



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 WORK SESSION MINUTES
MAY 18, 2015**

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 Board Room of the Learning Resource Center by President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Buchholz, Crawford, Hutcherson, Patterson, and Wilson. Gadelha arrived at 5:19 PM. Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, Ironside, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 277-05-18

Motion by Buchholz for the Board to adopt the agenda as presented. Second by Patterson. Voice vote. Motion unanimously approved.

300: WORK SESSION/DISCUSSION INFORMATION

301: The Future Video Presentation

As part of a speech class communication project, Linn-Mar High School Teacher Ann Fry partnered with Dana Lampe, Technology Integration Coach (TIC), to have students create a video based on a message they wanted to share with an audience. Gabby Meis, Jenny Ha, and Kiersten Steinke presented their video with their message, *The Future*.

302: SODA Mock Accident Video Presentation

Several members of the SODA Committee who developed, filmed, and produced the safety video viewed by Linn-Mar students prior to prom on Saturday night, May 16th, presented the video to the Board. The SODA Committee members involved were: Tim Paulson, Phil Adams, Rylie Frese, Trevor Noble, Ryan Schmidt, Brooklynn Ophoff, Lotukalafi Ahomana, Lane Halupnik, and Emma Miller. Police Officer Tom Daubs played a large part in helping the students put the video together by organizing all of the community agencies that were involved. Officer Daubs shared his thanks to the students for asking him to be a part of such a great project. The students were presented with a certificate of recognition by Superintendent Mulholland, Officer Tom Daubs, and Executive Director of Student Services Julie Jensen. The SODA Mock Accident video can be viewed on YouTube by visiting the following link: <https://www.youtube.com/watch?v=pLm764zJ2YA>.

303: Review of LMEA 2-Year Contract

Exhibit 303.1

Karla Christian, Executive Director of Human Resources, and JT Anderson, Chief Financial Officer, reviewed the Linn-Mar Education Association (LMEA) two-year contract. The estimated salary increase, until Legislature has determined the State Supplemental Aid (SSA) rate, will be 1.25%; which results in a total package increase of 4.2%. Total package includes

salary, insurance, IPERS, etc. There are currently 72.6% certified employees enrolled in the district-offered insurance.

304: Discussion on IASB Standards of Effective School Boards (Part 3)

Superintendent Mulholland facilitated part three of the Board discussion on the Iowa Association of School Boards (IASB) *Standards of Effective School Boards*.

As a result of the discussion, the Board members identified two additional topics for consideration as standards for effective school boards:

- 1) Continuous development of the Board's knowledge capacity in best practices for board governance, code requirements and legal matters, and participation in internal and external training opportunities.
- 2) Fostering a culture of knowing the District through continuous learning practices of board meeting preparation and consistent participation in school events.

400: ADJOURNMENT Motion 278-05-18

Motion by Patterson to adjourn the work session at 6:32 PM. Second by Buchholz. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
May 18, 2015*



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 REGULAR SESSION MINUTES
MAY 18, 2015**

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 Board Room of the Learning Resource Center by President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Buchholz, Crawford, Gadelha, Hutcheson, Patterson, Wilson, and Isenberg. Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, Ironside, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 279-05-18

Motion by Patterson for the Board to approve the agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

300: AUDIENCE COMMUNICATIONS

400: RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

500: RECOGNITIONS/PROCLAMATIONS

600: BOARD ANNOUNCEMENTS AND REPORTS

601: Marion City Council

Patterson reported on the May 7th meeting of the Marion City Council. Item of interest to District was the discussion on the proposed housing development near the corner of Echo Hill Road and Alburnett Road.

602: Finance/Audit Committee

Hutcheson reported on the May 12th meeting of the Finance/Audit Committee. The discussion focused on the FY2016 budget update, planning for capital projects, and the new TimeClock Plus system that will go live for employees on June 1st. Hutcheson also shared that the District was awarded, for the 11th consecutive year, the Association of School Business Officials International Certificate of Excellence in Financial Reporting for the fiscal year ending June 30, 2014.

603: Career & Technical Education Committee

Wilson reported on the May 13th meeting of the Career & Technical Education Committee. Discussion focused on the benefits and cost of being members of the Perkins Consortium.

604: Coffee Conversation

Wilson and Patterson reported on the May 16th Coffee Conversation held at Novak Elementary. There were 10 attendees comprised of teachers, PTO members, and parents. The discussion focused on several topics including the budget, PTOs, the pending legislation on SSAs, daycare issues, and the High School renovations. The attendees also received a tour of Novak.

700: INFORMATIONAL REPORTS

701: Safety Program Update

Exhibit 701.1

Karla Christian, Executive Director of Human Resources, and Phil Miller, Human Resources Generalist, updated the Board on the District's safety program. Miller shared that this year's focus was on "mind on the task; eyes on the task" and being aware of your surroundings to reduce on-job injuries. Christian shared that the Safety Committee worked with the athletic coaches on SPORT (**S**tretch, **P**redict, **O**versee, **R**estraint, and **T**rust) to cut down on student athlete injury claims. The student athlete injury claims dropped from \$95,193 in 2013-14 to \$5,378 in 2014-15. It was also shared that safety trainings and incentives are shared with staff which consist of items such as: Safety Shout Outs/pins, Linn-Mar Bucks, eyeball erasers, and the popular penguin signs. The District received a \$100,000 check for the decrease in worker's compensation claims due to the *Walk Like a Penguin* safety initiative.

702: Summer Programming Update

Walk-In Exhibit 702.1

Julie Jensen, Executive Director of Student Support Services, updated the Board on the District's summer learning programs. Reading programs will be offered at all seven elementary buildings. There will also be a Student Support Services program for IEP students offered over the summer. Jensen also shared information on the Marion Methodist Church's Feeding Lunches to Youth program and the 2-1-1 Summer Meals for Kids program.

800: SUPERINTENDENT'S REPORT

801: Superintendent's Update

Walk-In Exhibit 801.1

Superintendent Katie Mulholland updated the Board on the following items:

- 1) Coffee Conversations: The Board hosted a total of seven Coffee Conversations during the 2014-15 school year. Attendance varied from 2 to 19 attendees. A list of attendees was presented as part of Exhibit 801.1.
- 2) Tower Terrace Agreement: Administration is in the final stages of coming to an agreement with the City of Marion officials over the deeding of the land to the City for the construction of Tower Terrace Road through the main campus between the Stadium and the Excelsior Middle School tennis courts. The total amount of land is 4.36 acres for the road, initially constructed as two lane with a wide median for future expansion to four lanes. Further consideration on the wording is needed. Several Board members expressed their concerns about constructing the Tower Terrace extension without an overpass and their fears of injuries to students due to the crossing being unsafe without an overpass/underpass.
- 3) Legislative Update: The Legislature still has not made a decision about State Supplemental Aid (SSA) and the Legislature is off for the current week and will not reconvene until after the Memorial Day holiday.

900: UNFINISHED BUSINESS

901: Second Reading of Policy on Affordable Care Act **Motion 280-05-18** *Exhibit 901.1*
Motion by Patterson for the Board to approve the second reading of new policy pertaining to the Federal Patient Protection and Affordable Care Act as presented in Exhibit 901.1. Second by Crawford. Voice vote. Motion unanimously approved.

902: Second Reading of 900 Policy Series: Building and Sites **Motion 281-05-18** *Exhibit 902.1*
Motion by Patterson for the Board to approve the second reading of the 900 Policy Series: Building and Sites. Second by Gadelha. Voice vote. Motion unanimously approved.

901 SITE ACQUISITION AND FACILITIES CONSTRUCTION

- Reviewed 5/15 901.2 Site Specifications
- Reviewed 5/15 901.3 Facilities & Sites Long-Range Planning
- Reviewed 5/15 901.4 Facilities Planning Advisors
- Reviewed 5/15 901.5 Educational Specifications for Facilities
- Reviewed 5/15 901.6 Facilities Specifications
- Reviewed 5/15 901.7 Facilities Funding
- Revised 5/15 901.8 Structures
- Adopted 5/15 901.8-R Administrative Regulations Regarding Structures and Site Modifications
- Adopted 5/15 901.8-E Structure and Site Modification: Facility or Grounds Project Application

902 MAINTENANCE AND OPERATION

- Revised 5/15 902.1 Maintenance, Operation and Management
- Reviewed 5/15 902.3 Energy Conservation
- Revised 5/15 902.4 Use of Contracted Services
- Reviewed 5/15 902.6 Disposition of Obsolete Equipment
- Revised 5/15 902.7 Emergency Repairs
- Reviewed 5/15 902.8 Facilities & Sites Adaptation for Persons with Disabilities
- Reviewed 5/15 902.9 Lease, Sale or Disposal of School District Facilities & Sites
- Revised 5/15 902.10 Facilities Inspections
- Reviewed 5/15 902.11 Asbestos Containing Material

1000: NEW BUSINESS

1001: Approval of Bid for Excelsior Track Resurfacing **Motion 282-05-18** *Exhibit 1001.1*
Motion by Buchholz for the Board to approve the bid from Pelling Asphalt for the resurfacing of the Excelsior Middle School track in the amount of \$334,620. Second by Patterson. Ironside shared that only one bid was received, that the surface would be asphalt with an 8” spike depth, and that the track would be painted with six lanes. Voice vote. Motion unanimously approved.

1002: Approval of Open Enrollment Requests **Motion 283-05-18**
Motion by Wilson for the Board to approve the open enrollment requests as presented. Second by Patterson. Voice vote. Motion unanimously approved.

Open Enroll *IN*

Name	Grade	Resident District	Reason
Faust, Lauren	K	Cedar Rapids	On Time

1100: CONSENT AGENDA

1101: Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Buchholz, Chad	From EX Assoc Principal to LG Principal	July 1, 2015	TBD
Kindl, Kelly	HS: Social Studies Teacher	August 14, 2015	MA Step 3
Parsley, Sherry	OR: Student Support Services Teacher	August 14, 2015	BA +24 Step 9
Pomeroy, Elisabeth	HS: .5 Math Teacher	August 14, 2015	MA Step 7
Spratt, Tasha	HS: .5 English Teacher	August 14, 2015	BA +12 Step 1
Sullivan, David	HS: Science Teacher	August 14, 2015	MA Step 17

Certified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Johnson, Teresa	LRC: Home School Teacher	June 2, 2015	Personal
Semler, Lori	HS: Student Support Services Teacher	June 2, 2015	Retirement
Zimmerman, John	WE: Principal	June 30, 2015	Other Employment

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Craw, Parker	AC: Assistant Manager / Youth Swim Teach Coordinator	May 15, 2015	\$37,000/year
Ebeling, Mike	O&M: Summer Help	May 18, 2015	\$9.75/hour
Kluesner, Kristina	NE: Student Support Associate	June 3, 2015	Relocation
Lawrence, Zach	O&M: Summer Help	May 11, 2015	\$9.75/hour
Stancel, Gitana	NS-OR: General Help	May 5, 2015	PTNS; Step 1

Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Anderson, Sam	NE: School Administrative Manager	June 30, 2015	Other Employment
Brandel, Heather	LG: Guidance Secretary	May 15, 2015	Other Employment
Cole, Terri	O&M: Secretary	June 12, 2015	Retirement
Hodge, Karen	HS: Student Support Associate	June 2, 2015	Retirement
McCleary, Marland	TR: Bus Driver	May 8, 2015	Retirement

1102: Approval of Minutes from May 4th and May 11th, 2015

Exhibits 1102.1-2

1103: Approval of Bills

Exhibit 1103.1

1104: Approval of Overnight Fieldtrip Requests

Exhibits 1104.1-2

- 1) FBLA to State Officer Training in Altoona, IA on June 10-12, 2015.
- 2) FBLA to National Leadership Conference in Chicago, IL on June 29-July 3, 2015.

1105: Approval of Contracts

Exhibits 1105.1-3

- 1) Interagency contract for Special Education Instruction Services with Waverly-Shell Rock Community School District.
- 2) Interagency contract for Special Education Instruction Services with Sioux City Community Schools.
- 3) 28E Memorandum of Agreement for the Compass Alternative Program between Linn-Mar Community School District and Marion Independent School District wherein Linn-Mar Community School District will provide Marion Independent School District twenty (20) full-time student slots within the Compass program from August 1, 2015 to July 30, 2016.

1106: Board Information

1107: Items Removed from the Consent Agenda for Separate Action **Motion 284-05-18**
Motion by Buchholz to remove items 1101 Personnel and 1102 Approval of Minutes from the consent agenda for separate action. Second by Patterson. Voice vote. Motion unanimously approved.

1108: Approval of the Consent Agenda

Motion by Wilson for the Board to approved items 1103 thru 1108 of the Consent Agenda as presented. Second by Gadelha. Voice vote. Motion unanimously approved. **Motion 285-05-18**

Motion by Patterson for the Board to approve item 1101: Personnel as presented. Second by Gadelha. Voice vote. Buchholz abstained. Crawford excused himself for a phone call. Motion approved. **Motion 286-05-18**

Motion by Patterson for the Board to approve item 1102: Approval of Minutes as presented. Second by Buchholz. Voice vote. Gadelha abstained. Crawford absent from vote. Motion approved. **Motion 287-05-18**

1200: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1201: Communications

- State Track event is this weekend: May 22nd-23rd
- State Qualifying for Tennis on Saturday, May 30th
- District Retiree Reception will be held in the LRC gymnasium on Wednesday, May 20th from 4:00-6:00 PM. The District has 27 retirees this year.
- 100 Volunteer Recognition is at Lowe Park on Thursday, May 21st at noon
- SUCCESS Graduation was a great event.
- The SODA students will impact the lives of so many other students because of their excellent work and devotion to the Mock Accident video.

1202: Calendar

Date	Time	Event	Location
May 20 th	4:00 PM	District Retiree Reception	LRC Gymnasium
May 21 st	12:00 PM	100 Hour Volunteer Reception	Lowe Park
May 21 st	5:30 PM	Marion City Council	Marion City Hall
May 24 th	1:00 PM	Graduation	US Cellular Center
Date	Time	Event	Location
June 1 st	5:30 PM	Construction Advisory Council	LRC Board Room
June 2 nd		Last Day of School	
June 2 nd	7:30 AM	Finance/Audit Committee	LRC Office Conf Room
June 3 rd	4:00 PM	School Improvement Advisory Council	LRC Board Room
June 4 th	5:30 PM	Marion City Council	Marion City Hall
June 8 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
June 15 th	5:00 PM	Policy Committee	LRC Office Conf Room
June 18 th	5:30 PM	Marion City Council	Marion City Hall
June 22 nd	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
Date	Time	Event	Location
July 7 th	7:30 AM	Finance/Audit Committee	LRC Office Conf Room
July 13 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room

1203 Committees

Committee	Participants
Executive Committee	Tim Isenberg, Barry Buchholz, Katie Mulholland
Finance/Audit Committee	Barry Buchholz, Todd Hutcheson, Elizabeth Wilson, Angie Morrison, JT Anderson, Katie Mulholland
Policy Committee	Rene Gadelha, Tina Patterson, Katie Mulholland
Career & Technical Education	Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rick Ironside, Katie Mulholland
Ed Leader 21	Gadelha, Wilson, Jensen, Halupnik
ERMA (Energy Efficiency)	Todd Hutcheson, Rick Ironside
Equity Advisory	Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Barry Buchholz, Julie Jensen
Legislative	Tina Patterson, Katie Mulholland
Linn-Mar Foundation	Katie Mulholland
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

1300: ADJOURNMENT Motion 288-05-18

Motion by Wilson to adjourn the regular session at 8:09 PM. Second by Gadelha. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
May 18, 2015*

Linn-Mar Community School District
LMEA Nego. Summary

Fiscal Year	% of New Money	New Money In Dollars	Settlements w/o TQ	Settlement w/ TQ	Cost of Settlements	Settlement % of New Money	Base Sal. Increase	Monthly Flex \$ Increase	Add'l Monthly Family Ins. Contribution	Solvency Ratio	Certified Staff FTE	Increase in Cert. Staff	Health Ins. Rate % Increase
											218.93		
1994	5.20%	593,042	4.32%		365,900	61.70%	350	55		3.84%	229.44	10.51	32.20%
1995	7.10%	854,214	5.04%		464,721	54.40%	627	40		1.13%	240.05	10.61	-4.87%
1996	9.30%	1,189,086	3.93%		405,548	34.11%	600	10		-2.66%	254.8	14.75	5%
1997	9.50%	1,355,655	4.38%		475,070	35.04%	478	45		-3.15%	260.47	5.67	5%
1998	8.92%	1,369,714	5.09%		588,517	42.97%	887	0		0.45%	267.23	6.76	2.01%
1999	7.94%	1,327,804	4.71%		580,310	43.70%	800	5		5.41%	272.65	5.42	0.00%
2000	7.91%	1,427,889	4.60%		604,489	42.33%	820	0		10.10%	297.97	25.32	6%
2001	8.76%	1,705,886	4.70%		688,829	40.38%	815	20		11.06%	312.765	14.795	12%
2002	6.50%	1,376,881	4.91%		776,638	56.41%	630	45		11.03%	322.96	10.195	19%
2003	4.07%	917,270	3.65%		606,846	66.16%	385	0	193	9.62%	330.785	7.825	39%
2004	4.03%	985,610	4.10%		713,323	72%	472	65	200	11.15%	350.125	19.34	22.80%
2005	4.94%	1,208,644	4.40%		826,889	68.41%	603	50	235	6.53%	364.9	14.775	16.00%
2006	8.15%	2,090,785	5.20%		1,040,090	49.75%	908	19	243	5.00%	385.8	20.9	3.10%
2007	6.80%	1,886,825	5.20%		1,139,843	60.41%	1,000	22	253	5.00%	401.525	15.725	4.30%
2008	11.49%	3,405,424	5.97%		1,404,268	41.24%	1,227	10	258	5.55%	435.43	33.905	1.81%
2009	6.92%	2,287,187	5.25%		1,338,598	58.53%	1,000	0	258	8.00%	448.6	13.17	0%
2010	5.95%	2,102,737	4.05%	3.72%	1,135,674	54.01%	600	0	258	8.78%	453.6	5	0%
2011	3.72%	1,391,928	2.74%	2.83%	806,845	57.97%	300	0	258	12.53%	452.6	-1	0.00%
2012	0.66%	255,954	3.25%	3.25%	975,508	381.13%	229	0	258	15.83%	458.5	5.9	3.60%
2013	3.32%	1,297,655	4.22%	4.20%	1,419,225	109%	801	0	258	15.27%	466.35	7.85	-1.82%
2014	4.28%	1,727,361	3.94%	4.20%	1,498,824	87%	800	24	258	14.26	471.5	5.15	5.50%
2015	4.95%	2,086,431	4.01%	4.15%	1,537,605	74%	775	31	258	*12.28	479.2	7.7	9.70%
est. 2016	6.10%	2,676,430	4.13%	4.20%	1,636,499	61%	915	0	258	TBD	TBD	TBD	-9.00%

↓
Assumes 1.25% Supplemental State Aid Growth
plus a one-time allocation of \$817,406

* This is the estimated solvency ratio for FY15

Linn-Mar Safety Initiatives 2014-15

Exhibit 701.1



Making safety a priority...

Ice, Ice, Safety



Kicking the year off with some safety rap

Coaching Safety

Be a good SPORT!



Stretch – warm up prior to any activity

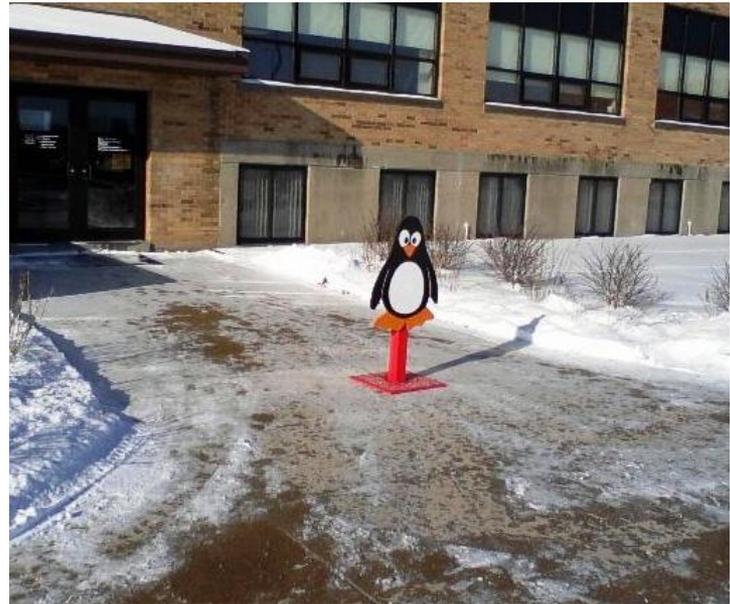
Predict – what's happening around you, stay out of the line of fire

Oversee – be a coach, not a participant

Restraint – don't go full speed if you must demonstrate a drill

Trust – veteran student athletes to demonstrate drills for you

The safety penguins continue to march on...



Safety Shout Outs & Pins



- Took the initiative to clean up a spill or remove a tripping hazard.
- Used a ladder to complete a task in their room/area.
- Instructed someone else on how to safely perform a task.
- Stopped someone from acting in an unsafe manner.
- Asked for assistance in moving a heavy load/object.
- Had an ergonomic assessment completed in their work station/desk area.



Linn-Mar Bucks



LM Bucks awarded for:

- Attending designated safety trainings
- Receiving/giving a Shout Out
- Supervisor recognition of a Safety Initiative

Redeemable for Linn-Mar merchandise or to enter quarterly drawings for prizes



Eliminating/Controlling the Risk

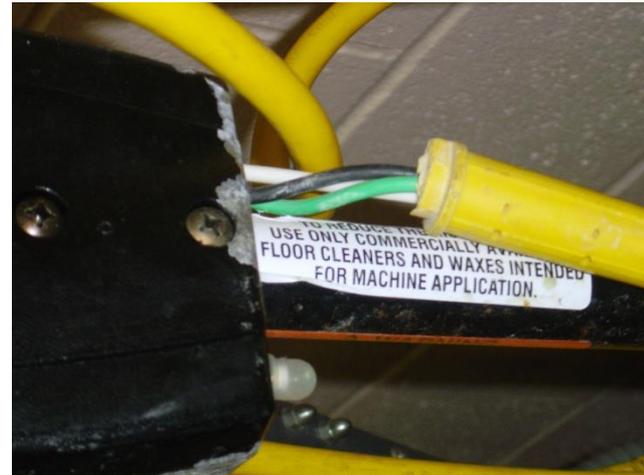
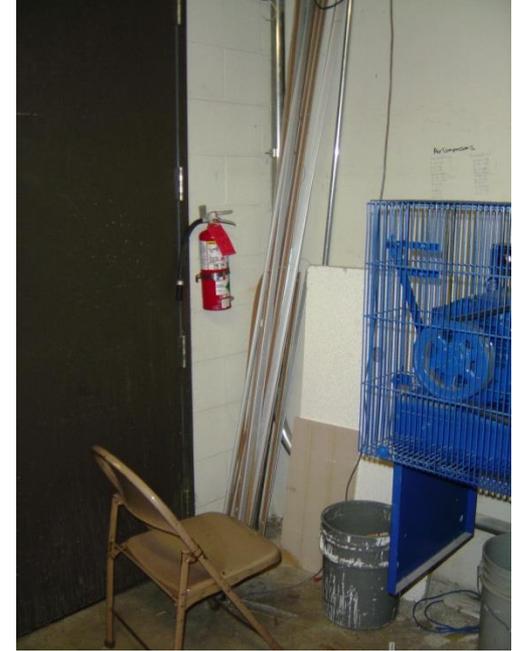


Know your surroundings

- Moving your eyes first, before you move your hands, feet, or body
- Identifying hazards and those at risk
- Evaluating and prioritizing risks
- Deciding on preventative action
- Taking action

Continuing Building Safety Inspections

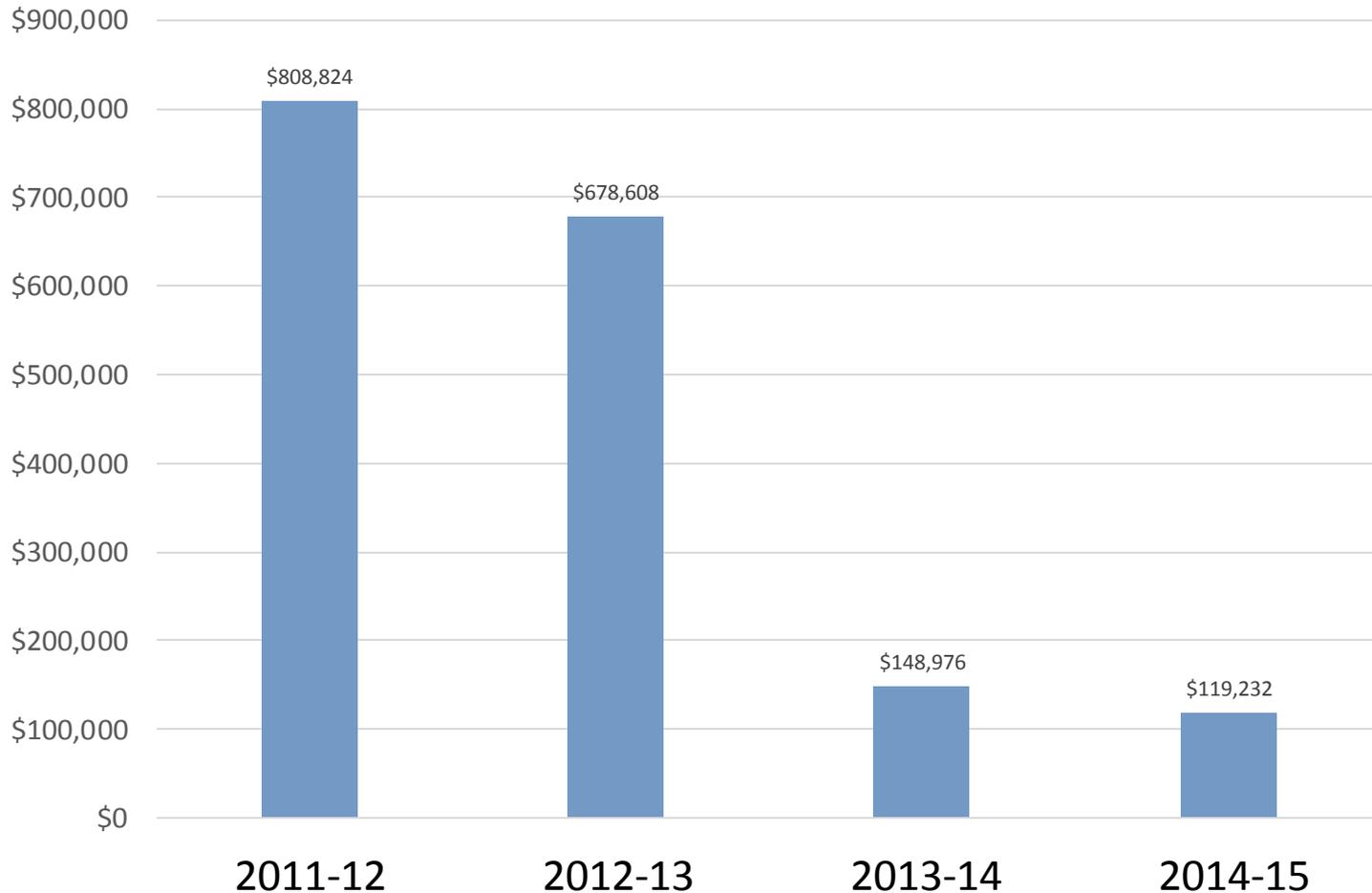
Identifying hazards before there is an issue



By the numbers

Losses by Policy Year

Total Incurred
(Includes reserves)



And the financial payoff:





Linn-Mar Summer Learning Opportunities 2015



Bldg	Program Name	Days of Week	Time	Coordinators	Dates	LM Transp? (y/n)	Target Group
BW	PROWL	Tues	9:00-10:15 10:45-12:00 (2 sessions each day)	Kristen Hatfield, Val Lawrence	June 9 - July 14	We have to have transportation this year due to the boundary change.	All students K-5, with an emphasis on struggling readers.
EH	Echo Hill Readers	Tues & Thurs	9:00-10:30	Mary Symmonds, Shelly Jelinek, Michelle Watts	June 9 - July 2	Yes	EH focuses mainly on our most struggling readers. We used our FAST data, F & P, NWEA, and teacher anecdotal records for this information. We invited students who were non proficient, those close to being non proficient, and teacher recommendations. We sent out approximately 100 invitations.
IC	Building Into Reading	Tues/Thurs	8:00-9:00	Gina Merrill, Barb Crawford	June 16 - Aug 6	No	This year we only invited our most struggling students. We do open the library for check out for all students.
LG	ROAR	Tues & Thurs	9:00-10:30	Molly Mulherin, Mary Ellen Oglesby, Melissa Alexander	July 14 - Aug 6	Yes (from Squaw Creek Village)	Linn Grove opens it to all students who have completed Kindergarten through 5th grade.
NE	READ	Mon & Wed	8:30-10:00	Shanna Furlong, Rachel Morris	June 8 - June 24	Yes	We offer it to students K-5 who are in reading support. We have opened it up to those "bubble" kids that we are keeping an eye on too.
WF	Wf Reading Rocks	Mon-Fri	9:00-12:00	Rhonda King, Kari Hollinrake	Aug 10 - 14	No	At Westfield we invite struggling readers. This year we are using the Fast test to determine who gets invited. We do open the library for check out to all students.
WE	Camp Learn A Lot	Wed	9:00-11:00	Jillian Tigges, Katie Mallie	June 17 - July 29	Yes	We invite all students in programs (Support, Behavior, Level One, etc) as well as students from the designated neighborhoods.
ESY	ESY	Mon-Thurs	9:00-11:30	Stephanie Sears, Lori Manley, Kristi Hicks	June 29 - July 30	Yes	IEP Students who qualify (63)

Summer Meals

Free Food For Kids

For Kids 18 and Under



For site locations and
serving times please
see the back of this flier

PRINTING SPONSORED BY UNITED WAY OF EAST CENTRAL IOWA



The United States Department of Agriculture is an
equal opportunity provider and employer.



STARTING JUNE 1ST

CALL 2-1-1 TO FIND YOUR CLOSEST LOCATION
(319) 739-4211



Come to the Summer Meals Kick-off Event June 13th, 11:00 AM at Ladd Library 3750 Williams Blve S.W. Cedar Rapids

General location and site name	Address	City	Dates	Serving Time
NE Daniels Park	940 Oakland Rd	Cedar Rapids	6/8-8/21	11:00
NE Five Season Mobile Home Park	3421 Blairs Ferry Road	Cedar Rapids	6/8-8/21	12:00
NE Boys and Girls Club(B&G): Polk	1500 B Ave	Cedar Rapids	6/15-8/7	11:45
NW Ellis Park	916 Ellis Blvd	Cedar Rapids	6/8-8/21	12:30
NW B&G Club: Hoover Elementary	4141 Johnson Ave	Cedar Rapids	6/15-8/7	11:45
NW B&G Club: Olivet Unit Olivet Unit	230 10th Street	Cedar Rapids	6/15-8/7	11:45
NW Jacolyn Park	Jacolyn and Gordon	Cedar Rapids	6/8-8/21	11:45
SE Oak Hill Jackson Resource Center	1230 5th Street	Cedar Rapids	6/8-8/21	12:00
SE B&G Club: South Unit	361 17th Street	Cedar Rapids	6/15-8/7	12:00
SE HD Youth Center	1445 Mt. Vernon Road	Cedar Rapids	6/8-8/21	4:30 PM
SW Kirkwood Estates	615 Miller Ave Dr	Cedar Rapids	6/8-8/21	11:00
SW Cedar Terrace Mobile Homes	1834 Gretchen Dr	Cedar Rapids	6/8-8/22	12:30
SW Grandview Mobile Homes	5410 Wabash St	Cedar Rapids	6/8-8/21	11:15
SW Summit View Mobile Homes	100 Hames St	Cedar Rapids	6/8-8/21	12:30
SW Jones Park	Wilson and Fruitland	Cedar Rapids	6/8-8/21	11:45
SW LADD Library	3750 Williams Blvd	Cedar Rapids	6/8-8/21	11:55
SW B&G Club Taylor Elementary	720 7th Avenue	Cedar Rapids	6/01-6/30	11:45
Hiawatha Bali Hai Estates	1405 Robins Rd	Hiawatha	6/8-8/21	11:15
Marion Marion Public Library	1095 6th Ave	Marion	6/01-8/21	11:45
Thomas Park	315 Marion Blvd	Marion	6/01-8/21	11:00
Mt Vernon Colonial Estates	Hwy 1 and Ink	Mt Vernon	6/08-8/21	12:00

Some sites may have activities

LUNCH THIS SUMMER IS IN THE BAG!



**Free Sack Lunches will be available
Monday through Friday during the
Summer at:**

**Azure Apartments | Marion Village | Squaw Creek
Valley View | Eagle Ridge | Emerson Elementary
Chapel Ridge | Living Water United Methodist Church**

**Serving lunches from 12:00 PM - 12:30 PM Monday through Friday,
starting June 3**

**For more information, call (319) 377-4856 or visit
www.marionmethodist.org/serve/feeding-lunches-youth**



**Superintendent's Report
Board of Education
May 18, 2015**

Recognitions

- 1. Association of School Business Officials International Certificate of Excellence** – J.T. Anderson was notified that the District has received ASBO Certificate of Excellence in Financial Reporting for FY2014. This is the 11th consecutive year for the recognition. Congratulations to J.T. and Angie Morrison for her assistance in completing the financial report.

Strategic Goal #4 Community Engagement

- 2. Coffee Conversation** – The Board's Coffee Conversations for the 2014-15 school year were completed with the last meeting on Saturday, May 16th at Novak Elementary School. There were 7 discussions held at various sites at which attendance ranged from 2 (High School) to 19 (Aquatic Center).

Strategic Goal #5 Resources

- 3. Tower Terrace Agreement with the City of Marion** – Administration is in the final stages of coming to an agreement with City of Marion officials over the deeding of land to the City for the construction of Tower Terrace Road through the main campus between the Stadium and Excelsior Middle School tennis courts. The total amount of land is 4.36 acres for the road, initially constructed as two lane with a wide median for future expansion to 4 lanes.

The current language in one area of the agreement merits further consideration:

No less than once every four (4) years, the City shall cause a Study be conducted of the Tower Terrace and 10th Street intersection to determine if there is a need for a pedestrian overpass or underpass. In the event that the Study shows that pedestrian safety warrants the need for a pedestrian overpass or underpass within four (4) years of the date of the study, the City shall develop a funding plan and timeline for the installation of a pedestrian overpass or underpass. The timeline shall be jointly developed with the District.

Suggested additional language includes:

No less than once every four (4) years, the City shall cause a Study to be conducted of the Tower Terrace and 10th Street intersection to determine if there is a need for a pedestrian overpass or underpass. In the event that the Study shows that pedestrian safety warrants the need for a pedestrian overpass or underpass within four (4) years of the date of the Study, the City shall **construct such pedestrian overpass or underpass within said same 4 year period. The City shall obtain pre-approval from the District of plans for the location and design of the pedestrian overpass or underpass.**

- 4. 2015 Legislative Update** – The Legislature is off this week, returning to action next Tuesday, after the Memorial Day holiday.
- 5. Banners and Adhesive Posters** – Grant Wood AEA is producing banners and posters that can be used to display students in action as well as graphics that that promote many of the great things happening at Linn-Mar. Sandie Rohrer is working with the schools regarding opportunities for showcasing their work.

PERSONNEL

Code _____

Policy Title: THE FEDERAL PATIENT PROTECTION AND AFFORDABLE CARE ACT (ACA)

The Linn-Mar Community School District sponsors group medical coverage in which eligible employees are offered health coverage based on their benefits agreements or collective bargaining agreements without regard to full or part time status.

The Affordable Care Act (“ACA”) defines full-time status as an employee working an average of 30 or more hours per week. Under the ACA, all full-time employees must be offered medical coverage that is affordable to avoid paying penalties. To comply with the ACA, Linn-Mar will track the work hours of all classified workers, including substitutes, to measure and calculate the average weekly number of hours worked. Any employee meeting the average of 30 hours of work per week, who is currently not offered insurance through Linn-Mar, will be offered coverage in accordance with the Affordable Care Act.

Adopted 4/20/15 Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 20.9; 85; 85B; 279.12, .27; 509; 509A; 509B (2013). Internal Revenue Code § 4980H(c)(4); Treas. Reg. § 54.4980H-1(a)(21)(ii). Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 78 Fed. Reg. 217, (Jan 2, 2013). Shared Responsibility for Employers Regarding Health Coverage, 26 CFR Parts 1, 54 and 301, 79 Fed. Reg. 8543 (Feb. 12, 2014).

REGULATIONS:

To ensure that any employee meeting the average of 30 hours of work per week, who is currently not offered insurance through Linn-Mar, will be offered coverage in accordance with the Affordable Care Act Offer of Coverage the following regulations will be followed:

Look back Period:

The IRS provides that of two measurements may be used to measure hours to determine if an employee is considered full time under the ACA - the look back period or the monthly measurement period. The District will utilize a look back period, as defined by the IRS, when measuring employee work hours to determine the average weekly hours worked by classified employees and substitute employees. The look back period will begin on May 1 of the previous year and conclude on April 30 of the current year.

Hours of Service:

During the look back period, actual work hours of classified staff and substitute workers will be measured to determine their full time status per the ACA 30 hour guideline. For measurement purposes, any school breaks lasting at least four weeks and having no hours worked will be excluded from the measurement period of classified and substitute workers. If an employee is not scheduled to work during the summer, the unworked summer break will be excluded from the average hours calculation. For classified staff working during the summer months, the hours worked will be included and weeks counted when calculating the average weekly work hours.

Unpaid leaves of absence including FMLA, District Extended Leave, jury duty or any other District-approved leave of absence shall be excluded from classified employee's average calculation as not to lower the average weekly worked hours calculation.

Current Employees:

For current classified employees and substitute workers, the first standard measurement look back period will start on May 1, 2014 and conclude on April 30, 2015. The measurement period will continue each year, unless amended by either the ACA or the District. The offer of medical coverage shall be extended during the standard administrative period of May and June of 2015. If coverage is accepted, the effective date of coverage will begin on July 1, 2015. For future years, May and June will be the standard administrative period unless the ACA or the District amends the timeframe. If a newly eligible employee as defined by the ACA accepts medical coverage through Linn-Mar, that employee will be able to remain covered by the medical plan for one year, from July 1, 2015 to June, 2016, without regard to any fluctuation or decrease in their weekly worked hours.

New Employees:

New variable hour employees (employees who are not expected to work an average of at least 30 hours per week) will not be offered health coverage during the initial measurement period, unless pursuant to a collective bargaining contract, or unless such employee changes to a full-time position during an initial measurement period. Each new variable hour employee will have one initial measurement, administrative and stability period. During the initial measurement period, the employee's hours will also count toward the first complete standard measurement period that begins after the employee's start date so the initial measurement and standard measurement period will overlap. Once the new variable hour employees have completed their initial / standards measurement period, the District will use the current employee look back period to determine their status.

Rehired Employees:

If a previous Linn-Mar employee is rehired, that employee will be treated as a new hire if the break in service is 26 or more weeks. If the rehired employee is rehired as a variable hour, seasonal or part-time employee, the initial new hire measurement period will be used in determining their full time status for purposes of ACA compliance.

If a previous Linn-Mar employee is rehired, that employee will be treated as a continuous employee if the break in service is less than 26 weeks. The employee will retain their prior benefit status for the remainder of the stability period, and the break in service will not be applied to the average weekly hours calculation. If the employee who has been rehired was eligible for benefits, that employee will be offered benefits no later than the first of the month following the first day of employment.

Affordability:

Any offers of medical coverage resulting from the ACA 30 hour average work week will meet the affordability provision. Linn-Mar will pay the premium cost, in full, of the lowest cost single health plan if an employee enrolls in the medical coverage. If an employee opts to purchase a plan other than the lowest cost plan, that employee will be fully responsible for the difference in cost between the lowest cost plan and the plan selected.



INDEX OF POLICIES

900 SERIES - FACILITIES AND SITES

	901	SITE ACQUISITION AND FACILITIES CONSTRUCTION
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Revised 5/15	901.3	Facilities & Sites Long-Range Planning
Revised 5/15	901.4	Facilities Planning Advisors
Revised 5/15	901.5	Educational Specifications for Facilities
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	902	MAINTENANCE AND OPERATION
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FACILITIES AND SITES

Policy Title SITE SPECIFICATIONS Code 901.2

The Board of Directors shall accept as its minimum standards such site specifications as issued by the Iowa Department of Education. The Board of Directors may adopt additional standards over and above the site specifications issued by the Iowa Department of Education as it deems necessary and beneficial to the school district.

The Board may meet in closed session to discuss potential purchases of sites.

Adopted 6/15/70 Reviewed 3/05; 6/09; 11/12; 1/14 Revised 3/90; 2/00; 11/10; 5/18/15
Related Policy: (Code Number) 212; 705.1; 801
Legal Reference: (Code of Iowa) §§ 297 (2011 2013)



FACILITIES AND SITES

Policy Title FACILITIES & SITES LONG-RANGE PLANNING

Code 901.3

As part of the Board's long-range plan for the school district's education program, the Board shall include the facilities and sites needed for the education program and support services.

It shall be the responsibility of the superintendent to provide information including, but not limited to, enrollment projections and education program requirements to the Board.

Adopted 6/15/70 Reviewed 3//05; 6/09; 11/10; 1/14 Revised 2/00; 11/12/12; 5/18/15

Related Policy: (Code Number) 103

Legal Reference: (Code of Iowa) §§ 280.3, .12, .14; 297 (~~2011~~ 2013)



FACILITIES AND SITES

Policy Title FACILITIES PLANNING ADVISORS

Code 901.4

It shall be the policy of the Board of Directors upon the recommendation of the superintendent to contract for the services of consultants and other resource personnel for the study of facility issues of the school district. To the extent possible, the needs for such special studies shall be determined well in advance so that budgetary provisions can be made.

In determining consulting needs such as architect or architectural firm, construction management, engineering, appropriate facilities professional, etc., an interview process may be used which may include members of the Board of Directors, the Superintendent of Schools, and other personnel designated by them. The Board of Directors may participate in interviews for the selection of an appropriate facilities professional for the specific project under consideration.

Adopted 6/15/70 Reviewed 1/91; 11/12; 1/14 Revised 2/00; 3/05; 6/09; 11/10; 5/18/15

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 297 (2011 2013)



FACILITIES AND SITES

Policy Title EDUCATIONAL SPECIFICATIONS FOR FACILITIES Code 901.5

Facilities and sites considered for purchase or construction by the Board or currently owned by the school district and used for the education program must meet, or upon improvement be able to meet, the specifications set by the Board.

Prior to remodeling or other construction of buildings and sites, the superintendent may appoint a committee of consultants, employees, citizens, or others to assist the Board in developing the specifications for the new or improved buildings and sites. These specifications will be consistent with the education program, and they will provide the architect with the information necessary to determine what is expected from the facility.

The education specifications will include, but not be limited to, the financial resources available for the project, the definition and character of the facility, the functional use to be made of the facility, description of specialized needs, and other pertinent information as the Board deems necessary.

Adopted 6/15/70 Reviewed 3/05; 1/14 Revised 2/00; 3/05; 6/09; 11/10; 11/12; 5/18/15

Related Policy: (Code Number) 801

Legal Reference: (Code of Iowa) Cedar Rapids Community School District, Linn County v. City of Cedar Rapids, 252 Iowa 205, 106 N.W.2d 655 (1960); Iowa Code §§ Ch 26; 280.3, .14; 297; 544A (2011 2013); 1974 Op. Atty Gen. 529



FACILITIES AND SITES

Policy Title FACILITY SPECIFICATIONS Code 901.6

In developing and finalizing plans and specifications for building and facility projects, the architect shall proceed with the design of the facility after review by the superintendent and the Board of Directors.

The superintendent or designee shall provide the architect educational specifications, financial data, and other pertinent information necessary to planning.

It shall be the responsibility of the architect to obtain approval of the final plans from the Department of Education, State Fire Marshall, local building authorities, the superintendent or designee, and the Board of Education before releasing the plans for bid purposes.

Adopted 6/70 Reviewed 1/91; 11/12; 1/14 Revised 5/84; 2/00; 3/05; 6/09; 11/10; 5/18/15

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 280.3, .12, .14; 297 (2011 2013)



FACILITIES AND SITES

Policy Title FACILITIES FUNDING Code 901.7

Prior to the approval of a construction contract, except emergency construction, the Board shall review methods for financing the project. The Board shall utilize, as needed, all means of financing construction and site purchases as provided by the Code of Iowa. In determining the means of financing for these purposes, the Board shall consider the financial position of the school district and uses allowed for the monies of the school district.

It shall be the responsibility of the superintendent or designee to analyze the various methods of financing for the construction of facilities and the purchase of sites and make a recommendation to the Board.

Adopted 6/15/70 Reviewed 3/05; 11/10; 1/14 Revised 3/91; 2/00; 6/09; 11/12/12; 5/18/15
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 75.1-75.9; 76.1-76.9; 278.1; 279.41; 291.13; 296; 297.5
(2011-2013); 298.9; 298.14; 298.18-298.24; 300; 565.6



FACILITIES AND SITES

Policy Title STRUCTURES AND SITE MODIFICATIONS Code 901.8

The Board of Directors shall approve all structures to be erected on school district facilities and/or grounds that require a building permit from a bona fide or regulatory agency. This approval must be obtained by the superintendent or designee prior to the structure being erected.

Structures or modifications that are proposed by employees shall follow a review process administered by the superintendent or designee.

Because the District has a Master Plan for facilities, any individual or group who are not employees of the District proposing a structure or a building or grounds modification shall first consult with the superintendent or designee to determine whether the proposed project meets the mission and strategic goals of the Districts. If those standards are met, then the individual or organization must comply with the District's application and review process.

The superintendent is responsible for the development of the review process.

Adopted 8/18/86 Reviewed 2/00; 3/05; 6/09; 11/12 Revised 11/10; 1/20/14; 5/18/15
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 297.7 (2011 2013)



MAINTENANCE AND OPERATIONS

Policy Title MAINTENANCE, OPERATION AND MANAGEMENT Code 902.1

The superintendent or designee, in cooperation with the Manager of Operations and Maintenance, administration, staff, and maintenance personnel, shall direct the development of a comprehensive maintenance schedule for the general care and maintenance of all buildings, equipment, and grounds of the school district.

Requests for improvements and/or repairs for all school district property shall at all times, except in cases of emergency, be presented to the superintendent or designee.

Principals, using input from their staff, will make requests for improvements following the process as outlined in Policy 901.8. The superintendent and the Chief Financial Officer in cooperation with the Manager of Operations and Maintenance will establish the priority for improvements.

Adopted 6/15/70 Reviewed 11/12 Revised 2/00; 3/05; 6/09; 11/10; 1/20/14; 5/18/15
Related Policy: (Code Number) 901.9; 502.2; 502.5; 802; 804.1
Legal Reference: (Code of Iowa) § 297.8 (2011 2013); 280.3 (2011 2013)



MAINTENANCE AND OPERATIONS

Policy Title

ENERGY CONSERVATION

Code 902.3

The District believes that every effort should be made to conserve energy and our natural resources. The Board believes this commitment to be beneficial to our students and taxpayers in prudent financial management and the saving of energy. The fulfillment of this policy is the joint responsibility of the Board of Directors, administrators, teachers, students and the support personnel. Cooperation shall be demonstrated on all levels for the success of this policy.

The District will establish an energy conservation program and will maintain accurate records of energy consumption and cost of energy on a monthly basis. An energy analysis will be conducted and reported annually for each facility as defined by the program. Recommendations will be made for updating the energy program. Energy conservation guidelines and procedures will be reviewed by the Board of Directors. Information will be furnished to the Board and the community on the goals and progress of the energy conservation efforts.

As a part of any new construction project, renovation, or upon the purchase or upgrade of energy consuming equipment, the projected energy consumption of the project or equipment and potential costs and benefits derived from additional energy efficiency will be considered and implemented if financially feasible.

It is the responsibility of the superintendent or designee to develop energy conservation guidelines for employees and students. Employees and students will abide by these guidelines.

Adopted 7/18/05 Reviewed 11/10; 11/12; 1/14 Revised 6/15/09; 5/18/15

Related Policy: (Code Number) 700

Legal Reference: (Code of Iowa) §§ 279.44; 473.19-20 (~~2011~~ 2013)



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 **it such property** is determined to be of no further use to the District. It is the objective of the District in disposing of the **equipment 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 dispositions of the **equipment property**.

It is the responsibility of the superintendent in collaboration with the **Business Administrator Chief Financial Officer** to make a recommendation to the Board regarding the method for disposing of **equipment property** of no further use to the school district.

Adopted 6/15/70 Reviewed 2/00; 3/05; 11/10; 1/14 Revised 3/90; 6/09; 11/12/12; 5/18/15
Related Policy: (Code Number) 704; 705.1; 803
Legal Reference: (Code of Iowa) Iowa Code §§ 297.22-.25 (**2011 2014**)



MAINTENANCE AND OPERATIONS

Policy Title FACILITIES & SITES ADAPTATION
FOR PERSONS WITH DISABILITIES Code 902.8

The Board recognizes the need for access to its facilities and sites by persons with disabilities. School district facilities and sites currently in use will be modified to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the school district. Renovated and new facilities and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent or designee to take the necessary action to ensure school district facilities and sites are accessible to persons with disabilities.

Adopted 6/15/09 Reviewed 6/09; 11/12; 1/14 Revised 11/10; 5/18/15
Related Policy: (Code Number) 102; 603.3
Legal Reference: (Code of Iowa) 29 U.S.C. §§ 621-634 (2010 2012); 42 U.S.C. §§ 12101 et seq
(2010 2012); Iowa Code chs. 104A; 216 (2011 2013)

ADA Code: 4.14 – Entrances



MAINTENANCE AND OPERATIONS

Policy Title LEASE, SALE OR DISPOSAL OF SCHOOL DISTRICT FACILITIES AND SITES Code 902.9

Decisions regarding the lease, sale, or disposal of school district real property are made by the Board. In making its decision the Board will consider the needs of the education program and the efficient use of public funds.

Prior to the Board's final decision regarding real property with a value of \$5,000 or more, a public hearing will be held of any value, a public hearing must be held. The Board shall adopt a resolution announcing the proposed sale which will contain notice of the time and place of the public hearing and the description of the property or locally known address. Notice of the time and place 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 dispose of the property.

If the real property contains less than two acres, is located outside of a city, is not adjacent to a city and was previously used as a schoolhouse site, the property may revert to the owner of the tract from whom the property was taken following the procedures set forth in Iowa Code §§ 297.15-.25.

In the case of the razing of a school district facility, in an amount in excess of the statutory minimum required by law, the Board will advertise and take bids for the purpose of awarding the contract for the project.

The superintendent and designee are responsible for coordinating the action necessary for the Board to accomplish the lease, sale or disposal of school district real property, including student-constructed buildings. It will also be the responsibility of the superintendent or designee to make a recommendation to the Board regarding the use of school district real property not being utilized for the education program.

Adopted 6/15/09 Reviewed 6/09; 11/10; 11/12; 1/14 Revised 5/18/15
Related Policy: (Code Number) 704; 705.1; 803
Legal Reference: (Code of Iowa) Iowa Code §§ 297.15-.25 (~~2011~~ 2013)



MAINTENANCE AND OPERATIONS

Policy Title FACILITIES INSPECTIONS

Code 902.10

A program for annual inspection, in addition to those conducted by authorized agencies, of the equipment, facilities, and grounds will be conducted as part of the maintenance schedule for school district buildings and sites. The inspection team will include the Executive Director of Support Services, the Manager of Operations and Maintenance, and the head custodian and responsible school supervisor or administrator of each facility for the respective annual inspection on established facility standards. The results of this inspection will be reported to the Board annually.

Adopted 6/15/09 Reviewed 6/09; 11/10; 11/12 Revised 1/20/14; 5/18/15
Related Policy: (Code Number) 902.1; 802
Legal Reference: (Code of Iowa) Iowa Code §§ 279.8 (2011 2013)



MAINTENANCE AND OPERATIONS

Policy Title ASBESTOS CONTAINING MATERIAL

Code 902.11

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos it will be replaced with non-asbestos containing materials. The District will maintain a copy of the asbestos management plan.

The District will annually notify, appoint and train appropriate employees as necessary for asbestos management and containment.

Adopted 6/15/09 Reviewed 6/09; 11/12; 1/14 Revised 11/10; 5/18/15

Related Policy: (Code Number) 902.1; 403.4; 802

Legal Reference: (Code of Iowa) 20 U.S.C. §§ 3601 et seq. (2010 2012); 40 C.F. R. Pt. 763.84 (2010 2012); Iowa Code §§ 279.52-.54 (2011 2013)

LINN-MAR EXCELSIOR MIDDLE SCHOOL - TRACK RENOVATION

GENERAL CONTRACTORS	L.L.Pelling Co. Inc.					
Addendum No. 1	x					
BID BOND	x					
BID SIGNED	x					

UNIT PRICES EXCAVATION AND BACKFILL	PER SQ. YD.					
INCREASED QUANTITY	\$ 13.40	\$ -	\$ -	\$ -	\$ -	\$ -
DECREASED QUANTITY	\$ 13.40	\$ -	\$ -	\$ -	\$ -	\$ -

39900

BASE BID	\$ 303,220.00	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE - NO. 1: SOIL REMEDIATION	\$ 28,612.00	\$ -	\$ -	\$ -	\$ -	\$ -
ALTERNATE - NO. 2: MATS - TRACK CROSS OVER	\$ 2,788.00	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
COMPLETE PROJECT BID: INCLUDES ALL ALTERNATES	\$ 334,620.00	\$ -				

NOVAK DESIGN GROUP, PLC

DOCUMENT 004113 - BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

1.1 BID INFORMATION

- A. Bidder: L. L. PELLING Co INC
- B. Project Name: Excelsior Middle School – Track Renovation.
- C. Project Location: 3555 North 10th Street, Marion Iowa, 52302.
- D. Owner: Linn-Mar Community School District, 2999 North 10th Street, Marion, Iowa 52302.
- E. Architect: Novak Design Group, PLC, 3801 River Ridge Drive NE, Cedar Rapids, Iowa 52402.
- F. Architect Project Number: 14-028.

1.2 CERTIFICATIONS AND BASE BID

- A. **Base Bid**, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Novak Design Group, PLC and Architects consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

- 1. THREE HUNDRED THREE THOUSAND Dollars (\$ 303,220).
- 2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 004322 "Unit Prices Form" and Document 004323 "Alternates Form."

- B. **Alternate No. 1:** Soil Remediation of the Existing Soils beneath Track Surfacing:

- 1. ADD DEDUCT _____ NO CHANGE _____ NOT APPLICABLE _____.
- 2. _____ Dollars (\$ 28,612).

- C. **Alternate No. 2:** Mats – Protective Cross-Over:

- 1. ADD DEDUCT _____ NO CHANGE _____ NOT APPLICABLE _____.
- 2. _____ Dollars (\$ 2,788).

1.3 UNIT PRICES

- A. **Unit-Price No. 1:** Over-excavation and Backfill Operations - Removal of unsatisfactory soil, replacement and compaction of satisfactory soil material.

- 1. Increased Quantity:
 - a. _____ Dollars (\$ 13.40) per square yard.
- 2. Decreased Quantity:
 - a. _____ Dollars (\$ 13.40) per square yard.

1.4 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 60 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. _____ Dollars (\$ 5%).

- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

1.5 SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:

- 1. Track Sports Surfacing: FISHER
- 2. Track Painting: FISHER

1.6 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on June 3, 2015 as specified in a written Notice to Proceed to be issued by Architect, and shall fully complete on or before August 28, 2015.

1.7 ACKNOWLEDGEMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

- 1. Addendum No. 1, dated 5-08-2015.
- 2. Addendum No. 2, dated _____.

1.8 BID SUPPLEMENTS

- A. The following supplements are a part of this Bid Form and are attached hereto.

- 1. Bid Form Supplement - Alternates.
- 2. Bid Form Supplement - Unit Prices.
- 3. Bid Form Supplement - Bid Bond Form (AIA Document A310).
- 4. Bid Form Supplement - Payment and Performance Bond (AIA Document A312).
- 5. Bid Form Supplement - Bidder Status Form.

1.9 CONTRACTOR'S LICENSE

The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in The State of Iowa, Linn County and the City of Marion, Iowa, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

1.10 SUBMISSION OF BID

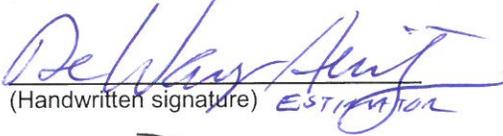
Respectfully submitted this 14th day of MAY, 2015.

Submitted By: LL Pelling
(Name of bidding firm or corporation)

Authorized Signature: 
(Handwritten signature)

Signed By: BRETT FINNEGAN
(Type or print name)

Title: Vice President
(Owner/Partner/President/Vice President)

Witness By: 
(Handwritten signature) ESTIMATOR

Attest: 
(Handwritten signature)

By: Kiaya DeNeice
(Type or print name)

Title: Assistant Secretary
(Corporate Secretary or Assistant Secretary)

Street Address: 1425 N. Penn Street

City, State, Zip: North Liberty, IA 52317

Phone: (319) 626-4600

License No.: C097225

Federal ID No.: 42-1189231

(Affix Corporate Seal Here)

END OF DOCUMENT 004113

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

Bond No.: IAC 88100

KNOW ALL MEN BY THESE PRESENTS, that we L. L. Pelling Company, Inc.
North Liberty, IA 52317

as Principal, hereinafter call the Principal, and Merchants Bonding Company (Mutual)
2100 Fleur Drive Des Moines, IA 50321-1158

a corporation duly organized under the laws of the State of Iowa
as Surety, hereinafter called the Surety, are held and firmly bound unto Linn-Mar Community School District
Marion, IA 52302

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of the Total Bid

Dollars (\$ 5% of Total Bid),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these
presents.

WHEREAS, the Principal has submitted a bid for Excelsior Middle School-Track Renovation
Marion, IA 52302

NOW THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with
the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding
or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt
payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter
such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the
penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith
contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise
to remain in full force and effect.

Signed and sealed this 14 day of May, 2015

L. L. Pelling Company, Inc.



(Witness)



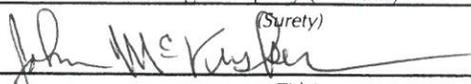
(Principal) (Seal)

(Title)



(Witness)
Nancy Ollinger, Insurance Coordinator

Merchants Bonding Company (Mutual)

(Surety) (Seal)


(Title)
John McKusker, Attorney-in-Fact

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations duly organized under the laws of the State of Iowa (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint, individually,

John McKusker; Nancy Ollinger

of Brooklyn and State of Iowa their true and lawful Attorney-in-Fact, with full power and authority hereby conferred in their name, place and stead, to sign, execute, acknowledge and deliver in their behalf as surety any and all bonds, undertakings, recognizances or other written obligations in the nature thereof, subject to the limitation that any such instrument shall not exceed the amount of:

TWO MILLION (\$2,000,000.00) DOLLARS

and to bind the Companies thereby as fully and to the same extent as if such bond or undertaking was signed by the duly authorized officers of the Companies, and all the acts of said Attorney-in-Fact, pursuant to the authority herein given, are hereby ratified and confirmed.

This Power-of-Attorney is made and executed pursuant to and by authority of the following By-Laws adopted by the Board of Directors of the Merchants Bonding Company (Mutual) on April 23, 2011 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 24, 2011.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof.

The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 13th day of August, 2014.



MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF POLK ss.

On this 13th day of August, 2014, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument is the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

In Testimony Whereof, I have hereunto set my hand and affixed my Official Seal at the City of Des Moines, Iowa, the day and year first above written.



Wendy Woody

Notary Public, Polk County, Iowa

STATE OF IOWA
COUNTY OF POLK ss.

I, William Warner, Jr., Secretary of the MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 14 day of May, 2015.



William Warner Jr.
Secretary



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 WORK SESSION MINUTES
MONDAY, MAY 4, 2015**

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 Board Room of the Learning Resource Center by Vice President Barry Buchholz. Roll was taken and it was determined a quorum was present. Board members present: Buchholz, Hutcheson, Patterson, and Wilson. Absent: Isenberg, Crawford, and Gadelha. *Isenberg arrived at 6:00 PM.* Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, and Ironside. Absent: Morrison

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 259-05-04

Motion by Patterson for the Board to approve the agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

300: WORK SESSION/DISCUSSION INFORMATION

301: MEDCO Presentation

Exhibit 301.1

Nick Glew, MEDCO President, provided the Board with a report on current projects sponsored by the Marion Economic Development Company. The vision of MEDCO is to be a premiere economic development partner in an environment that advocates growth and generates success. MEDCO's core function is to provide help in getting businesses started which assists in developing new jobs. Their current project is the Marion Enterprise Center; which is a 184 acre business development located adjacent to the new Marion Police Department. Businesses MEDCO has worked with are: Freund Vector, HUPP Electric Motors, Elplast America, Legacy Manufacturing, Acterra Group, and Perfect Game, Inc. Glew also presented information about the TIFs in Marion and shared that MEDCO is part of the Home Base Iowa Campaign which supports the hiring of veterans.

302: Review of Policy 401.10: Early Separation and the Management Fund Walk-in Exhibit 302.1

Superintendent Mulholland and Chief Financial Officer JT Anderson facilitated a discussion on Policy 401.10: *Licensed Personnel Early Separation* for the Board's annual May review. Anderson stated that the policy is useful as a financial planning tool as well as to help determine staffing needs. Early separation packages are currently offered every two years.

303: Discussion on IASB Standards of Effective School Boards (Part 2) Walk-in Exhibit 303.1

Superintendent Mulholland facilitated a discussion on the Iowa Association of School Boards (IASB) *Guide for School Board Candidates* and the *IASB Standards for Effective School Boards*. Small groups were formed to compare these two documents to see if they align, if all the standards/competencies were covered, and if any information needed to be added. Mulholland will compile the information shared.

400: ADJOURNMENT Motion 260-05-04

Motion by Hutcheson for the Board to adjourn the work session at 6:28 PM. Second by Isenberg. Voice vote. Motion unanimously approved.

Barry Buchholz, Vice President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Gayla Burgess, Admin Assistant
May 4, 2015*



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 REGULAR SESSION MINUTES
MONDAY, MAY 4, 2015**

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 Board Room of the Learning Resource Center by President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Buchholz, Hutcheson, Patterson, and Wilson. Absent: Gadelha and Crawford. Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, and Ironside. Absent: Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 261-05-04

Motion by Patterson for the Board to adopt the agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

300: AUDIENCE COMMUNICATIONS

400: RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

401: Amendment of FY2015 Budget *Refer to Exhibit 903.1*
 There was a public hearing on the amendment of the FY2015 budget. No comments received.

402: Specifications for Excelsior Middle School Track Renovation *Refer to Exhibit 1007.1*
 There was a public hearing on the specifications for the Excelsior Middle School track renovation. No comments received.

500: RECOGNITIONS/PROCLAMATIONS

501: Teacher Appreciation Week Proclamation *Exhibit 501.1*
 Board President Tim Isenberg read a proclamation for Teacher Appreciation Week.

502: School Board Recognition Week Proclamation *Exhibit 502.1*
 Superintendent Katie Mulholland read a proclamation for School Board Recognition Week and presented each Board member with a certificate from the Iowa Association of School Boards.

600: BOARD ANNOUNCEMENTS AND REPORTS

601: Construction Advisory Council
 Buchholz reported on the April 27th meeting of the Construction Advisory Council. Highlights of the meeting included updates on the High School renovations and the reinforcement of the Orchestra pit in the High School auditorium. The Council members will tour the High School renovations during their next meeting.

602: Special Education Advisory Council

Julie Jensen, Executive Director of Student Services, reported on the April 29th meeting of the Special Education Advisory Council. The Council's discussion centered on procedures for staff and parents pertaining to IEP meetings.

603: Policy Committee

Patterson reported on the April 29th meeting of the Policy Committee which focused on the 900 Policy series and resulted in minimal changes.

604: Finance/Audit Committee

Wilson reported on the April 29th Finance/Audit Committee meeting. Topics discussed were the FY15 budget amendment, funding for the High School renovations, and prioritization of the 5-10 year capital projects.

700: INFORMATIONAL REPORTS

701: 2015-16 Staffing Report

Exhibit 701.1

Deputy Superintendent Dirk Halupnik reported on the staffing needs for the 2015-16 school year. Halupnik shared that the elementary full-time equivalency (FTE) figures presented in Exhibit 701.1 include grade level teachers only; while the secondary FTE figures include Special Education teachers along with grade level teachers. The average elementary class size is decreasing slightly. The staffing needs in secondary/high school are increasing due to the addition of core math/science areas. All figures will be monitored over the summer to determine additional staffing needs.

702: Growl Prowl Report

Julie Jensen, Executive Director of Student Services, reported on the Growl Prowl held on Saturday, April 25th. The event hosted 419 runners. Mike Shipley, Student Assistance Specialist at Excelsior Middle School, is the main organizer of the event. Since 2007, over \$50,000 has been raised for Linn-Mar families in need. More information on the 2015 Growl Prowl can be found at: <http://www.growlprowl.com/>.

703: MIIP Insurance Report

Exhibit 703.1

Karla Christian, Executive Director of Human Resources, reported on the Metro Interagency Insurance Program (MIIP) for 2015-16. Christian shared an overview of the MIIP plan rates for 2014-15 compared to 2015-16. The MIIP rates will be 8.9% lower in 2015-16. Each plan will have new rates for deductibles, out-of-pocket maximums, coinsurance, prescription copay, prescription specialty rates, prescription OPM, and office visit copay rates. Voluntary vision insurance will also be offered. The Cedar Rapids School District makes up 22% of MIIP enrollment; while Linn-Mar makes up 20% of enrollment. The Linn-Mar fund balances is in considerably better shape than most participating MIIP districts. The Teledoc pilot has been received very well with 222 enrollments and 145 phone consultations; resulting in a plan savings of approximately \$11,000.

800: SUPERINTENDENT'S REPORT

801: Superintendent's Update

Walk-In Exhibit 801.1

Superintendent Katie Mulholland updated the Board on the following items of interest throughout the District:

- Susan Knight, Nutrition Services Manager, was named the School Nutrition Association 2015 Director of the Year for the state of Iowa.
- Debbie Tyson will be recognized for her volunteerism with Linn-Mar on June 4th with over 300 hours of volunteer service to the District in 2014-15.
- The 100 Hour Volunteer Recognition will be hosted at Lowe Park on May 21st at noon. Three volunteers will be recognized for reaching the 500 hour level: 1) Steve Brooks, Robotics, 2) Kara Larson, Linn Grove PTO Chair, and 3) Aimee Noehren, Volunteer Coordinator at Bowman Woods. The total number of volunteer hours is 20,681:57.
- Linn-Mar students Sruthi Palaniappan and Chase Krug, along with Ag teacher, Barb Lemmer, represented the District at the April 27th World Food Prize Iowa Youth Institute hosted at Iowa State University.
- The Linn-Mar Fine Arts Department presented South Pacific on April 30th, May 1st, and May 2nd. It was an outstanding performance that included 115 students (39 students on stage, 46 students providing orchestra music, and 20 students in the crew). Many more students were involved in providing hospitality to the attendees.
- The *Corridor Business Journal* featured a full-page centerfold on the Linn-Mar Robotics teams: Team 967 – Iron Lions, Team 4324 – Lost in Time, and Team 4150 – Dark Matter. Dark Matter and Iron Lions competed at the World Championships in St Louis on April 22-25.
- The Linn-Mar Track teams did very well at the Drake Relays. Stephanie Jenks brought her gold medal winnings to 8 by winning the 800, 1500, and 3000 meter races.
- Echo Hill Elementary and Oak Ridge Middle School each won \$8,000 in the 2015 Follett Challenge which video showcased their student based initiatives.
- The spring Parade of Homes will feature 22 homes of which 9 are located in the Linn-Mar boundaries.
- The Human Resources Department safety program (Walk like a Penguin) resulted in a decrease in worker’s compensation losses (loss ratio of 25.08%) and earned the District a dividend check of \$100,086.74.
- There is no further news on the Legislations discussion on State Supplemental Aid for FY2016.

900: UNFINISHED BUSINESS

901: Second Reading of 800 Policy Series – Business Procedures Motion 262-05-04

Exhibit 901.1

Motion by Patterson for the Board to approve the second reading of the 800 Policy Series – Business Procedures. Second by Buchholz. Voice vote. Motion unanimously approved.

801 FISCAL MANAGEMENT

Reviewed	5/15	801.1	Planning, Preparation, Requirements and Publication of the Budget
Reviewed	5/15	801.2	Budget Implementation
Reviewed	5/15	801.3	Transfer of Funds
Revised	5/15	801.4	General Fund Revenues and Fund Balance Reporting
Revised	5/15	801.5	Student Activities Fund
Reviewed	5/15	801.6	Inventory and Fixed Assets
Reviewed	5/15	801.7	Internal Controls
Reviewed	5/15	801.7-R	Administrative Regulations Regarding Internal Controls Procedures

802 INCOME

Reviewed	5/15	802.1	Local, State, Federal, and Miscellaneous Revenue
Revised	5/15	802.3	Educational Supply Fee
Reviewed	5/15	802.3-R	Administrative Regulations Regarding K-12 Supply Fee

Revised	5/15	802.6	Investments
Reviewed	5/15	802.7	Gifts, Grants, and Bequests
Reviewed	5/15	802.8	Depository of Funds
Reviewed	5/15	802.9	Debt
Reviewed	5/15	802.9-R1	Administrative Regulations Regarding Debt Management
Reviewed	5/15	802.9-R2	Administrative Regulations Regarding Post-Issuance Compliance Regulations
Reviewed	5/15	802.10	Cash In School Buildings
803			EXPENDITURES
Revised	5/15	803.1	Purchasing – Bidding: Goods/Services
Reviewed	5/15	803.1-R	Administrative Regulations Regarding Purchasing
Reviewed	5/15	803.2	Bids and Awards for Construction Contracts
Revised	5/15	803.2-R	Administrative Regulations Regarding Bids and Awards for Construction Contracts
Reviewed	5/15	803.3	District Credit/Procurement Card Use
Reviewed	5/15	803.3-R	Admin Regulations Regarding District Credit Card Use
Reviewed	5/15	803.4	Public Purpose and Use of Public Funds
Reviewed	5/15	803.4-R	Administrative Regulations Regarding Public Purpose and Use of Public Funds
Reviewed	5/15	803.5	Receiving Equipment and Supplies
Reviewed	5/15	803.6	Approval and Payment for Goods and Services
Reviewed	5/15	803.7	Unpaid Warrants
Reviewed	5/15	803.8	Payroll Periods
Reviewed	5/15	803.9	Payroll Deductions
Reviewed	5/15	803.10	Travel Allowance
Reviewed	5/15	803.10-R	Administrative Regulations Regarding Reimbursement for School Related Travel Outside the District
Reviewed	5/15	803.11	Special Assessments
804			REPORTS
Reviewed	5/15	804.1	Financial Reports and Statements
Reviewed	5/15	804.2	Treasurer's Annual Report
Revised	5/15	804.3	Audits
805			RECORDS
Reviewed	5/15	805.1	Bonds for Officers and Employees
Revised	5/15	805.2	Care, Maintenance and Disposal of School District Records
806			BUSINESS MANAGEMENT
Revised	5/15	806.1	Insurance Program and Review
807			EMERGENCY PLANS
Reviewed	5/15	807.1	Response Plan, Radiological Emergency

902: Approval of Contract for Excelsior Gym Floor Renovation Motion 263-05-04

Exhibit 902.1

Motion by Hutcheson for the Board to approve the contract with Tricon General Construction for the Excelsior Middle School gym floor renovation for the contract sum of \$108,900.00. Second by Patterson. Voice vote. Motion unanimously approved.

903: Amendment of FY2015 Budget Motion 264-05-04

Exhibit 903.1

Motion by Patterson for the Board to approve the amendment of the FY2015 budget as presented in Exhibit 903.1. Second by Wilson. Anderson reported that there was no increase in the budget only a redistribution of line items. Voice vote. Motion unanimously approved.

1000: NEW BUSINESS

1001: Policy 401.10 – Licensed Personnel Early Separation **Motion 265-05-04** *Exhibit 1001.1*
Motion by Buchholz for the Board to approve offering early separation packages to qualified teachers completing their service at the end of the 2016-17 school year. Second by Patterson. Voice vote. Motion unanimously approved.

1002: First Reading of Policy on Affordable Care Act **Motion 266-05-04** *Exhibit 1002.1*
Motion by Patterson for the Board to approve the first reading of new policy pertaining to the Federal Patient Protection and Affordable Care Act. Second by Buchholz. Voice vote. Motion unanimously approved.

1003: First Reading of 900 Policy Series – Building and Sites **Motion 267-05-04** *Exhibit 1003.1*
Motion by Hutcheson for the Board approve the first reading of the 900 Policy Series – Building and Sites. Second by Patterson. Voice vote. Motion unanimously approved.

901 SITE ACQUISITION AND FACILITIES CONSTRUCTION

Reviewed	5/15	901.2	Site Specifications
Reviewed	5/15	901.3	Facilities & Sites Long-Range Planning
Reviewed	5/15	901.4	Facilities Planning Advisors
Reviewed	5/15	901.5	Educational Specifications for Facilities
Reviewed	5/15	901.6	Facilities Specifications
Reviewed	5/15	901.7	Facilities Funding
Revised	5/15	901.8	Structures
Adopted	5/15	901.8-R	Administrative Regulations Regarding Structures and Site Modifications
Adopted	5/15	901.8-E	Structure and Site Modification: Facility or Grounds Project Application

902 MAINTENANCE AND OPERATION

Revised	5/15	902.1	Maintenance, Operation and Management
Reviewed	5/15	902.3	Energy Conservation
Revised	5/15	902.4	Use of Contracted Services
Reviewed	5/15	902.6	Disposition of Obsolete Equipment
Revised	5/15	902.7	Emergency Repairs
Reviewed	5/15	902.8	Facilities & Sites Adaptation for Persons with Disabilities
Reviewed	5/15	902.9	Lease, Sale or Disposal of School District Facilities & Sites
Revised	5/15	902.10	Facilities Inspections
Reviewed	5/15	902.11	Asbestos Containing Material

1004: Part-Time Nutrition Services Agreement **Motion 268-05-04** *Exhibit 1004.1*
Motion by Patterson for the Board to approve the Part-time Nutrition Services Agreement for 2015-16 for a total package increase of 8.22 percent. Second by Buchholz. Christian reported that the package increase will bring the District closer to local competitive salaries. Voice vote. Motion unanimously approved.

1005: 2015-16 IASB Membership Dues **Motion 269-05-04**
Motion by Buchholz for the Board to approve the 2015-16 membership dues for the Iowa Association of School Boards (IASB) at a cost of \$11,400.00. Second by Hutcheson. Discussion on IASB rates versus other school board organizations. Voice vote. Motion unanimously approved.

Services Agreement for Private Sale of Bond **Motion 270-05-04** *Exhibit 1006.1*
Motion by Buchholz for the Board to approve the execution of a financial services agreement and timeline with Piper Jaffray for the private sale of a bond in the amount of \$10,000,000.00. Second by Wilson. Sale of bond will help finance the High School renovations. Voice vote. Motion unanimously approved.

1007: Approval of Specifications for Excelsior Track Renovation Motion 271-05-04

Exhibit 1007.1

Motion by Patterson for the Board to approve the specifications for the Excelsior Middle School track renovation in the amount of \$415,632.00. Second by Buchholz. It was clarified that the vote was for approval of specifications only. Finance/Audit Committee will review prioritization of items on 10-year plan. Voice vote. Motion unanimously approved.

1008: Approval of Open Enrollment Requests Motion 272-05-04

Motion by Wilson for the Board to approve the open enrollment requests as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

Open Enroll IN

Name	Grade	Resident District	Reason
Collins, Riley	K	Cedar Rapids	On Time
Herny, Andrew	K	Cedar Rapids	On Time

Open Enroll OUT

Name	Grade	Receiving District	Reason
Schmitt, Daniel	7	Marion	Good Cause

1100: CONSENT AGENDA

1101: Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Barker, Mandy	District: Student Assistance Counselor	August 10, 2015	\$37,000/year
Hachey, Wylie	NE: Art Teacher	August 14, 2015	BA Step 6
Hasken, Stephanie	HS: PE/Health Teacher	August 14, 2015	BA Step 3
Krebsbach, Krista	IC: Media Specialist	August 14, 2015	MA Step 7
Martin, Jill	EX: Language Arts Teacher	August 14, 2015	BA Step 3
Patterson, Christopher	HS: Industrial Tech/DEM Teacher	August 14, 2015	BA Step 7
Platten, Amanda	HS: Family & Consumer Science Teacher	August 14, 2015	BA Step 2
Tompkins, Chad	HS: Math Teacher	August 14, 2015	BA Step 13

Certified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Brady, Christina	HS: Math Teacher	June 2, 2015	Relocation
Henecke, Wendy	NE: Student Support Services Teacher	June 3, 2015	Retirement
Jensen, Julie	LRC: Exec Director of Student Services	June 30, 2015	Other Employment
Kortemeyer, Amy	LRC: Elementary T&L Director	June 30, 2015	Other Employment
Speer, Bridget	WF: TAG Teacher	June 3, 2015	Other Employment

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Boeckenstedt, Blake	O&M: Certified Maintenance	May 11, 2015	SEIU F, Step 1
Deuso, Alyssa	AC: Aquatic Instructor	April 29, 2015	\$10.00/hr
Faulkner, Vicky	WE: From Student Support Assoc to Building Secretary	August 3, 2015	IV, Step 10
Moser, Jessica	NS: HS General Help	April 22, 2015	PTNS; Step 1
Sanchez Portillo, Ivan	AC: Aquatic Instructor	April 29, 2015	\$10.00/hr
Wempen, Lucas	O&M: Summer Help	May 11, 2015	\$9.50/hr

Classified Staff Resignation

Name	Assignment	Dept. Action	Reason
Anderson, Tara	LRC: Part-Time Admin Assistant	April 29, 2015	Other Employment
Barron, Mary	HS: Student Support Associate	June 2, 2015	Retirement
Bruns, Linda	LG: Health Assistant	June 3, 2015	Retirement

Name	Assignment	Dept. Action	Reason
Glogovsky, Holly	IC: Media Assistant	June 3, 2015	Retirement
Halupnik, Katherine	EH: Part-Time General Ed Assistant	June 3, 2015	Relocation
Richardson, Kim	Success: Student Support Associate	June 2, 2015	Personal
Wingerson, Kelly	AC: Aquatic Instructor	April 22, 2015	Personal

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Hoffman, Kyle	HS: Head Varsity Boys Track Coach	April 16, 2015	Schedule H Category B

Extra-Curricular Positions: Resignation

Name	Assignment	Dept. Action	Reason
Kimm, Curtis	HS: Assistant 9 th Grade Football Coach	April 24, 2015	Personal

1102: Approval of Minutes from April 20, 2015

Exhibit 1102.1

1103: Approval of Bills

Exhibit 1103.1

1104: Approval of Overnight Fieldtrip Request

Exhibit 1104.1

High School 10th-12th grade Orchestra and Choir students to Orlando, Florida for the “Your Instrumental” workshop March 11-17, 2016.

1105: Approval of Contracts

Exhibits 1105.2-5

1. Daycare Rental Contract with Kids, Inc: Bowman Woods, Indian Creek, and Westfield.
2. Memorandum of Understanding with Workplace Learning Connection
3. Host contract with Marzano Research for guest speaker, Phil Warrick, on the topic of *Formative Assessment & Standards-Based Grading*.
4. Commercial Licensing Agreements with the following decorators or vendors with 8% royalties paid to LMCSO: Scrapmania LLC, The Pink Barrette, LLC, IMS Branded Solutions, Interstate Decal, Captivating Crafts, LLC, Pel Industries, Inc., and Splash Multisport.
5. Non-Commercial Licensing Agreements for use of District name, logos, and artwork, *royalty-free*, with the following Linn-Mar youth athletic teams, groups, and clubs for member uniforms and approved promotional materials:
 - PTOs: Bowman Woods, Echo Hill, and Novak PTO
 - LM Robotics
 - Basketball Teams (girls & boys): Flight, Attack, Force, Dream, Raptors, Crew, Lightning, 2020 Lions, Red Class of 2023, Prowl, Thunder, Lions, White, LM/Marion Tigers, 1st/2nd Grade Boys, 4th/5th Grade Girls, Black 4th Grade Girls, Heat, Red, Roar, Black 6th Grade Girls, Lions 6th Grade Boys, 6th Grade Girls, Red 7th Grade Boys, Red 7th Grade Girls, Red 8th Grade Boys, Pride, Lions 8th Grade Boys

1106: Fundraising Request

Exhibit 1106.1

High School JV Poms carwashes to be held on June 6, July 11, and August 22, 2015, to raise funds to purchase new dance tops to be used at football and basketball games. *Missed deadline due to submission by new JV Poms Coach Andrea Hutchinson who was hired after the deadline date.*

1107: Board Information

1108: Items Removed from the Consent Agenda for Separate Action

1109 Approval of the Consent Agenda Motion 273-05-04

Motion by Buchholz for the Board to approve the consent agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

1200: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1201: Communications

1202: Calendar

Date	Time	Event	Location
May 5 th	11:45 AM	Executive Committee	LRC Office Conf Rm
May 4 th -8 th		Teacher Appreciation Week	
May 4 th -8 th		School Board Recognition Week	
May 7 th	5:30 PM	Marion City Council	Marion City Hall
May 11 th	7:30 AM	LM Staff Recognition Celebration	HS Auditorium
May 11 th	5:15 PM	Board/Superintendent Retreat	LRC Board Room
May 12 th	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
May 13 th	5:00 PM	Policy Committee	LRC Office Conf Rm
May 13 th	5:00 PM	Career & Technical Education	LRC Board Room
May 14 th	9:00 AM	ERMA Committee	LRC
May 16 th	8:30 AM	Coffee Conversation	Novak Elementary
May 18 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
May 19 th	11:45 AM	Executive Committee	LRC Office Conf Rm
May 20 th	4:00 PM	District Retirement Reception	LRC Board Room
May 21 st	12:00 PM	100 Hour Volunteer Reception	Lowe Park
May 21 st	5:30 PM	Marion City Council	Marion City Hall
May 24 th	1:00 PM	Graduation	US Cellular Center
May 25 th		No School – Memorial Day	
Date	Time	Event	Location
June 2 nd		Last Day of School	

1203: Committees

Committee	Participants
Executive Committee	Tim Isenberg, Barry Buchholz, Katie Mulholland
Finance/Audit Committee	Barry Buchholz, Todd Hutcheson, Elizabeth Wilson, Angie Morrison, JT Anderson, Katie Mulholland
Policy Committee	Rene Gadelha, Tina Patterson, Katie Mulholland
Career & Technical Education	Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rick Ironside, Katie Mulholland
Ed Leader 21	Gadelha, Wilson, Jensen, Halupnik
ERMA (Energy Efficiency)	Todd Hutcheson, Rick Ironside
Equity Advisory	Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Barry Buchholz, Julie Jensen
Legislative	Tina Patterson, Katie Mulholland
Linn-Mar Foundation	Katie Mulholland
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

1300 ADJOURNMENT Motion 274-05-04

Motion by Wilson for the Board to adjourn the regular session at 8:05 PM. Second by Buchholz. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Gayla Burgess, Admin Assistant
May 4, 2015*



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/SUPERINTENDENT RETREAT MINUTES
 LRC BOARD ROOM
 MAY 11, 2015 @ 5:15 PM**

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Directors/Superintendent retreat was called to order in the Board Room of the Learning Resource Center by President Tim Isenberg at 5:16 PM with a quorum present. Board members present: Crawford, Gadelha, Patterson, Isenberg, Wilson, and Buchholz. Absent: Hutcheson. Administration present: Mulholland.

200: REVISION AND/OR ADOPTION OF THE AGENDA

Motion to approve the agenda made by Gadelha and seconded by Patterson. Unanimous approval.

300: BOARD/SUPERINTENDENT RETREAT

301: Board/Superintendent Retreat Discussion

Discussion topics included: facilities to house programs, growth and additional schools or additions, boundary changes, facility locations, timelines, and academies. Potential priorities would depend on enrollment growth, technology needs, required online accountability testing, current school capacities, bonding capacity, legislative funding allocations, property tax levy, and staffing needs.

Progress and timelines for vacant leadership positions were discussed with the following Board approval target dates: May 18th Linn Grove Principal; June 8th for Elementary Director of Teaching & Learning, Executive Director of Student Services, and Wilkins Principal.

The final topic of discussion was on communication and the importance of following policy when there are concerns. The steps, for both parents and staff to follow, are to begin at the supervisory level closest to the concern. If it is a classroom concern, start with the teacher, then the principal. If it is a manager or director, communicate with that person's supervisor. Anonymous letters have no status because there is no possibility of two-way communication with a person's supervisor.

400: ADJOURNMENT

Motion to adjourn at 6:50 PM by Wilson; seconded by Crawford. Unanimous approval.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Katie Mulholland, Superintendent
May 11, 2015*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: Aquatic Center		
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$518.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$3,296.27
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$57.84
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$247.13
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$57.84
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$247.13
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$121.30
ISI SWIMMING INC	GENERAL SUPPLIES	\$310.00
TREASURER ST OF IA	STATE INCOME TAX	\$33.01
Fund Total:		\$4,888.52
Fund: DEBT SERVICE		
BANKERS TRUST COMPANY	INTEREST	\$515,134.38
BANKERS TRUST COMPANY	OTHER PROFESSIONAL	\$500.00
BANKERS TRUST COMPANY	PRINCIPAL REDEMPTION	\$110,000.00
Fund Total:		\$625,634.38
Fund: GENERAL		
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$3,547.00
ABS ACTIVITY BASED SUPPLIES	INSTRUCTIONAL SUPPLIES	\$263.12
ACE HARDWARE-1062A	MAINTENANCE SUPPLIES	\$43.43
ADVANTAGE	GENERAL SUPPLIES	\$117.90
ADVENTURELAND	INSTRUCTIONAL SUPPLIES	\$8,040.00
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$690.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$242.64
AL YASSERI KADHUM	OFFICIAL/JUDGE	\$35.00
ALBERTSON JIM	OFFICIAL/JUDGE	\$35.00
ALLIANT ENERGY	ELECTRICITY	\$58,911.87
AMERICAN PRINTING HOUSE FOR THE BLIND	EQUIPMENT >\$1999	\$3,042.32
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$505.75
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$4,877.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$100.34
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$387.22
AUS WATERLOO MC LOCKBOX	GENERAL SUPPLIES	\$1,365.83
AUTO-JET MUFFLER	TRANSP. PARTS	\$200.20
BALASUBRAMANIAN, SANKARI	MISC REVENUE	\$24.00
BARK'S PIZZA INC	INSTRUCTIONAL SUPPLIES	\$58.95
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$121.40
BENEFITFOCUS.COM, INC.	OTHER PROFESSIONAL	\$250.00
BOEHM ROMAN	OFFICIAL/JUDGE	\$65.00
CAHALAN, ANDREW	OFFICIAL/JUDGE	\$75.00
CAMPBELL SUPPLY	INSTRUCTIONAL SUPPLIES	\$414.18
CAMPBELL SUPPLY	MAINTENANCE SUPPLIES	\$209.79
CAMPBELL, RENEE	INSTRUCTIONAL SUPPLIES	\$22.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$13,809.85
CARLEX, INC	INSTRUCTIONAL SUPPLIES	\$59.90

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
CARQUEST AUTO PARTS	REPAIR PARTS	\$793.99
CARQUEST AUTO PARTS	TRANSP. PARTS	\$472.63
CARROLL DISTRIBUTING	REPAIR PARTS	\$135.52
CDW - GOVERNMENT	COMP/TECH HARDWARE	\$599.25
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$11,133.54
CEDAR RAPIDS TOOL & DIE	INSTRUCTIONAL SUPPLIES	\$864.35
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,422.91
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$1,649.45
CENTER FOR COGNITIVE COACHING	INSTRUCTIONAL SUPPLIES	\$1,760.00
CENTRAL PROGRAMS, INC	INSTRUCTIONAL SUPPLIES	\$679.15
CENTRAL PROGRAMS, INC	LIBRARY BOOKS	\$879.85
CENTURYLINK	TELEPHONE	\$278.96
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$1,961.02
CLARK SECURITY PRODUCTS INC	REPAIR PARTS	\$281.73
COLLECTION	EE LIAB-GARNISHMENTS	\$657.00
COLLEGE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$1,530.25
COMMUNICATIONS ENGINEERING CO	TECH REPAIRS	\$289.00
COMPUTER SOLUTIONS, LTD	COMPUTER SOFTWARE	\$1,675.00
COMPUTER SOLUTIONS, LTD	SERVICE AGREEMENTS	\$594.50
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$20.00
CRESCENT ELECTRIC	MAINTENANCE SUPPLIES	\$2,076.24
CULLIGAN	MAINTENANCE SUPPLIES	\$614.40
CUMMINS CENTRAL POWER LLC	TRANSP. PARTS	\$151.70
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$922.50
DENNIS COMPANY	MAINTENANCE SUPPLIES	\$165.59
DENNIS COMPANY	REPAIR PARTS	\$308.89
DIVERSITY FOCUS	INSTRUCTIONAL SUPPLIES	\$800.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$160.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$580.75
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$342,460.88
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$2,269.51
FREEDOM SCIENTIFIC	EQUIPMENT >\$1999	\$25.63
FRONTLINE TECHNOLOGIES	OTHER PROFESSIONAL	\$2,250.00
GASWAY CO, J P	GENERAL SUPPLIES	\$1,677.39
GAZETTE COMMUNICATIONS INC	GENERAL SUPPLIES	\$852.47
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$484.96
GOT-AUTISM	INSTRUCTIONAL SUPPLIES	\$70.83
GRAINGER	MAINTENANCE SUPPLIES	\$90.75
GRANT WOOD AEA	GENERAL SOFTWARE	\$44,987.80
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$790.00
GRANT WOOD AEA	STAFF WORKSH/CONF	\$60.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$2,009.60
HAAN CRAFT	INSTRUCTIONAL SUPPLIES	\$401.42
HABEGGER CORPORTION	REPAIR PARTS	\$390.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$25,155.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
HAPPEL, MARLA	LEGAL SERVICES	\$410.95
HAZIM AL-YASIRI	OFFICIAL/JUDGE	\$35.00
HEIDEL MARK	INSTRUCTIONAL SUPPLIES	\$150.00
HUGH O'BRIAN YOUTH LEADERSHIP	INSTRUCTIONAL SUPPLIES	\$350.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$5,570.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6,714.87
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$28,712.32
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6,714.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$28,712.32
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$30,801.96
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$94,103.31
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$880.00
IOWA PRISON INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$3,570.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$1,587.83
IT SAVVY LLC	COMP/TECH HARDWARE	\$1,340.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$184.11
JOHNSON CONTROLS	OTHER PROFESSIONAL	\$489.75
JOHNSTONE SUPPLY	REPAIR PARTS	\$324.68
LAKEMARY CENTER INC	TUITION IN STATE	\$4,531.38
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$152.34
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$4,174.24
LASER RESOURCES, LLC	IN-DIRECT COSTS	\$1,946.15
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$5,790.46
LASER RESOURCES, LLC	SERVICE AGREEMENTS	\$8.86
LEARNING A-Z	INSTRUCTIONAL SUPPLIES	\$99.95
LESLIE, THOMAS	INSTRUCTIONAL SUPPLIES	\$300.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$567.90
LINN COUNTY REC	ELECTRICITY	\$22,549.97
MARION IRON CO.	GENERAL SUPPLIES	\$49.35
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$2,405.42
MARION IRON CO.	MAINTENANCE SUPPLIES	\$119.38
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$1,079.59
MARION TIMES	ADVERTISING	\$507.51
MARION WATER DEPT	WATER/SEWER	\$5,600.36
MARION-EAST CR ROTARY	INSTRUCTIONAL SUPPLIES	\$918.85
MATHESON-LINDWELD	GENERAL SUPPLIES	\$28.50
MATHESON-LINDWELD	MAINTENANCE SUPPLIES	\$77.25
MAYER-JOHNSON LLC	INSTRUCTIONAL SUPPLIES	\$48.96
McGLOTHLIN, DAWN	INSTRUCTIONAL SUPPLIES	\$22.00
MCM ELECTRONICS	MAINTENANCE SUPPLIES	\$59.66
MENARDS -13127	GENERAL SUPPLIES	\$39.99
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$546.31
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$535.00
MID AMERICAN ENERGY	NATURAL GAS	\$5,820.48
MIDWEST ALARM SERVICES	SERVICE AGREEMENTS	\$309.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
MIDWEST COMPUTER PRODUCTS	EQUIPMENT >\$1999	\$1,564.00
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$892.64
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MIRACLE RECEATION EQUIPMENT	INSTRUCTIONAL SUPPLIES	\$449.43
MODEL ME KIDS	TRAVEL	\$36.90
MOUNT MERCY COLLEGE	TUITION COLLEGE/UNIV	\$500.00
MT VERNON RD AUTO CENTER INC	VEHICLE REPAIR	\$698.32
NANCY BRIGHT	OTHER PROFESSIONAL	\$400.00
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$2,205.80
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$290.00
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$112.38
PLUMBERS SUPPLY COMPANY	MAINTENANCE SUPPLIES	\$1,751.51
POOL TECH MIDWEST INC	CHEMICALS	\$2,719.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$413.49
R & H THEATRICALS	INSTRUCTIONAL SUPPLIES	\$4,205.18
R.C. WALASKA	OFFICIAL/JUDGE	\$35.00
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$1,468.38
REGISTER MEDIA	ADVERTISING	\$2,619.22
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$119.93
RESOURCES FOR READING	INSTRUCTIONAL SUPPLIES	\$139.29
RIVERSIDE TECHNOLOGIES, INC	EQUIPMENT >\$1999	\$1,596.00
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$599.04
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$241.20
SADLER POWER TRAIN	TRANSP. PARTS	\$593.96
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$44.64
SARAH BROWN WESSLING	PROF SERV: EDUCATION	\$1,648.20
SCANTRON	INSTRUCTIONAL SUPPLIES	\$349.95
SCHOOL BUS SALES	TRANSP. PARTS	\$2,553.82
SCHOOL HEALTH CORP	INSTRUCTIONAL SUPPLIES	\$310.00
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$1,957.76
SCHOOLDUDE.COM	SERVICE AGREEMENTS	\$1,278.83
SHABANI JUMA	OFFICIAL/JUDGE	\$65.00
SHRED-IT DES MOINES	GENERAL SUPPLIES	\$48.78
SIGN PRO	GENERAL SUPPLIES	\$45.00
SPRAY-LAND USA	INSTRUCTIONAL SUPPLIES	\$99.70
STANDARD BEARINGS	MAINTENANCE SUPPLIES	\$126.59
STAPLES	INSTRUCTIONAL SUPPLIES	\$755.54
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$2,583.41
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$7,094.07
TREASURER ST OF IA	STATE INCOME TAX	\$15,256.43
TRUCK COUNTRY	VEHICLE REPAIR	\$2,084.98
UNIVERSITY OF NORTHERN IOWA	INSTRUCTIONAL SUPPLIES	\$90.00
VAN METER CO	MAINTENANCE SUPPLIES	\$210.73
VIRCO INC	INSTRUCTIONAL SUPPLIES	\$645.25
WALSH DOOR & HARDWARE	REPAIR PARTS	\$537.50

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
WELLMARK	OTHER PROFESSIONAL	\$1,080.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$13.62
WILSON WILLIAM	OFFICIAL/JUDGE	\$75.00
YMCA-25315	INSTRUCTIONAL SUPPLIES	\$150.00
Fund Total:		\$887,646.07

Fund: NUTRITION SERVICES

ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$23,472.57
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$1,221.01
EARTHGRAINS	PURCHASE FOOD	\$5,108.98
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$40,002.44
GOODWIN TUCKER GROUP	REPAIR/MAINT SERVICE	\$42.25
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$835.14
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,570.98
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$835.14
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,570.98
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$3,703.98
KECK, INC.	PURCHASE FOOD	\$2,908.96
KELLY GREEN MOTORS	RENTALS EQUIPMENT	\$1,331.65
LINN COUNTY EXTENSION	DUES AND FEES	\$150.00
LYNCH FORD	VEHICLE REPAIR	\$48.28
MOSER, JESSICA	GENERAL SUPPLIES	\$21.37
PETERSEN, SHEILA	DEFERRED REVENUE	\$12.15
PIZZA HUT OF AMERICA,INC.& AFFIL	PURCHASE FOOD	\$2,956.49
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$283.03
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$137.70
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$3,018.63
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$111,582.23
SOMASHEKARAPPA, VEENA	DEFERRED REVENUE	\$103.30
SUBWAY-19486	PURCHASE FOOD	\$3,850.50
TREASURER ST OF IA	STATE INCOME TAX	\$1,623.63
Fund Total:		\$210,391.39

Fund: PHY PLANT & EQ LEVY

A & J ASSOCIATES	ARCHITECT	\$200.00
DENNIS COMPANY	CONSTRUCTION SERV	\$1,509.02
DRYSPACE INC	CONSTRUCTION SERV	\$7,620.15
PLUMBERS SUPPLY COMPANY	CONSTRUCTION SERV	\$3,692.25
SHIVE-HATTERY INC.	ARCHITECT	\$2,885.80
Fund Total:		\$15,907.22

Fund: Pool 10 Million Issue and 2013 10M Issue

LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$175,080.96
SOIL-TEK	CONSTRUCTION SERV	\$275.00
WEBER COMMUNICATIONS INC	OTHER PROFESSIONAL	\$500.00
Fund Total:		\$175,855.96

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: PUB ED & REC LEVY		
D & K PRODUCTS	CONSTRUCTION SERV	\$4,722.20
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$75.00
Fund Total:		\$4,797.20
Fund: STUDENT ACTIVITY		
AL-YASSIRI ALI	OFFICIAL/JUDGE	\$95.00
ASPI SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$210.00
BECKMAN, BRENT	INSTRUCTIONAL SUPPLIES	\$35.00
BEST GREGORY	OFFICIAL/JUDGE	\$110.00
BOEHM ROMAN	OFFICIAL/JUDGE	\$190.00
BURKEN STEVEN JAY	OFFICIAL/JUDGE	\$95.00
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$398.02
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$80.00
CHIZEK, ANGELIC	INSTRUCTIONAL SUPPLIES	\$35.00
COHEN BRIAN	OFFICIAL/JUDGE	\$110.00
COHEN JEREMY	OFFICIAL/JUDGE	\$128.40
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$118.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$2,676.70
CROWN TROPHY	INSTRUCTIONAL SUPPLIES	\$18.95
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$10,489.60
DISPLAY DIMENSIONS	INSTRUCTIONAL SUPPLIES	\$3,562.40
DODGE JOHN	OFFICIAL/JUDGE	\$205.00
FALAH AL-YASSERY	OFFICIAL/JUDGE	\$105.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$69.50
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$581.06
FEDEX OFFICE	INSTRUCTIONAL SUPPLIES	\$118.13
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$1,031.30
HAZIM AL-YASIRI	OFFICIAL/JUDGE	\$110.00
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$1,300.09
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$9.70
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$41.46
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$9.70
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$41.46
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$55.85
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	DUES AND FEES	\$50.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	INSTRUCTIONAL SUPPLIES	\$100.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$245.00
ISU COLLEGIATE FFA CHAPTER	DUES AND FEES	\$150.00
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$9,245.60
LASSANCE PAUL	OFFICIAL/JUDGE	\$144.50
MANGIN, CYRILLE	OFFICIAL/JUDGE	\$210.00
MARCH OF DIMES	INSTRUCTIONAL SUPPLIES	\$620.00
MARION POLICE	INSTRUCTIONAL SUPPLIES	\$118.25
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$36.62
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$3,116.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 05/01/2015 - 05/14/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
MUSIC THEATRE INTERNATIONAL	INSTRUCTIONAL SUPPLIES	\$2,068.50
NATHAN JOHN SEVERSON	INSTRUCTIONAL SUPPLIES	\$450.00
NATIONAL FFA ORGANIZATION	DUES AND FEES	\$98.00
NEWMAN, STEPHANIE OR MICHAEL	INSTRUCTIONAL SUPPLIES	\$35.00
NHS/NASC/NASSP	INSTRUCTIONAL SUPPLIES	\$60.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$268.68
PARRAGUEZ, LUIS	OFFICIAL/JUDGE	\$215.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$60.99
PERFECTION LEARNING CORPORATION	INSTRUCTIONAL SUPPLIES	\$1,204.96
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$70.00
PRAIRIE VOLLEYBALL	DUES AND FEES	\$240.00
SERVICEMASTER FIVE SEASONS JANITORIAL	INSTRUCTIONAL SUPPLIES	\$800.73
SOUNDS LIKE THAT, INC	INSTRUCTIONAL SUPPLIES	\$25.00
SPORT DECALS	INSTRUCTIONAL SUPPLIES	\$154.75
SPORTS IMPORTS	INSTRUCTIONAL SUPPLIES	\$10,820.00
STAPLES	INSTRUCTIONAL SUPPLIES	\$50.89
THADEN COURTNEY	OFFICIAL/JUDGE	\$110.00
TREASURER ST OF IA	STATE INCOME TAX	\$27.15
TROTT TROPHIES	INSTRUCTIONAL SUPPLIES	\$108.00
UDA RESORT/HOTEL CAMPS	INSTRUCTIONAL SUPPLIES	\$2,000.00
UDA RESORT/HOTEL CAMPS	TRAVEL	\$6,084.00
ULTIMATE ENTERTAINMENT	PROF SERV: EDUCATION	\$495.00
UNIVERSITY OF IA DANCE MARATHON	INSTRUCTIONAL SUPPLIES	\$3,000.00
UNIVERSITY OF IOWA	INSTRUCTIONAL SUPPLIES	\$1,485.00
VAUGHN TERRY	OFFICIAL/JUDGE	\$119.20
WAUKEE GIRLS BASKETBALL	DUES AND FEES	\$225.00
WEST HIGH SCHOOL	DUES AND FEES	\$80.00
XAVIER HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$75.00
ZAJFERT TOMAS	OFFICIAL/JUDGE	\$110.00

Fund Total: \$66,607.14

Fund: Student Store

KOLLEGE TOWN SPORTS	GENERAL SUPPLIES	\$1,235.03
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Fund Total: \$1,235.03

Grand Total: \$1,992,962.91

End of Report

received
4.15.15

Code 603.3-R2

Exhibit 1104.1



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.

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.

FBLA to State Officer Training
Altoona IA June 10-12

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	✓	
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.	✓	
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.	✓	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	✓	
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.	✓	
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<i>Mark H. [Signature]</i>		Date 4/16/15
District Administrator Approval		<i>Rock A. [Signature]</i>		Date 4/18/15
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

Overnight Field Trip Request Form

Three Linn-Mar Future Business Leaders of America students to attend the State Officer Training

June 10- 12, Altoona, IA

Purpose

FBLA State Officers from Linn-Mar to attend the State Officer Training. Students will learn their roles as a state officer for the year. See agenda for sessions and activities.

Pre-Planning

These students were nominated by their chapter and voted into position by the Iowa FBLA delegation. These students prepared a campaign speech, designed flyers and promotional materials, and manned a campaign booth during the State Leadership Conference. This is the first activity as an Iowa FBLA Officer.

Follow-Up

These students will be guiding the Iowa FBLA chapter throughout the year. They are required prepare for and attend the State Fall Leadership Conference and the State Leadership Conference. They each will have their assigned duties for the chapter and are required to participate in monthly officer conference calls and communications. The officers will report to the Iowa State Officer Coordinator, Shannon Smith, a business teacher at Creston High School and the State Adviser, Lou Voss.

Assessment

Before the students could run for the office, they each had to take the State Officer Examination and receive a score higher than 75%. This exam covers the history of FBLA, parliamentary procedures, and other important FBLA information.

Other than that, there is no specific assessment. However, these officers will constantly be assessed by the membership of the Iowa FBLA State Chapter, the advisers of the students, the State Officer Coordinator, and the State Adviser in

- their follow through with their duties and responsibilities
- commitment to FBLA
- leadership and speaking abilities

Funding

Iowa FBLA pays for their expenses.

Common Experience

Not all members can be a State Officer. However, this experience is the same for all Iowa State Officers in the past and in the future. These students need the appropriate training and experiences to lead their chapter.

Multi-Disciplinary

Students who attend the officer training will experience a wealth of information that they can not only use right away as high school students, but also throughout their life in whatever career path they might follow. They will be exposed to a wealth of new opportunities, learn valuable leadership skills, discover how to act more professional, lead fellow students within our state/local chapter, and learn how to begin a path of success during and after their high school career.

List of Participants

For student confidentiality, names not listed.

Overnight Accommodations

Fairfield Inn and Suites, 215 NE Delaware Avenue, Ankeny, Iowa 50021

Mode of Transportation

Dana Lampe will drive her own vehicle and will be reimbursed by Iowa FBLA for mileage.

Jon will room with the other male state officers

Sruthi and Gabbie will room with the other female officers.

State Officer Training Schedule

Wednesday June 10th

- 2:00-2:30 p.m.: Arrive at hotel (Fairfield Inn and Suites 215 NE Delaware Avenue, Ankeny, Iowa 50021)
- 2:30-3:00 p.m.: Pass out officer binders and overview of contents
- 3:00-3:20 p.m.: Check into hotel rooms and change for pictures
- 3:20-4:00 p.m.: Officer pictures/change back into comfortable clothes
- 4:00-5:15 p.m.: Discuss NLC Roles- State Meeting, Rohan's Campaign, President's Speech
- 5:15-7:00 p.m.: Dinner
- 7:00-9:00 p.m.: Start discussion of POW.
- 9:30-10:30 p.m.: Officer Free Time (pool, officer bonding, etc.)
- 11:00 p.m.: Curfew

Thursday June 11th

- 8:00-9:30 a.m.: Complimentary breakfast at hotel
- 9:40 a.m.: Leave Fairfield Inn/Get Settled at Griff's RV Park (6429 NE 46th Street Altoona, Iowa 50009)
- 10:00-10:45 a.m.: Color Personality Exercise
- 10:45-11:15 a.m.: Bylaws Review
- 11:15-11:45 a.m.: Parli Pro Refresher
- 11:45 a.m.-12:00 p.m.: Throwback Thursday (Reflection on morning workshops)
- 12:00-12:30 p.m.: Lunch
- 12:30-1:15 p.m.: Ice Breaker/Etiquette
- 1:15-2:30 p.m.: Stage Presence
- 2:30-3:45 p.m.: Running Conferences/Effective Meetings
- 3:45-6:45 p.m.: Individual Organization Breakout Meetings-POW
- 6:45-7:30 p.m.: Dinner
- 7:30-8:45 p.m.: Group Share Session
- 8:45-10:00 p.m.: United Fall Leadership Conference Planning (FBLA/PBL, DECA/Collegiate DECA, BPA-Secondary/Post Secondary)
- 10:00 p.m.: Go back to hotel

Friday June 12th

- 7:00-8:00 a.m.: Complimentary breakfast at hotel
- 8:15-8:30 a.m.: Pack up and load vehicles/Check out
- 9:00-9:30 a.m.: Tower Building Game
- 9:30-10:15 p.m.: Communication/Personal Brand/Time Management
- 10:15 a.m.-12:00 p.m.: Individual Organization Breakout Meetings
- 12:00-12:30 p.m.: Lunch
- 12:30-1:00 p.m.: Reflection/Evaluation and help clean up
- 1:00-3:30 p.m.: Individual Organization Breakout Meetings
- 3:30 p.m.: Training Adjourned

received
5/11/15

Code 603.3-R2

Exhibit 1104.2



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.

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.

*FBLA to National Leadership Conf
June 29-July 3 @ Chicago*

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	✓	
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.	✓	
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.	✓	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	✓	
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.	✓	
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval	<i>Mary Hatch</i>		Date	<i>4/30/15</i>
District Administrator Approval	<i>Rick A. Jernside</i>		Date	<i>5/11/15</i>
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

Overnight Field Trip Request Form

Linn-Mar Future Business Leaders of America to attend and compete at the FBLA National Leadership Conference

June 29- July 3, Chicago, IL.

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

This conference is the culmination of the work, learning and experience of the students in FBLA. Students have competed in events against other state chapters and are now eligible to advance and compete at the National FBLA Conference. This event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school. Students will also represent the local Linn-Mar chapter and Iowa State chapter during Regional and National voting sessions.

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

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students have attended many individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers are present at these sessions and have input to help the students achieve to the best of their ability.

Students are to attend a National Prep session organized by the Professional Division of FBLA on May 30.

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

Students who attend NLC will share their experiences with membership during the "Membership Drive" in the fall of the next school year. During the State Conference planning, students will share their experiences at NLC with other students who choose to compete in the same event. They pass on their tips and tricks.

Students will receive their scores/critique from the judges. Students can begin to prepare for competition the following year.

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

Student will compete against other students from across the nation. Competitions are scored. Students receive their scores and explanation of that grade in writing from the judges. Students who place in the top ten are recognized during the Awards Ceremony.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

Booster Club funds help students offset some of the registration costs. We also ask for donations from local businesses to help defray award and registration costs. We provide access to those businesses for the students to fundraise for "scholarship" or help for the entire cost of the conference. Many choose to fund the conference themselves.

Common Experience: What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience “real life” situations that will better prepare them for the business world. They also will participate in the election and installation of their National and Regional officers.

Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

Students will be able to use verbal and written skills developed in other disciplines to help in competing in their events. Many of the skills learned in their Math and English classes will help in producing quality work. Experiences in leadership roles for other organizations will also benefit them in their efforts.

Linn-Mar Competitors and Their Events

For student confidentiality, names not listed.

Overnight Accommodations

All students will be staying at the Chicago Marriott Downtown Magnificent Mile, 540 North Michigan Avenue Chicago, IL 60611 P 312.836.0100 *F 312.836.6139.

Iowa FBLA will reserve an Iowa block. All reservations will go through Iowa FBLA Financial Coordinator, Konrad Wilke from Muscatine.

Mode of Transportation

A charter bus organized by Iowa FBLA, through Hawkeye Charter Buses

Conference Expenses

Conference registration, payable to FBLA-PBL \$105

Transportation, payable to Iowa FBLA \$150

Lodging, payable to Iowa FBLA \$410

T-shirt/Pin, Payable to Iowa FBLA \$25

Activities and meals \$100+

FBLA CONFERENCE SCHEDULE

Schedule subject to change

Saturday, June 27

7:00 p.m.–9:00 p.m. IFL Registration

Sunday, June 28

Institute for Leaders (IFL)

7:00 a.m.–8:00 a.m. IFL Registration
 8:00 a.m.–9:00 a.m. IFL Opening Session
 9:00 a.m.–11:30 a.m. Leadership Tracks
 1:30 p.m.–5:30 p.m. Leadership Tracks Continue

NLC—Preconference

2:00 p.m.–7:00 p.m. Registration Desk
 Midnight Curfew

Monday, June 29

Institute for Leaders (IFL)

8:00 a.m.–9:00 a.m. FBLA-PBL Virtual Venture Capitalist Session
 9:00 a.m.–11:30 a.m. Leadership Tracks Continue
 11:30 a.m.–12:30 p.m. The Leadership Forum, FBLA Tank, and Graduation Session

NLC—Day 1

7:30 a.m.–8:15 a.m. Adviser Orientation
 8:00 a.m.–7:00 p.m. Registration Desk
 9:00 a.m.–9:45 a.m. Adviser Orientation
 9:00 a.m.–11:00 a.m. Photography Desk
 10:30 a.m.–11:15 a.m. Adviser Orientation
 11:45 a.m.–12:30 p.m. Adviser Orientation
 12:45 p.m.–6:00 p.m. Competitive Events
 2:00 p.m.–5:00 p.m. Exhibits, MarketPlace
 4:30 p.m.–5:15 p.m. Adviser Orientation
 5:00 p.m.–5:30 p.m. Administrator Orientation
 5:30 p.m.–6:00 p.m. Coordinator Orientation
 7:00 p.m.–9:00 p.m. Opening Session & Campaign Rally
 Midnight Curfew

Tuesday, June 30

NLC—Day 2

7:30 a.m.–8:15 a.m. Adviser Orientation
 8:10 a.m.–5:30 p.m. Competitive Events
 9:00 a.m.–11:00 a.m. Photography Desk
 9:00 a.m.–3:15 p.m. Workshops
 9:00 a.m.–4:00 p.m. Campaign and Exhibit Booths, MarketPlace, & Silent Auction
 2:30 p.m.–5:30 p.m. Free Certiport Exams
 3:30 p.m.–4:30 p.m. Professional Division (PD) Open Events
 5:30 p.m.–6:30 p.m. Regional Campaign Rallies and Recognition Sessions (Eastern, Mountain Plains, & Southern Region)
 6:45 p.m.–7:45 p.m. Regional Campaign Rallies and Recognition Sessions (North Central & Western Region)
 Midnight Curfew

Wednesday, July 1

NLC—Day 3

8:00 a.m.–8:45 a.m. State Voting Delegates/State Presidents' Q & A with National Candidates
 8:00 a.m.–9:30 a.m. FBLA-Middle Level Open Events
 8:00 a.m.–5:00 p.m. Free Certiport Exams
 8:00 a.m.–5:30 p.m. Competitive Events
 8:30 a.m.–9:30 a.m. Exhibit booths open to Advisers only
 9:00 a.m.–11:00 a.m. Photography Desk
 9:30 a.m.–2:00 p.m. Campaign and Exhibit Booths & MarketPlace
 9:00 a.m.–3:15 p.m. Workshops
 10:00 a.m.–2:30 p.m. FBLA Open Events
 3:30 p.m.–5:30 p.m. Paid Certification Exams
 4:00 p.m.–5:00 p.m. PD Reception/Awards Program
 5:30 p.m.–6:30 p.m. March of Dimes Mini-walk
 Midnight Curfew

Thursday, July 2

NLC—Day 4

7:30 a.m.–9:30 a.m. National Voting (*state voting delegates only*)
 9:00 a.m.–11:00 a.m. Photography Desk
 10:15 a.m.–11:30 a.m. Regional Voting (*voting delegates only*)
 11:45 a.m.–12:30 p.m. Adviser Forum
 6:00 p.m.–9:00 p.m. Awards of Excellence Program
 Midnight Curfew

State meetings, online testing, competitive events, and exhibits will be at Hyatt Regency Chicago. Workshops will be at Hyatt Regency Chicago and Swissotel. Opening Session and Awards of Excellence Program will be at McCormick Place.

FBLA-Middle Level Academy

The League of Extraordinary Leaders

Tuesday, June 30

8:30 a.m.–9:00 a.m. Opening Session
 9:00 a.m.–11:45 a.m. Super Sessions
 11:45 a.m.–1:30 p.m. Lunch
 1:30 p.m.–3:15 p.m. Super Sessions Continue



Wednesday, July 1

8:00 a.m.–9:30 a.m. FBLA-Middle Level Open Events
 • Computer Concepts
 • FBLA-Middle Level Facts
 • Financial Literacy
 • Social Media
 9:00 a.m.–12:30 p.m. Super Sessions
 12:30 p.m.–1:30 p.m. Lunch
 1:30 p.m.–3:15 p.m. Closing Session & Academy



FBLA COMPETITIVE EVENTS SCHEDULE

Monday, June 29

Accounting II (Online)	2:45 p.m.–4:00 p.m.
Banking & Financial Systems (Online)*	4:45 p.m.–6:00 p.m.
Computer Applications (Online)	2:45 p.m.–4:00 p.m.
Database Design & Applications (Online)	2:45 p.m.–4:00 p.m.
Desktop Publishing (Online)	4:45 p.m.–6:00 p.m.
Entrepreneurship (Online)*	4:45 p.m.–6:00 p.m.
Future Business Leader (Online)*	1:45 p.m.–3:00 p.m.
Global Business (Online)*	3:45 p.m.–5:00 p.m.
Help Desk (Online)*	1:45 p.m.–3:00 p.m.
Hospitality Management (Online)*	4:45 p.m.–6:00 p.m.
Management Decision Making (Online)*	1:45 p.m.–3:00 p.m.
Management Information Systems (Online)*	3:45 p.m.–5:00 p.m.
Marketing (Online)*	1:45 p.m.–3:00 p.m.
MOS Word	12:20 p.m.–6:00 p.m.
Network Design (Online)*	3:45 p.m.–5:00 p.m.
Parliamentary Procedure (Online) All States*	12:45 p.m.–2:00 p.m.
Sports & Entertainment Management (Online)*	3:45 p.m.–5:00 p.m.
Spreadsheet Applications (Online)	2:45 p.m.–4:00 p.m.
Word Processing (Online)	2:45 p.m.–4:00 p.m.

Tuesday, June 30

3D Animation: Preliminary	1:30 p.m.–5:30 p.m.
Accounting I	10:15 a.m.–11:30 a.m.
Agribusiness	8:15 a.m.–9:30 a.m.
American Enterprise Project: Preliminary	8:30 a.m.–12:30 p.m.
Business Calculations	12:15 p.m.–1:30 p.m.
Business Communication	1:15 p.m.–2:30 p.m.
Business Ethics: Preliminary	1:30 p.m.–5:30 p.m.
Business Financial Plan: Preliminary	8:30 a.m.–12:30 p.m.
Business Law	12:15 p.m.–1:30 p.m.
Business Math	10:15 a.m.–11:30 a.m.
Business Plan: Preliminary	1:30 p.m.–5:30 p.m.
Business Presentation: Preliminary	8:30 a.m.–12:30 p.m.
Business Procedures	12:15 p.m.–1:30 p.m.
Client Service—1 st person reports	8:10 a.m.
Client Service: Preliminary	8:30 a.m.–11:30 a.m.
Community Service Project: Preliminary	8:30 a.m.–12:30 p.m.
Computer Game & Simulation Programming: Preliminary	8:30 a.m.–12:30 p.m.
Computer Problem Solving	10:15 a.m.–11:30 a.m.
Cyber Security	8:15 a.m.–9:30 a.m.
Desktop Application Programming: Preliminary	1:30 p.m.–5:30 p.m.
Digital Design & Promotion: Preliminary	1:30 p.m.–5:30 p.m.
Digital Video Production: Preliminary	1:30 p.m.–5:30 p.m.
E-business: Preliminary	1:30 p.m.–5:30 p.m.
Economics	12:15 p.m.–1:30 p.m.
Electronic Career Portfolio: Preliminary	1:30 p.m.–5:30 p.m.
Emerging Business Issues: Preliminary	1:30 p.m.–5:30 p.m.
FBLA Principles & Procedures	1:15 p.m.–2:30 p.m.
Future Business Leader: Preliminary	8:30 a.m.–1:00 p.m.
Health Care Administration	2:15 p.m.–3:30 p.m.
Impromptu Speaking—1 st person reports	8:10 a.m.
Impromptu Speaking: Preliminary	8:30 a.m.–11:30 a.m.
Insurance & Risk Management	8:15 a.m.–9:30 a.m.
Introduction to Business	2:15 p.m.–3:30 p.m.
Introduction to Business Communication	9:15 a.m.–10:30 a.m.
Introduction to Information Technology	1:15 p.m.–2:30 p.m.
Introduction to Parliamentary Procedure	2:15 p.m.–3:30 p.m.
Job Interview: Preliminary	8:30 a.m.–1:00 p.m.
LifeSmarts: Preliminary	8:30 a.m.–12:30 p.m.
Mobile Application Development: Preliminary	8:30 a.m.–12:30 p.m.
MOS Excel	8:00 a.m.–1:40 p.m.
Networking Concepts	8:15 a.m.–9:30 a.m.
Partnership with Business Project: Preliminary	8:30 a.m.–12:30 p.m.
Personal Finance	9:15 a.m.–10:30 a.m.
Public Service Announcement: Preliminary	1:30 p.m.–5:30 p.m.
Public Speaking I: Preliminary	8:30 a.m.–11:30 a.m.
Public Speaking II: Preliminary	1:30 p.m.–4:30 p.m.
Sales Presentation: Preliminary	1:30 p.m.–5:30 p.m.
Securities & Investments	9:15 a.m.–10:30 a.m.
Social Media Campaign: Preliminary	1:30 p.m.–5:30 p.m.
Virtual Business Management Challenge: Preliminary	9:30 a.m.–3:30 p.m.
Website Design: Preliminary	8:30 a.m.–12:30 p.m.

Wednesday, July 1—Finals

3D Animation: Finals	1:30 p.m.–5:30 p.m.
American Enterprise Project: Finals	1:30 p.m.–5:30 p.m.
Banking & Financial Systems (Sequestered)	8:00 a.m.
Banking & Financial Systems: Finals*	8:30 a.m.–12:30 p.m.
Business Ethics: Finals	1:30 p.m.–5:30 p.m.
Business Financial Plan: Finals	8:30 a.m.–12:30 p.m.
Business Plan: Finals	1:30 p.m.–5:30 p.m.
Business Presentation: Finals	8:30 a.m.–12:30 p.m.
Client Service (Sequestered)	1:00 p.m.
Client Service: Finals	1:30 p.m.–4:30 p.m.
Community Service Project: Finals	8:30 a.m.–12:30 p.m.
Computer Game & Simulation Programming: Finals	8:30 a.m.–12:30 p.m.
Desktop Application Programming: Finals	1:30 p.m.–5:30 p.m.
Digital Design & Promotion: Finals	1:30 p.m.–5:30 p.m.
Digital Video Production: Finals	1:30 p.m.–5:30 p.m.
E-business: Finals	1:30 p.m.–5:30 p.m.
Electronic Career Portfolio: Finals	1:30 p.m.–5:30 p.m.
Emerging Business Issues: Finals	1:30 p.m.–5:30 p.m.
Entrepreneurship (Sequestered)	1:00 p.m.
Entrepreneurship: Finals	1:30 p.m.–5:30 p.m.
Future Business Leader: Finals*	8:30 a.m.–3:00 p.m.
Global Business (Sequestered)	1:00 p.m.
Global Business: Finals	1:30 p.m.–5:30 p.m.
Help Desk (Sequestered)	8:00 a.m.
Help Desk: Finals*	8:30 a.m.–11:30 a.m.
Hospitality Management (Sequestered)	8:00 a.m.
Hospitality Management: Finals*	8:30 a.m.–12:30 p.m.
Impromptu Speaking (Sequestered)	8:00 a.m.
Impromptu Speaking: Finals	8:30 a.m.–11:30 a.m.
Job Interview: Finals	8:30 a.m.–3:00 p.m.
LifeSmarts: Finals	8:30 a.m.–12:30 p.m.
Management Decision Making (Sequestered)	8:00 a.m.
Management Decision Making: Finals*	8:30 a.m.–12:30 p.m.
Management Information Systems (Sequestered)	1:00 p.m.
Management Information Systems: Finals	1:30 p.m.–5:30 p.m.
Marketing (Sequestered)	8:00 a.m.
Marketing: Finals*	8:30 a.m.–12:30 p.m.
Mobile Application Development: Finals*	8:30 a.m.–12:30 p.m.
Network Design (Sequestered)	8:00 a.m.
Network Design: Finals*	8:30 a.m.–12:30 p.m.
Open Events—Advertising, Computer Operating Systems, Nonprofit Management	10:00 a.m.–12:00 p.m.
Open Events—HTML/CSS, Leadership, Social Media	12:30 p.m.–2:30 p.m.
Open Events—Middle Level—Computer Concepts, FBLA-Middle Level Facts, Financial Literacy, Social Media	8:00 a.m.–9:30 a.m.
Parliamentary Procedure (Sequestered)	8:00 a.m.
Parliamentary Procedure: Finals*	8:30 a.m.–2:00 p.m.
Partnership with Business Project: Finals	8:30 a.m.–12:30 p.m.
Public Service Announcement: Finals	8:30 a.m.–12:30 p.m.
Public Speaking I: Finals	8:30 a.m.–11:30 a.m.
Public Speaking II: Finals	1:30 p.m.–4:30 p.m.
Sales Presentation: Finals	1:30 p.m.–5:30 p.m.
Social Media Campaign: Finals	1:30 p.m.–5:30 p.m.
Sports & Entertainment Management (Sequestered)	1:00 p.m.
Sports & Entertainment Management: Finals	1:30 p.m.–5:30 p.m.
Virtual Business Management Challenge: Finals	9:30 a.m.–11:30 a.m.
Website Design: Finals	8:30 a.m.–12:30 p.m.

* two-part competitive event

For more information, visit bit.ly/FBLA_Ceference



**28E MEMORANDUM OF AGREEMENT
for the
COMPASS ALTERNATIVE PROGRAM
between
Linn-Mar Community School District
and Marion Independent School District**

WHEREAS, the Linn-Mar Community School District and the Marion Independent School District here in referred to as the DISTRICTS, wish to provide students an alternate setting to receive instruction for high school completion and or (GED) preparation.

WHEREAS, pursuant to Chapter 28E of the Code of Iowa, the parties for mutual consideration and benefit agree to provide joint services on the terms and conditions here is set forth:

1. The Purpose of this Agreement is to:
 - a. Provide instructional and student support services to DISTRICTS' specified high school aged (14-21) students in order to complete high school or prepare to take the GED examination.

2. LINN-MAR COMMUNITY SCHOOL DISTRICT agrees to:
 - a. Secure an appropriate amount of space to house the COMPASS program;
 - b. Serve as the fiscal agent to establish the program budget including the costs of instruction, student support services, instruction materials and equipment, site costs, and other program improvements;
 - c. Provide Marion Independent School District twenty (20) full-time student slots within the COMPASS program. Cost of each full-time slot will be equal to eighty percent (80%) of Linn-Mar's district cost per pupil for the applicable budget year;
 - d. On a semi-annual basis, bill Marion Independent School District for its share of cost. The first billing will be approximately half the estimated budget and be sent during the month of November each year. A final billing will be sent no later than July 15 of each year;
 - e. Provide appropriately licensed instructional staff for the program;
 - f. Provide supervision and evaluation of instructional staff;

- g. Provide leadership in the development and maintenance of the programs curriculum;
- h. Provide staff development for program staff;
- i. Evaluate student transcripts to determine course of study;
- j. Provide student information regarding grades and credits, and assist where possible in entering data in the DISTRICTS' record keeping system;
- k. Provide timely progress data to individual student and resident district;
- l. Provide textbooks, study guides, supporting media, and other instructional materials for the program;
- m. Administer required state-wide and district level assessments;
- n. Assist students with career and academic assessment opportunities in the greater Cedar Rapids area;

3. OTHER PARTICIPATING DISTRICTS:

- a. As part of this agreement, students open enrolled from local education agencies (other than Linn-Mar) into the Marion Independent School District cannot be allowed to attend the COMPASS program unless an approved tuition agreement from the applicable student's resident district is on file with Linn-Mar CSD. Such agreement from the resident district is necessary to comply with the Iowa Department of Education certified enrollment count processes and procedures.
- b. Linn-Mar Community School District reserves the right to allow or disallow other local education agencies to participate in the COMPASS program. Determination of participation may be based on, but not limited to, such factors as staffing, site capacity, financial considerations, availability of services, etc.
- c. Upon approval from Linn-Mar to participate in the COMPASS program, a separate 28E agreement will be issued to the applicable individual district.

4. AGREEMENT DURATION:

- a. The duration of this agreement shall be from August 1, 2015, to July 30, 2016.
- b. On or before November 1 of any year, one party may notify the other in writing of its intent to modify or terminate this agreement.

- c. This agreement shall automatically renew for successive like periods of time from one year to the next, unless proper notice is given.

For Linn-Mar Community School District

For Marion Independent School District

By: _____
Board President

By: _____
Board President

Date: _____

Date: _____