secretary's financial records | Permanently |
| • Treasurer's financial records | Permanently |
| • <u>Open meeting minutes</u> of the Board of Directors | Permanently |
| • Annual audit reports | Permanently |
| • Annual budget | Permanently |
| • Permanent record of individual pupil | Permanently |
| • <u>School election results</u> | <u>Permanently</u> |
| • <u>Real property records (e.g., deeds, abstracts)</u> | <u>Permanently</u> |
| • Records of payment of judgments against the school district | 20 years |
| • Bonds and bond coupons | 11 years, <u>after maturity, cancellation, transfer, redemption, and/or replacement</u> |
| • Written contracts | 10 years |
| • Cancelled warrants, check stubs, bank statements, bills, invoices, and related records | 5 years |
| • Recordings <u>and minutes</u> of closed meetings | 1 year |
| • Program grants | As determined by the grant |
| • Non-payroll personnel records | <u>7 years + 10 years after leaving the district</u> |
| • <u>Employment applications</u> | <u>2 years</u> |
| • Payroll records | 3 years |
| • <u>School meal programs accounts/records</u> | <u>3 years after submission of the final claim for reimbursement</u> |

In the event that any federal or state agency requires a record to be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Current employees' records shall be housed in the central administration office of the school district. Records of employees no longer working for the district can be stored in a secure off site location. The employees' records shall be maintained by the superintendent, the building

administrator, the employee's immediate supervisor, human resource director and the board secretary.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. Permanent records shall be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator shall be responsible for keeping these records current. Permanent Records of students who have graduated or are no longer enrolled in the school district shall be housed in an appropriately safe and secure storage area or facility and will be retained permanently. These records will be maintained by the superintendent.

Special education records shall be maintained in accordance with the law.

The superintendent may microfilm or microfiche or digitize or otherwise electronically retain school district records and may destroy paper copies of the records, if they are more than three years old. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record. A properly authenticated reproduction of a microfilmed or digitized record meets the same legal requirements as the original record.



MAINTENANCE AND OPERATIONS

Policy Title DISPOSITION OF OBSOLETE EQUIPMENT Code 902.6

School property, such as equipment, furnishings, or supplies, will be disposed of when such property is determined to be of no further use to the district. It is the objective of the district in disposing of the property to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 for an individual item will be sold or disposed of in a manner determined by the superintendent or designee, which may include sealed bids, donation to a nonprofit group, auction, garage sale, or via electronic means. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale or disposition will be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner, including only one insertion in same newspaper.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may authorize disposition of the property.

It is the responsibility of the superintendent, in collaboration with the chief financial officer, to make a recommendation to the board regarding the method for disposing of property of no further use to the school district.

Adopted 6/15/70 **Reviewed** 2/00; 3/05; 11/10; 1/14; **4/16** Revised 3/90; 6/09; 11/12; 5/15
Related Policy: (Code Number) 704; 705.1; 803
Legal Reference: (Code of Iowa) Iowa Code §§ 297.22-.25 (2014)



SCHOOL-COMMUNITY RELATIONS

Policy Title AQUATIC CENTER USE

Code New **1004.8**

Aquatic Center Guidelines – Linn-Mar Community School District

All users of the Linn-Mar Aquatic Center are subject to the General Laws of Iowa prohibiting the use or practices of hazing, gambling, nicotine and tobacco products, alcoholic beverages, controlled substances, firearms and dangerous weapons in any school building or on school property.

Aquatic Center Guidelines:

- A Linn-Mar Community School District lifeguard must be present before entering the water.
- Only swimmers, coaches, officials and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities only from the pool lobby or spectator stadia.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts as swim attire or athletic sport bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups.
- No diving in the shallow end of the swimming pool and in other areas with the marking “NO DIVING”.
- No horseplay in or around the swimming pool.
- No running on the deck.
- Proficient swimming ability is required in deep water areas. The use of flotation aide devices (other than those made available by Linn-Mar Community School District) by non-swimmers is prohibited unless authorized by the Aquatic Center manager.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved.
- No glass containers in the aquatic center.
- Activities deemed unsafe by the lifeguard will be prohibited.
- No possession, use or consumption of alcoholic beverages or other illegal substances on Linn-Mar campus. Linn-Mar is nicotine and tobacco and drug-free.

The district retains the right to terminate any activity at any time if there are violations of Board of Education policies and administrative rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

Adopted **4/18/16** Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



SCHOOL-COMMUNITY RELATIONS

Policy Title AQUATIC CENTER USE

Code New 1004.8

Community Use of the Aquatic Center:

By contract only through Learning Resource Center.

Support Services
2999 N 10th Street
Marion IA 52302
319-447-3145

Usage agreement:

All Aquatic Center guidelines shall be adhered to by any and all renters and/or users of the facility. These will be provided to the renter/user prior to usage of Aquatic Center



SCHEDULE OF AQUATIC CENTER RENTAL FEES

Code New 1004.8-E1

Rental Fees:

Charges begin with the time designated for the opening of the Aquatic Center and shall terminate with the closing of the Aquatic Center and with the Aquatic Center's facilitator's sign-off on the condition of the facility.

Fee Includes:	Minimum Charge: (first 2 hours)	Each Additional Hour:
Access to the Pool	\$300.00 for first two hours	\$150.00 per hour
Use of Timing System	\$100.00 for first two hours	\$50.00 per hour
Timing Computer Operator	\$15.00 per hour	\$15.00 per hour
Linn-Mar Employed Lifeguards (Minimum of three lifeguards)	\$10.00 per hour x # of lifeguards	\$10.00 per hour x # of lifeguards
Access to Concessions Room*	\$60.00 for first two hours	\$30 per hour
Custodian	\$30.00 per hour x # of custodians	\$30.00 per hour x # of custodians
Parking Lots**	\$50.00 for first two hours	\$25.00 per hour
Linn-Mar Supervisor	\$100.00 for first two hours	\$50.00 per hour

**The Linn-Mar Booster Club reserves the right of all concessions sold at the Aquatic Center.*

***Parking lot fees charged when not combined with any other fees.*

Additional Fees for Specific Events:

- Maintenance provided by district with additional cost to renter.

What is Required by Contract:

- One "Trained" crowd manager per every 250 people in attendance. "Trained" refers to individuals who are knowledgeable and have access to all emergency routes, exits and shelters within the Aquatic Center.
- One "Door Monitor" who is responsible for granting access to individuals who are permitted to proceed through the glass door and go to the pool level floor.

Concessions/Sales of Merchandise:

- The Linn-Mar Booster Club reserves the right of all concessions sold at the Aquatic Center.
- Any sale of merchandise must have approval of the superintendent or designee.

The district retains the right to terminate any activity at any time if there are violations of the Board of Education policies and administrative rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

Sunday requests will be limited. Holiday weekends will not be available for Aquatic Center use.

With use of the Aquatic Center by events or groups that are outside regular school events, notification of these events needs to be requested six months in advance.



Linn-Mar Aquatic Center Use Application

Linn-Mar Support Services Office

2999 North 10th Street

Marion, Iowa 52302

Office: (319) 447-3145

Fax: (319) 377-9252

Rick Ironside – rironside@linnmar.k12.ia.us

Bobby Kelley – bkelley@linnmar.k12.ia.us

Attn: Rick Ironside, Executive Director of Support Services
Bobby Kelley, Aquatic Center Manager

Date of Application: _____

Name and Address of Organization: _____

Profit	Not-For-Profit	Non-Profit
--------	----------------	------------

 - Beneficiary of Event Proceeds (check one)

Address of Organization:

(Address)

(City/State/Zip)

Phone Number: _____

Name of the group/team interested in using the Aquatic Center:

Name of the Supervisor, Coach, Director (person responsible for supervision):

Supervisor Phone Number: Home: _____ Cell: _____

Date(s) requested for Aquatic Center use:

Requested hours of use: from: _____ a.m./p.m. to: _____ a.m./p.m.

Are you interested in using the Daktronics timing system? (Circle one) Yes No

Type of swimming activity at the Aquatic Center: (Swim Meet/Diving Meet/Other) Please list below:

Linn-Mar Aquatic Center Use Application

Estimated Attendance: _____

Are you charging admission? Yes No

Amount charged for admission: \$ _____ **Entry fee for participants:** \$ _____

Estimate of all revenues collected with event's rental: \$ _____

Please check the following item(s) that you would like access to during your event:

_____ Deep end 25 yard competition set up

_____ Shallow end 25 yard competition set up

_____ Deep end use for competitive diving events

_____ Use of Daktronics timing computer for swim meets and/or diving meets

_____ Use of concessions stand

***The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event(s) (outside equipment, chairs, catering, etc.) that you will be providing which must be approved: _____

In the event of severe or inclement weather in the form of a heavy snowfall, the Linn-Mar District is not responsible for assuring that the parking lots are plowed and accessible. The district will be prudent in clearing the lots, but in the case of a heavy snow, events may need to be cancelled.

It is the responsibility of the person in charge of renting out the Aquatic Center for their group to inform the Aquatic Center facilitator of the magnitude of their event. The Aquatic Center facilitator and the executive director of support services must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the pricing of the Aquatic Center rental.

All information will be processed by the Aquatic Center facilitator and the executive director of support services. If approved, you will receive a Usage Agreement, Cost Agreement and an Aquatic Center Protocol sheet. These forms must be reviewed, signed and sent back to the executive director of support services along with a check for the amount stated in the cost agreement and a copy of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the Aquatic Center Agreement and Aquatic Center Protocol forms. If any of the information changes before use of the Aquatic Center, the individual signing the form must contact the Aquatic Center facilitator to discuss whether these changes can be implemented. ***The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.***

Linn-Mar Aquatic Center Use Application

The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found. The undersigned will be responsible for insuring that those persons attending the event will utilize only the room(s) as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damage done to the building, the room or any of its contents, by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases Linn-Mar Community School District, its agents and employees and agrees to indemnify Linn-Mar Community School District and hold Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of or resulting from his/her/its negligence during the use of the room as indicated above, including any expenses and attorney fees which Linn-Mar Community School District may incur in defending any such claim. ***Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.***

Applicant/Supervisor Signature (adult over 21)

Date

Aquatic Center Facilitator Signature

Date

Executive Director of Support Services Signature

Date

Processed by Sarah Offerman

(Initials)

(Date)



SCHOOL-COMMUNITY RELATIONS

Policy Title TRANSPORTING STUDENTS IN PRIVATE VEHICLES Code 1005.6

Generally, transporting students for school purposes shall be done in a vehicle owned by the school district and driven by a school bus driver.

In case of emergency or special circumstance, students may be transported in private vehicles for school purposes. It shall be within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or designee and meet all applicable requirements set by the district.

Private vehicles will be used only when:

- The driver possesses a valid drivers' license;
- The vehicle is in good condition and meets all applicable safety requirements;
- Vehicles used for private transportation must have enough passenger restraints to accommodate the number of passengers being transported;
- Proof of insurance has been supplied to the superintendent or designee and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa;
- When the parents of the students to be transported have given written permission to the superintendent or designee.

The school district assumes no responsibility for those students who have not received the approval of the superintendent or designee and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and/or guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance centers. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy. The superintendent may develop an administrative policy to implement this policy.

Adopted 6/85 Reviewed 6/90; 10/08; 3/13; 4/14; 6/15 Revised 3/00; 6/05; 11/10; 4/16

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8; 285; 321; 281 I.A.C. 43



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

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

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

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

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

Page 1 of 2

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/14, 4/16

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

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

SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

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

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

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

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

It is a conflict of interest for the board to hire the spouse of a board member or do business with the spouse of a board member during the term of the board member. The payment of compensation to any other family member is within the discretion of the board.

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

Page 2 of 2

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/14, 4/16

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

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

BOARD RESOLUTION

FOR

APRIL 18, 2016

RESOLUTION

WHEREAS, the Board of Directors of the Linn-Mar Community School District (the "District") has received a proposal to convey certain of its land to the City of Marion, Iowa, (Grantee) for \$1.00. The property is real estate described as follows:

A parcel of land within the Northwest Fractional Quarter of the Southwest Quarter (NW Frl. $\frac{1}{4}$ SW $\frac{1}{4}$) of Section Thirty (30), township Eighty-four (84) North, Range six (6) West of the 5th Principal Meridian, City of Marion, Linn County, Iowa, more particularly described as follows:

Commencing at the northwest corner of said Northwest Fraction Quarter of the Southwest Quarter (NW Frl. $\frac{1}{4}$ SW $\frac{1}{4}$); thence South 01°25'21" East along the west line of said Northwest Fraction Quarter of the Southwest Quarter (NW Frl. $\frac{1}{4}$ SW $\frac{1}{4}$) a distance of 421.81 feet to the Point of Beginning; thence South 89°44'47" East, 923.46 feet to the beginning of a 615.00 foot radius tangent curve, concave northerly; thence northeasterly 490.81 feet along the arc of said curve with a chord that bears North 67°23'28" East, 477.88 feet to the beginning of a 735.00 foot radius reverse curve, concave southeasterly; thence northeasterly 158.03 feet along the arc of said curve with a chord that bears North 50°41'16" East, 157.72 feet to the west line of the east 10 feet of said Northwest Fraction Quarter of the Southwest Quarter (NW Frl. $\frac{1}{4}$ SW $\frac{1}{4}$); thence South 01°03'51" East along said west line 147.56 feet to the beginning of a 615.00 foot radius non-tangent curve, concave southeasterly; thence southwesterly 53.63 feet along the arc of said curve with a chord that bears south 47°01'35" West, 53.61 feet to the beginning of a 735.00 foot radius reverse curve, concave northerly; thence southwesterly 586.57 feet along the arc of said curve with a chord that bears South 67°23'28" West, 571.13 feet; thence North 89°44'47" West, 919.95 feet to the west line of said Northwest Fraction Quarter of the Southwest Quarter (NW Frl. $\frac{1}{4}$ SW $\frac{1}{4}$); thence North 01°25'21" West along said west line 120.05 feet to the Point of Beginning, containing 4.32 acres, more or less, including 0.17 acres, more or less, within existing right-of-way.

WHEREAS, it is appropriate pursuant to Iowa Code Section 297.22 to publish a Notice of the proposed conveyance and of the hearing and to receive and consider objections and petitions.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Linn-Mar Community School District:

Section 1. That this Board shall set a public hearing on the conveyance of the above-described Property for May 2, 2016 at 7:00 p.m., at Linn-Mar Community School District, Learning Resource Center, 2999 N. 10th Street, Marion, Iowa.

Section 2. That the Secretary is authorized and directed to prepare, publish, and distribute the Notice of Hearing.

PASSED AND APPROVED this 18th day of April, 2016.

LINN-MAR COMMUNITY SCHOOL DISTRICT

By: _____
Tim Isenberg, Board President

ATTEST:

By: _____
Angie Morrison, Board Secretary

01230235-1\18139-041



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

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

Linn-Mar Community School District Board of Education Work Session Minutes - April 4, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the LRC by President Tim Isenberg. Roll was taken and it was determined a quorum as present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Anderson, Bisgard, Breitfelder, K. Christian, Ironside. Absent: Ramos and Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 166-04-04*

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

300: WORK SESSION

301: Tower Terrace Project

Lon Pluckhahn, Marion City Manager, updated the Board on the Tower Terrace Road project which will include a realigning of Winslow Road and the installation of a bridge over the Indian Creek. A traffic signal will be installed that includes full pedestrian activation and a countdown timer near the intersection of 10th Street and Tower Terrace Road; specific location still to be determined. A pedestrian overpass will be built if/when traffic counts warrant one. Speed limit will be 25 mph on Tower Terrace Road from 10th Street through the Linn-Mar campus. If a pedestrian overpass is installed, the speed limit will be raised to 35 mph. The City will reimburse the District for the cost of a crossing guard until it is deemed necessary for a pedestrian overpass to be installed near Excelsior Middle School.

Questions:

- Where is the City/District at on the contractual language? Isenberg clarified that agreement on the contractual language is getting close and that Pluckhahn was brought in to present to the new Board members so they would have a better understanding of the project before a final vote was taken.
- What is the timeline of the project? Pluckhahn clarified that, depending on weather, the contractors will begin with culverts and grading, paving probably won't begin until summer, with the bulk of the work occurring after school lets out for summer break. Grading will include filling in the old Linn-Mar softball fields.
- Who sets the traffic count number that will warrant the installation of a pedestrian overpass? Pluckhahn and Isenberg clarified that the City and District will work on setting the determining factors together. Traffic counts will be monitored annually for the first three years and then every other year.
- Why is a pedestrian overpass not being installed immediately? Pluckhahn shared that traffic studies of surrounding intersections near campus, set up with the same configuration, do not warrant a pedestrian overpass, do not have a crossing guard, and have low accident rates. The overpass would cost approximately \$2.5M which the City does not want to spend until it is determined a pedestrian overpass is actually needed.

- What are next steps? First reading of the contractual language will be set for the April 18th Board meeting and a public hearing date will be set for one of the May meetings. The second reading and approving vote will occur at the same meeting in May.

302: Leading Up Activity

Quintin Shepherd, Superintendent, facilitated an activity with the Board on the topic of leading up. Shepherd had the Board members hold a piece of PVC piping with just two fingers and, as a team, work together to lower it to the ground without taking their two fingers off of the piping. The activity was a visual reminder of the importance of functional leadership and working together for success. Shepherd also shared that leadership is contextual; meaning the type of leadership varies based on the context of the situation.



303: Strategic Planning

Exhibit 303.1

Themes from the February 15th Strategic Planning meeting were presented to the Board.

Leisa Breitfelder, Executive Director of Student Services, presented the following information on the facilities discussion:

- Early childhood theme: family engagement, hands-on projects, and facility
 - Family Engagement: engage families in early years, mentor families, and provide family resources for preschool through graduation.
 - Hands-on Projects: active and engaged students, project-based learning, room to learn, and open spaces.
 - Facility: 11 out of 12 responses showed support for a stand-alone early childhood center that is updated or built to specifically meet the needs of the students.
- Building structures theme: second high school, 12th grade center, learning pathways, 8th/9th grade center, and *We Are Linn-Mar*.
 - Several themes were formed from the discussion including, but not limited to, a second high school, a 12th grade center, an 8th-9th grade center, an early childhood center, six elementary buildings with grades K through 4th, two middle schools with three grade levels (grade level input varied), and focus on *We Are Linn-Mar* and the number of building transitions for students from preschool through graduation.
 - The formation of designing learning pathways was also supported with the question of: do we fit learning pathways into buildings...or buildings into the flow of the learning pathways?

Bob Read, Director of Middle School Teaching & Learning, presented the following information on the technology discussion:

- Curricular focus theme: what do students need to be successful, have the curriculum in place before the technology devices, identify how technology will be used in the classroom, must be adaptable, articulated, and reinforced.
- Digital citizenship theme: what does this look like, how are students being taught these skills, how do we know teachers understand the progression, and must be a holistic approach/process.
- Power of the staff theme: professional learning so teachers will be confident and competent, maximize current tools such as Teacher Leadership, pedagogy, how do we leverage the power of the staff to enhance student learning and how do students learn with technology.

- Online learning theme: begin exploration at the grade levels and content areas, how to support students who take online classes, and explore open source courses.
- Other considerations: equity (device/internet access), professional learning, curriculum integration, and district technology plan.

Jeff Frost, Director of High School Teaching & Learning, presented the following information on the learning pathways discussion:

- Theme of Cs occurred: cluster, career, college, community, citizenship, competency, critical thinking, curriculum, cohesiveness, connections, and creativity.
- Two major C themes: college and career...building blocks for the future.
- Develop a model for Linn-Mar building off of information from existing programs such as Capstone, Apex, etc.
- Career clusters are a national movement. LM Course of Studies offers close to 170 courses. The 170 courses could be used to create an action plan to build career cluster for developing multiple learning pathways which could result in three tracks/diplomas: regular pathway, college prep pathway, and career prep pathway.
- Suggestions on learning pathways: students would declare their graduation track during their sophomore year and diploma path by their junior year, freshman year would be required courses no matter what graduation or diploma path they are considering, if an accelerated student they could begin their path during freshman year, students would have the ability to switch paths at any time, and the ability to switch graduation requirements to one that is of less rigor or move up to a higher level diploma but would have to meet the requirements of that diploma by graduation.
- Based on the 170 courses currently offered, the learning pathways could reasonably consist of 16-17 career clusters with 79 career pathways.

Questions:

1. How many credits are earned toward graduation and how many are required credits? 250 credits are earned and approximately 90 are required. A significant number of students go over earning approximately 300+ credits.
2. Will there be pathways offered that focus on the arts or non-college/career oriented students? Definitely...pathways need to meet the needs of all students whether they are college/career focused or not.

Superintendent Shepherd concluded the discussion by reviewing the grand themes that came out of the February 15th strategic planning session and the importance of tying the grand themes and the themes presented by Leisa, Bob, and Jeff into the strategic plan:

- Articulate: maps, pathways, college/career/life
- Support: whole child, individualized, differentiate, flexible learning
- Challenge: ambitious, relevant, help students achieve "beyond"
- Engage: digital literacy, 21st century skills, integrated, applied partnership opportunities, project-based learning
- Involve: vibrant relationships, connected communities, partnerships
- Build: physical learning environment

Superintendent Shepherd asked the Board to think about leadership and the message that they want to convey in the strategic plan. Shepherd also asked the Board to consider moving away from the word "engage" and consider using invested, involved, committed, etc.

Next steps: Strategic Planning Team will begin to put together suggestions for learning pathways/themes to present to the Board at a future meeting building off of current models available. Shepherd will lead the Board in additional discussions about developing the language for the Strategic Planning themes and Thoughtexchange themes. As of this morning, 101,593 collectively assigned thoughts had been submitted via the Thoughtexchange process.

Timeline: Shepherd's goal is to have an action plan developed by July 1st that has the strategic initiatives nailed down. This would allow the redesigning of the Administration Report at the start of the 2016-17 school year that could reflect the strategic goals decided upon. The redesign of the Administration Report would help the focus remain on the strategic goals and determine if there are things being done/not being done as they relate to the strategic plan.

400: ADJOURNMENT

401: Adjournment **Motion 167-04-04**

Motion by Patterson to adjourn the work session at 6:37 PM. Second by Nelson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
April 4, 2016*

Linn-Mar Community School District Board Meeting Regular Session Minutes - April 4, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order at 7:00 PM in the boardroom of the LRC by President Tim Isenberg. Roll was taken and it was determined a quorum as present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Anderson, Bisgard, Breifelder, K. Christian, Ironside. Absent: Ramos and Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 168-04-04*

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

300: RECOGNITIONS/PROCLAMATIONS

301: IASBO Professional Leadership Award Presentation

Doug Nefzger, President of the Iowa Association of School Business Officials, presented Angie Morrison, Business Manager, with the 2016 IASBO Professional Leadership Award.

302: 2016 LIONS Award/Volunteer Winners

Karla Christian, Executive Director of Human Resources, introduced the 2016 LIONS Awards winners: Susan Knight (Legend), Kara Larson (Optimizer), and Paul Knapp (Service). Karla Terry, Coordinator of Community Relations, introduced the Volunteer winners: Al Alcock and Jean Jones. A special open house/reception will be held in their honor on Wednesday, April 13th beginning at 4:30 PM in the boardroom that will include a short program at 5:30 PM.

400: AUDIENCE COMMUNICATIONS

Sandie Rohrer (parent) voiced her concerns about the potential early childhood center stating there isn't a lot of business base for the center and would not want the District to enter into a competition with the public centers. Rohrer also voiced her concerns about the potential learning pathways and that it should be ensured they don't lead to offering a lesser curriculum to high school students. Rohrer's third concern was the potential building restructuring and that the 9th graders should continue to be housed in the high school.

Paula Stenske (parent) voiced her concerns about the potential learning pathways and the suggestion that freshman students only be able to begin their learning pathways during their freshman year if they are identified as TAG students as the TAG program is not available to all students. Stenske also voiced her concerns about the potential early childhood center and that it is an unnecessary expense since preschool is not the core purpose of the District and a pre-K building is harder to repurpose. Stenske's third concern was that the original source of the Venn diagram included in the work session strategic planning discussion regarding technology was not credited.

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

501: Public Hearing on the FY17 Certified Budget

Refer to Exhibit 701.1

A public hearing was held on the proposed FY17 Certified Budget. No comments were received.

600: INFORMATIONAL REPORTS

601: Board Visit

The Board reported that during the March 9th visit to Oak Ridge Middle School they were excited to see the ASSIST program firsthand and the level of engagement the instructor had with the students. Other highlights included learning about the success of the PLC program and the success of small group sessions for students.

602: Special Education Advisory

Nelson reported that during the March 9th Special Education Advisory meeting the discussion focused on the number of transitions a student goes through between buildings from preschool through graduation and what should be considered to help the students with these transitions. The Transition Committee will include the results of the discussion in their revised protocols. Nelson also shared that Patti Soldner from GWAEA did a great job during the recent Parent University when she presented information on fine motor skills.

603: Board Mixer

The Board reported that during the March 10th mixer with Marion Independent School District and the Marion City Council the attendees enjoyed a time of casual discussion and a tour of the High School renovations.

604: Marion City Council

Weaver shared that during the March 17th Marion City Council meeting topics included a presentation by the Linn County Public Health Department on Blue Zones and walkability, sidewalk assessments and the affects additional installation of sidewalks will have on the elderly, and the Daughters of the American Revolution have scholarships/grants available to high school students.

605: Administration Report

Exhibit 605.1

Superintendent Quintin Shepherd shared the following highlights from the Administration Report: currently have 29 high school students signed up to visit the Iowa BIG program, the teachers will make up the February snow day on June 2nd, and as of today there were 101,593 collectively assigned thoughts shared via the Thoughtexchange process. Shepherd also recognized the PTO members that recently visited the Capitol and the many staff and student recognitions included in the report.

700: UNFINISHED BUSINESS

701: Approval of FY17 Certified Budget ***Motion 169-04-04***

Exhibit 701.1

Motion by Hutcheson for the Board to approve the FY17 Certified Budget as presented. Second by Gadelha. Anderson clarified that the budget needs to be certified by April 15th so it is being certified at 4% and the rate can be lowered in June once all of the State amounts had been set. Voice vote; motion approved.

800: NEW BUSINESS

801: First Reading of Board Policy Reviews/Revisions **Motion 170-04-04** *Exhibit 801.1*

Motion by Patterson for the Board to approve the policy reviews/revisions as presented in Exhibit 801.1 and based on the Iowa Association of School Boards Policy Primer suggestions. Second by AbouAssaly. Weaver shared his concerns about Policy 202.7 and the limitation of Board members to substitute within the District. Weaver also shared his concerns about Policy 603.8 regarding students requesting physical education waivers just to get out of PE. Weaver requested additional conversation/consideration be given to these two policies. The Board agreed to have additional conversation at the next meeting when they were presented for second reading. Voice vote; motion approved.

1. Revised	4/16	202.7	Board of Directors' Conflict of Interest
2. Revised	4/16	401.1	Personnel Qualifications, Recruitment, Selection
3. New	4/16	404.R1	Code of Professional Conduct/Ethics
4. Revised	4/16	502.6	HS Academic Eligibility for Co- & Extra-Curricular Activities
5. Revised	4/16	504.31	Administration of Medication to Students
6. Revised	4/16	504.31-E1	Medication Permission Form
7. New	4/16	504.31-E2	Authorization-Asthma or Other Airway Constricting Disease Medication or Epinephrine Auto-Injector Self-Administration Consent Form
8. New	4/16	504.32	Stock Epinephrine Auto-Injector Supply
9. Reviewed	4/16	603.8	Physical Education
10. Revised	4/16	702.1	Nutrition Services Program
11. New	4/16	702.1-R	Meal Charges
12. Revised	4/16	702.4-R	Eligibility for Free or Reduced Cost Meals
13. Revised	4/16	702.5	Vending Machines
14. Reviewed	4/16	803.1	Purchasing-Bidding: Goods/Services
15. Reviewed	4/16	803.2	Bids and Awards for Construction Contracts
16. Revised	4/16	805.2	Care, Maintenance and Disposal of District Records
17. Reviewed	4/16	902.6	Disposition of Obsolete Equipment
18. New	4/16	1004.8	Aquatic Center Use
19. New	4/16	1004.8-E1	Aquatic Center Fee Schedule
20. New	4/16	1004.8-E2	Aquatic Center Use Application
21. Revised	4/16	1005.6	Transporting Students in Private Vehicles

900: CONSENT AGENDA

901: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Baxendale, Heather	HS: Student Support Services Teacher	6/2/16	Relocation
David, Teresa	WF: Kindergarten Teacher	6/2/16	Retirement
Mahmens, Scott	HS: Athletic Director/Associate Principal	6/29/16	Retirement

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Brown, Jennifer	NS: WE General Help	3/9/16	\$11.99/hour
Chauhan, Lalita	NE: Student Support Associate	3/4/16	\$11.97/hour
Cleppe, Kathie	NS: BW General Help	3/4/16	\$11.99/hour
Johnstone, Angela	OR: From Gen Ed Asst to Student Support Assoc	3/7/16	\$12.79/hour
Krog, Dennis	TR: From Sub Bus Driver to Bus Driver	3/8/16	\$19.50/hour

Name	Assignment	Dept Action	Salary Placement
Nutt, Rosalee	LG: Interpreter	3/22/16	\$18.00/hour
Peddicord, Tricia	NE: From Gen Ed Asst to Student Support Assoc	3/8/16	\$13.10/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Callahan, Mary	EX: Student Support Associate	6/2/16	Retirement
Poland, Shannon	NE: Part-time Student Support Associate	3/11/16	Personal
Rohrer, Sandie	LRC: Information Services Coordinator	3/23/16	Personal

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Hutchison, Andrea	HS: From Head to Assistant JV POMs Coach	3/28/16	\$877.50
Johnson, Suzanne	HS: Head JV POMs Coach	3/28/16	\$2,632.50
Mahmens, Mitch	HS: Head 9 th /Assistant Varsity Baseball Coach	5/2/16	\$4,213.00

902: Approval of Minutes from March 7th

Exhibit 902.1

903: Approval of Minutes from March 10th

Exhibit 903.1

904: Approval of Bills

Exhibit 904.1

905: Approval of Contracts

Exhibits 905.1-9

1. Interagency agreements for Special Education programming with College CSD (1), Iowa School for the Deaf (1), Marion Independent SD (2), Mason City CSD (1), Muscatine CSD (1), and Solon CSD (1). *(For student confidentiality, no exhibits provided.)*
2. Contract with Luther College for clinical field experience for the 2016-17 school year.
3. University of Northern Iowa Cooperative Agreement for pre-service clinical placement for the 2016-17 school year.
4. Student Teaching/Field Experience Agreement with Cornell College for the 2016-17 school year.
5. Proposal for construction observation and materials testing services with Terracon Consultants, Inc., for the Oak Ridge Middle School cafeteria expansion for an estimated cost of \$12,139.00.
6. Supplemental proposal for construction materials testing services with Terracon Consultants, Inc., for the High School kitchen renovation for an estimated cost of \$4,199.00.
7. Proposal for geotechnical engineering services with Terracon Consultants, Inc., for the Westfield Elementary addition for an estimated cost of up to \$1,750.00.
8. Contractor agreement with Larson Construction for the Westfield Elementary addition for the contracted sum of \$2,176,000.00.
9. Contractor agreement with Garling Construction for the High School kitchen renovation and Oak Ridge Middle School cafeteria expansion for the contracted sum of \$1,970,000.00.

906: Fieldtrip Requests

Exhibit 906.1-3

1. Overnight fieldtrip request from the Robotics Team to compete at the Minnesota North Star FRC Regional Championship April 6th through April 9th in Minneapolis, Minnesota.
2. Overnight fieldtrip request from FFA to compete at the State Envirothon competition April 10th through 11th in Guthrie Center, Iowa.
3. Overnight fieldtrip request from FFA to attend the State Nomination Committee event April 12th through 14th in Ankeny, Iowa.

907: Board Information*Exhibit 907.1*

1. School Finance Report and Cash Balance Report as of February 28, 2015.
2. School Finance Report and Cash Balance Report as of February 29, 2016.

908: Items Removed from the Consent Agenda for Separate Action909: Approval of the Consent Agenda ***Motion 171-04-04***

Motion by Patterson for the Board to approve the consent agenda as presented. Second by Hutcheson. Patterson recognized the three retirees, Hutcheson asked if Terracon contracts had been bid out to which Anderson clarified they were below the required bid threshold, and AbouAssaly asked if there was a process in motion to replace Athletic Director Mahmens at the end of the year due to his retirement; to which Shepherd clarified the process had already been started. Voice vote; motion approved.

1000: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS1001: Communications

- o Gadelha thanked Karla Christian, Executive Director of Human Resources, for including the salaries in the personnel listing and Leisa Breittfelder, Executive Director of Student Services, for taking care of the concerns shared in previous meetings regarding the student activity bus.
- o AbouAssaly congratulated Angie Morrison, Business Manager, for her recognition by the IASBO and Elizabeth Wilson, former Board member, for her appointment to the Marion Art Council.
- o Patterson recognized the LM Show Choir and directors for a great year and receiving National recognition for the Prep Division due to their 10 consecutive wins.
- o Isenberg shared that the PBIS program is growing throughout the District and that the middle schools are reflecting on beginning the program. Isenberg asked the Board members to consider becoming champions of the PBIS program in the elementary buildings by choosing one of the seven buildings and begin participating in their PBIS program.
- o Weaver recognized the Linn-Mar POMs for achieving National recognition and a successful year.

1002: Calendar

Date	Time	Event	Location
April 6 th	4:00 PM	Equity Advisory	Conference Room 5
April 6 th	4:30 PM	Special Ed Advisory	Boardroom
April 7 th	5:30 PM	Marion City Council (Isenberg)	City Hall
April 8 th	7:30 AM	Board Visit	Success Center
April 12 th - April 14 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
April 13 th	7:00 AM	Executive Committee	Superintendent's Office
April 13 th	4:30 PM	LIONS Awards & Volunteer Reception	Boardroom
April 14 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
April 16 th	8:30 AM	Coffee Conversation (Patterson/Nelson)	Excelsior Middle School
April 18 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
April 21 st	4:00 PM	Health & Human Development	Boardroom
April 21 st	5:30 PM	Marion City Council	City Hall
April 27 th	7:00 AM	Executive Committee	Superintendent's Office

Date	Time	Event	Location
May 2 nd	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
May 3 rd	5:30 PM	Technology Committee	Boardroom
May 5 th	5:30 PM	Marion City Council	City Hall
May 10 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
May 11 th	7:00 AM	Executive Committee	Superintendent's Office
May 11 th	5:00 PM	Career & Technical Education	Boardroom
May 12 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
May 16 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
May 19 th	5:30 PM	Marion City Council	City Hall
May 21 st	8:30 AM	Coffee Conversation (Hutcheson/Isenberg)	Westfield Elementary
May 25 th	7:00 AM	Executive Committee	Superintendent's Office
May 29 th	1:00 PM	Graduation	US Cellular Center
Date	Time	Event	Location
June 1 st	4:00 PM	School Improvement Advisory	Boardroom
June 6 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
June 8 th	7:00 AM	Executive Committee	Superintendent's Office
June 9 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
June 9 th	5:30 PM	Marion City Council	City Hall
June 14 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
June 20 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
June 22 nd	7:00 AM	Executive Committee	Superintendent's Office
June 23 rd	5:30 PM	Marion City Council	City Hall
Date	Time	Event	Location
July 5 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
July 7 th	5:30 PM	Marion City Council	City Hall
July 11 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
July 13 th	7:00 AM	Executive Committee	Superintendent's Office
July 14 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
July 21 st	5:30 PM	Marion City Council	City Hall
July 27 th	7:00 AM	Executive Committee	Superintendent's Office
July 28 th	5:30 PM	Marion City Council	City Hall

Additional Dates to Remember:

- April 8th – MANE Event @ CR Marriott – 6:00 PM
- April 10th-16th – National Volunteer Week
- April 23rd – Growl Prowl @ LM Stadium – 9:00 AM
- May 2nd-6th – Board & Teacher Appreciation Week
- May 13th – Lunchtime Learning @ Boardroom – Noon
- May 17th – Parent Advisory @ Boardroom – 5:15 PM
- May 26th – 100-Hour Volunteer Luncheon @ Lowe Park – 11:30 AM
- June 1st – Last Day of School

1003: Committees

Board Committees	Participants
Executive Committee	Isenberg, Patterson, Shepherd
Finance/Audit Committee	Abouassaly, Anderson, Hutcheson, Morrison, Shepherd, Weaver
Legislative/Policy Committee	Gadelha, Nelson, Patterson, Shepherd

District Committees	Participants
Career & Technical Education	Bisgard, Nelson
Construction Advisory	Ironside, Shepherd, Weaver
ERMA Advisory	Hutcheson, Ironside
Equity Advisory	Bisgard, Christian, Patterson, Ramos
Health & Human Development	Abouassaly, Breitfelder
School Improvement Advisory	Bisgard, Gadelha
Special Education Committee	Breitfelder, Nelson
Technology Committee	Isenberg, Ramos

1100: ADJOURNMENT *Motion 172-04-04*****

Motion by Patterson for the Board to adjourn the regular session at 8:01 PM. Second by Hutcheson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
April 4, 2016*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/01/2016 - 04/14/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
Fund: Aquatic Center		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$4,024.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$69.07
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$295.24
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$69.07
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$295.24
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$194.58
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES	\$540.00
RICHARDS BROOK	GENERAL SUPPLIES	\$7.00
RUFFLES, BRIAN	TRAVEL	\$210.60
SPLASH MULTISPORT	GENERAL SUPPLIES	\$208.40
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$59.42
Fund Total:		\$5,973.01
Fund: GENERAL		
4 IMPRINT INC	GENERAL SUPPLIES	\$257.08
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$3,577.00
ADAPTIVATION INCORPORATED	INSTRUCTIONAL SUPPLIES	\$87.80
ADVANCE AUTO PARTS	TRANSP. PARTS	\$533.34
ADVANTAGE	GENERAL SUPPLIES	\$118.34
AGVANTAGE FS	GASOLINE	\$792.09
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$666.00
AIRFX TRAMPOLINE PARK	INSTRUCTIONAL SUPPLIES	\$343.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$68.05
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$1,050.68
ALICE TRAINING INSTITUTE, LLC	DUES AND FEES	\$595.00
ALL INTEGRATED SOLUTIONS	GENERAL SUPPLIES	\$58.45
ALLIED GLASS PRODUCTS INC	REPAIR/MAINT SERVICE	\$258.00
ANDERSON, JT	TRAVEL	\$89.70
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$1,516.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$1,384.21
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$343.65
AUCA CHICAGO LOCKBOX	GENERAL SUPPLIES	\$1,863.39
AUTO-JET MUFFLER	TRANSP. PARTS	\$598.83
BAKER & TAYLOR, INC	LIBRARY BOOKS	\$350.00
BAKER & TAYLOR, INC	TEXTBOOKS	\$692.00
BARNES & NOBLE	GENERAL SUPPLIES	\$215.82
BARNES & NOBLE	LIBRARY BOOKS	\$265.77
BAUER BUILT	TIRES AND TUBES	\$1,538.44
BAUER BUILT	VEHICLE REPAIR	\$1,293.12
BIG RIGGER BUILDERS INC	TRANSP. PARTS	\$600.02
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$4,289.99
BOARD OF EDUCATIONAL EXAMINERS	DUES AND FEES	\$86.00
BOOKHOUSE	LIBRARY BOOKS	\$1,218.42
BRECKE	OTHER PROFESSIONAL	\$1,450.00
BREITFELDER, LEISA	TRAVEL	\$6.24

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 04/01/2016 - 04/14/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
BRENES, DAYSI	TRAVEL	\$102.96
BRINEY LARRY	OTHER PROFESSIONAL	\$150.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$145.00
CALCARA MARILYN	TRAVEL	\$7.76
CAM COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$4,774.50
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$4,710.13
CAMPBELL SUPPLY	MAINTENANCE SUPPLIES	\$47.79
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$11,902.17
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$71.22
CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL	\$196,416.03
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$9,848.98
CENTER POINT-URBANA HIGH SCHOOL	TUITION OPEN ENROLL	\$15,027.03
CENTRAL CITY COMMUNITY SCHOOL	TUITION OPEN ENROLL	\$3,183.00
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,514.74
CENTURY RESOURCES INC	INSTRUCTIONAL SUPPLIES	\$11,641.50
CENTURYLINK	TELEPHONE	\$981.35
CHOIR MART - M.E.G.	INSTRUCTIONAL SUPPLIES	\$688.72
CHRISTIAN KARLA	TRAVEL	\$95.55
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$1,657.74
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$356.63
CLARK SECURITY PRODUCTS INC	REPAIR PARTS	\$74.51
CLARK SUSAN	LIBRARY BOOKS	\$5.00
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$3,183.00
COE COLLEGE	PROF SERV: EDUCATION	\$25.00
COLLEGE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$10,018.02
COLTON KRISTI	TRAVEL	\$18.95
COMMUNICATIONS ENGINEERING CO	GENERAL SOFTWARE	\$660.00
COMMUNICATIONS ENGINEERING CO	RADIOS	\$315.37
COMPREHENSIVE SOUND SERVICES	INSTRUCTIONAL SUPPLIES	\$200.00
COMPUTER SOLUTIONS, LTD	COMPUTER SOFTWARE	\$1,675.00
CONNERLY DEBRA	TRAVEL	\$130.73
COOKSLEY DAWN	TRAVEL	\$48.40
COTTON GALLERY LTD.	MAINTENANCE SUPPLIES	\$38.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$116.64
CRESCENT ELECTRIC	MAINTENANCE SUPPLIES	\$473.76
CULLIGAN	MAINTENANCE SUPPLIES	\$441.60
D&N FENCE CO	GROUNDS UPKEEP	\$296.60
DENNIS COMPANY	MAINTENANCE SUPPLIES	\$57.08
E & I COOPERATIVE SERVICES	GENERAL SUPPLIES	\$5.00
ENTERPRISE	RENTALS EQUIPMENT	\$2,863.89
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$344,422.11
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$1,811.22
FREIBURGER VICKI	TRAVEL	\$32.18
FROST JEFF	TRAVEL	\$96.03
FRY KEVIN	TRAVEL	\$10.14

Linn-Mar Community School District

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Vendor Name	Description	Check Total
FUTURE LINE	MAINTENANCE SUPPLIES	\$103.28
GASWAY CO, J P	Copies	\$137.04
GASWAY CO, J P	GENERAL SUPPLIES	\$23,675.94
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$326.40
GAZETTE COMMUNICATIONS INC	GENERAL SUPPLIES	\$775.82
GENESIS INC	INSTRUCTIONAL SUPPLIES	\$78.50
GENSKOW JOHN	INSTRUCTIONAL SUPPLIES	\$90.00
GOODWIN TUCKER GROUP	REPAIR PARTS	\$277.34
GRAINGER	MAINTENANCE SUPPLIES	\$521.52
GRANT WOOD AEA	GENERAL SUPPLIES	\$150.00
GRANT WOOD AEA	PROF SERV: EDUCATION	\$26,078.19
GRANT WOOD AEA	STAFF WORKSH/CONF	\$400.00
HALLS PHOTO	GENERAL SUPPLIES	\$84.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$27,169.60
HANSEN PEGGY	TRAVEL	\$101.40
HARPERCOLLINS PUBLISHERS	GENERAL SUPPLIES	\$1,076.51
HAYES ELIZABETH	TRAVEL	\$38.92
HEARTLAND HOME CARE, INC	PROF SERV: EDUCATION	\$2,600.00
HICKS KRISTI	TRAVEL	\$25.86
HILDEBRAND, KAREN	INSTRUCTIONAL SUPPLIES	\$25.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$2,115.00
INSTRUMENTALIST CO	INSTRUCTIONAL SUPPLIES	\$313.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6,762.95
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$28,917.56
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6,762.95
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$28,917.56
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$31,337.63
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$278.45
IOWA CHILDRENS MUSEUM	INSTRUCTIONAL SUPPLIES	\$283.50
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$105,126.57
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$340.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$4,814.52
ISFIS	OTHER PROFESSIONAL	\$462.00
IWI MOTOR PARTS	VEHICLE REPAIR	\$203.33
JESSEN ALICIA	TRAVEL	\$27.57
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$106.75
KESL CAROL	TRAVEL	\$48.83
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$500.00
KOENEN KARLA	TRAVEL	\$16.69
KOPPIN CONNOR	INSTRUCTIONAL SUPPLIES	\$87.50
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$551.73
LANHAM, JESSICA	TRAVEL	\$37.87
LASER RESOURCES, LLC	Copies	\$6,806.71
LASER RESOURCES, LLC	SERVICE AGREEMENTS	\$9.11
LETTER PERFECT	GENERAL SUPPLIES	\$536.34

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Vendor Name	Description	Check Total
LINN CO-OP OIL	REPAIR PARTS	\$481.10
LINN COUNTY REC	ELECTRICITY	\$20,806.63
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$589.26
LISBON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$1,591.50
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$102.97
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$1,672.00
MARION TIMES	ADVERTISING	\$11.55
McCABE TECH LLC	TECH REPAIRS	\$243.00
MCCORMACK DISTRIBUTING	MAINTENANCE SUPPLIES	\$255.03
MENARDS -13127	GENERAL SUPPLIES	\$28.01
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$519.00
MENARDS -13127	MAINTENANCE SUPPLIES	\$97.08
MIDWAY OUTDOOR EQUIPMENT INC	MAINTENANCE SUPPLIES	\$62.46
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$166.00
MIDWEST WHEEL	TRANSP. PARTS	\$744.39
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MORRISON ANGIE	TRAVEL	\$154.05
MT.VERNON COMM.SCHOOL DIST	TUITION OPEN ENROLL	\$3,183.00
MTI DISTRIBUTING INC	MAINTENANCE SUPPLIES	\$137.46
NASCO	INSTRUCTIONAL SUPPLIES	\$66.16
NEUMAN POOLS	MAINTENANCE SUPPLIES	\$101.09
NORTH-LINN CSD	TUITION OPEN ENROLL	\$5,009.01
OFFICE EXPRESS	GENERAL SUPPLIES	\$374.59
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$1,561.59
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$290.00
PENTAIR AQUATIC ECO-SYSTEMS INC	INSTRUCTIONAL SUPPLIES	\$1,369.13
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$150.99
PERFECTION LEARNING CORPORATION	LIBRARY BOOKS	\$161.10
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$53.99
PLAYSCRIPTS, INC	INSTRUCTIONAL SUPPLIES	\$285.00
PLUMBERS SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$1,319.03
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$2,036.60
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$58.17
QUINTIN SHEPHERD	TRAVEL	\$24.00
R&B AQUATIC DISTRIBUTION	INSTRUCTIONAL SUPPLIES	\$770.40
RAMOS JERI	TRAVEL	\$36.74
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$576.13
RED CEDAR CHAMBER MUSIC	Professional Educational Services	\$200.00
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$457.60
SADLER POWER TRAIN	TRANSP. PARTS	\$417.08
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$187.50
SCHIMBERG	MAINTENANCE SUPPLIES	\$318.92
SCHOOL ADMINISTRATORS OF IOWA	INSTRUCTIONAL SUPPLIES	\$105.00
SCHOOL BUS SALES	TRANSP. PARTS	\$6,406.42
SCHOOL DATEBOOKS	INSTRUCTIONAL SUPPLIES	\$1,244.26

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Vendor Name	Description	Check Total
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$138.60
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$811.74
SCOTT RODNEY	TRAVEL	\$135.72
SHORTER MARGARET	TRAVEL	\$38.61
SPRINGVILLE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$26,714.72
STAPLES	INSTRUCTIONAL SUPPLIES	\$203.75
STATE OF IOWA	GENERAL SUPPLIES	\$30.00
TERRELL DAN	TRAVEL	\$11.23
TFD UNLIMITED LLC	INSTRUCTIONAL SUPPLIES	\$55.00
THE SHREDDER	INSTRUCTIONAL SUPPLIES	\$174.00
THERAPY SHOPPE INC	INSTRUCTIONAL SUPPLIES	\$54.98
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$4,028.45
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$7,681.26
TRALAU CAROL A.	INSTRUCTIONAL SUPPLIES	\$750.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$15,388.04
TRIER KELLY	TRAVEL	\$163.72
TRUCK BUILDERS	VEHICLE REPAIR	\$390.00
UNITED REFRIGERATION	REPAIR PARTS	\$547.23
UNITED WAY OF EAST CENTRAL IOWA	GENERAL SUPPLIES	\$12.00
VAN METER CO	MAINTENANCE SUPPLIES	\$2,527.07
WALSH DOOR & HARDWARE	MAINTENANCE SUPPLIES	\$950.00
WATTS ERIN	TRAVEL	\$73.32
WELLMARK	OTHER PROFESSIONAL	\$1,035.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$1,083.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$3,105.50
WIELAND & SONS LUMBER CO	INSTRUCTIONAL SUPPLIES	\$559.00
ZIMMERMAN JESSICA	TRAVEL	\$13.14

Fund Total: \$1,087,746.97

Fund: NUTRITION SERVICES

ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$17,393.58
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$227.52
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$2,021.86
EARTHGRAINS	PURCHASE FOOD	\$2,841.80
EMS DETERGENT SERVICES	CLEANING PRODUCTS	\$183.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$43,909.42
GARG PRATIBHA	UNEARNED REVENUE	\$34.00
GOODWIN TUCKER GROUP	REPAIR/MAINT SERVICE	\$70.94
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$150.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$924.77
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,954.23
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$924.77
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,954.23
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$4,419.37
KNIGHT SUSAN	TRAVEL	\$7.18
LACEY BECKY	GENERAL SUPPLIES	\$45.00

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Vendor Name	Description	Check Total
LAGE MARIANNA	GENERAL SUPPLIES	\$29.99
LASER RESOURCES, LLC	Copies	\$5.34
MEYERS JARED	UNEARNED REVENUE	\$75.00
NOTH RUTH	TRAVEL	\$5.38
POLAND SHANNON	UNEARNED REVENUE	\$15.75
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$993.00
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$252.41
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$5,175.57
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$100,218.37
SNAI	MEETING EXP/SERVICES	\$25.00
SUBWAY-19486	PURCHASE FOOD	\$2,120.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,928.90
Fund Total:		\$191,906.38
Fund: PHY PLANT & EQ LEVY		
DLR GROUP INC	ARCHITECT	\$1,712.50
DRYSPACE INC	CONSTRUCTION SERV	\$1,092.17
Fund Total:		\$2,804.67
Fund: Pool 10 Million Issue and 2013 10M Issue		
DLR GROUP INC	ARCHITECT	\$36,493.30
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$849,507.79
PODS ENTERPRISES, LLC	BLDG. CONST SUPPLIES	\$318.00
Fund Total:		\$886,319.09
Fund: PUB ED & REC LEVY		
D & K PRODUCTS	GROUPS UPKEEP	\$21,000.04
PACE SUPPLY	GROUPS UPKEEP	\$680.30
TENNIS SERVICES OF IOWA	GROUPS UPKEEP	\$352.30
Fund Total:		\$22,032.64
Fund: STUDENT ACTIVITY		
AL YASSERI KADHUM	OFFICIAL/JUDGE	\$175.00
AL-YASSIRI HUSSIN	OFFICIAL/JUDGE	\$105.00
AL-YASSIRI LATIF	OFFICIAL/JUDGE	\$330.00
ALBERTSON JIM	OFFICIAL/JUDGE	\$55.00
CENTURY RESOURCES INC	INSTRUCTIONAL SUPPLIES	\$3,689.96
COOK JEFF	OFFICIAL/JUDGE	\$130.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,071.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$47.00
DUERKSEN VANESSA	OFFICIAL/JUDGE	\$50.00
DUNNE LANIE	OFFICIAL/JUDGE	\$50.00
ECIVOA	DUES AND FEES	\$60.00
ECIVOA	INSTRUCTIONAL SUPPLIES	\$65.00
ENTERPRISE	TRAVEL	\$76.27
FALAH AL-YASSERY	OFFICIAL/JUDGE	\$175.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$130.34
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$1,688.50

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Vendor Name	Description	Check Total
HADZALIC HARIS	OFFICIAL/JUDGE	\$55.00
HAMAD MOHAMED	OFFICIAL/JUDGE	\$95.00
HARTKE HAROLD	OFFICIAL/JUDGE	\$245.00
HELGERSON DANIELLE	OFFICIAL/JUDGE	\$50.00
HLAVACEK CHRISTINA	OFFICIAL/JUDGE	\$50.00
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$2,703.00
INSTEP DANCEWEAR	INSTRUCTIONAL SUPPLIES	\$383.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$2.31
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$9.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$2.31
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$9.87
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$14.80
IOWA FFA ALUMNI ASSOCIATION	DUES AND FEES	\$50.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	INSTRUCTIONAL SUPPLIES	\$56.00
JYM BAG	INSTRUCTIONAL SUPPLIES	\$243.00
KCCCK-FM	INSTRUCTIONAL SUPPLIES	\$180.00
KOLLEGE TOWN SPORTS	INSTRUCTIONAL SUPPLIES	\$183.73
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$680.68
MAC MAHMENS	OFFICIAL/JUDGE	\$25.00
MEDICAL SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$49.99
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$93.03
MOE TONYA	TRAVEL	\$101.40
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$3,548.00
NATHAN JOHN SEVERSON	INSTRUCTIONAL SUPPLIES	\$450.00
PERFECTION LEARNING CORPORATION	INSTRUCTIONAL SUPPLIES	\$966.60
PIZZA HUT OF AMERICA, INC. & AFFIL	INSTRUCTIONAL SUPPLIES	\$53.46
PORT'O'JONNY	INSTRUCTIONAL SUPPLIES	\$278.00
PROM NITE	INSTRUCTIONAL SUPPLIES	\$119.72
RON IMOEHL EMAIL MESSENGER	DUES AND FEES	\$50.00
SCHUETT MOLLY	OFFICIAL/JUDGE	\$50.00
SCHULTZ SCOTT	OFFICIAL/JUDGE	\$55.00
SHABANI JUMA	OFFICIAL/JUDGE	\$240.00
SPORTS IMPORTS	INSTRUCTIONAL SUPPLIES	\$1,670.00
TERRELL DAN	TRAVEL	\$23.16
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$6.20
WEST HIGH SCHOOL	DUES AND FEES	\$210.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$802.70
WILEY SALLY A.	OFFICIAL/JUDGE	\$50.00
WOOD ERIC	OFFICIAL/JUDGE	\$110.00

Fund Total: \$21,863.90

Grand Total: \$2,218,646.66

End of Report



AIA Document G701™ – 2001

MAR 31 2016

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: CC-09	OWNER: <input type="checkbox"/>
Linn-Mar High School Additions and Renovations - Phase 2	DATE: March 22, 2016	ARCHITECT: <input type="checkbox"/>
Marion, Iowa		CONTRACTOR: <input type="checkbox"/>
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 11-13105-20	FIELD: <input type="checkbox"/>
Larson Construction Co., Inc.	CONTRACT DATE: March 9, 2015	OTHER: <input type="checkbox"/>
600 17 th Street SE	CONTRACT FOR: Combined Construction	
P.O. Box 112		
Independence, IA 50644		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

Please see attachment for Change Order items and description.

The original Contract Sum was	\$ 19,548,000.00
The net change by previously authorized Change Orders	\$ 237,522.54
The Contract Sum prior to this Change Order was	\$ 19,785,522.54
The Contract Sum will be increased by this Change Order in the amount of	\$ 31,952.56
The new Contract Sum including this Change Order will be	\$ 19,817,475.10

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is on or before December 16, 2016.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which 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.

DLR Group, inc.	Larson Construction Co., Inc.	Linn-Mar Community School District
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
1430 Locust Street	600 17 th Street SE	2999 North Tenth Street
Suite 200	P.O. Box 112	Marion, IA 52302
Des Moines, IA 50309	Independence, IA 50644	
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Paul Arend	Travis Schwartz	Tim Isenberg, School Board President
(Typed name)	(Typed name)	(Typed name)
3/31/16		
DATE	DATE	DATE

Linn-Mar High School Additions & Renovations – Phase 2
DLR Group Project No. 11-13105-20

Attachment to Change Order CC-09

General Contractor: Larson Construction

March 22, 2016

Item No. 1:

Cost for labor and material for adjustment modifications to wall finishes as noted on finish plans as well as modifications to resilient floor tile, tile carpeting, wall coverings, interior painting in Area C & D.

DLR Group Proposal Request CC-40 dated January 4, 2016. Pricing per Larson Construction correspondence dated March 8, 2016.

Total Item No. 1: **Add:** **\$10,496.57**

Item No. 2:

Cost for labor and material to install electric water coolers in Corridor EL192.

DLR Group Proposal Request CC-44 dated January 4, 2016. Pricing per Larson Construction correspondence dated February 23, 2016.

Total Item No. 2: **Add:** **\$11,184.34**

Item No. 3:

Cost for labor and material to extend ceiling to the west into Alcove and provide an expansion joint cover at the perimeter of the ceiling with the existing building in Vestibule BL90 per RFI 120.

DLR Group Proposal Request CC-46 dated January 15, 2016. Pricing per Larson Construction correspondence dated February 23, 2016.

Total Item No. 3: **Add:** **\$7,234.64**

Item No. 4:

Existing ball valve in the ceiling of E1M1 restroom is leaking. Cost to replace with 2" prepress ball valve that will require installation of 2" coupling.

Pricing per Larson Construction correspondence COR #48 dated January 19, 2016, reviewed by DLR Group on February 24, 2016.

Total Item No. 4: **Add:** **\$276.90**

Item No. 5:

Cost for labor and material to eliminate wall tile/add paint in E1M1 (north wall) and E1W1 (south wall) - as discussed with Paul and Chad on site.

Pricing per Larson Construction correspondence COR #57 dated February 12, 2016, reviewed by DLR Group on March 7, 2016.

Total Item No. 5: **Deduct: (\$1,360.00)**

Item No. 6:

Cost for labor and material to install new roof drain in Area K per RFI 128.

Pricing per Larson Construction correspondence COR #58R dated February 18, 2016, reviewed by DLR Group on March 7, 2016.

Total Item No. 6: **Add: \$2,053.53**

Item No. 7:

Cost for labor and material to add an additional ladder rack above the existing ladder tray in Closet C to support the new cabling from the remodel.

Pricing per Larson Construction correspondence COR #62 dated February 24, 2016, reviewed by DLR Group on March 3, 2016.

Total Item No. 7: **Add: \$1,206.77**

Item No. 8:

Cost for labor and material to add aluminum thresholds at Doors J106, J107, J104AA, J104BA, J104CA and J1042.

Pricing per Larson Construction correspondence COR #65 dated March 9, 2016, reviewed by DLR Group on March 14, 2016.

Total Item No. 8: **Add: \$313.19**

Item No. 9:

Cost for labor and material to install two (2) access panels for existing plumbing valves and electrical devices as required and discussed on site in Area E bathrooms per RFI 152.

Pricing per Larson Construction correspondence COR #67 dated March 11, 2016, reviewed by DLR Group on March 14, 2016.

Total Item No. 9: **Add: \$546.62**

TOTAL AMOUNT OF CHANGE ORDER CC-09:	ADD: \$31,952.56
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City Laundering Co Rental Service Agreement

Customer X	Sales	Office
Effective Start Date of Service Agreement 8-31-16		
Expiration Date of Service Agreement 8-31-19		

1700 So. Frederick | P.O. Box 622 | Oelwein, IA 50662 | (800) 798-5621 | Fax (319) 283-5636 | www.citylaundering.com

Business Name: Linn Mar Transportation

Address: 2999 N 10th st. Marion, IA 52302

Phone: 319-447-3000

This Agreement made this

day of

City Laundering Co. hereafter referred to as "Supplier," and the undersigned, hereafter referred to as "Customer," agree, the one with the other, on the following whereby the Customer rents garments and/or other merchandise from Supplier.

CHANGES/SIZES	DESCRIPTION	PRICE	CHANGES/SIZES	DESCRIPTION	PRICE
5x10	Carpeted Mat Logo	\$15.75 wk		Shop Towels	\$0.11 wk
3x4	Carpeted Mat	\$2.70 wk			
3x10	Carpeted Mat	\$6.75 wk		100% Cotton/Dickies Carpenter Jeans	\$1.25 Per Change
3x4	Carpeted Mat	\$5.40 OAM		Sleeve Exchange	\$0.40 Per Change
4x6	Carpeted Mat	\$10.80 OAM			

- Supplier agrees to furnish the above-referenced uniforms and items, as well as such other additional uniforms and items as may be subsequently requested by the Customer. If additional items are requested, those items will automatically become a part of and subject to the terms of this agreement. Customer agrees to rent exclusively from Supplier and to assume responsibility for all items on this agreement plus any others subsequently requested by Customer and furnished by Supplier. If any rental items furnished to the Customer are lost, damaged, destroyed or abused while in the Customer's possession from any cause other than normal wear, the Customer shall then be subject to a replacement charge for those items.
- The term of this rental agreement shall be for thirty-six (36) months from the effective start date of this agreement. Customer agrees this agreement [] will, **X** will not automatically renew for one (1) like term. **LL** (initial)
- The terms of this agreement shall apply to all increases or additions in merchandise and related services. **Charges may be imposed or charged from time to time by written notice to the customer. The sending of an invoice to the Customer containing such charges shall be construed as such written notice.** Since company's cost of doing business, such as costs of labor, materials, utilities, transportation and supplies may fluctuate, Customer agrees that all charges may be adjusted annually. **It is hereby agreed that rates shall be locked for the first twelve (12) months, with a 3% increase in year two (2) and three (3). Pricing on this agreement is agreed to by company and Supplier upon signing. The offer of lower pricing by another Supplier is not a valid reason to breach this agreement.**
- Customer acknowledges that Supplier inquired regarding any obligations with any other party for services which are the subject of this agreement, and Customer assures Supplier that none exist. No inducement has been made by Supplier for Customer to improperly terminate any pre-existing service agreement with another party. The Customer acknowledges receipts of this contract.
- The person signing on behalf of the Customer warrants to the supplier that he/she has the authority and power to execute this agreement on behalf of the Customer, and that the Customer has full knowledge of this agreement. Acceptance of the first delivery shall constitute acknowledgment by the Customer of the authority of the person executing this agreement. Customer has read this agreement in its entirety, understands it and as a merchant agrees to its terms.
- This agreement is subject to the additional terms and conditions set forth on the following pages hereof, all of which are incorporated in, and made part of this agreement
- All garments and other merchandise supplied under this agreement shall remain the property of Supplier, except that if this agreement is cancelled by the Customer for any reason prior to its regular expiration. Customer agrees to purchase said garments and merchandise at fair

Initial Here:

City Laundering _____

Customers _____ **X**

market value. Customer recognizes that in establishing service, Supplier has made a substantial capital investment in this account. If this agreement is terminated early, it is agreed that Supplier's damages will be substantial and difficult to ascertain. In recognition of these facts, it is agreed that in the event the Customer terminates service for any reason, at any time other than at contract expiration date, Customer shall pay Supplier as liquidated damages, and not as a penalty, an amount equal to 50 percent of the average weekly rental charges charged during the previous weeks of the contract period multiplied by the number of weeks remaining in this agreement. Upon payment of said amount and delivery to Supplier of all textiles covered by this agreement, Customer will be relieved from payment of future rental charges.

8. Textile Use:

- The Customer may use the textiles for all purposes that are incidental to the Customer's normal activities. The Customer shall NOT use textiles to clean up spills of hazardous waste, as defined by applicable local, state and federal regulations.
- The Customer shall not pour excess solvents or any other chemicals onto textiles as a means of disposing of excess solvents or chemicals.
- The Customer shall establish and maintain at all times a collection system that complies with all applicable local, state and federal environmental and workplace regulations.

9. Collection of soiled textile:

- If the soiled textile bears free liquid, the Customer will use a collection system or other process to remove this free liquid.
- If the soiled textile does not bear free liquid, the Customer may place it in a soiled textile holder outside of a collection system prior to its transportation to the textile rental Company.

10. **WARNING! In the event that under this agreement rental garments are furnished to the customer, it is the customer's responsibility to identify risks and hazards in the workplace and to protect employees. The Supplier denies all responsibility for injury due to fire or chemical burn. If said garments are intended to be used by persons working near molten metal, sparks, or flames, or where caustic chemicals might spill or splash, 100% cotton or standard 65% Polyester/35% Cotton fabrics offer no protection against these hazards. Customer acknowledges this warning and hereby agrees to indemnify and hold harmless Supplier from any and all claims or damages arising out of any complaint that the garments were inadequate for said protection.**

11. The Customer agrees that the Supplier may take a periodic inventory upon the premises of the Customer. Customer grants Supplier the right to enter the premises and to recover its merchandise.

12. This agreement shall be binding upon and shall inure to the benefit of the parties hereto, their heirs, administrators, successors or assigns. No waivers or statements made by any representative of the Supplier shall be valid unless set forth herein.

13. If a Customer is leasing garments, Customer agrees to pay the weekly charge per employee. Weekly rental charge begins on the date of first delivery. The first delivery shall include a preparation charge for each garment issued to wearer of \$1.25. The preparation charge is subject to change as the Supplier's costs change. Rental rates listed on said agreement will be subject to CAM charges.

14. Customer agrees to indemnify, reimburse and hold Supplier harmless from and against any and all claims, losses, liabilities, demands, suits, judgments, or causes of action and all legal proceedings whether civil or criminal, penalties, fines and other sanctions and any costs and expenses in connection therewith, including attorney's fees and expenses, which may result from or arise in any matter as a result of any act or omission on the part of Customer with respect to the textiles or garments leased, if any hereunder. Customer shall indemnify or reimburse Supplier for any attorney fees, court costs and expenses incurred by Supplier in any attempt to collect amounts owed under the agreement in the event the agreement is unreasonably terminated by Customer in violation of terms set forth in this agreement. Invalidity or unenforceability of one or more provisions of this Agreement shall not affect any other provision of this Agreement.

15. **Supplier agrees to furnish the Customer with garments and other merchandise freshly laundered, mended and finished to industry standards. Supplier warrants to give good service to the Customer. The Customer shall have the right to terminate this agreement by giving Supplier written notice that service or quality problems exist. Said written notice shall be provided to the business manager of Supplier, which shall mean the person who has authority to sign contracts and make similar business decisions for Supplier. Supplier then shall have thirty (30) days from receipt of said written notice to correct said problems. If problems are not corrected in thirty (30) days by Supplier, the contract may be terminated by Customer.**

This agreement is subject to an addendum: Yes _____ No X If yes is checked, see attachment.

CITY LAUNDERING CO.

CUSTOMER

Signature _____

Signature _____ X

Name _____

Name _____ X

Title _____

Title _____ X

Manager's Signature _____

Email Address _____

Would you like a copy of the contract *emailed* / *mailed* to you?

PROPOSED ESTIMATE

For your needs, we offer these products and prices on a per-piece basis, extended to estimated weekly totals based on inventory numbers you provided. In the course of doing business, if the inventory varies, we will adjust the Weekly billing accordingly. Proposal based on once a week delivery.

This proposal is valid for 30 days from the proposal date.

Floor Care	Per Piece	Weekly
5x10 Carpeted Mat Logo	\$15.75	\$15.75
3x4 Carpeted Mat (2)	\$2.70	\$5.40
3x10 Carpeted Mat Seasonal (2)	\$6.75	\$13.50
CAM Dust		\$1.27
CAM Dust Seasonal		\$2.08

Floor Care	Per Piece	Once A Month
3x4 Red Carpeted Mat	\$5.40	\$5.40
4x6 Carpeted Mat	\$10.80	\$10.80
CAM Dust		\$0.97

Towels	Per Piece	Weekly
Shop Towel (Inv. of 100 bill at 100%)	\$0.11	\$11.00

Uniforms	Per Change	Weekly
100% Cotton/ Dickies Carpenter 2 employees @ 5 changes = 10 # of Changes x \$1.25	\$1.25	\$12.50
Sleeve Exchange 2 employees @ 5 changes = 10 # of changes x \$0.40	\$0.40	\$4.00
CAM Garment		\$5.20

Miscellaneous	Weekly
Service Charge	\$0.00
Fuel Surcharge	\$3.00 \$0.00

Total	Weekly
Total Weekly	\$58.12 \$55.12
Total Once A Month	\$75.29 \$72.29
Total Seasonal Weekly	\$72.43 \$69.43
Total Seasonal Once A Month	\$89.60 \$86.60

Clean and simple.

LICENSE AGREEMENT COMMERCIAL

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

1. Definitions

- 1.1 "Trademarks" means the word and logo marks depicted in Exhibit A.
- 1.2 "Licensed Product" means products bearing the Trademarks.
- 1.3 "Royalty Rate" means the percentage defined in Exhibit B.
- 1.4 "Net Sales" means Licensee's gross invoice amount billed to customers of Licensed Products, less discounts and allowances actually shown on the invoice and, further, less any bona fide returns supported by credit memoranda actually issued to the customers. No other costs incurred in the manufacturing, selling, advertising, and distribution of the Licensed Products shall be deducted nor shall any deduction be allowed for any uncollectible accounts or allowances.
- 1.5 "Licensed Market" means the types of products that may be marked with the Trademarks, as defined in Exhibit B.
- 1.6 "Customers" means the people to whom Licensed Products may be sold, as defined in Exhibit B.
- 1.7 "Term" means the period of time, as defined in Exhibit B, starting from the Effective Date.

2. LICENSE

- 2.1 Scope of License. Licensor grants to Licensee a non-exclusive license to make, have made and sell Licensed Products in the Licensed Market throughout the world to Customers. Licensee shall not have the right to sub-license beyond the extent necessary to manufacture the Licensed Products. Licensee shall make no other use of the Trademarks.
- 2.2 Royalty. Licensee shall pay Licensor a royalty equal to the Royalty Rate times Net Sales.
- 2.3 Code of Conduct. The grant of the license to the Licensee is contingent upon Licensee agreeing to and adhering to the Code of Conduct, attached at Exhibit C.

3. LICENSOR'S CONTROL

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

4. USE OF THE TRADEMARK

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

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

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

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

5. TERMINATION

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

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

Trademark in a manner not expressly permitted by this Agreement.

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

6. REPORTING AND PAYMENTS

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

7. MISCELLANEOUS

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

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

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

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

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

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

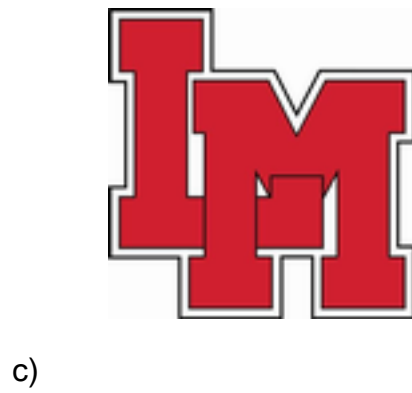
7.7 Notice. All communication to be given under this Agreement shall be in writing and shall be delivered by hand, by facsimile, by registered or certified mail through the United States postal service, or by courier service at the addresses listed below.

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

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

Licensors Commercial	Licensee <i>Commercial</i>
Linn-Mar Community School District	Entity/Team Name: <i>YOURSHIA MyDesign, LLC</i>
Address: 2999 N 10th Street Marion IA 52302	Address: <i>515 Bentley Dr Apt 9 Marion, IA 52302</i>
Signature:	Signature: <i>[Signature]</i>
By: Tim Isenberg	By: <i>BYRON Swilson</i>
Position: Board President	Position: <i>OWNER</i>
Date Signed:	Effective Date:

Exhibit A



g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Commercial

Royalty Rate: 8%

Licensed Markets: Everything not prohibited by the Code of Conduct

Customers: Everyone

Term: 1 year

Reporting Period: Quarterly

CODE OF CONDUCT
COMMERCIAL

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

Supplier Performance. Licensee is expected to provide the highest level of ethics and service in all business facets which include categories such as products and services, delivery, administration, and customer service. Licensee shall not engage in unscrupulous business practices and misrepresentations of any type. Licensee and its representatives shall be courteous, considerate, prompt, and businesslike with those whom they deal including employers, employees, suppliers, and the general public. Licensees may be subject to formal evaluations.

Gifts. Licensor's officials and employees cannot accept anything of value from a Licensee, such as personal gifts or gratuities, which may be construed to have been given to influence the official or employee.

Compensation. Licensee shall ensure that its employees and the employees of all its subcontractors, shall earn at least the minimum wage as required by the law of the location of manufacture.

Working Conditions. Licensee shall provide a safe and healthy working environment, and have a safety program that proactively identifies and eliminates workplace hazards. Employees shall not be required to work more than the limits on the regular hours allowed by the law of the location of manufacture.

Worker Rights. Employees of Licensee and sub-contractors shall have the right to speak up about working conditions without fear of retaliation. No employee may be subjected to physical, sexual or verbal harassment. No employee may be discriminated against in employment in any way on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

Legal Compliance. Licensee shall comply with all the laws and regulations governing the workplace and Licensees conduct of its business affairs. Where there are differences or conflicts with this Code of Conduct and the applicable laws, the higher standard will prevail.

received
4.7.16

Robotics
FIRST World Championship

Code 603.3-R2

4/27-4/30
2016



ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Exhibit 905.1

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing field trips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored field trips unless the event is sanctioned by the state athletic associations.

Field Trips Criteria:

The following checklist and application must be submitted for overnight trips along with the required documentation

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Administrator Approval		<i>Mark Hughes</i>	Date	4/6/16
District Administrator Approval		<i>Rick A. Lonsdale</i>	Date	4/7/16
Board Approval			Date	

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10



Linn-Mar Community Schools

4/6/16
Date Received

Overnight Field Trip Request Form

Field trip requests must be submitted 3 weeks prior to the departure date. Send your completed form, with all required items included, to the **Learning Resource Center, Office of Support Services** for approval. The sponsor will be notified when the approval process is complete.

Sponsor: Dan Niemitalo / LM Robotics Date of Request: 04/06/16

Purpose of the Trip: Compete and Present at the FIRST World Championship

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

Departure Date 04/27/16 Return Date: 04/30/16

Destination: Edward Jones Dome / America's Center, St. Louis, MO

Chaperones:	<u>Dan Niemitalo</u>	<u>Kevin Stucker</u>
	<u>Maureen Velezquez</u>	<u>Carl Gloe</u>
	<u>Carla Lansing</u>	<u>Paul Livermore</u>

Please attach these required items:

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

For Office Use Only		
Building Approval:	<u>Mark Hutch</u> Principal or Assoc. Principal	Date: <u>4/6/16</u>
District Approval:	<u>Rick A. Janside</u> Executive Director-Support Services	Date: <u>4/7/16</u>

Provisional Status: We do not yet know if we will be qualified to compete in the World Championship. If the FRC team qualifies in at the Minnesota North Star FRC Regional, we will be qualified for this event. Therefore, this application is provisional in order to meet the three week timeline.

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

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

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

- FRC team: compete in the FRC World Championship (qualification status unknown as of 4/6/16)
- FTC team: present at the FIRST Championship Conferences (approved to present as of 4/6/16)
- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Learn best practices from other teams. Some of the teams that will be in attendance at this event are world class teams with really well organized, highly respected, and historically successful programs. The World Championship is, naturally, the best possible place to learn from the best teams.
- Worlds offers several opportunities not present at other events, such as the FIRST Championship Conferences, the FIRST Innovation Faire, RoboProm, and Scholarship Row.

Pre-Planning

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

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

Our "A League of Their Own" team is preparing their presentation on Diversity in FIRST, which they will present to coaches, team members, volunteers, and other FIRST people from around the world. They are also marketing their presentation via social media to ensure a healthy level of attendance.

Follow-Up

This event may be the last competition of our 2016 season, but we work during the entire calendar year. Our team will evaluate our season at the conclusion of 2016 competitions and select areas to focus on for future improvement.

Some possible areas for offseason focus:

- CAD / mechanical design training
- Tools / machining / fabrication training
- Software training (Java, sensors, human interfaces)
- Android scouting app development
- Scouting database development and database reporting
- Awards submissions and judge interviewing
- Community outreach
- Sponsor relations
- Marketing
- Safety practices
- Project management
- Recruiting
- Inclusion practices
- Summer camp organization / logistics / curriculum / volunteer training

Assessment

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

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

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

Our presenting team will evaluate their presentation partly based on the attendance they generate and the feedback they receive afterward.

Funding – Travel

Travel expenses (estimated \$250 per students) are paid for by students' families. The high school has tentatively agreed to fund transportation for this trip, which may be via coach bus, depending on the size of the group attending. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms:	\$8000
Van or Coach transportation	\$5000
Fuel for equipment via mentor truck + trailer	\$100
Group lunch / breakfast food:	\$400
Approximate Total:	\$13,500

With an estimated attendance of 35 students and 20 adults attending, this puts the cost in the range of \$125-260 per student; cost is highly dependent on potential funding from the high school and the Linn-Mar Booster Club. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for supper meals (approximately \$50). Students who attend RoboProm are responsible for paying their own tickets (\$20) in addition to the other costs.

Funding – Other Expenses

The registration fees for this event (\$4,000) and materials costs related to this event are paid out of the LM Robotics general budget (approximately \$50,000).

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

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

Linn-Mar Robotics received a Rockwell Collins FRC grant in the amount of \$10,000 in 2015-2016 to pay for registration fees for two regional events (\$9,000), plus a portion of our Championship registration fee (\$1000 out of a total of the \$5000 fee). The remainder of the fee is to be covered by our general LM Robotics budget, funded as described above. In each of our last three trips to the FIRST Championship, our program was able to raise additional funds from community organizations and businesses after qualifying for the event. If we qualify, we could potentially attract some amount of additional funding once again. Even if we don't, our budget projects to cover the registration fees as of 4/6/16.

Common Experience

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

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

Multi-Disciplinary:

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

Mode of Transportation

Scenario 1: Coach Bus

If the FRC team qualifies, we would have a large group of up to 55 people traveling to St. Louis.

In this case, both teams (FRC Iron Lions and FTC A League of Their Own) would travel together in the bus.

We would also have an adult mentor drive a truck and trailer to bring the FRC team's equipment.

Scenario 2: Rental Vans

If only the FTC team travels to make their presentation, they would travel by rental van.

2016 FIRST World Championship Trip Itinerary

St. Louis, MO

<p>Wednesday, 04/27/16</p> <p>8:45 AM Depart from LMHS</p> <p>12:00 PM Lunch on the road</p> <p>1:30 PM Arrive in St. Louis</p> <p>2:00 PM Load in opens at Dome</p> <p>3:00 PM Snack (supper will be late)</p> <p>4:00 PM Pits open, Conferences Begin</p> <p>6:00 PM Practice Matches until 8 PM</p> <p>8:30 PM Pits close</p> <p>9:00 PM Eat food</p> <p>10:00 PM Back at hotel</p> <p>10:30 PM In rooms</p> <p>11:00 PM Lights out</p> <p>Thursday, 04/28/16</p> <p>6:00 AM Breakfast at Hotel</p> <p>6:30 AM Leave Hotel</p> <p>7:00 AM Pits open</p> <p>8:30 AM Qualifier matches begin</p> <p>Conferences begin</p> <p>12:00 PM Lunch</p> <p>1:00 PM Matches resume</p> <p>4:30 PM Conferences conclude</p> <p>5:30 PM Pits close</p> <p>6:00 PM FIRST Opening Ceremony</p> <p>7:30 AM Supper at restaurant</p> <p>8:00 PM RoboProm at Hyatt Regency</p> <p>9:00 PM Back at hotel</p> <p>10:30 PM In rooms</p> <p>11:00 PM Lights Out</p>	<p>Friday, 04/29/16</p> <p>5:45 AM Breakfast at Hotel</p> <p>6:00 AM Leave Hotel</p> <p>6:30 AM Meet for Iowa FIRST picture @ EJD</p> <p>7:00 AM Pits open</p> <p>8:00 AM Qualifier matches resume</p> <p>8:30 AM Conferences begin</p> <p>12:00 PM Lunch</p> <p>1:00 PM Matches resume</p> <p>4:30 PM Conferences conclude</p> <p>7:00 PM Pits close</p> <p>7:30 PM Back to hotel for pizza</p> <p>8:00 PM Scouting meeting</p> <p>10:30 PM In rooms</p> <p>11:00 PM Lights out</p> <p>Saturday, 04/30/16</p> <p>6:00 AM Breakfast at Hotel + Check Out</p> <p>6:20 AM Leave Hotel</p> <p>6:45 AM Pits open</p> <p>7:30 AM Division awds cerem. + alliance selec.</p> <p>8:30 AM Load out if applicable</p> <p>9:30 AM Subdivision Playoffs</p> <p>12:30 PM Break</p> <p>2:30 PM FRC pits closed to public</p> <p>2:30 PM FRC Championship Matches & Awds</p> <p>5:30 PM Grab quick food</p> <p>6:30 PM Champs Closing Ceremony & Finale</p> <p>7:30 PM Depart for LMHS</p> <p>12:00 AM Arrive back at LMHS</p>
<p>Hotel (Tentative)</p> <p>Airport Plaza Inn</p> <p>4530 N Lindbergh Blvd, Bridgeton, MO 63044</p> <p>(314) 731-3800</p>	<p>Venue</p> <p>Edward Jones Dome and America's Center</p> <p>901 N Broadway, St. Louis, MO</p>

FIRSTPRESENTING
SPONSOR**QUALCOMM**

CHAMPIONSHIP

APRIL 27-30
St. Louis, Missouri

Schedule

as of April 5, 2016

Start Time	End Time	Event	Location
Campus Key: DM=Edward Jones Dome AC=America's Center US=Union Station MG=Marriott Hotel PB=Peabody Opera House			
Wednesday, April 27, 2016			
11:00 A.M.	5:00 P.M.	FIRST Innovation Faire	MG
1:45 P.M.	3:30 P.M.	FIRST Store Open	US
1:45 P.M.	3:30 P.M.	FIRST Tech Challenge Qualification Matches	US
4:00 P.M.	8:00 P.M.	FIRST Championship Conferences	AC US
4:00 P.M.	8:00 P.M.	FIRST Store Open	AC
4:00 P.M.	8:00 P.M.	FIRST Robotics Competition Pits Open	DM
6:00 P.M.	8:00 P.M.	FIRST Robotics Competition Practice Matches	AC
6:00 P.M.	8:00 P.M.	FIRST LEGO League Team Greeting Event	AC
Thursday, April 28, 2016			
7:00 A.M.	3:45 P.M.	FIRST Tech Challenge Pits Open	US
7:00 A.M.	5:00 P.M.	FIRST Store Open	US
7:00 A.M.	5:30 P.M.	FIRST Store Open	AC
7:00 A.M.	5:00 P.M.	FIRST LEGO League Pits Open	AC
7:00 A.M.	5:30 P.M.	FIRST Robotics Competition Pits and Machine Shop Open	AC
8:00 A.M.	11:30 A.M.	FIRST Tech Challenge Qualification Matches	US
8:30 A.M.	5:00 P.M.	FIRST Robotics Competition Qualification Matches	DM
8:30 A.M.	4:30 P.M.	FIRST Championship Conferences	AC US
8:30 A.M.	5:30 P.M.	FIRST LEGO League Practice Matches	AC
10:00 A.M.	5:30 P.M.	FIRST Innovation Faire and Scholarship Row	MG
12:30 P.M.	3:15 P.M.	FIRST Tech Challenge Qualification Matches	US
3:45 P.M.	-	FIRST Tech Challenge Pits Close	US
5:30 P.M.	-	FIRST LEGO League Pits Close	AC
5:30 P.M.	-	FIRST Robotics Competition Pits and Machine Shop Close	AC
6:00 P.M.	7:30 P.M.	FIRST Championship Welcome Ceremony presented by Monsanto	DM
Friday, April 29, 2016			
7:00 A.M.	2:30 P.M.	FIRST Store Open	US
7:00 A.M.	2:30 P.M.	FIRST Tech Challenge Pits Open	US
7:00 A.M.	5:00 P.M.	FIRST LEGO League Pits open	AC
7:00 A.M.	7:00 P.M.	FIRST Store Open	AC
7:00 A.M.	7:00 P.M.	FIRST Robotics Competition Pits and Machine Shop Open	AC
8:00 A.M.	6:30 P.M.	FIRST Robotics Competition Qualification Matches	DM
8:00 A.M.	11:30 P.M.	FIRST Tech Challenge Qualification Matches	US
8:30 A.M.	5:00 P.M.	FIRST LEGO League Competition Matches	AC
8:30 A.M.	4:30 P.M.	FIRST Championship Conferences	AC US
9:00 A.M.	5:00 P.M.	FIRST LEGO League Jr. World Festival Expo Open	US
10:00 A.M.	4:30 P.M.	FIRST Innovation Faire & Scholarship Row	MG
12:30 P.M.	2:00 P.M.	FIRST Tech Challenge Qualification Matches	US
2:30 P.M.	-	FIRST Tech Challenge Pits Close	US
3:30 P.M.	5:00 P.M.	FIRST Tech Challenge Awards Ceremony	PB
5:00 P.M.	-	FIRST LEGO League Pits Close	AC
7:00 P.M.	-	FIRST Robotics Competition Pits and Machine Shop Close	AC
Saturday, April 30, 2016			
6:45 A.M.	2:30 P.M.	FIRST Robotics Competition Pits and Machine Shop Open	AC
7:00 A.M.	4:00 P.M.	FIRST Store Open	US
7:00 A.M.	9:00 P.M.	FIRST Store Open	AC
7:00 A.M.	-	FIRST LEGO League Pits Open	AC
7:00 A.M.	4:00 P.M.	FIRST Tech Challenge Pits Open	US
8:00 A.M.	11:00 A.M.	FIRST Tech Challenge Qualification Matches	US
7:30 A.M.	8:30 A.M.	FIRST Robotics Competition Division Award Ceremonies and Alliance Selections	DM
8:00 A.M.	11:00 A.M.	FIRST LEGO League Jr. World Festival Expo Open	US
8:00 A.M.	12:00 P.M.	FIRST Innovation Faire and Scholarship Row	MG
8:30 A.M.	10:00 A.M.	FIRST LEGO League Project Encore Performances	AC
9:30 A.M.	12:30 P.M.	FIRST Robotics Competition Sub-Division Playoff Matches	DM
10:15 A.M.	10:45 A.M.	FIRST LEGO League Medal Ceremony	AC
11:00 A.M.	11:30 A.M.	FIRST Tech Challenge Alliance Selections	US
11:30 A.M.	-	FIRST LEGO League Pits Close	AC
12:30 P.M.	3:00 P.M.	FIRST Tech Challenge Elimination Matches and Competition Awards	US
2:30 P.M.	3:30 P.M.	FIRST LEGO League Jr. Awards Ceremony	US
2:30 P.M.	-	FIRST Robotics Competition Pits Close	AC
2:30 P.M.	5:00 P.M.	FIRST Robotics Competition Championship Matches and Awards	DM
3:30 P.M.	5:00 P.M.	FIRST LEGO League Awards Ceremony	AC
4:00 P.M.	-	FIRST Tech Challenge Pits Close	US

*All times Central Time (CT)

*Additional events/dates/times TBA; schedule subject to change



received
4-8-16

FFA
DuPont Essay Contest

Code 603.3-R2

4/27-4/30
2016

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Exhibit 905.2

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

In authorizing field trips, the principal shall consider the financial condition of the school district, the educational benefit of the activity, the inherent risks or dangers of the activity and other factors deemed relevant by the superintendent, including the participation of the membership of the regular activity group. Students who have graduated may not participate in school sponsored field trips unless the event is sanctioned by the state athletic associations.

Field Trips Criteria:

The following checklist and application must be submitted for overnight trips along with the required documentation

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Administrator Approval		<i>[Signature]</i>	Date	6/7/16
District Administrator Approval		<i>[Signature]</i>	Date	6/8/16
Board Approval			Date	

- Students who are eligible for a fee waiver will be covered through the use of contingency or discretionary funds as appropriate.

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10



Linn-Mar Community Schools

4-7-2016
Date Received

Overnight Field Trip Request Form

Field trip requests must be submitted 3 weeks prior to the departure date. Send your completed form, with all required items included, to the **Learning Resource Center, Office of Support Services** for approval. The sponsor will be notified when the approval process is complete.

Sponsor: Barb Lemmer Date of Request: 4-7-2016

Purpose of the Trip: DuPont Challenge Essay Contest Winners Trip
to Disneyworld Orlando Florida

Departure Date: 4-27-2016 Return Date: 4-30-2016

Destination: Orlando, Florida

Chaperones: Barb Lemmer
1 Parent to Be Determined

Please attach these required items:

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

For Office Use Only	
Building Approval: <u>Mark White</u>	Date: <u>6/7/16</u>
Principal or Assoc. Principal	
District Approval: <u>Rick A. Semick</u>	Date: <u>6/8/16</u>
Executive Director-Support Services	

DuPont Essay Winner Trip to Disney World, Orlando, Florida - 2016

Sponsorship: DuPont

Supervision: Barb Lemmer, FFA chapter advisor along with a family member will attend and be responsible for _____ on his trip to Disney World, Orlando, Florida. _____ will participate in all activities along with all of the other essay winners and their teachers and parents.

Adherence to the district Code of Conduct and completion of appropriate documentation by parents and students: _____ understands the district Code of Conduct and he will complete all of the appropriate documentation needed to participate in this activity.

Written Request: See details below!

Rationale/Purpose: _____ is participating in this activity because he place third in the nation on the DuPont Challenge essay contest. He along with myself (Ms. Lemmer) and a parent (TBD) are awarded a trip to Disney World in Orlando, Florida. During this trip he will be recognized for writing his winning essay.

Pre-Planning:

- Complete required paperwork.
- DuPont will help with flight reservations.
- DuPont has reserved hotel accommodations for everyone involved.
- Professional leave has been requested on iVisions and SEMS for 3 days...**April 27, 28 and 29. Will return on Saturday, April 30.**
- I will review (when available) the **schedule and tentatively determine the schedule that will be followed by _____ myself and his parent.**
- I will forward emails with information as known.

Resource Manual: I take a folder with me that contains all of the paperwork for the trip. I have all administrator contacts in my cell phone.

Follow-up: _____ will meet after the trip to prepare a report that will highlight the educational benefits/competitive results of the DuPont Challenge essay contest and winning trip and we both will share that information with the other FFA members, parents, and others through the chapter's website, LM-TV, social media sites and chapter banquet. _____ and I will encourage other Linn-Mar students to participate in this activity in 2017.

Assessment: _____ will reflect on his experience and then look for additional opportunities to participate in the future.

Funding: All expenses will be taken care of by DuPont.

List of Participants: Student, Ms. Lemmer and 1 parent (TBD)

Common Experiences: All participants will attend all activities as scheduled by DuPont.

Multi-disciplinary: All core areas as well as agricultural science were needed to write a winning essay. 9,000 students submitted an essay for this contest back in January. placed third in the senior division.

School Finance Report

March 31, 2015

75% of the School Year Complete

	Current Budget	Beginning Fund Balance(est)	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$51,750,000			\$3,820,829	\$4,073,861	\$29,713,493	57.4%		\$22,036,507		
2) Support Services(2000-2999)	\$23,266,000			\$1,887,647	\$1,878,889	\$16,413,289	70.5%		\$6,852,711		
3) Non-Instructional(3000-3999)	\$3,483,000			\$300,101	\$250,471	\$2,173,510	62.4%		\$1,309,490		
4) Other Expenditures((4000-5299)	\$25,310,943			\$349,858	\$641,722	\$13,815,154	26.5%	w/o transf	\$11,495,789		
Total	\$103,809,943			\$ 6,358,435	\$ 6,844,943	\$ 62,115,446	53.0%	w/o transf	\$41,694,497		
Interfund Transfers	\$14,058,094			\$ 376,261	\$ 376,261	\$ 7,109,443	50.6%		\$6,948,651		
Operating Fund-10	\$73,775,943	\$11,554,282	\$47,328,293	\$5,835,837	\$6,060,723	\$45,192,314	61.3%		28,583,629	2,135,979	13,690,261
PPEL-36	\$3,850,000	\$2,434,751	\$1,978,116	\$15,621	\$83,961	\$1,653,552	42.9%		2,196,448	324,564	2,759,315
Management-22	\$1,062,000	\$2,093,890	\$576,429	\$0	\$271	\$1,015,806	95.7%		46,194	(439,377)	1,654,513
Activity-21	\$1,400,000	\$573,221	\$984,721	\$101,498	\$71,511	\$828,047	59.1%		571,953	156,674	729,895
Nutrition-61	\$3,354,000	\$1,889,522	\$2,110,805	\$290,946	\$238,581	\$1,991,757	59.4%		1,362,243	119,049	2,008,571
SAVE-33	\$1,025,000	\$21,942,700	\$7,754,233	\$0	\$0	\$1,392,665	135.9%		(367,665)	6,361,568	28,304,268
Debt Service-40	\$9,360,000	\$3,477,311	\$5,724,958	\$3,000	\$0	\$5,279,655	56.4%		4,080,345	445,302	3,922,613
Other Capitol Projects-35	\$9,500,000	\$3,998,305	\$3,671,860	\$93,375	\$375,141	\$4,553,041	47.9%		4,946,959	(881,181)	3,117,124
PERL-24	\$433,000	\$417,428	\$138,777	\$2,828	\$2,828	\$99,615	23.0%		333,385	39,162	456,590
Aquatic Center-65	\$50,000	\$6,691	\$183,760	\$13,296	\$9,908	\$103,796	207.6%		(53,796)	79,964	86,655
Student Store-68		\$0	\$7,772	\$2,036	\$2,019	\$5,197				2,575	2,575
Total	\$103,809,943	\$48,388,101	\$70,459,724	\$6,358,435	\$6,844,943	\$62,115,446	59.8%		41,694,497	8,344,279	56,732,380
Interfund Transfers	\$14,058,094		\$7,109,443	\$376,261	\$376,261	\$7,109,443	0.0%		6,948,651		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2014-2015

Date Range: 07/01/2014 - 03/31/2015

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	17,965,552.15	86,516,834.50	91,291,533.33	13,190,853.32
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	59,386.24	59,386.24	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	599,034.00	3,179,000.46	3,049,691.18	728,343.28
22.0006.0000.000.0000.101000	CASH IN BANK	2,091,274.08	4,762,894.71	5,199,655.54	1,654,513.25
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	25,029.05	25,029.05	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	419,043.14	996,851.60	959,301.85	456,592.89
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	321,500.00	643,000.00	643,000.00	321,500.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	3,770,000.00	3,770,000.00	1,885,000.00
33.0000.0000.000.0000.111011	1.555 RESERVE CD	694,000.00	1,388,000.00	1,388,000.00	694,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	1,888,561.60	1,888,561.60	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	1,933,606.24	1,933,606.24	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	1,080,484.59	10,388,403.04	10,607,338.13	861,549.50
35.0003.0000.000.0000.101000	CASH IN BANK	4,404,883.06	16,158,065.44	17,466,850.98	3,096,097.52
36.0003.0000.000.0000.101000	CASH IN BANK	2,563,476.66	7,189,215.39	7,064,034.94	2,688,657.11
40.0003.0000.000.0000.101000	CASH IN BANK	3,465,221.99	12,668,337.55	12,210,945.94	3,922,613.60
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	1,103,876.23	1,103,876.23	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,251,467.30	3,691,307.52	3,413,297.47	1,529,477.35
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	64,969.71	64,969.71	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	31,679.80	219,201.88	164,226.59	86,655.09
68.0002.0000.000.0000.101000	CASH IN BANK	0.00	8,032.35	5,457.41	2,574.94
		38,683,700.69	156,654,573.51	162,308,762.43	33,029,511.77

End of Report

School Finance Report March 31, 2016

75% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$51,825,000			\$4,521,874	\$3,741,975	\$32,394,513	62.5%		\$19,430,487		
2) Support Services(2000-2999)	\$26,019,000			\$2,014,144	\$2,316,180	\$17,147,856	65.9%		\$8,871,144		
3) Non-Instructional(3000-3999)	\$4,081,000			\$306,024	\$414,735	\$2,340,229	57.3%		\$1,740,771		
4) Other Expenditures((4000-5299)	\$35,916,786			\$2,276,651	\$1,695,416	\$45,338,456	58.2%	w/o transf	-\$9,421,670		
Total	\$117,841,786			\$ 9,118,692	\$ 8,168,307	\$ 97,221,053	61.8%	w/o transf	\$20,620,733		
Interfund Transfers	\$26,200,952			\$ 493,603	\$ 493,603	\$24,442,424	93.3%		\$1,758,528		
Operating Fund-10	\$76,416,786	\$10,405,877	\$49,580,102	\$6,502,367	\$6,238,430	\$47,893,351	62.7%		28,523,436	1,686,751	12,092,628
PPEL-36	\$3,725,000	\$3,733,684	\$11,904,413	\$160,659	\$95,132	\$11,952,411	320.9%		(8,227,411)	(47,998)	3,685,686
Management-22	\$1,242,000	\$2,182,209	\$620,380	\$288	\$0	\$1,230,213	99.1%		11,787	(609,834)	1,572,375
Activity-21	\$1,400,000	\$647,290	\$1,219,086	\$259,414	\$73,675	\$1,251,177	89.4%		148,823	(32,091)	615,199
Nutrition-61	\$3,965,000	\$1,114,878	\$2,135,209	\$298,030	\$311,942	\$2,133,695	53.8%		1,831,305	1,514	1,116,392
SAVE-33	\$1,100,000	\$7,074,306	\$14,207,186	\$520,364	\$548,228	\$15,239,031	1385.4%		(14,139,031)	(1,031,845)	6,042,461
Debt Service-40	\$9,300,000	\$3,017,710	\$6,679,146	\$0	\$0	\$4,776,108	51.4%		4,523,892	1,903,038	4,920,748
Other Capitol Projects-35	\$20,000,000	\$1,152,258	\$20,009,815	\$1,357,521	\$863,524	\$12,184,774	60.9%		7,815,226	7,825,041	8,977,298
PERL-24	\$543,000	\$516,196	\$145,717	\$2,911	\$20,669	\$400,708	73.8%		142,292	(254,991)	261,205
Aquatic Center-65	\$140,000	\$78,258	\$196,927	\$16,251	\$16,450	\$149,211	106.6%		(9,211)	47,716	125,975
Student Store-68	\$10,000	\$2,202	\$10,364	\$887	\$256	\$10,375	103.8%		(375)	(11)	2,191
Total	\$117,841,786	\$29,924,868	\$106,708,344	\$9,118,692	\$8,168,307	\$97,221,053	82.5%		20,620,733	9,487,291	39,412,159
Interfund Transfers	\$26,200,952		\$24,442,424	\$493,603	\$493,603	\$24,442,424	0.0%		1,758,528		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2015-2016

Date Range: 03/01/2016 - 03/31/2016

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	12,750,009.29	6,153,854.28	6,762,949.67	12,140,913.90
10.0002.0000.000.0000.101000	CASH IN BANK	0.00	2,500.00	0.00	2,500.00
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,554.64	2,554.64	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	786,405.79	242,265.97	411,262.42	617,409.34
22.0006.0000.000.0000.101000	CASH IN BANK	1,536,222.75	36,440.53	288.00	1,572,375.28
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,321.95	3,321.95	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	255,092.40	9,024.51	2,911.36	261,205.55
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	321,500.00	0.00	0.00	321,500.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111011	1.555 RESERVE CD	694,000.00	0.00	0.00	694,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	1,246,231.66	503,712.08	544,559.74	1,205,384.00
35.0003.0000.000.0000.101000	CASH IN BANK	10,333,191.61	1,627.91	1,357,521.12	8,977,298.40
36.0003.0000.000.0000.101000	CASH IN BANK	3,731,494.01	131,926.14	177,734.15	3,685,686.00
40.0003.0000.000.0000.101000	CASH IN BANK	4,290,134.74	630,613.22	0.00	4,920,747.96
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	167,576.92	167,576.92	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,665,138.30	318,547.51	298,338.69	1,685,347.12
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	12,648.03	12,648.03	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	109,945.98	36,192.80	16,392.97	129,745.81
68.0002.0000.000.0000.101000	CASH IN BANK	2,742.79	335.00	972.27	2,105.52
		<u>41,518,193.24</u>	<u>8,253,141.49</u>	<u>9,759,031.93</u>	<u>40,012,302.80</u>

End of Report