



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.

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Barry Buchholz, Vice President

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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: All action on teaching and learning will focus on empowering achievement at the highest level for each student.	Learning Environments: All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	Staff Development: All staff will learn, perform and lead in such a manner as to inspire learning for students.	Community Engagement: The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	Resources: 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.

**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 27<sup>th</sup> 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 29<sup>th</sup> 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 29<sup>th</sup> 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 29<sup>th</sup> 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 25<sup>th</sup>. 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 4<sup>th</sup> 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 21<sup>st</sup> 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 27<sup>th</sup> World Food Prize Iowa Youth Institute hosted at Iowa State University.
- The Linn-Mar Fine Arts Department presented South Pacific on April 30<sup>th</sup>, May 1<sup>st</sup>, and May 2<sup>nd</sup>. 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
<b>803</b>			<b>EXPENDITURES</b>
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
<b>804</b>			<b>REPORTS</b>
Reviewed	5/15	804.1	Financial Reports and Statements
Reviewed	5/15	804.2	Treasurer's Annual Report
Revised	5/15	804.3	Audits
<b>805</b>			<b>RECORDS</b>
Reviewed	5/15	805.1	Bonds for Officers and Employees
Revised	5/15	805.2	Care, Maintenance and Disposal of School District Records
<b>806</b>			<b>BUSINESS MANAGEMENT</b>
Revised	5/15	806.1	Insurance Program and Review
<b>807</b>			<b>EMERGENCY PLANS</b>
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 <sup>th</sup> 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 10<sup>th</sup>-12<sup>th</sup> 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 LMCS D: 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, 1<sup>st</sup>/2<sup>nd</sup> Grade Boys, 4<sup>th</sup>/5<sup>th</sup> Grade Girls, Black 4<sup>th</sup> Grade Girls, Heat, Red, Roar, Black 6<sup>th</sup> Grade Girls, Lions 6<sup>th</sup> Grade Boys, 6<sup>th</sup> Grade Girls, Red 7<sup>th</sup> Grade Boys, Red 7<sup>th</sup> Grade Girls, Red 8<sup>th</sup> Grade Boys, Pride, Lions 8<sup>th</sup> 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: Communications1202: Calendar

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

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Tim Isenberg, Board President

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Angie Morrison, Board Secretary

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



## **MEDCO Background**

- **501c6**
- **Established 1985**
- **140+ Investors**
- **Board of Directors**
- **Staff**
- **Regional Partnerships**



# Core Functions

- Existing Business
- Businesses New to Marion
- “Shovels in the Ground”
- Job Creation
- Workforce Development



**MEDCO** | Marion Economic Development Company

**MEDCO**  
Marion Economic Development Company

**INVEST IN INNOVATION CAPITAL CAMPAIGN (2015-2019)**

The vision of **MEDCO** is to be a **premiere** economic development partner in an environment that **advocates growth** and **generates success**.

**MEDCO**  
Marion Economic Development Company

**REPORT TO INVESTORS**

- ✓ Since 2013 we have directly impacted projects bringing \$32.81 million in capital investment and creating 94 new jobs to Marion
- ✓ For every dollar invested in MEDCO since 2009, we returned \$96.24 of capital investment to our community
- ✓ Developed and opened the 184 acre, shovel-ready Marion Enterprise Center
- ✓ Successfully lobbied to secure a reduction and cap on stormwater utility fees
- ✓ Partnered to increase available shovel ready sites by 275 acres since 2008

### Opportunity

- Advocate and lobby for implementation of pro-business public policy at local, state and federal levels of government
- Strengthen partnerships with local, regional and state economic development organizations
- Meet annually with all investors to align strategic growth opportunities and workforce initiatives
- Support local entrepreneurs through collaborative partnerships with regional start-up programs

### Innovation

- Expand and enhance MEDCO visibility
- Leverage revolving loan fund to support business investment and workforce training
- Be a leader in connecting students to current & future workforce needs
- Leverage Marion's brand to market the community to a targeted audience in modern and creative ways

### Growth

- Assist 10 existing businesses with expansion projects over five years
- Secure commercial and industrial capital investments of \$4 million annually
- Foster an environment that creates 250 new jobs by 2019
- Leverage state initiatives including Skilled Iowa and Home Base Iowa to recruit and grow regional workforce
- Retain, expand and recruit innovative companies to Marion



# MEDCO Holding Company





# MEDCO Holding Company

- **Elplast America**

- \$6 million
- 30 jobs
- 30,000 SF facility

- **Legacy Manufacturing**

- \$10.4 million
- 133,000 SF facility
- US Manufacturing



**MEDCO** | Marion Economic Development Company

**MEDCO**  
Marion Economic Development Company





# Revenue Impacts of TIF

- City of Marion Policy – equivalent 5yrs 100%
- But/for test

## Assumptions:

- Commercial rollback 90%
- No increase in tax levies
- No increase in value of property over 10 year period
- Years of value depend on timing of full assessment



## Legacy Manufacturing – New 133,000 sf facility

Construction started fall 2014



■ All Other ■ City ■ School ■ TIF

**MEDCO** | Marion Economic Development Company



## Freund Vector Corporation – 12,000 SF Addition

*Construction completed in early 2015*



**MEDCO** | Marion Economic Development Company

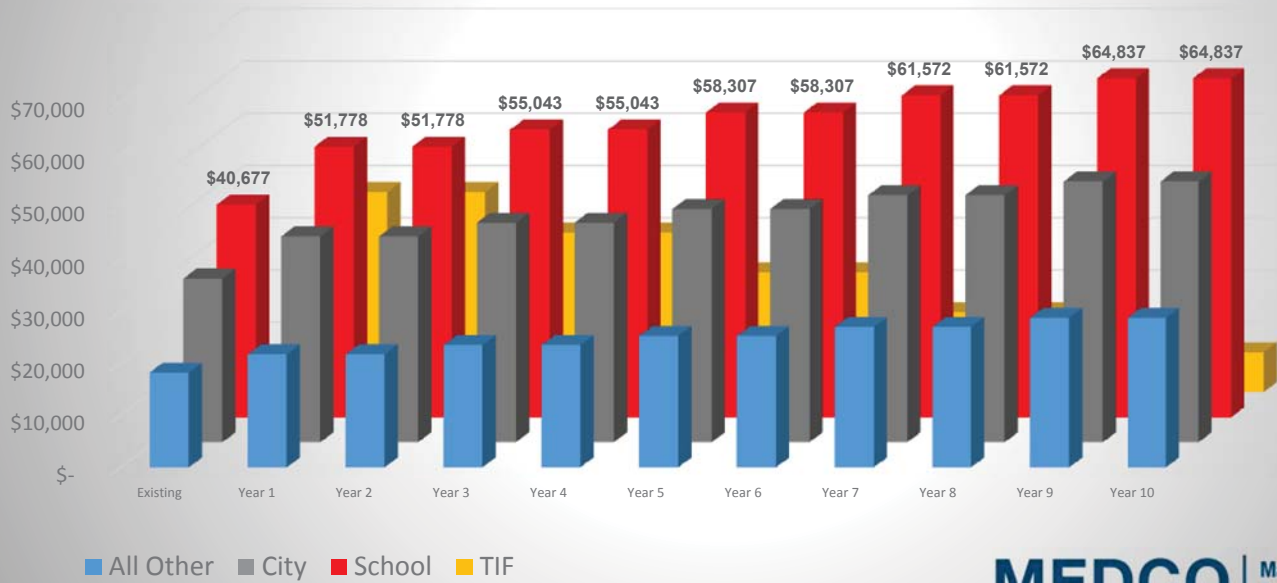
**MEDCO**  
Marion Economic Development Company





## Hupp Electric Motors - Plant Addition & Equipment Investment

Total Project Investment - \$8 mil



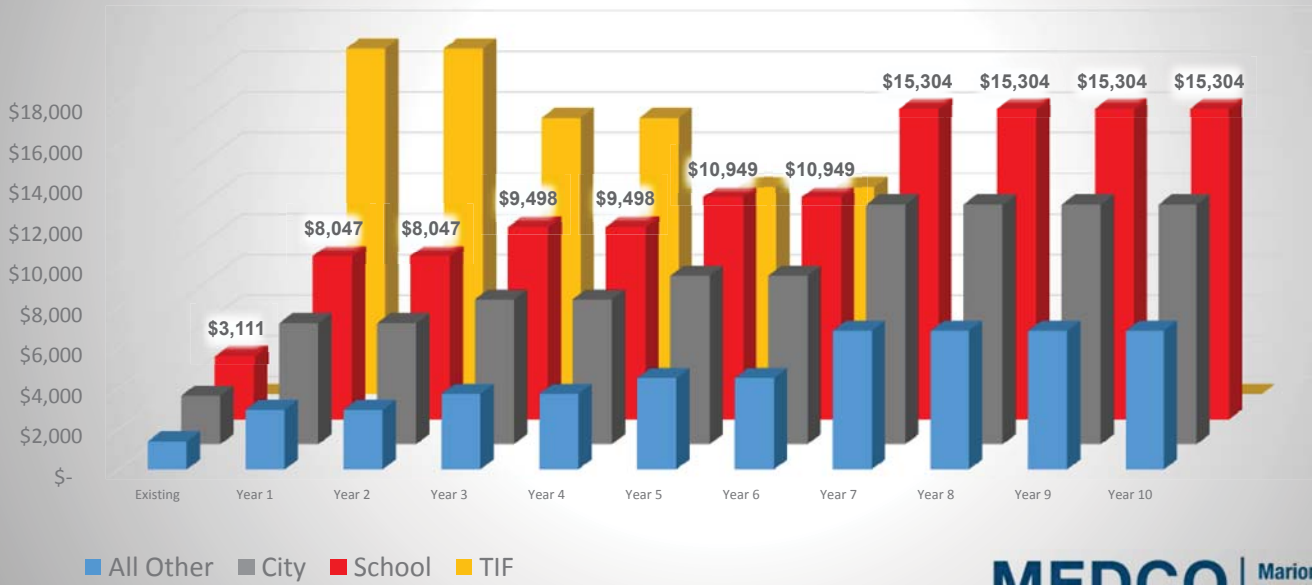
**MEDCO** | Marion Economic Development Company

**MEDCO**  
Marion Economic Development Company



## Heartland –Vworldwide

6,000 SF commercial building



**MEDCO** | Marion Economic Development Company

**MEDCO**  
Marion Economic Development Company

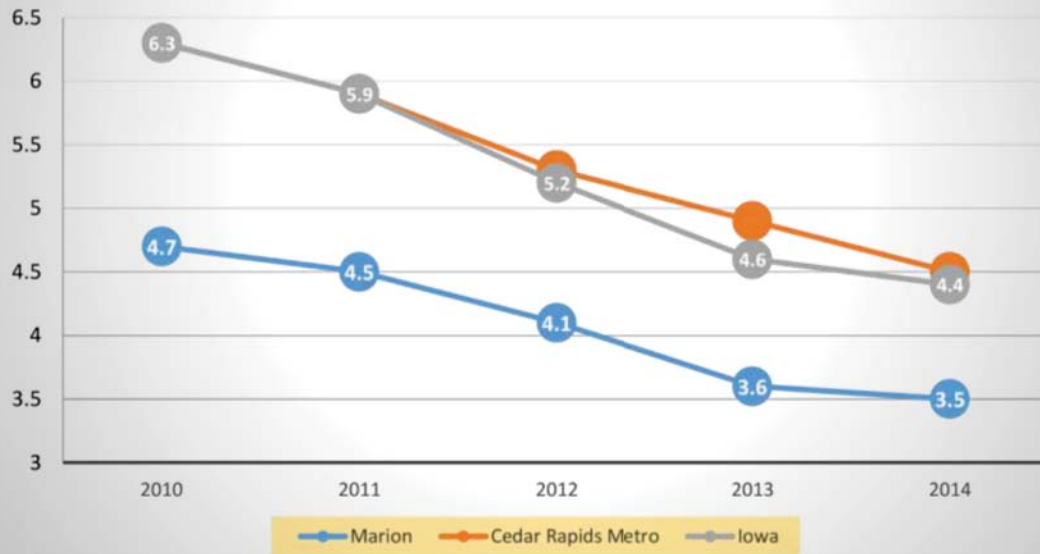




# MEDCO

Marion Economic Development Company

## Unemployment Rate



Linn-Mar CSD  
Management Fund Est. Expenditures  
FY 2014 - FY2022

<b>Levy Rate</b>	\$0.67647	\$0.52341	<b>\$0.54742</b>	<b>\$0.54742</b>	<b>\$0.54742</b>	<b>\$0.54742</b>	<b>\$0.54742</b>	<b>\$0.54742</b>	<b>\$0.54742</b>
	<b>Class FY 13 FY 14</b>	<b>Class FY 14 FY 15</b>	<b>Class FY 15 FY 16</b>	<b>Class FY 16 FY 17</b>	<b>Class FY 17 FY 18</b>	<b>Class FY 18 FY 19</b>	<b>Class FY 19 FY 20</b>	<b>Class FY 20 FY 21</b>	<b>Class FY 21 FY 22</b>
<b>Beginning Balance</b>	2,049,742	2,093,890	2,171,444	2,034,051	1,881,802	1,639,130	1,655,447	1,380,149	1,362,612
Property Tax Dollars Levied	1,198,783	949,994	999,999	1,009,999	1,020,099	1,030,300	1,040,603	1,051,009	1,061,519
C&I Replacement		15,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Mobile Home Tax	3,627	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Earnings on Investments	2,258	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Other Misc. Revenue	37,007	130,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000
<b>Total Budgeted Revenue</b>	<b>1,241,676</b>	<b>1,099,994</b>	<b>1,064,999</b>	<b>1,074,999</b>	<b>1,085,099</b>	<b>1,095,300</b>	<b>1,105,603</b>	<b>1,116,009</b>	<b>1,126,519</b>
General Liability & Property	275,121	286,182	296,198	306,565	317,295	328,400	339,894	351,791	364,103
Vehicle Insurance	43,652	49,983	51,482	53,027	54,618	56,256	57,944	59,682	61,473
Workers Compensation	652,922	681,275	647,211	660,155	673,359	686,826	700,562	714,573	728,865
Current Early Separation Cost	221,746	-	-	-	-	-	-	-	-
Potential Additional ES Cost	-	-	200,000	200,000	275,000	-	275,000	-	275,000
Interest Cost									
Unemployment Cost	4,086	5,000	7,500	7,500	7,500	7,500	7,500	7,500	7,500
<b>Total Budgeted Expenditures</b>	<b>1,197,527</b>	<b>1,022,440</b>	<b>1,202,392</b>	<b>1,227,248</b>	<b>1,327,771</b>	<b>1,078,982</b>	<b>1,380,901</b>	<b>1,133,547</b>	<b>1,436,941</b>
<b>Estimated Ending Balance</b>	<b>2,093,890</b>	<b>2,171,444</b>	<b>2,034,051</b>	<b>1,881,802</b>	<b>1,639,130</b>	<b>1,655,447</b>	<b>1,380,149</b>	<b>1,362,612</b>	<b>1,052,189</b>
<b>Taxable Valuation</b>	<b>1,773,902,363</b>	<b>1,815,008,695</b>	<b>1,826,748,984</b>	<b>1,845,016,474</b>	<b>1,863,466,639</b>	<b>1,882,101,305</b>	<b>1,900,922,318</b>	<b>1,919,931,541</b>	<b>1,939,130,857</b>

**Estimated savings of replacement teachers (assuming average hire of MA step 5) = \$15,000 to \$30,000 per 1.0 FTE**



## Iowa Association of School Boards

# STANDARDS FOR EFFECTIVE SCHOOL BOARDS

In pursuit of world-class education that results in high achievement for all Iowa students, effective school boards commit to these standards and competencies:

- #1 Operate as a visionary governance team in partnership with the superintendent.**
  - **Vision and Planning** – Develops a shared vision and plans for student achievement that reflects common values and core beliefs of the school community.
  - **Operating Practices** – Uses productive practices for its own operations and development.
  - **Decision-Making** – Ensures board decisions are based on data and deliberation.
  - **Board/Superintendent Relations** – Cultivates a strong relationship and partnership with the superintendent, based on clear expectations and accountability.
- #2 Provide effective leadership for quality instruction and high, equitable student learning.**
  - **Clear Expectations** – Sets and communicates high expectations for student learning with clear goals and a focus on strengthening instruction.
  - **Conditions for Success**– Supports conditions for success through board actions and decisions.
  - **Accountability**– Holds the system accountable to reach student learning goals.
  - **Collective Commitment**– Builds the collective commitment of community and staff to achieve the student learning goals.
  - **Team Learning** – Learns together as a whole team to inform decision-making around the student learning goals.
- #3 Foster a culture that enables excellence and innovation.**
  - **High Quality Staff** - Empowers the superintendent in hiring and developing the best employees available to meet the district's goals.
  - **Shared Leadership** - Supports structures that develop instructional leadership and collaboration.
  - **Staff Learning** - Supports research-based staff professional development aligned with district goals.
  - **Environment** - Fosters a safe and secure environment for all students, staff, and visitors.

**#4 Lead through sound policy, ensuring transparent, ethical, legal operations.**

- **Policy Leadership** - Develops sound, written policy to clarify the board's intent for district direction.
- **Legal** –Ensures that board and district actions are in compliance with state and federal laws, appropriately addressing legal issues when they arise.
- **Ethics** - Models ethical and legal behaviors which enable the board to stay focused on district goals.
- **Transparency** - Establishes policies and ensures processes that are open and accountable.

**#5 Sustain and enhance district resources through planning and fiduciary oversight.**

- **Financial Health** – Monitors and evaluates the financial health of the district, ensuring accountability and transparency in board decision making.
- **Financial Forecasting** – Ensures strong financial planning for the district.
- **Budgeting** - Ensures the district budget aligns with district goals and multi-year plans.
- **Risk Oversight** - Ensures sufficient risk management is in place to protect district resources.
- **Facilities** – Ensures school facilities enhance and enrich student and staff learning.

**#6 Advocate for public education and the needs of Iowa students.**

- **Championing Local Governance & Public Education** – Clearly articulates and advocates for the value of public education and the important role of local school governance.
- **Legislative Advocacy** – Develops and strengthens on-going relationships with policymakers around improving student achievement and the needs of public education.
- **Community Engagement** - Fosters engagement and collaboration with all stakeholders to ensure high and equitable student learning.

Andrew McDonald  
2705 25th Ave.  
Marion, IA 52302

1 May 2015

Terry E. Branstad, Governor, State of Iowa  
1007 East Grand Ave.  
Des Moines, IA 50319

Governor Branstad,

Today I write to you not only as a constituent and a resident of the great state of Iowa, but also as a concerned student and voter. My name is Andrew McDonald and I am currently an 18 year-old senior at Linn-Mar High School in Marion, next fall I plan to attend the University of Iowa and major in Music Education. I'm proud to say that I have been enrolled in the public school system from kindergarten to now, and will continue to be through my undergraduate studies at one of Iowa's fine public universities. I have experienced some of the best that the public school system has to offer. I am fortunate enough to have spent 12 years in the Linn-Mar Community School District and 1 year in the Cedar Rapids Community School District. Thanks to first-rate teachers and proper funding, I have been afforded great opportunities and have earned so much success. Later this month, I will graduate from Linn-Mar High School with distinction, meaning I have a cumulative GPA above a 4.00. I earned a composite ACT score of 31 on my first and only try, and I consistently scored in the 99th percentile on the Iowa Assessments. I'm quite proud of that, but I didn't do it all on my own, I had help along the way from excellent teachers, who, in turn, had help from proper government funding. Why is this a concern, you may ask.

This is a concern because yesterday, April 30, 2015, the state legislature failed to agree on a budget funding increase for Iowa's public education system. The state legislature failed its students, it failed its citizens, and it failed its purpose: to represent the best interests of its constituents. The state legislature failed, period. This agreement could not be reached because YOUR political party refused to negotiate, refused to compromise, and refused to show even the slightest amount of bipartisanship. This, of course, is not your fault, specifically, but you are the political leader of Iowa's Republican Party and you set the tone for how the GOP will interact with the Democratic Party. Full disclosure, I am a registered Democrat, but I respect your right to choose a political party for yourself. The Democratic Party showed willingness over and over again to compromise on a funding increase, going from 6%, to 4%, finally to 2.625%, a midway point between their previously requested 4% and the GOP's demand of only 1.25%. The GOP refused to compromise and now, teachers all across the state are being laid off, school districts are receiving less funding and, all in all, students are suffering as a result. Iowa's education is being torn to shreds for the sake of politics. Republican state legislators chose to prioritize political agendas over the future of Iowa, over the future of Iowa's children, and over the

education of our state's most precious resource. I understand the Republicans' position, we need to cut taxes for small businesses so they can create jobs, we need to cut taxes to give people more spending money, etc. It seems as though Republican legislators are still stuck in believing that our state's economy is struggling. In case you or your political allies have not yet noticed, our state, nay, our country, is doing quite well, economically speaking, and you can send President Obama a "thank you" note for that. It is understandable to want to help the small business owners now, but think, in 20 years, when that small business owner needs to expand and hire more employees. That business owner will need skilled and well-educated workers, but cutting funding for education in no way will help to better educate Iowa's children. With this lack of budget funding, school districts are laying off teachers, cutting money for curriculum, money for buying new books, money for buying computers, and money for keeping music, art, and athletic departments alive. While your party may be helping the small business owners, it is hurting the students. It is not fair. Governor Branstad, you were the President of Des Moines University, you should know how much it takes to effectively run a school and provide the best for students. Governor Branstad, what if it was your child whose school district was laying off teachers and increasing class sizes? Bigger class sizes are proven to show weakened educational performance and decrease learning ability. Governor Branstad, what if it was your son or daughter who was laid off because the Republican Party refused to compromise? What if it was your child's school district making a budget off of estimates? Think. Is showing your might to the Democrats worth sacrificing my education as a student of Iowa's public schools? Your party might as well give the middle finger to Iowa's children. They already have, metaphorically speaking, by not properly funding schools. I don't want you to apologize to me, I want you to use your power within the Republican party and your position in the state government to change this. Elected officials have an obligation to work with other elected officials to help the people they represent, regardless of party affiliation; as of right now, Republicans don't seem to be holding up their end of the bargain on that obligation. To quote Bob Anderson, Director of Choral Activities at Linn-Mar, "I have a solution: fix it." Granted, Mr. Anderson is talking about attitude when he says that, but the principle still applies here. You can make this situation better, I believe in you, Iowans everywhere believe in you, that's how you got elected. So, please Governor Branstad, I'm begging you, think of the children and give Iowa's public education system the funding that it deserves.

Regards,

Andrew McDonald



## UEN Legislative Update May 1, 2015

The following provides analysis of this week's statehouse action. Many of the budget bills received committee and floor action this week, including Education Appropriations in both chambers. Keep connecting with your local legislators around finding a path to YES on the state cost per pupil (not included in the education appropriations, typically decided as a stand-alone bill). Find additional talking points in the April 16, 2015 UEN Funding Call to Action, posted on the UEN legislative web page at <http://www.uen-ia.org/legislation.htm>.

[margaret.buckton@isfis.net](mailto:margaret.buckton@isfis.net) and [lfinch@mchsi.com](mailto:lfinch@mchsi.com)

**SF 171 & SF 172 State Cost Per Pupil:** no action since prior compromise offer on April 1. Republicans propose 1.25% and Democrats have come down from 4% to 2.625%. Ask your Legislators to work together to find a path to YES. It is long past time they set the per pupil rate for both **FY 2016 AND FY 2017**. Keep in constant contact and don't give up. Per diem reimbursements for legislators end today, so pressures to get their work done only increase going forward as the June 1 start of the next fiscal year gets closer.

**Revenue Report:** Due to both revenue growth and fewer refunds to taxpayer, revenues are growing at 5.3%, or \$356 million year-to-date through April 28, 2015. That number is \$78 million above the REC's March estimate for FY 2015. The LSA's revised balance sheet after the REC meeting shows the expenditure limitation for the FY 2016 budget at \$7,422.8 million. All three players, the Governor, the House and the Senate have set a target lower than the 99% expenditure limitation.

House Republican budget targets are \$248 million **below** the expenditure limitation. The entire difference can be covered with prior year budget surplus without touching either the state's cash reserve or economic emergency funds. Those funds are still estimated to be full, at \$750 million in the Governor's FY 2017 budget recommendation.

Please note: You may read in newsletters that the surplus is needed for cash flow or to protect against an economic downturn. The cash reserve fund covers the first need and the economic emergency fund covers the second.

**Budget Target Differences:** these are the overall budget target differences. Please note that the Senate proposal includes an early retirement incentive program for state workers, with estimated savings of \$16 million to match up the bottom line with the Governor's office.

(Dollars in millions)	FY 2014 Actual Appropriations	FY 2015 Estimated Appropriations	FY 2016 Governor	FY 2016 Senate	FY 2016 House
Total	\$6,482	\$6,994	\$7,341	\$7,357	\$7,175
Difference between Target and FY 2015 Estimated Appropriations:			\$347	\$363	\$181

**\*Note about Medicaid Funding:** Many newsletters from legislators to constituents have mentioned the need to increase Medicaid state contribution by \$209 million for FY 2016. However, the House Republican Budget targets proposed two weeks ago reduce the target in the Health and Human Services budget area by over \$50 million compared to FY 2015 appropriations, rather than increasing by over \$200. They have stated a plan to accomplish the reduction through cost savings. We find that curious. Perhaps there is more "new revenue," even by the House Republican calculations, than previously anticipated.

## UEN Legislative Update May 1, 2015

### This Week's Legislative Action

**HSB 240 Per Pupil Equity:** This bill allows districts with DCPD below the state max (\$6,451) to use cash reserve to fund the difference (as much as \$175 per pupil), beginning in the FY 2016 school year. The bill prohibits a district from levying more dollars in a year that the budget adjustment is claimed compared to FY 2015 base year levy. The subcommittee of Reps. Forristall, Nun and Gaskill unanimously approved the bill with amendment to limited duration, likely a 3-year sunset. The bill is in the full House Ways and Means Committee. With many districts having filled cash reserves and restored solvency ratios beyond the levels prior to the ATB cuts in 2010, we anticipate most districts will be able to maintain their cash reserve levy at the FY 2015 level or fund the budget adjustment with cash, without having to replenish the cash reserve in the three year time period. UEN is registered in favor of this bill.

**SF 493 and HF 658 Education Appropriations:** These bills include the line-item appropriations for the Department of Education, Community Colleges, Regents Institutions, College Student Aid Commission and Department for the Blind. UEN is registered in favor of SF 493 and opposed to HF 658. Although there were proposals, no amendments were approved to the assessment task force or state BOE authority to determine an assessment as of July 1, 2016. Of particular interest to PK-12 schools:

Line Item Area	House	Senate	Notes
High Needs Schools	\$10 million beginning July 1, 2016	\$10 million beginning July 1, 2015	Governor's budget funds July 1, 2015
TLC Grants/Student Achievement and Teacher Quality	Cuts Mentoring and Induction by \$2.3M. Includes \$1.0 M to AEAs	Cuts Mentoring and Induction by \$802K and includes \$1.0M to AEAs	Both budget fully fund year two of TLC grants
Successful Progression of early Readers	Level Funding at \$8.0 million	Increases funding to \$9.5 million	
Early Warning System for Literacy	\$2.0 million	\$2.0 million	
AEA funding for Core Implementation	0	Continues \$1.0 million	
Early Childhood Iowa	Status quo funding level	Status quo funding level	
ELL Pilot	\$500,000 to continue it	\$500,000 to continue it	
8 <sup>th</sup> Grade Career Planning	No funding	\$600,000 to support plan	
Iowa Academic Standards Support: social studies and science	No funding	\$1.5M new appropriation	\$1.5M in Governor's Rec too
Dropout Prevention Flexibility Language	Included	Included	
PK flexibility language	Included	Included	
ELL weighting for PK		Included	
Ell weighting for up to 7 years		Included	
Petition to take school board vacancy appointment to election		Included	
Interim Committee to study per pupil inequities including transportation		Included	Report due Dec. 14, 2015



## UEN Legislative Update May 1, 2015

**HF 646 PPEL Flexibility for Transportation Repair:** This bill allows school districts to use PPEL funds to repair or maintain transportation equipment if the costs of the repair for a unit of equipment exceed \$2,500, beginning July 1, 2015. The bill was approved unanimously by the Senate Ways and Means Committee, eligible for debate on May 5. UEN supports.

**SF 485 PPEL Rates:** This bill allows a school's PPEL to exceed the levy rate maximum if the board has refunded or refinanced a loan agreement and that results in a lower amount of interest paid. There are provisions which limit the rate and require to rate exception to terminate when the loan matures. Approved by House Ways and Means unanimously. UEN supports.

***Have a great weekend!***

We will report further action when it happens. In the meantime, keep advocating for the students in your schools!

Lew Finch, UEN Executive Director  
[lfinch@mchsi.com](mailto:lfinch@mchsi.com)  
319.329.0547 Cell

Margaret Buckton, UEN Lobbyist  
[Margaret.m.buckton@gmail.com](mailto:Margaret.m.buckton@gmail.com)  
515.201.3755 Cell

FY16 Staffing													4/27/2015
Building	FY15 Enrollment	FY16 Enrollment	Δ		FY15 FTE	FY16 FTE	Δ		Ave. Class Size FY15	Ave. Class Size FY16	Δ		
Bowman Woods	484	479	-5		21	21	0		23.04761905	22.80952381	-0.24		Elementary Average Change in Class Size -0.17
Echo Hill	545	538	-7		23	23	0		23.69565217	23.39130435	-0.30		
Indian Creek	509	510	1		23	23	0		22.13043478	22.17391304	0.04		
Linn Grove	465	471	6		20	20	0		23.25	23.55	0.30		
Novak	432	421	-11		19	19	0		22.73684211	22.15789474	-0.58		
Westfield	428	423	-5		18	18	0		23.77777778	23.5	-0.28		
Wilkins	479	476	-3		21	21	0		22.80952381	22.66666667	-0.14		
Excelsior	927	939	12		59	60	1		NA	NA			
Oak Ridge	711	761	50		47	48	1		NA	NA			
High School	1984	2024	40		123	125	2		NA	NA			
Total	6964	7042	78		374	378	4						

# MIIP IS GOIN' DOWN....

2015/2016 "THE AGE OF SHRINKING RATES"



## MIIP – 14/15 BOARD ACTIVITY

### Review of current plans

Committee explored cost saving possibilities

Eligibility Rules

ACA compliance (60%)

Value

2014/2015 Minimum Value Estimates:

- HMO Basic – 75%
- HMO Essential – 83%
- PPO Choice – 85%
- PPO Premier – 89%



# PLAN DESIGN REVIEW

## Utilization:

Plan	#of Enrolled Staff: Single Plan	Single Deduct. Amount	% Meeting Single Deduct.	# of Enrolled Staff: Family Plan	Family Deduct. Amount	% Meeting Family Deduct.
HMO Basic	102	\$2000	3%	71	\$4000	0%
HMO Essential	2236	\$1000	13%	1295	\$2000	2%
PPO Choice	2555	\$750	16%	1696	\$1500	2%
PPO Premier	2019	\$500	26%	1447	\$1000	3%
Average			<b>19%</b>			<b>2%</b>

# PLAN DESIGN REVIEW

## Comparables:

<u>PPO PREMIER:</u>	2014-2015	2015-2016
Deductible	\$500/\$1000	\$750/\$1500
Out-of Pocket Max	\$1500/\$3000	\$2500/\$5000
Coinsurance	10%	10%/20%
Prescription Copay	\$10/\$30/\$50/\$60	\$10/\$30/\$50/\$60
Prescription Specialty	\$30 (preferred)/\$75	\$40 (preferred)/\$75
Prescription OPM	\$3600/\$6200	\$2600/\$5200
Office Visit Copay	\$15	\$20

## PLAN DESIGN REVIEW

### Comparables:

<u>PPO CHOICE:</u>	2014-2015	2015-2016
Deductible	\$750/\$1500	\$1250/\$2500
Out-of Pocket Max	\$2500/\$5000	\$3500/\$7000
Coinsurance	20%	20%/30%
Prescription Copay	\$10/\$30/\$50/\$60	\$10/\$30/\$50/\$60
Prescription Specialty	\$30(preferred)/\$75	\$40(preferred)/\$150
Prescription OPM	\$3600/\$5200	\$2600/\$6200
Office Visit Copay	\$25	\$25

## PLAN DESIGN REVIEW

### Comparables:

<u>HMO ESSENTIAL:</u>	2014-2015	2015-2016
Deductible	\$1000/\$2000	\$2000/\$4000
Out-of Pocket Max	\$3000/\$6000	\$4000/\$8000
Coinsurance	25%	25%
Prescription Copay	\$10/\$30/\$50/\$60	\$10/\$30/\$50/\$60
Prescription Specialty	\$30(preferred)/\$75	\$40(preferred)/\$150
Prescription OPM	\$3600/\$6200	\$2600/\$5200
Office Visit Copay	\$35	\$35

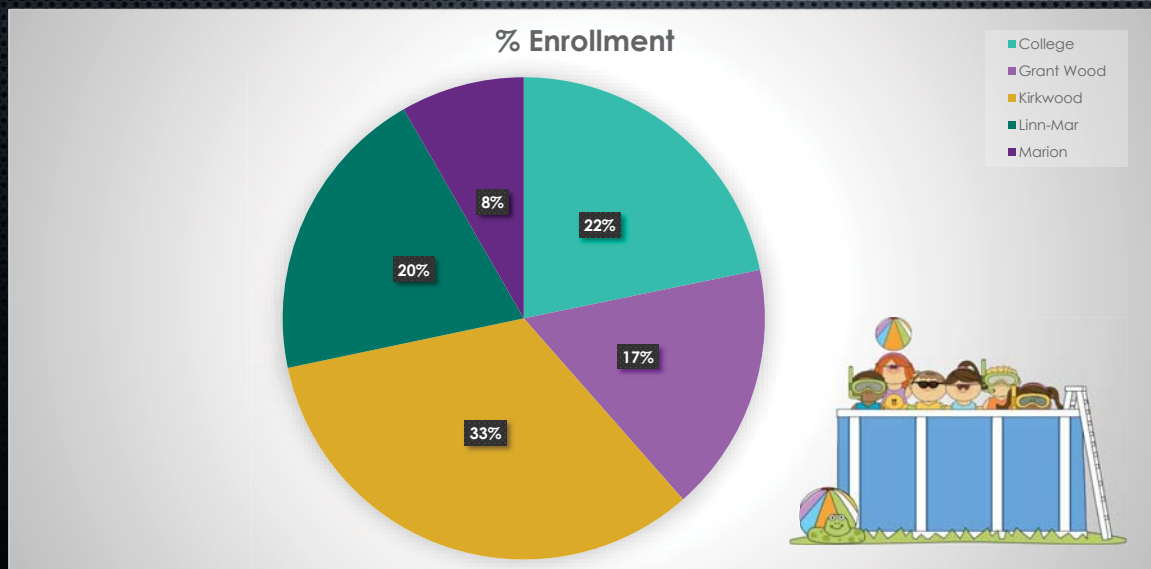


# PLAN DESIGN REVIEW

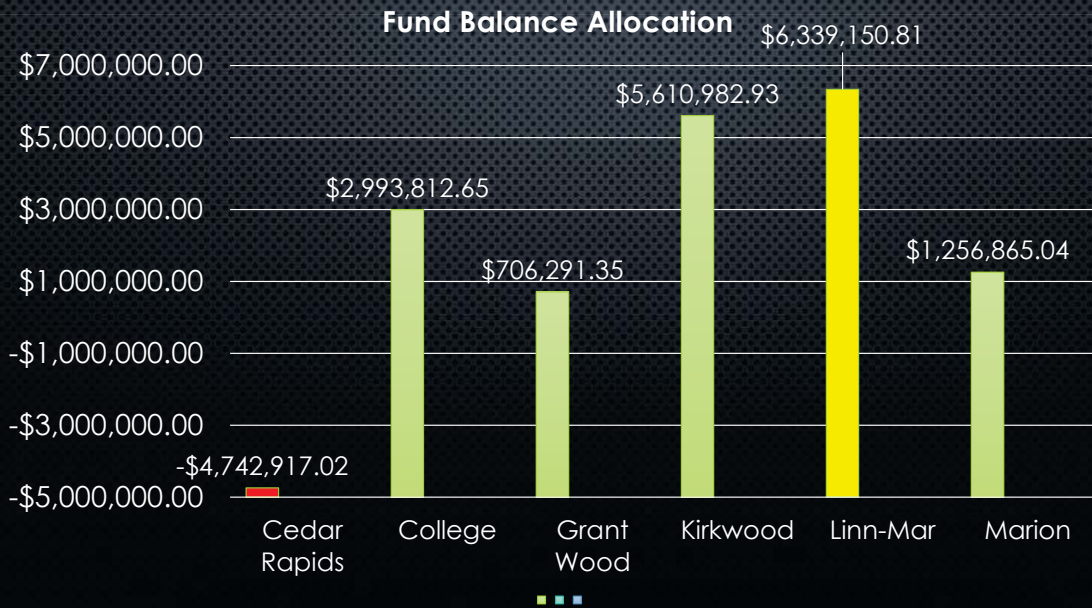
## Comparables:

<u>HMO BASIC – REPLACED WITH HIGH DEDUCTIBLE HMO:</u>	2014-2015 HMO Basic	2015-2016 High Deductible HMO Plan
Deductible	\$2000/\$4000	\$5000/\$10000
Out-of Pocket Max	\$6000/\$12000	\$6600/\$13200
Coinsurance	20%	50%
Prescription Copay	\$10/\$50 (tier 3 and 4 not covered)	\$10 generic or Deduct+ coins. (tier 3 and 4 not covered)
Prescription Specialty	\$100	Deductible + Coins.
Prescription OPM	Combined with medical OPM	Combined with medical OPM
Office Visit Copay	\$35	\$50

## ENROLLMENT– WHO'S IN THE POOL....



## FUND BALANCE – THE UNSUNG HERO



## THE RATES ARE SHRINKING!

	PPO Premier 14/15	PPO Premier 15/16	<b>-8.9%</b>	PPO Choice 14/15	PPO Choice 15/16	<b>-8.9%</b>
Single	\$522	\$475	-\$47 / -\$564	\$469	\$433	-\$36 / -\$432
Employee + Spouse	\$1066	\$972	-\$94 / -\$1128	\$959	\$885	-\$74 / -\$888
Employee + Child(ren)	\$986	\$903	-\$83 / -\$996	\$886	\$822	-\$64 / -\$768
Family	\$1595	\$1,454	-\$141 / -\$1692	\$1435	\$1,324	-\$111 / -\$1332



## NOT TO BE OUTDONE BY SHRINKING RATES.....

### NEW - Voluntary Vision (sorry, no x-ray vision....) !!!

Single = \$6.00 per month  
Family - \$15.32 per month

#### Highlights:

- Exams = \$10.00 co-pay
- Retinal imaging = Paid up to \$39.00
- Frames = \$0 co-pay / up to \$130.00 / 20% off balance over \$130 (24 months)
- Contacts = \$0 co-pay / up to \$130.00 allowance / 15% off balance over \$130 (12 months)

**AND the future's so bright.....** \$50.00 off a pair of sunglasses at Sunglass Hut  
Glasses .com  
Try before you buy...

## TELEDOC (LINN-MAR) PILOT

Started October 1, 2014

#### Highlights:

- Enrollment

#### Benefits:

- Plan
- Employees
- On trend – ACA





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

**Superintendent's Report  
Board of Education  
May 4, 2015 – Special Edition**

**Awards & Recognition**

1. **2015 School Nutrition Association Award** – Susan Knight, Nutrition Services Manager was named the School Nutrition Association's 2015 Director of the Year for the State of Iowa. Selection criteria included:
  - Program Enhancement
  - Staff Development
  - School Involvement
  - School Nutrition Association Involvement
  - Community Involvement

Four kitchen managers and Cathy Berggren, Nutrition Services Coordinator nominated Susan for the award.
2. **Governor's Volunteer Award Ceremony** – On June 4<sup>th</sup>, here at Linn-Mar, Debbie Tyson will be recognized for her volunteerism here at Linn-Mar. A consistent 100+ hour volunteer, she received the Making the Difference Award in 2007. This year she has over 300 hours of volunteer service to the District.
3. **100 Hour Volunteers** – On May 21<sup>st</sup> at noon at Lowe Park, 75 Linn-Mar Volunteers with 100 or more volunteer hours will be honored. Three volunteers will be at the 500 hour level: Steve Brooks, Robotics; Kara Larson, PTO Chair at Linn Grove; and Aimee Noehren, Volunteer Coordinator at Bowman Woods. Right now, the total number of District volunteer hours is 20,681:57.

**Superintendent's Report  
Board of Education  
May 4, 2015**

**Strategic Goal #1 Student Achievement**

1. **World Food Prize Iowa Youth Institute** – On Monday, April 27<sup>th</sup>, Iowa State University hosted the World Food Prize Iowa Youth Institute at the Sheman Center. Ambassador Kenneth Quinn and Governor Terry Branstad were among the speakers the students heard. Students who attended were required to submit a paper addressing issues related to world hunger. Linn-Mar was represented by Sruthi Palaniappan and Chase Krug. Ag teacher Barb Lemmer also attended.
2. **Linn-Mar Fine Arts Department Presents: South Pacific** – On April 30 and May 1 & 2, the Fine Arts Department presented an outstanding performance of South Pacific. The following staff were involved:
 

<b>Director – Marcia Smith</b>	Technical Director – Mark Bugenhagen
Vocal Director – Bob Anderson	Choreographer – Emily Begnaud
Orchestra Directors – Josh Reznikow	Costumes – Tina Patterson
Jonathan Welch	

This production involved 115 students, not counting the students who provided hospitality for the people who came to see the production:  
39 Students on Stage • 46 Students Playing in the Pit Orchestra • 20 Students in the Crews
3. **Linn-Mar Robotics Salute** – The most recent edition (April 27-May3) of the Corridor Business Journal featured a full middle page salute to the Linn-Mar Robotics teams. Marion Process Solutions sponsored the article which described the extra-curricular program, the three Linn-Mar teams (Team 967 – Iron Lions, Team 4324 – Lost in Time, Team 4150 – Dark Matter) and various competitions. Dark Matter and Iron Lions competed at the World Championships in St. Louis on April 22-25.
4. **Drake Relays** – The track teams did well at Drake Relays this year.
 

Girls  
Stephanie Jenks won the 800 (2:09.64), 1500 (4:31.09) and 3000 (9:31.81) meter races. Her total number of gold medals for her school competition now totals 8.  
Ariana Rolle – 5<sup>th</sup> Place, Long Jump (17 feet 6 1/4 inches)  
Sprint Medley Relay – 5<sup>th</sup> Place  
Amber Decker – 8<sup>th</sup> Place (2:15.43)  
4 X 400 Meter Relay – 3<sup>rd</sup> Place (3:56.27) Maddie Saville, Hanna Saville, Payton Wensel, Amber Decker

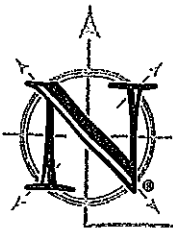
Boys  
Shuttle Hurdle Relay – 2<sup>nd</sup> Place ((57.69) Daniel Gorsich, Nick House, Gavern Dochterman, Zeal Baker  
4 X 800 Meter Relay – 4<sup>th</sup> Place (7:58.00) Greyson Dolezal, Joe A'Hearn, Michael Mather, Ryan Murphy  
Michael Murphy – 11<sup>th</sup> Place, 3200 Meter Run

**Strategic Goal #4 Community Engagement**

5. **The 2015 Follett Challenge** – Echo Hill and Oak Ridge showcased their student based initiatives in a video contest sponsored by Follett Publishing. There were 10 video winners who each will receive \$8,000. Echo Hill received 8,791 votes; Oak Ridge received 8,717 votes.
6. **Spring 2015 Parade of Homes** – The Spring 2015 Parade of Homes features 22 homes of which 9 are located in Linn-Mar's boundaries. The home prices range from \$337,000 to \$890,000. Half of the homes are pre-sold.

**Strategic Goal #5 Resources**

7. **Shout Out to HR Safety Program** – The penguins have done it! They have become the popular symbol of the District's safety program led by the HR department. As a result of a super implementation of the program, the District's experienced a decrease in worker's compensation losses—loss ratio of 25.08%--which resulted in the District receiving a dividend check in the amount of \$100,086.74.
8. **2015 Legislative Update** – The UEN Summary is attached. There is still no action on the SSA percentage to be allocated for FY2016.



**TRUENORTH®**

*Insurance and Financial Strategies*

April 22, 2015

JT Anderson  
Linn-Mar Community Schools  
2999 10th Street  
Marion, IA 52302

P.O. Box 1863  
Cedar Rapids, Iowa 52406-1863  
Ph. 319.364.5193  
Ph. 319.366.2723  
Fax 319.862.0612  
[www.truenorthcompanies.com](http://www.truenorthcompanies.com)

RE: Worker's Compensation Dividend  
Policy Number: 0400129375  
Policy Dates: 7/1/2013 to 7/1/2014

Dear JT :

We are pleased to forward to you a dividend check in the amount of \$100,086.74 for the above policy. This is the result of your excellent loss experience. Congratulations on this fine record.

If you have any questions concerning this dividend, please do not hesitate to contact me.

Sincerely,

Jennifer Cook, CIC, CISR  
Account Manager

JC: kv

Enclosure



P.O. Box 3026  
Milwaukee, WI 53201-3026  
800-258-2667  
[www.unitedheartland.biz](http://www.unitedheartland.biz)

April 15, 2015

TrueNorth Companies  
500 1st Street, SE  
Cedar Rapids IA 52406

Insured Name: Linn-Mar Community School District  
Address: 2999 10th Street  
City/State/Zip: Marion IA 52302

#### DIVIDEND SUMMARY

Policy Number: 0400129375  
Insurance Company: United Wisconsin Insurance Company

Policy Term: 07/01/2013 to 07/01/2014

Summarized below are the dividend calculations for the policy noted above. Enclosed is the check for the dividend amount due.

Evaluation Date:	3/31/2015	
Incurred Losses:	\$153,032	
Total Audited Premium:	\$610,285	
Total Dividend Premium:	\$610,285	IA
Loss Ratio:	25.08. %	
Dividend Plan:	T2	
Dividend %:	16.40%	
Dividend Amount Due:	\$100,086.74	

If you have any questions please contact Finance at 517-708-5090  
or [Finance@UnitedHeartland.com](mailto:Finance@UnitedHeartland.com)



## INDEX OF POLICIES

### 800 SERIES - BUSINESS PROCEDURES

	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	Administrative 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

## **INDEX OF POLICIES**

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
Reviewed 5/15	806.1	Insurance Program and Review
	807	EMERGENCY PLANS
Reviewed 5/15	807.1	Response Plan, Radiological Emergency





## FISCAL MANAGEMENT

### GENERAL FUND RESERVES

Policy Title AND FUND BALANCE REPORTING

Code 801.4

#### Line Item Budget

A contingency reserve will be established at 0.2 percent of budgeted General Fund expenses at the beginning of each fiscal year to provide for unanticipated expenditures of a non-recurring nature, to meet unexpected minor increases in service delivery costs and to pay for needs caused by unforeseen emergencies.

#### Financial Metrics

The District is committed to the following financial metrics:

1. Solvency Ratio\* - Maintaining a combined unassigned and assigned general fund balance that is at least seven (7) percent of annual revenue (actual or anticipated). The current year's cash reserve levy and before staffing and other spending decisions are finalized.

The District will take reasonable steps to achieve a total general fund balance at least equal to its unspent authority. This enables the district to cash flow its legal spending limit.

2. Unspent Authority – Maintaining an unspent authority balance of not less than seven (7) percent of that year's annual expenditures. The current year's projected balance will be discussed with the Board before staffing and other spending decisions are finalized for the succeeding year.

The District will measure attainment of these goals as of June 30, but only after completion of the Certified Annual Report.

#### Fund Balance Reporting

Financial reporting for the balances in the District's governmental funds is based on Governmental Accounting Standards Board (GASB) Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions. Fund balance refers to the difference between assets and liabilities in the governmental funds balance sheets. GASB 54 established a hierarchy that is based on "the extent to which the government is bound to honor constraints on the specific purpose for which the amounts in those funds can be spent."

The governmental funds can have up to five fund balance classifications. The classifications are defined below from most to least restrictive.

FISCAL MANAGEMENT

GENERAL FUND RESERVES  
Policy Title AND FUND BALANCE REPORTING

Code 801.4

Non-spendable fund balance includes amounts that cannot be spent because they are either (a) not in spendable form, or (b) legally or contractually required to be maintained intact. This includes items not expected to be converted to cash, including inventories and prepaid expenses. It may also include other property acquired for resale and the principal of a permanent fund.

Restricted fund balance should be reported when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation. This included “categorical balances.”

Committed fund balance reflects specific purposed pursuant to constraints imposed by formal action of the Board. Such constraints can only be removed or changed by Board action.

Assigned fund balance reflects amounts that are constrained by the government’s intent to be used for specific purposed but meet neither the restricted nor committed forms of constraint. Unless the amount is negative, the assigned fund balance is the residual classification for the governmental funds other than the general fund. If the amount is negative, then the residual amount is shown as unassigned.

Unassigned fund balance is the residual classification for the general fund only. As noted above, if a negative residual amount exists in other governmental funds then the amount is reported as unassigned.

The Board authorizes the Chief Financial Officer to assign general fund balance amounts for specific purposed in compliance with GASB 54.

\*Solvency Ratio Calculation: 
$$\frac{\text{Unassigned} + \text{Assigned Fund Balances}}{\text{General Fund Revenues} - \text{AE AEA Flow Through}}$$

Adopted 12/9/13 Reviewed \_\_\_\_\_ Revised 5/4/15  
Related Policy: (Code Numbers) \_\_\_\_\_  
Legal Reference: (Code of Iowa) \_\_\_\_\_



## FISCAL MANAGEMENT

Policy Title STUDENT ACTIVITIES FUND Code 801.5

Revenue raised by students or from student activities shall be deposited and accounted for in the student activities fund. This revenue is the property of and shall be under the financial control of the Board. Upon recommendation by the respective building principal, students may use this revenue for purposes approved by the superintendent or designee.

Whether such revenue is collected from student contributions, club dues, and special activities or result from admissions to special events or from other fund-raising activities, all funds will be under the jurisdiction of the Board and under the specific control of the superintendent or designee. They will be deposited in a designated depository and will be disbursed and accounted for in accordance with instructions issued by the superintendent or designee.

It shall be the responsibility of the Board secretary or designee to keep student activity accounts up-to-date and complete.

Any unencumbered activity account balances will automatically revert to the activity fund of the school when an activity is discontinued.

Adopted 6/15/70 Reviewed 9/98; 4/09; 7/10; 5/4/15 Revised 4/05; 10/12; 12/9/13  
Related Policy: (Code Number) 801.4  
Legal Reference: (Code of Iowa) §§ 11.23; 279.8 (2009 2013)



INCOME

Policy Title EDUCATIONAL SUPPLY FEE Code 802.3

To eliminate the necessity of collecting small amounts of money throughout the school year for consumable supplies, workbooks, etc., it shall be the policy to collect an educational supply fee from each pupil at the beginning of each school year.

Pupils who enroll late or transfer to other schools during the school year will be charged or refunded on a monthly basis.

Adopted 6/15/70 Reviewed 6/85; 4/05; 7/10; 5/4/15 Revised 6/99; 5/09; 10/12; 12/9/13

Related Policy: (Code Numbers) \_\_\_\_\_

Legal Reference: (Code of Iowa) 802.3R





## INCOME

Policy Title INVESTMENTS

Code 802.6

The Board of Directors hereby directs the treasurer, in conjunction with the Board secretary, to manage the investment of funds for the district. School district funds in excess of current needs shall be invested in compliance with this policy. The goals of the school district's investment portfolio in order of priority are:

- To provide safety of the **principle principal**;
- To maintain the necessary liquidity to match expected liabilities; and
- To obtain a reasonable rate of return.

In making investments, the school district shall exercise the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent person acting in a like capacity and familiar with such matters would use to meet the goals of the investment program.

School district funds are monies of the school district, including operating funds. "Operating funds" of the school district are funds which are reasonably expected to be used during a current budget year or within fifteen (15) months of receipt. When investing operating funds, the investments must mature within three hundred and ninety-seven (397) days or fewer. When investing funds other than operating funds, the investments must mature according to the need for the funds.

The Board authorizes the treasurer, in conjunction with the Board secretary, to invest funds in excess of current needs in the following investments.

- Interest-bearing savings, money market, and checking accounts at the school district's authorized depositories;
- Iowa Schools Joint Investment Trust Program (ISJIT);
- Obligations of the United States government, and its agencies and instrumentalities;
- Certificates of deposit and other evidences of deposit at federally insured Iowa depository institutions; and,
- All other investments authorized or hereafter authorized by the Code of Iowa.

It shall be the responsibility of the treasurer, in conjunction with the Board secretary, to oversee the investment portfolio in compliance with this policy and the law and to report portfolio compliance to the superintendent semi-annually.

Page 1 of 2

Adopted 6/15/70 Reviewed 4/05; 7/10; 10/12; 5/4/15 Revised 5/97; 12/07; 4/09; 12/9/13  
Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) Iowa Code §§ 11.2, .6; 12/62; 12B.10; 12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123 (2013)

## INCOME

Policy Title INVESTMENTS

Code 802.6

Where possible, it is the policy of the District to diversify its investment portfolio. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer, or a specific class of securities.

It shall be the responsibility of the treasurer, in conjunction with the Board secretary, to bring a contract with an outside person to invest school district funds, to advise on investments, to direct investments, to act in a fiduciary capacity, or to perform other services to the Board for review and approval. The treasurer, in conjunction with the Board secretary, shall also provide the Board and superintendent with information about and verification of the outside person's fiduciary bond. Contracts with outside persons shall include a clause requiring the outside person to notify the school district within thirty (30) days of any material weakness in internal structure or regulatory orders or sanctions against the outside person regarding the services being provided to the school district and to provide the documents necessary for the performance of the investment portion of the school district audit. The compensation of the outside persons shall not be based on the performance of the investment portfolio.

The treasurer, in conjunction with the Board secretary, shall be responsible for reporting to and reviewing with the superintendent semi-annually and with the Board at its organizational meeting the investment portfolio's performance, transaction activity, and current investments including the percent of the investment portfolio by type of investments and by issuer and maturities. The report shall also include trend lines by month over the last year and year-to-year trend lines regarding the performance of the investment portfolio. It shall also be the responsibility of the treasurer, in conjunction with the Board secretary, to obtain the information necessary to ensure that the investments and the outside persons doing business with the school district meet the requirements outlined in this policy.

It shall be the responsibility of the Board secretary to deliver a copy of this policy to the school district's depositories, auditor, and outside persons doing business with the school district.

It shall also be the responsibility of the Board secretary, in conjunction with the treasurer, to develop a system of investment practices and internal controls over the investment practices. The investment practices shall be designed to prevent losses, to document the officer's and employee's responsibilities for elements of the investment process, and address the capability of the management. The Board secretary shall review the investment practices and internal controls process with the superintendent annually.

Page 2 of 2

Adopted 6/15/70 Reviewed 4/05; 7/10; 10/12; 5/4/15 Revised 5/97; 12/07; 4/09; 12/9/13  
Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) Iowa Code §§ 11.2, .6; 12/62; 12B.10; 12C; 22.1, .14; 28E.2; 257; 279.29; 283A; 285; 502.701; 633.123 (2013)



## EXPENDITURES

Policy Title PURCHASING – BIDDING: GOODS/SERVICES Code 803.1

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

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

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$10,000 25,000 without prior Board approval. For goods and services costing more than \$10,000 25,000 and less than \$25,000 50,000, the superintendent will receive quote(s) of the goods and services to be purchased prior to approval of the board. Major item purchases, including school buses will require competitive sealed bids. The competitive sealed bid requirement is waived in the case of emergency purchases.

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

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

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

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

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) Iowa Code §§ 23A; 26; 28E; 72.3; 73; 285.10(3);  
.10(7); 301 (2007 2013), 261 IAC 54; 281 IAC 43.25;  
481 IAC 25; 1984 Op. Att’y Gen 115;  
974 Op. Att’y Gen. 171



Code 803.2-R

## ADMINISTRATIVE REGULATIONS REGARDING BIDS AND QUOTE THRESHOLDS FOR CONSTRUCTION CONTRACTS

Public competitive sealed bids are required for construction projects, including renovation and repair, with an estimated cost exceeding \$~~130,000~~ 135,000. The competitive quote process is required for projects with a cost exceeding \$~~50,000~~ 55,000. The superintendent or designee will determine the process for obtaining quotes for projects below \$~~50,000~~ 55,000.

The bid and quote process, while herein specified, may be adjusted with notice to accommodate exceptional conditions not limited to budget, time requirements or construction conditions, but shall not exceed statutory limits.

Adopted 12/9/13 Reviewed \_\_\_\_\_ Revised 5/4/15  
Related Policy: (Code Number) \_\_\_\_\_  
Legal Reference: (Code of Iowa) \_\_\_\_\_





## REPORTS

Policy Title \_\_\_\_\_ AUDITS \_\_\_\_\_ Code 804.3

To review the funds and accounts of the school district, the Board shall employ an auditor or designee to perform an annual audit of the financial affairs of the school district. The superintendent shall use a request for proposal procedure in selecting an auditor. The administration shall cooperate with the auditors.

To ensure an unbiased audit, if the same firm is conducting the annual audit, then the members of the audit team must be changed every other year. As the Board selects and approves the auditors for the annual audits and considers the contract duration, consideration shall be given to changing audit firms every six years.

Adopted 6/15/70 Reviewed 4/05; 4/09; 10/12 Revised 6/99; 7/10; 12/9/13

Related Policy: (Code Number) 804.1

Legal Reference: (Code of Iowa) § 11.6 (2009 2013)



## RECORDS

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

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

- |  |                            |
|--|----------------------------|
| • Secretary's financial records  | Permanently                |
| • Treasurer's financial records  | Permanently                |
| • Minutes of the Board of Directors  | Permanently                |
| • Annual audit reports   | Permanently                |
| • Annual budget  | Permanently                |
| • Permanent record of individual pupil   | Permanently                |
| • Records of payment of judgments against the school district                            | 20 years                   |
| • Bonds and bond coupons   | <b>10 11</b> years         |
| • Written contracts  | 10 years                   |
| • Cancelled warrants, check stubs, bank statements, bills, invoices, and related records | 5 years                    |
| • Recordings of closed meetings  | 1 year                     |
| • Program grants   | As determined by the grant |
| • Non-payroll personnel records  | 7 years                    |
| • Payroll records  | 3 years                    |

Current employees' records shall be housed in the central administration office of the school district. Records of employees no longer working for the District can be stored in a secure off site location. The employees' records shall be maintained by the superintendent, the building administrator, the employee's immediate supervisor, Human Resource Director and the Board secretary.

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

The superintendent may microfilm or microfiche or digitize school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated reproduction of a microfilmed or digitized record meets the same legal requirements as the original record.

Adopted 6/21/99 Reviewed 4/09; 10/12 Revised 8/03; 4/05; 7/12/10  
Related Policy: (Code Number) 403.16, 403.16-R, 505.61  
Legal Reference: (Code of Iowa) §§ 22.3, .7; 91ab; 279.8 (2013), 281 I.A.C. 12.3(6)



# Document A101™ – 2007

## ***Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum***

**AGREEMENT** made as of the Twentieth day of April in the year Two Thousand Fifteen.  
(In words, indicate day, month and year.)

**BETWEEN** the Owner:

(Name, legal status, address and other information)

Linn Mar Community School District  
2990 North 10<sup>th</sup> Street  
Marion, IA 52302

and the Contractor:

(Name, legal status, address and other information)

Tricon General Construction  
746 58<sup>th</sup> Avenue Ct SW  
Cedar Rapids, IA 52404  
563-588-9516

for the following Project:

(Name, location and detailed description)

Linn Mar - Excelsior  
Marion, IA 52302  
Gymnasium Floor Renovation

The Architect:

(Name, legal status, address and other information)

Novak Design Group, PLC  
3801 River Ridge Drive NE  
Cedar Rapids, IA 52402  
319-393-9334

The Owner and Contractor agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

AIA Document A201™–2007, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

## TABLE OF ARTICLES

1	THE CONTRACT DOCUMENTS
2	THE WORK OF THIS CONTRACT
3	DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
4	CONTRACT SUM
5	PAYMENTS
6	DISPUTE RESOLUTION
7	TERMINATION OR SUSPENSION
8	MISCELLANEOUS PROVISIONS
9	ENUMERATION OF CONTRACT DOCUMENTS
10	INSURANCE AND BONDS

### ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

### ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

### ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

**§ 3.1** The date of commencement of the Work shall be the date of this Agreement unless a different date is stated below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

*(Insert the date of commencement if it differs from the date of this Agreement or, if applicable, state that the date will be fixed in a notice to proceed.)*

June 3, 2015

If, prior to the commencement of the Work, the Owner requires time to file mortgages and other security interests, the Owner's time requirement shall be as follows:

**§ 3.2** The Contract Time shall be measured from the date of commencement.

**§ 3.3** The Contractor shall achieve Substantial Completion of the entire Work not later than August 14, 2015 ( 72 Calendar Days ) days from the date of commencement, or as follows:

*(Insert number of calendar days. Alternatively, a calendar date may be used when coordinated with the date of commencement. If appropriate, insert requirements for earlier Substantial Completion of certain portions of the Work.)*



**Portion of Work****Substantial Completion Date**

, subject to adjustments of this Contract Time as provided in the Contract Documents.

*(Insert provisions, if any, for liquidated damages relating to failure to achieve Substantial Completion on time or for bonus payments for early completion of the Work.)*

**ARTICLE 4 CONTRACT SUM**

**§ 4.1** The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be One Hundred Eight Thousand Nine Hundred (\$ 108,900 ), subject to additions and deductions as provided in the Contract Documents.

**§ 4.2** The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

*(State the numbers or other identification of accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)*

Alternate No. 1	Scoreboard	\$ 6,000.00
Alternate No. 2	Painting of Doors and Frames, Walls, Ceiling and Roof Trusses	\$ 20,900.00
Alternate No. 3	New Seamless Padded Polyurethane Sports Floor	\$ 34,000.00

**§ 4.3** Unit prices, if any:

*(Identify and state the unit price; state quantity limitations, if any, to which the unit price will be applicable.)*

Item	Units and Limitations	Price Per Unit (\$0.00)
Unit Price No. 1		
Increased Quantity	Per Square Foot	Add \$ 10.00
Decreased Quantity	Per Square Foot	Subtract \$ 10.00

**§ 4.4** Allowances included in the Contract Sum, if any:

*(Identify allowance and state exclusions, if any, from the allowance price.)*

Item	Price
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**ARTICLE 5 PAYMENTS****§ 5.1 PROGRESS PAYMENTS**

**§ 5.1.1** Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

**§ 5.1.2** The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

**§ 5.1.3** Provided that an Application for Payment is received by the Architect not later than the 1st day of a month, the Owner shall make payment of the certified amount to the Contractor not later than the 15th day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment shall be made by the Owner not later than forty five ( 45 ) days after the Architect receives the Application for Payment.

Department of Management  
Form S-A Adopted

**AMENDMENT OF CURRENT BUDGET  
FISCAL YEAR 2014/2015  
LINN-MAR SCHOOL DISTRICT  
Record of Hearing and Adoption of Budget Amendment**

The Board of Directors met in session for the purpose of amending the current school budget. There was present a quorum as required by law. The Board found that the notice of time and place of hearing had been published as required by law and that the affidavit of publication was on file with the county auditor. After hearing all taxpayers to be heard, the Board adopted the amendment by changing estimates of expenditures in the following areas by the following amounts:

Date of Hearing: May 4, 2015

Date of Publication: April 16, 2015

Area	From	To	Reasons
Instruction	51,750,000	49,606,000	TLC costs moved to support services
Total Support Services	23,266,000	25,410,000	TLC costs coded to instructional staff support
Noninstructional Programs	3,483,000	3,483,000	No Change
Total Other Expenditures	25,310,943	25,310,943	No Change

District Secretary \_\_\_\_\_



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STAFF PERSONNEL

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Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

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

## 1. ELIGIBILITY

All non-administrative employees covered by this policy who have completed a total of 10 years of contracted service in positions requiring licensure with the Linn-Mar Community School District and who are at least 55 years of age shall be eligible for early separation as an employee of the district. Eligibility commences when 20 years of service are satisfied after the age of 55. Said employees will qualify for incentives upon submitting to the Board of Directors a written notification of intent for early separation no later than October 12; and upon receiving information regarding the incentives related to early separation, submit an Early Separation Request no later than January 12 of the last year of service. The effective date for an early separation corresponds to the ending date of the individual's contract year and the employee must work the entire contract year prior to early separation. However, should an employee's birth date occur after the start of a new contract year but before the beginning of classes, he/she may choose to retire on the date of his/her birthday. An early separation request with an effective date other than that will be considered on its individual merits by the Board of Directors.

## 2. COMPENSATION

Employees who elect to take early separation will be compensated as follows:

- A. All personal days earned but not used during the years of service to the district will be compensated for at the rate of substitute pay used during the last year of service.

Page 1 of 4

Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) 29 USC §§ 621 et seq (1988); Senate File 2366, 77<sup>th</sup> Gen.Assembly, 2<sup>nd</sup> Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46; 509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op. Att'y Gen 11, 322.



## STAFF PERSONNEL

Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

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

Eligibility commences when at least 20 years of service are satisfied after at least the age of 55.

Years of Eligibility	Percent of Base Salary
1-7	50%

### 3. INSURANCE

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

Page 2 of 4

Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) 29 USC §§ 621 et seq (1988); Senate File 2366, 77<sup>th</sup> Gen.

Assembly, 2<sup>nd</sup> Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46;  
509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op.  
Att'y Gen 11, 322.





## STAFF PERSONNEL

Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

### 4. COMPENSATION FOR DISTRICT WORK FOLLOWING EARLY SEPARATION

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

### 5. PAYMENT OPTIONS

The Board shall determine the method of payment for the incentives as a 403(b) account and the time period during which to make full payment to the individual account within a one-(1) to five-(5) year span. The individual shall have the option to present his/her needs prior to the determination. The length of time for full payment shall be determined in writing and the appropriate installments calculated before the first payment is made. If the payment plan determined by the Board is unsatisfactory, the employee may retract his/her early separation request.

### 6. RESTRICTIONS

Separation pay shall not be granted to employees who are discharged for cause other than staff reduction.

Incentives pursuant to this policy can be received only once.

### 7. BENEFICIARY

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

Page 3 of 4

Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) 29 USC §§ 621 et seq (1988); Senate File 2366, 77<sup>th</sup> Gen.

Assembly, 2<sup>nd</sup> Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46;  
509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op.  
Att'y Gen 11, 322.



## STAFF PERSONNEL

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Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

### 8. AMENDMENT OR REPEAL

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

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

### 9. COMMUNICATION PROCESS

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

Page 4 of 4

Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) \_\_\_\_\_

Legal Reference: (Code of Iowa) 29 USC §§ 621 *et seq* (1988); Senate File 2366, 77<sup>th</sup> Gen.

Assembly, 2<sup>nd</sup> Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46;  
509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op.  
Att'y Gen 11, 322.

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
Reviewed	5/15	901.2	Site Specifications
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
Revised	5/15	901.6	Facilities Specifications
Revised	5/15	901.7	Facilities Funding
Revised	5/15	901.8	Structures
Reviewed	5/15	901.8-R	Administrative Regulations Regarding Structures and Site Modifications
Reviewed	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
Revised	5/15	902.3	Energy Conservation
Reviewed	5/15	902.4	Use of Contracted Services
Revised	5/15	902.6	Disposition of Obsolete Equipment
Reviewed	5/15	902.7	Emergency Repairs
Revised	5/15	902.8	Facilities & Sites Adaptation for Persons with Disabilities
Revised	5/15	902.9	Lease, Sale or Disposal of School District Facilities & Sites
Revised	5/15	902.10	Facilities Inspections
Revised	5/15	902.11	Asbestos Containing Material



## 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)



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

**To: Dr. Katie Mulholland, Superintendent**

**From: Karla Christian, Executive Director of Human Resources**

**Re: Part time Nutrition Services Agreement for 2015/2016**

**Date: March 13, 2015**

The District and Part Time Nutrition Services agreed to a tentative agreement (TA) on March 4, 2015. Last year we settled for a 8.56% total package increase which amounted to .85 per step. This larger increase was the second year of a of a **two year strategy** to try to bring this groups' wages and benefits in line with similarly situated positions. As this group is still well below comparable positions, this year we settled a two year contract at an **8.22% total package increase for the first year with a cost of \$46,354.00 (+1.00 across the board)**. Changes are as follows:

- **An increase of 1.00 per step.** This group has historically been very low in regard to wages and we have been working with them over time to get them up to at least a comparable wage to similarly situated positions. Increasing the steps by **\$1.00 this year and \$1.00 next year continues to bring our starting pay to just below average**. Increasing the wage the last two years has helped with recruiting however, we continue to see turnover mainly for higher paying jobs. This two year strategy ensures **better recruitment and retention of PTNS employees**.
- **Salary schedule change.** Past practice has been placing new employees on step one of the salary schedule, regardless of their past experience. This year we changed the wording to "Placement on this salary schedule does not reflect the number of years worked at Linn-Mar". This **benefits the District with both recruitment and retention** as we are able to give those employees with beneficial past food service experience a comparable starting wage vs. starting on step 1.
- **Job posting and bidding.** We changed the bidding wording to account for skills, abilities and competency first and then seniority. This will benefit the District in being able to **select the employee with the needed skills and abilities**, even if they are not the most senior employee.

Bringing this groups' wages and benefits into line with similarly situated positions as well as giving the Nutrition Services Manager flexibility in hiring both external and internal candidates based on skills and experience, not only assists with recruitment and retention, it also recognizes the value that Part Time Nutrition Services employees bring to Linn-Mar.

# Linn-Mar Community School District



## \$10,000,000 School Infrastructure Sales, Services & Use Tax Revenue Bonds [Initially Proposed to Be Directly Placed with an Area or Non-Area Financial Institution]

### Proposed 2015 Timetable

*Monday, May 4 <sup>th</sup>	Board executes Financial Services Agreement with Piper Jaffray for Sales Tax Bonds & Expected PPEL Notes Board executes Addendum to Dissemination Agent Agreement for PPEL Notes (Sales Tax Bonds exempt via Private Placement) Board approves distribution of Sales Tax Bond Term Sheet by Administration
Thursday, May 14 <sup>th</sup> or earlier	J.T. Anderson delivers Bid Package and other requested information to “Banks” for consideration prior to expected bidding on May 28 <sup>th</sup> <i>[Piper Jaffray acting as Financial Advisor to District cannot directly solicit bids from any particular financial institution.]</i>
Wednesday, May 27 <sup>th</sup>	Banks provide bid details to District by 11:00AM. Piper Jaffray reviews bids and calculates Lowest/Best bid. Piper prepares summary for Board, with recommendation letter, and provides final details to Ahlers & Cooney for document preparation in advance of June 8 <sup>th</sup> meeting.
*Monday, June 8 <sup>th</sup>	Board adopts various bond issuance resolutions/paperwork/etc. provided by Ahlers & Cooney
Wednesday, July 1 <sup>st</sup>	Transaction closes. Bond proceeds are delivered to District’s bank of choice for investment during construction process.

#### \* Board Action Dates

## FINANCIAL SERVICES AGREEMENT

This Financial Services Agreement, (the “Agreement”) is entered into the \_\_\_\_ day of \_\_\_\_\_ 2015, by and between Linn-Mar Community School District (the “Issuer”), and Piper Jaffray & Co. (the “Financial Services Provider”).

### RECITALS

WHEREAS, the Issuer requires the provision of financial services in connection with the issuance by the Issuer of approximately \$10,000,000 Tax-Exempt School Infrastructure Sales, Services & Use Tax Revenue Bonds and approximately \$10,000,000 G.O. School Capital Loan Notes (the “Project”); and

WHEREAS, the Issuer desires to engage the Financial Services Provider to render the services; and

WHEREAS, the Issuer has selected Ahlers & Cooney P.C. as bond counsel (“Bond Counsel”) and has not relied on Financial Services Provider for any assistance selecting Bond Counsel, Financial Services Provider is not party to the engagement agreement between Issuer and Bond Counsel, including having a working knowledge of any limitations under said agreement; and Financial Services Provider shall assume no responsibility for the work or opinions provided by Bond Counsel.

NOW THEREFORE, in consideration of the mutual covenants and stipulations hereinafter set forth, the parties agree as follows:

**Section 1. Scope of Services** The Scope of Services shall include assistance in the following areas with respect to each Project or Projects identified in a Project Amendment.

#### Debt Security Services

##### The Financial Services Provider shall:

- a) Develop a Plan of Finance for the Project which is attached as Exhibit A and is incorporated by reference.
- b) As requested by the Issuer, provide alternative debt retirement schedules
- c) Comment on the value and recommend as to the use of credit ratings; coordinate the process securing credit rating, if necessary
- d) Propose bond terms for the securities being sold
- e) Develop a timeline with respect to the issuance of proposed securities
- f) Develop the initial form of the Issuer’s Bid Package and Term Sheet or Preliminary Official Statement, including the Official Bid Form; share the form with the Issuer and its bond and disclosure counsel (if any), for the Issuer’s input and modification to reflect the particular disclosure requirements for this Issuer and this type of security.
- g) Evaluate and recommend the bids received to the Board for consideration
- h) Coordinate the closing of the transaction

##### The Issuer shall:

- i) Approve or disapprove of the Plan of Finance
- j) Review the Bid Package and Term Sheet or Preliminary Official Statement, including the Official Bid Form and provide information that cannot be sourced from other third parties. After review of the Bid Package and Term Sheet, including the Official Bid Form, the Issuer shall provide certification that to the best of the Issuer’s knowledge, information, and belief, the Bid Package and Term Sheet, including the Official Bid Form, as of its date, does not contain any untrue statement of a material fact or omit to state a material fact necessary in order to make the statements made, in the light of the circumstances under which they were made, not misleading.



- k) Participate in all calls, discussions and requests for information necessary to complete the credit rating process, if a rating is recommended as discussed herein
- l) Subject to the Plan of Finance, take all usual and customary steps necessary to complete the Project,

Both the Issuer and Financial Services Provider acknowledge that a timeline for the Project has been circulated and is acceptable to both parties.

#### Extent of Duties Arising under this Agreement

The Issuer and the Financial Services Provider intend and agree that, to the extent the performance of services by the Financial Services Provider with respect to a Project constitutes municipal advisory activities within the meaning of proposed rule 15Ba1 of the Securities Exchange Act of 1934 or otherwise creates a duty of the Financial Services Provider under Section 15B(c)(1) of the Securities Exchange Act of 1934 or Rule G-23 of the Municipal Securities Rulemaking Board, such duty does not extend beyond the services to be provided with respect to that Project and such duty does not extend to any other contract, agreement, relationship, or understanding of any nature between the Issuer and the Financial Services Provider.

#### Section 2. Compensation.

##### Debt Security Services:

IF PLACED DIRECTLY WITH FINANCIAL INSTITUTION (solicitation by district staff)

Sales Tax Bonds:

- 0.35% of the par amount, with a minimum of \$14,500

PPEL Notes:

- 0.30% of the par amount, with a minimum of \$14,500

or

IF ISSUED USING A TRADITIONAL PUBLIC SALE METHOD

Sales Tax Bonds:

- 0.40% of the par amount, with a minimum of \$16,500

PPEL Notes:

- 0.35% of the par amount, with a minimum of \$16,500

**Section 3. Expenses.** The Issuer will reimburse the Financial Services Provider in addition to the fees outlined in Section 2 for the preparation, printing and mailing costs associated with the official statement, and any other related costs, for the Project to be implemented as contemplated herein at a cost of \$2,500 only if a traditional public sale is eventually required; no such added cost for a direct placement with an area bank. The Financial Services Provider will be responsible for all of the Financial Services Provider's out-of-pocket expenses, including communication, cost of financial analysis and reports prepared in fulfilling its duties outlined herein. If attendance at more than 2 meeting of the Issuer's board is required (after April 7, 2015), the Issuer shall reimburse the Financial Services Provider at the rate of \$200 per hour, and the hours shall be counted including travel time, and reasonable time allocations for meals. If out-of-state travel is directed by the Issuer, the Issuer will reimburse the Financial Services Provider for those expenses. The Issuer will be responsible for the payment of all fees and expenses commonly known as Costs of Issuance, including but not limited to: CUSIP numbers, publication expenses, local legal counsel, bond counsel, ratings, credit enhancement, travel associated with securing any rating or credit enhancement, printing of bonds, printing and

distribution of required disclosure documents, trustee fees, paying agent fees, CUSIP registration, and the like, if necessary.

**Section 4. Term of Agreement.** The term of this Agreement shall begin on the date of execution set forth above or on the date of any amendment hereto respecting a Project and shall terminate on completion of the Project.

The Issuer or the Financial Services Provider may terminate this Agreement at any time on written notice to the other party and all fees due to the Financial Services Provider shall be due and payable upon termination by the Issuer. Should this Agreement contemplate multiple Projects, unless earlier terminated, the obligations of the Financial Services Provider with respect to any Project shall terminate immediately upon the closing or settlement of securities issued to finance the Project and the Financial Services Provider shall thereafter have no continuing fiduciary or other duties to the Issuer under this Agreement and specifically the Project Amendment to this Agreement in connection with that Project. The provisions of Sections 3, 10, 11, 14 and 15 shall survive termination of this Agreement.

**Section 5. Independent Contractor.** The Financial Services Provider is an independent contractor and nothing herein contained shall constitute or designate the Financial Services Provider or any of its employees or agents as employees or agents of the Issuer.

**Section 6. Assignment.** Neither the Financial Services Provider nor the Issuer shall have the right or power to assign this Agreement or parts thereof, or its respective duties, without the express written consent of the other party. In the event of acquisition of the Financial Services Provider by a third party firm, notice shall be given to the Issuer regarding the acquisition and the Issuer shall have the opportunity to consent to the assignment of this Agreement, which consent shall not be unreasonably withheld.

**Section 7. Entire Agreement/Amendments.** This Agreement, including any amendments hereto which are expressly incorporated herein, constitute the entire Agreement between the parties hereto and sets forth the rights, duties, and obligations of each to the other as of this date. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force and effect. This Agreement may not be modified except by a writing executed by both the Financial Services Provider and the Issuer.

**Section 8. Not Liable for Advice of Third Party Financial Services Providers.** Should the Issuer seek advice from third party Financial Services Providers, bankers or legal advisors or others providing guidance similar in scope to that contemplated herein, the Issuer agrees that the Financial Services Provider shall not be held liable for advice or recommendations made to the Issuer by third party Financial Services Providers, banker or legal advisors.

**Section 9. Legal Advice.** The Financial Services Provider is not legal counsel or an accountant and is not providing legal or accounting guidance. None of the Services contemplated in this Agreement shall be construed as or a substitute for legal services.

**Section 10. Indemnification.** To the extent the Issuer is authorized by law to indemnify the Financial Services Provider, the Issuer will indemnify and hold harmless the Financial Services Provider, each individual, corporation, partnership, trust, association or other entity controlling the Financial Services Provider, any affiliate of the Financial Services Provider or any such controlling entity and their respective directors, officers, employees, partners, incorporators, shareholders, servants, trustees and agents (hereinafter the "Indemnitees") against any and all liabilities, penalties, suits, causes of action, losses, damages, claims, costs and expenses (including, without limitation, fees and disbursements of counsel) or judgments of whatever kind or nature (each a "Claim"), imposed upon, incurred by or

asserted against the Indemnitees arising out of or based upon the Issuer's gross negligence or wilfull acts, errors or omissions in the performance of its obligations under this Agreement or any other resolution, document or covenant with respect to the Bonds issued by the Issuer as contemplated herein.

To the extent the Issuer is authorized by law to indemnify the Financial Services Provider, the Financial Services Provider will indemnify and hold harmless the Issuer, each individual, corporation, partnership, trust, association or other entity controlling the Issuer, any affiliate of the Issuer or any such controlling entity and their respective directors, officers, employees, partners, incorporators, shareholders, servants, trustees and agents (hereinafter the "Indemnitees") against any and all liabilities, penalties, suits, causes of action, losses, damages, claims, costs and expenses (including, without limitation, fees and disbursements of counsel) or judgments of whatever kind or nature (each a "Claim"), imposed upon, incurred by or asserted against the Indemnitees arising out of or based upon the Financial Services Providers gross negligence or wilfull acts, errors or omissions in the performance of its services under this Agreement.

The Issuer acknowledges and understands that state and federal laws relating to disclosure in connection with municipal securities, including but not limited to the Securities Act of 1933 and Rule 10b-5 promulgated under the Securities Exchange Act of 1934, may apply to the Issuer.

**Section 11. Notices.** Any written notice or communications required or permitted by this Agreement or by law to be served on, given to, or delivered to either party hereto, by the other party shall be in writing and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal services, when deposited in the United States' mail, first-class postage prepaid, addressed to the Issuer at:

Linn-Mar Community School District  
Attn: Board Secretary  
2999 N 10<sup>th</sup> Street  
Marion, IA 52302

or to the Financial Services Provider at:

Piper Jaffray & Co.  
Attention Public Finance Department  
3900 Ingersoll Ave. Suite 110  
Des Moines, IA 50312

**Section 12. Consent to Jurisdiction; Service of Process.** This Agreement shall be deemed to have been executed in the State of Iowa, and the laws of the State of Iowa govern the construction of this Agreement and the rights and remedies of the respective parties hereto. Any litigation arising between the parties related in any way to this Agreement shall be initiated and maintained only in the U.S. District Court for the Southern District of Iowa.

**Section 13. Counterparts; Severability.** This Agreement may be executed in two or more separate counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Any term or provision of this Agreement which is invalid or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such invalidity or unenforceability without rendering invalid or unenforceable the remaining terms and provisions of this Agreement or affecting the validity or enforceability of any of the terms or provisions of this Agreement in any other jurisdiction.

**Section 14. Parties in Interest.** This Agreement, including rights to indemnity and contribution hereunder, shall be binding upon and inure solely to the benefit of each party hereto, any Indemnatee and their respective successors, heirs and assigns, and nothing in this Agreement, express or implied, is intended to or shall confer upon any other person any right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

**Section 15. Waiver of Jury Trial.** The parties each hereby agree to waive any right to a trial by jury with respect to any claim, counterclaim or action arising out of or in connection with this agreement or the transactions contemplated hereby.

**Section 16. Issuer intends to issue Tax Exempt Bonds.** The Issuer acknowledges it intends to issue the Bonds on a tax exempt basis and further acknowledges the Issuer's continuing covenants and responsibilities regarding tax exemption that will be contained in the Bond Documents, including the Tax Exemption Certificate and Bond Resolution. Issuer acknowledges that the services provided by the Financial Services Provider are not intended to be construed as tax advice with respect to the issuance of the Bonds.

**Section 17. General.** The failure of either of the parties to enforce any right or provision under this Agreement shall not constitute a waiver of such right or provision unless acknowledged and agreed to by such party in writing. No waiver shall be implied from a failure of either party to exercise a right or remedy. In addition, no waiver of a party's right or remedy will affect the other provisions of this Agreement.

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

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written. By the signature of its representative below, each party affirms (a) that it has taken all necessary action to authorize said representative to execute this Agreement, and (b) that it has read the attached DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION, and has asked any questions or sought any clarification about the disclosure, with no further questions about said disclosure.

LINN-MAR COMMUNITY SCHOOL DISTRICT, IOWA

By: \_\_\_\_\_  
Title: Board President

PIPER JAFFRAY & CO.

By: \_\_\_\_\_  
Matthew R. Gillaspie  
Senior Vice President

## DISCLOSURE OF CONFLICTS OF INTEREST WITH VARIOUS FORMS OF COMPENSATION

The Municipal Securities Rulemaking Board (MSRB) requires us, as your municipal advisor, to provide written disclosure to you about the actual or potential conflicts of interest presented by various forms of compensation. We must provide this disclosure even if you have already chosen a particular form of compensation. The municipal advisor's client should select a form of compensation that best meets its needs and the agreed upon scope of services.

Forms of Compensation: Potential Conflicts. The forms of compensation for municipal advisors vary according to the nature of the engagement and requirements of the client, among other factors. Various forms of compensation present actual or potential conflicts of interest because they may create an incentive for an advisor to recommend one course of action over another if it is more beneficial to the advisor to do so. This document discusses various forms of compensation and the timing of payments to the advisor.

Fixed fee. Under a fixed fee form of compensation, the municipal advisor is paid a fixed amount established at the outset of the transaction. The amount is usually based upon an analysis by the client and the advisor of, among other things, the expected duration and complexity of the transaction and the agreed-upon scope of work that the advisor will perform. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, the advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives. There may be additional conflicts of interest if the municipal advisor's fee is contingent upon the successful completion of a financing, as described below.

Hourly fee. Under an hourly fee form of compensation, the municipal advisor is paid an amount equal to the number of hours worked by the advisor times an agreed-upon hourly billing rate. This form of compensation presents a potential conflict of interest if the client and the advisor do not agree on a reasonable maximum amount at the outset of the engagement, because the advisor does not have a financial incentive to recommend alternatives that would result in fewer hours worked. In some cases, an hourly fee may be applied against a retainer (e.g., a retainer payable monthly), in which case it is payable whether or not a financing closes. Alternatively, it may be contingent upon the successful completion of a financing, in which case there may be additional conflicts of interest, as described below.

Fee contingent upon the completion of a financing or other transaction. Under a contingent fee form of compensation, payment of an advisor's fee is dependent upon the successful completion of a financing or other transaction. Although this form of compensation may be customary for the client, it presents a conflict because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. For example, when facts or circumstances arise that could cause the financing or other transaction to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Fee paid under a retainer agreement. Under a retainer agreement, fees are paid to a municipal advisor periodically (e.g., monthly) and are not contingent upon the completion of a financing or other transaction. Fees paid under a retainer agreement may be calculated on a fixed fee basis (e.g., a fixed fee per month regardless of the number of hours worked) or an hourly basis (e.g., a minimum monthly payment, with additional amounts payable if a certain number of hours worked is exceeded). A retainer agreement does not present the conflicts associated with a contingent fee arrangement (described above).

Fee based upon principal or notional amount and term of transaction. Under this form of compensation, the municipal advisor's fee is based upon a percentage of the principal amount of an issue of securities (e.g., bonds) or, in the case of a derivative, the present value of or notional amount and term of the derivative. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue or modify the derivative for the purpose of increasing the advisor's compensation.



## **Exhibit A – Plan of Finance**

- The target of this issue is New Money, the proceeds to be used to fund various improvements, demolition, renovation and construction at the High School or other campus buildings within the District.
- The initial issue is approximately \$10,000,000 in size, and thus will be designated bank qualified by the Issuer.
- It is NOT expected that a debt service reserve fund will be funded for this issue.
- Pay all issuance costs associated with the Bond (including but not limited to legal, financial advisory, rating, underwriting, printing & miscellaneous costs) out of the proceeds of the Bonds at closing, or substantially thereafter.
- Bond pricing shall be on May 27<sup>th</sup> or another date as mutually agreeable between legal counsel, the issuer and the Financial Services Provider. The Bond shall close on or around July 1<sup>st</sup>.
- The Issuer shall approve the preliminary offering documents at its May 4<sup>th</sup> board meeting.
- It is NOT anticipated that a credit rating from Standard & Poor's Corporation will be requested. If a traditional public sale is eventually required the rating will likely be necessary.
- It is anticipated that the Bonds will be sold through a direct placement with an area financial institution. If this method is not successful then a traditional public sale will be considered.
- The issuance of the PPEL Notes will take place at a time to be determined in 2016.

# BIDDING PARTICIPANT PACKAGE

LINN-MAR COMMUNITY SCHOOL DISTRICT, IOWA



SCHOOL INFRASTRUCTURE SALES, SERVICES & USE TAX  
REVENUE BONDS, SERIES 2015

FINANCING PACKAGE

AS OF MAY 2015

THE INFORMATION CONTAINED IN THIS PACKET HAS BEEN ASSEMBLED FOR THE PURPOSES OF OBTAINING A LOAN (THROUGH THE ISSUANCE OF THE BONDS AS DESCRIBED HEREIN) FROM PROSPECTIVE PURCHASERS. THE INFORMATION HAS BEEN PROVIDED BY THE LINN-MAR COMMUNITY SCHOOL DISTRICT, IOWA AS THE ISSUER OF THE BONDS.

TO THE BEST OF THE ISSUER'S KNOWLEDGE THIS INFORMATION IS ACCURATE, BUT THE INFORMATION IN THIS PACKET IS NOT INTENDED TO REPRESENT ALL OF THE INFORMATION THAT A PROSPECTIVE PURCHASER MAY CONSIDER RELEVANT TO REVIEW IN CONNECTION WITH APPROVING AND ENTERING INTO THIS TRANSACTION. IT IS EXPECTED THAT PROSPECTIVE PURCHASERS WILL CONDUCT THEIR OWN REVIEW OF THE PROPOSED TRANSACTION AND WILL ASK FOR ANY OTHER INFORMATION THAT THEY DETERMINE IS APPROPRIATE IN MAKING A FINAL DECISION IN CONNECTION WITH THIS TRANSACTION.

THE TERM SHEET CONTAINED HEREIN SUMMARIZES THE PROPOSED STRUCTURE OF THE TRANSACTION. THE ACTUAL TRANSACTION WILL BE AS SET FORTH IN A FINAL LOAN AGREEMENT AND OTHER TRANSACTION DOCUMENTS PREPARED BY THE DISTRICT'S BOND COUNSEL. THESE FINAL DOCUMENTS WILL GOVERN THE TRANSACTION.

THE INFORMATION IN THIS PACKET IS DELIVERED ON A CONFIDENTIAL BASIS FOR USE SOLELY IN THE CONSIDERATION OF THE TRANSACTION. THE INFORMATION MAY NOT BE REPRODUCED OR USED FOR ANY OTHER PURPOSE WITHOUT THE PERMISSION OF THE BORROWER.

# Linn-Mar Community School District, Iowa

## School Infrastructure Sales, Services & Use Tax Revenue Bonds, Series 2015

### Summary of Offering Terms

Issuer	Linn-Mar Community School District, Iowa (the “Issuer”)
Issue	School Infrastructure Sales, Services & Use Tax Revenue Bonds, Series 2015 (the “Bonds”)
Amount	Approximately \$10,000,000
Purpose	When combined with proceeds of the 2014-E Sales Tax Bonds, and the anticipated 2016 PPEL Note, and accumulated cash on hand, the project includes the renovation, demolition and new construction to portions of the existing High School building at Marion, Iowa. The entire project is projected to be approximately \$25,000,000.
Expected closing	July 1, 2015
Principal Payments	Annually; July 1, 2016 through July 1, 2029
Interest Payments	Semiannually; January 1 <sup>st</sup> & July 1 <sup>st</sup> , beginning January 1, 2016
Call feature	The Issuer desires the most flexible call feature possible, and prefers that the new bonds be “callable at any time.” However, as a bidder you will dictate the call feature by noting it on the bid form. The Issuer will consider all bids and will determine which to accept based upon call feature in addition to other terms of each bid received. The call feature will be only one part of their consideration.
Source of Security	<p>The Bonds are paid from the \$0.01 School Infrastructure Sales Tax (the “SAVE Tax”). The SAVE tax expires December 31, 2029, unless extended by an act of the Iowa Legislature.</p> <p>The Bonds are not repaid from any form of property taxation, are not general obligations and do not constitute an obligation where the Issuer’s “full faith and credit” is pledged to the Bonds.</p>
Revenue Purpose Statement	The District voters approved extension of the Revenue Purpose Statement through the life of the statewide tax (12/31/2029) at an election held June 30, 2009 giving the board authority to spend or borrow from the tax for any purpose permitted by law.
Additional Debt Covenant	<p>No subordinate lien bonds exist.</p> <p>No prior lien obligations may be issued. No additional parity lien obligations secured by the Tax (see “Source of Security” herein) may be issued without coverage, as certified by an independent F A or CPA, of 1.20x.</p> <p>The proposed Series 2015 Sales Tax Bonds are on parity with the Series 2014-E, Series 2010 Bonds, Series 2012 Bonds, Series 2013 Bonds, Series 2014-A and Series 2014-C Bonds, and combined must meet the</p>

1.20x coverage test.

Reserve Fund	<p>The Issuer desires completing this funding without a Debt Service Reserve Fund requirement. However, each bidder will be permitted to bid in one or both of the following ways: (1) with a traditional DSRF required and funded upon closing, or (2) with no DSRF requirement. The Issuer will consider all bids and will determine which to accept based upon DSRF in addition to other terms of each bid received. The DSRF will be only one part of their consideration. With the exception of the Series 2014-E Bonds, all previously issued Sales Tax Bonds of the District do have a Debt Service Reserve Fund held by a third-party bank trustee; combined totaling \$4,806,280, which shall not secure the 2015 Bonds. The issuance of additional bonds in the future may require a Debt Service Reserve Fund, and if so, such DSRF shall not secure the 2015 Bonds.</p>
Other Covenants	<p>None, unless specified clearly and specifically in comments you may add to the Bid Form or Offer Letter.</p>
Expected Coverage	<p>Approximately 1.20x – 1.30x at current enrollment and current revenue per student, when combined with the prior outstanding debt payment obligations. See projected coverage tables included herein with and without growth expectations.</p>
Tax Status	<p>Interest payments on the Bonds will be exempt from federal income taxation.</p>
Bank Qualification	<p>The Issuer will designate the Bonds “qualified investments for banks”.</p>
Form of Bond	<p>Physically registered Bonds will be delivered to the purchaser with CUSIP’s. The Bonds <u>will not</u> be delivered electronically through the DTC system. <i>*If you do not require CUSIP’s to be assigned you can note that on your bid form, and this will save the District the associated fees for assigning those numbers.</i></p>
The Bond	<p>The Bond Purchase Agreement will specify that the Purchaser acknowledges that: (a) no official statement is being prepared; (b) it has undertaken an independent review of the credit and been provided with all information necessary to Purchase the Bonds; and (c) it intends to hold the Bonds until maturity and does not intend to resell the Bonds.</p>
Bondholders’ Risks	<p>The Bonds are not secured by any form of property taxation.</p> <p>The Bonds are secured by the existing SAVE tax. Collections of the SAVE tax can fluctuate from time to time based on the enrollment of the Issuer, the statewide total public school enrollment and actual collections of sales taxes in the State. Changes in revenues per year could be meaningful.</p> <p>The Bonds will have limited liquidity. The Bonds are not expected to trade due to the lack of an official statement and the restrictions under the Bond Purchase Agreement.</p>
Registrar & Paying Agent	<p>The District will allow the successful bidder to dictate if a Paying Agent is to be designated. If such an agent is desired by the bidder, it will be Bankers Trust Company (Des Moines). If no such agent is required by your bid form the District’s finance staff will handle all payments directly</p>

with the winning bidder. If a Paying Agent is required, they will administer the ongoing collection of monthly transfers in advance of the payment due date and making the actual payment when due. If the Paying Agent service is required by your bid form this will add an ongoing annual fee for the District from the Paying Agent of approximately \$500 - \$2,500 depending on if the Reserve Fund is also required. This may also be factored into the bid acceptance decision.

#### Bond Rating

None. In order to reduce expenses to the Issuer, no bond rating will be applied for. If you require such a rating and feel having such a rating would materially benefit your bidding a rating could be assigned by Standard & Poors, although that process would add some time to the process.

The Linn-Mar district has a current rating from Standard & Poors for its Sales Tax Bonds of "A+" with a "stable outlook" as assigned in spring 2014 during the refinancing process of prior sales tax bonds. However, this issue will not have any direct rating assigned and the Purchaser is responsible for any credit related inquiries it feels are necessary

The District's existing General Obligation Bonds have a non-outstanding "AA-" rating from Standard & Poors as of spring 2014.

#### Legal Opinion

Ahlers & Cooney P.C.

#### Financial Advisor

Piper Jaffray & Co.



## Collection and Remittance of the Tax

The Tax is collected by the retailers in the State and remitted at the end of each calendar month to the State. The State Department of Revenue remits the tax to the school corporations on the last day of the next month. The Act requires the State Department of Revenue (the “Department”) to, annually prior to August 1<sup>st</sup> estimate the amount of revenue that will be remitted to the school corporations for the fiscal year beginning each July 1. The Department is required to remit 95% of the annual estimate to the school corporations in monthly installments over the fiscal year, and is allowed to retain 5% of the estimate until the end of the fiscal year, at which time the Department completes an audit of the actual receipts and the actual remittances of the Tax. The Department then reconciles the difference between the actual receipts and the estimated remittances and remits the remaining balance to the school corporations on or around November 1<sup>st</sup> for the fiscal year ending the previous June 30<sup>th</sup> (the “Reconciliation Payment”). It is possible that the Reconciliation Payment is a negative number if actual receipts were less than expected receipts by an amount greater than 5%.

The Tax is remitted to each school corporation in the State based on actual enrollment for the fiscal year in question. The actual enrollment for a fiscal year is determined by a count of those students registered to attend the school corporation as of the first Friday of the previous October (as amended from time to time in the future by the Legislature). Each school corporation now receives an equal amount of revenue from the Tax, per student. Prior grandfather clauses of the prior “local option” tax have now all expired, thus allowing for equal distribution by enrollment statewide.

**Table 1: Estimated Payment Schedule**

Date	Principal Maturity	Semi Annual Interest Payment	Annual P & I This Issue
1/1/2016		142,500	
7/1/2016	870,000	142,500	1,155,000
1/1/2017	✓	130,103	
7/1/2017	935,000	130,103	1,195,205
1/1/2018	✓	116,779	
7/1/2018	535,000	116,779	768,558
1/1/2019	✓	109,155	
7/1/2019	545,000	109,155	763,310
1/1/2020	✓	101,389	
7/1/2020	575,000	101,389	777,778
1/1/2021	✓	93,195	
7/1/2021	585,000	93,195	771,390
1/1/2022	✓	84,859	
7/1/2022	610,000	84,859	779,718
1/1/2023	✓	76,166	
7/1/2023	635,000	76,166	787,333
1/1/2024	✓	67,118	
7/1/2024	685,000	67,118	819,235
1/1/2025	✓	57,356	
7/1/2025	710,000	57,356	824,713
1/1/2026	✓	47,239	
7/1/2026	735,000	47,239	829,478
1/1/2027	✓	36,765	
7/1/2027	785,000	36,765	858,530
1/1/2028	✓	25,579	
7/1/2028	895,000	25,579	946,158
1/1/2029	✓	12,825	
7/1/2029	900,000	12,825	925,650
Totals:	10,000,000	2,202,053	12,202,053

\* The Average Maturity under these assumptions is 7.727 years

**Table 2: Preliminary Estimated Sources & Uses of Funds**

<b>SOURCES OF FUNDS</b>		
	Bond Proceeds – Series 2014 Sales Tax	3,642,173
	Bond Proceeds – Series 2015 Sales Tax	9,930,250
	Note Proceeds – Series 2016 G.O. PPEL Notes	9,856,500
	Accumulated PPEL and/or Sales Tax Cash	1,571,077
<b>TOTAL SOURCES</b>		<b>\$25,000,000</b>
<b>USES OF FUNDS</b>		
	Project Costs	25,000,000
	Surplus	0
<b>TOTAL USES OF FUNDS</b>		<b>\$25,000,000</b>

**Table 3: Historic Resident Enrollment History of Linn-Mar CSD within Linn County**

<u>Year</u>	<u>Enrollment</u>	<u>Gain</u>	
2001	5,150		
2002	5,261	111	2.16%
2003	5,413	152	2.89%
2004	5,628	215	3.97%
2005	5,780	152	2.70%
2006	6,196	416	7.20%
2007	6,371	175	2.82%
2008	6,490	119	1.87%
2009	6,600	110	1.69%
2010	6,642	42	0.64%
2011	6,730	88	1.32%
2012	6,880	150	2.23%
2013	6,943	63	0.92%
2014	7,145	202	2.91%
<b>Actual Recent Historic Annual Growth Rate: 153 2.56%</b>			

**Table 4: Historic Sales Tax Collections**

The tax was effective July 1, 2007 in Linn County, and runs through December 31, 2029 unless extended by the Iowa Legislature. Presented below is the actual collection history for the period noted on an accrual basis:

<u>Fiscal Year</u>	<u>TOTAL COLLECTIONS</u>	<u>Approximate Per Student</u>
2008	\$5,678,032	\$916
2009	\$6,074,499	\$953
2010	\$6,227,543	\$960
2011	\$6,148,493	\$932
2012	\$6,455,215	\$972
2013	\$5,852,655	\$870
2014	\$6,211,150	\$903
2015*	\$6,382,256	\$919

*\*Estimated for FY2015*

\*Revenues prior to FY2013 were based upon actual local revenues within Linn County. Beginning in FY2013 & beyond the revenue paid will be the “statewide average” per pupil.

**Table 5: Pro-forma Future Revenues & Estimated Coverage**

Fiscal Year	Combined P&I Payments	1, 2, 4		3, 4	
		No Growth Assumed		Growth Assumed	
		Estimated Collections	Estimated Coverage	Estimated Collections	Estimated Coverage
2016	5,447,233	6,568,162	1.21	6,633,844	1.22
2017	5,473,138	6,568,162	1.20	6,747,068	1.23
2018	5,054,650	6,568,162	1.30	6,861,893	1.36
2019	5,052,678	6,568,162	1.30	6,978,340	1.38
2020	5,059,275	6,568,162	1.30	7,096,430	1.40
2021	5,064,150	6,568,162	1.30	7,216,183	1.42
2022	5,062,325	6,568,162	1.30	7,337,622	1.45
2023	5,063,655	6,568,162	1.30	7,460,769	1.47
2024	5,090,938	6,568,162	1.29	7,585,644	1.49
2025	5,098,885	6,568,162	1.29	7,712,271	1.51
2026	5,087,305	6,568,162	1.29	7,840,672	1.54
2027	5,081,553	6,568,162	1.29	7,970,869	1.57
2028	5,044,870	6,568,162	1.30	8,102,887	1.61
2029	5,036,355	6,568,162	1.30	8,236,748	1.64
71,717,008					

1. Assumes no change in statewide enrollment and statewide revenue per student from the October 2014 enrollment count and estimated fiscal year 2015 per student revenue levels by the Department of Revenue (\$902 per student)
2. Assumes 1% annual increase in statewide revenue per student beginning fiscal year 2015-2016 with no change in statewide enrollment.
3. Assumes 50 student annual increase in District enrollment from Fall 2014 enrollment count.
4. Assumes payment schedule as outlined in Table 1

**Table 6: Recent Yields for Iowa School Sales Tax Issues**

(By the time this packet is circulated there may be more recent results not detailed below.)

Date	3/11/2015	2/23/2015	2/23/2015	2/17/2015	2/10/2015
Issuer	Bedford CSD	Moravia CSD	Estherville-LC CSD	Panorama CSD	Spencer CSD
Size	\$2,010,000	\$1,200,000	\$9,525,000	\$4,070,000	\$2,855,000
Reserve Fund	Yes	Yes	No	No	No
Rating	A	A+	None	None	None
Year-to-Maturity					
1	0.600%	0.700%	2.600%	2.500%	
2	0.850%	1.000%	2.600%	2.500%	2.150%
3	1.200%	1.200%	2.600%	2.500%	2.150%
4	1.450%	1.400%	2.600%	2.500%	2.150%
5	1.700%	1.700%	2.600%	2.500%	2.150%
6	1.900%	2.000%	2.600%	2.500%	2.150%
7	2.100%	2.300%	2.600%	2.500%	2.150%
8	2.300%	2.300%	2.600%	2.500%	2.150%
9	2.500%	2.600%	2.600%	2.500%	2.150%
10	2.700%	2.600%	2.600%	2.500%	2.150%
11	2.900%	2.800%	2.600%	2.500%	2.150%
12	3.100%	2.800%	2.600%	2.500%	2.150%
13	3.100%	3.000%	2.600%	2.500%	2.150%
14	3.100%	3.000%	2.600%	2.500%	2.150%
15					2.150%
<b>Average Life</b>	<b>8.092</b>	<b>8.117</b>	<b>8.848</b>	<b>8.731</b>	<b>3.724</b>
Average Rate	2.821%	2.522%	2.600%	2.500%	2.150%

## OFFICIAL BID FORM – SALES TAX REVENUE BONDS

To: Board of Directors of the Linn-Mar Community School District, Iowa (the “Issuer”)

Re: \$10,000,000\* School Infrastructure Sales, Services & Use Tax Revenue Bonds, Series 2015 (the “Bonds”)

For all or none of the above Bonds, in accordance with the Terms of Offering, we will pay you \$10,000,000.00\* and accrued interest, if any, to date of delivery for Bonds bearing interest rates and maturing on July 1<sup>st</sup> in each of the stated years as follows:

<u>Coupon</u>	<u>Due July 1<sup>st</sup></u>	<u>Principal*</u>	<u>Coupon</u>	<u>Due July 1<sup>st</sup></u>	<u>Principal*</u>
_____	2016	\$870,000	_____	2023	\$635,000
_____	2017	935,000	_____	2024	685,000
_____	2018	535,000	_____	2025	710,000
_____	2019	545,000	_____	2026	735,000
_____	2020	575,000	_____	2027	785,000
_____	2021	585,000	_____	2028	895,000
_____	2022	610,000	_____	2029	900,000

We elect to have the Bonds issued as one term Bond\*\*: ☐ YES ☐ NO

We will designate the first available call date to be: \_\_\_\_\_  
(examples would be: “Callable Anytime with 30-days Notice” or “Callable 7/1/2020 or Anytime Thereafter”)

We [☐ WILL] [☐ WILL NOT] require the establishment of a Debt Service Reserve Fund, funded to a level meeting all tax code requirements. We understand that if we do require such a reserve fund this will add meaningful levels of ongoing administrative expenses to the District and will reduce upfront proceeds available for the project which will also be factored into determining an overall winning proposal. The District prefers that no DSRF be required.

We [☐ WILL] [☐ WILL NOT] require the use of Bankers Trust Company as a third-party Paying Agent for the Bonds. We understand that if we do require the use of the PA this will add meaningful levels of ongoing administrative expenses to the District which will also be factored into determining an overall winning proposal. If no PA is required by this bid form the District will simply make payments directly to us on their semi-annual payment dates.

We [☐ WILL] [☐ WILL NOT] require the assignment of CUSIP numbers to the Bonds. Even if CUSIP numbers are assigned, the Bonds will be physically registered and delivered to the purchaser.

This bid is for prompt acceptance and for delivery of said Bonds to us in compliance with the Terms of Offering, which is made a part of this proposal by reference.

\*The total principal amount is subject to change based upon actual final closing dates, and actual costs of issuance. By presenting this bid we are accepting any changes that are necessary to the final debt service schedule once all final dates and costs are known. Changes, if any, will be circulated promptly once a bid has been accepted. The total principal amount, however, will not exceed \$10,000,000.

\*\*If we choose to have the Bonds issued as one term Bond (with only one CUSIP number; but still following the annual principal repayment structure with a mandatory sinking fund) we understand that only ONE flat interest rate can be assigned to all maturities.

Bidders Comments, if any: \_\_\_\_\_

\_\_\_\_\_  
Bidding Institution Name & City

\_\_\_\_\_  
Taxpayer ID of Institution

\_\_\_\_\_  
Authorized Signature of Bidder

\_\_\_\_\_  
E-mail Address of Bidder

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Written Name & Title

The foregoing offer is hereby accepted by and on behalf of the Board of Directors of the Linn-Mar Community School District, Iowa, in the County of Linn, State of Iowa, this 8<sup>th</sup> day of June, 2015.

ATTEST:

\_\_\_\_\_  
Board President

\_\_\_\_\_  
Board Secretary

## 3/26/2015 Revised

	EXISTING		SPACE		NEW		TOTAL
	AREA / Sq Yrd	COST	SUB-TOTAL	AREA / Sq Yrd	COST	SUB-TOTAL	
<b>TRACK RENOVATION</b>							
Removal/Disposal of Concrete Curbs lineal feet	3,000	\$ 3.50	\$ 10,500				\$ 10,500
Removal of Unsuitable Soils	500	\$ 12.00	\$ 6,000				\$ 6,000
Placement and Compaction of Suitable Soils				500	\$ 30.00	\$ 15,000	\$ 15,000
Removal of Existing Brick and Limestone				3,650	\$ 12.00	\$ 43,800	\$ 43,800
4" Granular Drainage plane beneath Asphalt				1,758	\$ 8.00	\$ 14,064	\$ 14,064
<b>TRACK - NEW SURFACE</b>							
Asphalt Track and D-Zone Subsurface 4" thickness				5,860	\$ 24.00	\$ 140,640	\$ 140,640
Track and Runouts				4,750	\$ 16.50	\$ 78,375	\$ 78,375
D-Zone				560	\$ 16.50	\$ 9,240	\$ 9,240
<b>SUBSURFACE DRAINAGE</b>							
4" Drain Tile linear feet	1,300	If track 300	If connection to storm	1,750	\$ 8.50	\$ 14,875	\$ 14,875
<b>PAINT</b>							
Track Markings				1	\$ 7,500	\$ 7,500	\$ 7,500
<b>Renovation - Sub Total</b>							<b>\$ 329,494</b>
<b>GENERAL CONDITIONS/PROFIT &amp; OVERHEAD</b>							15% \$ 49,424.10
<b>Total Construction Cost - Base Bid</b>							<b>\$ 378,918</b>
<b>ALTERNATES</b>							
Type 1 Portland or Type C Fly Ash Incorporation 10"	<b>ALTERNATE NO 1</b>			3,045	\$ 8.00	\$ 24,360	\$ 24,360
Walk Mats - Football Field Access	<b>ALTERNATE NO. 2</b>					\$ 3,000	\$ 3,000
							\$ 27,360.00
<b>GENERAL CONDITIONS/PROFIT &amp; OVERHEAD</b>							15% \$ 4,104.00
<b>Alternate Total</b>							<b>\$ 31,464</b>
<b>Total Construction Cost - Base Bid plus Alternates</b>							<b>\$ 410,382</b>
<b>PROFESSIONAL FEES - ARCHITECT</b>			Fee Range	\$4,770 - \$5,250			\$ 5,250
<b>TOTAL PROJECT COSTS, Base, Alternates, Professional Fees</b>							<b>\$ 415,632</b>

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  
LRC BOARD ROOM  
APRIL 20, 2015 @ 5:00 PM**

**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 (2999 N 10<sup>th</sup> St, Marion). Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Buchholz, Crawford, Hutcheson, Patterson, and Wilson. Absent: Gadelha. Administration present: Mulholland, Halupnik, Jensen, Anderson, Ramos, Ironside, and Morrison. Absent: K. Christian.

**200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 244-04-20**

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

**300: WORK SESSION/DISCUSSION INFORMATION**

**301: Elementary Guidance Second Step Program**

*Exhibit 301.1*

Julie Jensen, Executive Director of Student Services, and Elementary Guidance Counselors, Deb Bundy, Cris Southwood, and Kathryn Knudson, updated the Board on the Elementary Guidance Second Step Program. *The Second Step Program directly teaches students the skills to strengthen their ability to learn, have empathy, manage emotions, and solve problems.* Cris Southwood (Novak Elementary) began by sharing examples of the pre-k through first grade curriculum that focuses on social/emotional skills and helping students identify their feelings. Kathryn Knudson (Linn Grove Elementary) shared examples of videos used to teach students how to recognize and name their emotions before they become overwhelming. Deb Bundy (Echo Hill Elementary) presented examples of the problem solving unit which focuses on STEP: Say problem, Think of solutions, Explore consequences, and Pick best solution. This part of the curriculum uses videos, posters, small group discussions, planning worksheets, and role playing scenarios and consequences.

**302: Teacher Leadership Update**

*Exhibit 302.1*

Debra Barry and Erin Watts, Teacher Leadership Program Coordinators, shared highlights on the program:

- Teacher Leadership centers on a coaching continuum that begins with consulting and travels through the stages of collaborating and observing to the main focus being coaching. There has been an increase from August to April in the focus moving from the consulting/collaborating stages to the coaching stage.
- Fewer Induction Specialists will be needed for year two of the program due to the intense role the Mentor Coaches share with year one and year two teachers. Two Instructional Coaches have been added to the team whose focus will be on Student Support Services. With these changes, the number of in-school teacher leaders will drop from 150 to 129 in 2015-16.
- There were 168 applicants/interviews for the 129 in-school leadership positions available for year two of the program. Approximately 50% of the year one staff reapplied for year two.
- The number of Model Teachers will increase from 20 to 36 for grades K-12.



- There will be an addition of four (4) Curriculum Facilitators at the middle school level that will focus on science and social studies. During year one the focus was on math/reading only.
- The title of Instructional Strategist will change to Instructional Coach to help with some confusion with other District positions that have similar titles. The title of High School Team Leader will change to High School PLC Facilitator to ensure the title fits the job description.
- Highlights of year two professional development opportunities are: 1) Debra Barry will complete the workshops required to become a Cognitive Coach trainer for the 8-day program; 2) the full-time release staff will attend workshops with Jim Knight offered through Grant Wood AEA, 3) Days 1-4 of Cognitive Coaching will be offered to new hires and administrators, and 4) the staff will attend the Waukee Symposium for the second year and have been asked to present.
- Items in the works are: 1) Teacher Leadership Program handbook, 2) Mentor handbook, and 3) Model Teacher website that includes schedules, electronic requests to observe classrooms, etc.

### 303: Gateway to Technology and STEM Update

*Exhibit 303.1*

Bob Read, Director of Middle School Teaching & Learning, and Jeff Frost, Director of High School Teaching & Learning, updated the Board on the middle school Gateway to Technology (Project Lead the Way) and STEM programs. Read shared information on the Gateway to Technology Scale-Up Grant that allowed each middle schools to receive five Vex robotics kits, training for instructors through Iowa State University, the Autodesk Inventor software, and Robot C. Read also shared that the retired volunteers from Rockwell Collins donated towards the purchase of two Vex robotics kits. It is a goal for 2015-16 to raise funding to purchase 24 additional Vex robotics kits and one 3D printer for each middle school. Frost shared information about the High School CTE program, Project Lead the Way, Robotics, and that the High School currently offers six Project Lead the Way courses; but will be offering seven in 2015-16. Read and Frost shared that the students are excited about the course offerings at both the middle and high school levels and that they hope to grow the number of female students in the future.

### 304: Discussion on IASB Standards of Effective School Boards (Part 2)

To conserve time, the discussion on IASB Standards of Effective School Boards was postponed until the May 4, 2015 work session.

### **400: ADJOURNMENT Motion 245-04-20**

Motion by Wilson to adjourn the work session at 6:23 PM. Second by Crawford. Voice vote. Motion unanimously approved.

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Tim Isenberg, Board President

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Angie Morrison, Board Secretary

*Respectfully submitted by:  
Gayla Burgess, Admin Assistant  
4/20/15*

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  
APRIL 20, 2015 @ 7:00 PM  
LRC BOARD ROOM**

**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. 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, Ramos, Ironside, and Morrison. Absent: K. Christian.

**200: REVISION AND/OR ADOPTION OF THE AGENDA    Motion 246-04-20**

Motion by Patterson for the Board to adopt the agenda with the removal of agenda item 704, MIIP Insurance report, due to the absence of Karla Christian. Second by Hutcheson. Voice vote. Motion unanimously approved.

**300: AUDIENCE COMMUNICATIONS**

**400: RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS**

**401: Public Hearing on Hourly Calendar for 2015-16**

There was a public hearing regarding basing the 2015-16 calendar, *only*, on hours due to Senate File 277. No comments were received.

**500: RECOGNITIONS/PROCLAMATIONS**

**600: BOARD ANNOUNCEMENTS AND REPORTS**

**601: Health & Human Development Committee**

*Walk-In Exhibit 601.1*

Julie Jensen, Executive Director of Student Services, reported on the April 8<sup>th</sup> meeting of the Health & Human Development Committee. Jensen shared that the meeting focused on student allergies for the 2014-15 school year. Out of 7,223 students in the District; 351 have one or more allergies; which is 5% of the student population. District nurses are meeting with building staff to raise awareness of student allergies and what can be done when an allergic reaction occurs. Approximately 15% of first time allergies/allergic reactions occur during school hours. Jensen also shared that the House and Senate passed a bill which would allow school health offices to have epi-pens on hand for treatment of allergic reactions without prescriptions.

#### 602: ERMA Committee

Rick Ironside, Executive Director of Support Services, reported on the April 9<sup>th</sup> meeting of the ERMA Committee. Ironside shared that Eagle Point Solar from Dubuque, Iowa gave a presentation on solar arrays. Ironside stated that Linn-Mar currently has two solar arrays in use. The committee also discussed options to bundle new construction at the High School to reduce energy consumption and the summer rebate project, which is the Excelsior Middle School boiler upgrade.

#### 603: Marion City Council Meeting

Isenberg reported on the April 9<sup>th</sup> Marion City Council meeting. There were two issues of interest to the District: 1) rezoning an additional housing area near Echo Hill west of Alburnett Road and south of Echo Hill Road and, 2) passing the ban on nicotine products and electronic vaporizers in city parks and trails; which will not be enforced until after the Swamp Fox Festival (Saturday, September 26<sup>th</sup>).

#### 604: Policy Committee

Patterson reported on the April 13<sup>th</sup> Policy Committee meeting sharing that the main change to the 800 series was 803.1 wherein the minimum threshold figures were increased.

#### 605: Coffee Conversation

Gadelha reported on the April 18<sup>th</sup> Coffee Conversation hosted at Excelsior Middle School. Items of interest were: tour of the Excelsior gym renovations and security upgrades, District budget, school funding, class sizes, the open enrollment process, school resource officers versus security guards, Linn Grove principal replacement, daycare issues, and PTO questions.

### **700: INFORMATIONAL REPORTS**

#### 701: Linn-Mar Foundation Report

Shelley Woods, Executive Director of the Linn-Mar Foundation updated the Board on highlights of the 2014-15 school year:

- This year is the Foundation's 30<sup>th</sup> anniversary of supporting the District.
- MANE Event was a success with 400 attendees and over \$60,000 raised; which is an increase of \$10,500 over 2013-14.
- A total of \$12,000 has been raised for the Champion of Kids Fund which supports students from lower income families in need of additional funds for AP testing, extra-curricular activities, summer scholarships for District programs, etc.
- The Foundation will award 10 scholarships to graduates for a total of \$8,000.
- The Lion Golf Classic will be held June 5<sup>th</sup> at Hunters Ridge with 30 teams competing.
- Currently assisting two Linn-Mar class reunions (Class of 1965 and Class of 1975).
- Provides funding for Opera Iowa visits to the seven elementary buildings.
- Provided \$6,000 in funding to the High School Physics/Biotech Department.
- Provided GoFit heart monitors for middle schools (one per student) for use in PE.
- Continually solicit schools to find ways to share funds with all buildings for tech support, literacy materials, eBooks, Stories Alive events, etc.
- Goals for 2015-16 are to provide seed money to the High School for a student writing center and solicit outside grants to support Gateway to Technology in the High School and Middle Schools.
- Recent donation of a grand piano for use at the High School due to support by the Booster Club, Orchestra, Band, and Vocal programs, and 58 individual donors.

- The Endowment fund is up 4.5% and the Foundation draws around \$27,000 to \$29,000 per year to support STEM initiatives. The current Endowment Fund total is approximately \$775,000.000.
- The Booster Club also supports the middle schools and High School in funding opportunities.

**702: Update on High School Radio Tower Relocation Project**

*Exhibit 702.1*

Jeri Ramos, Executive Director of Technology Services, updated the Board on the progress of the relocation of the High School radio tower and the tentative schedule for completion. The projected completion date is June 10, 2015.

**703: Update on High School Renovation Project**

*Exhibit 703.1*

Chad Schumacher, High School Class Administrator & Renovations Project Manager, updated the Board on the progress of the High School renovation project sharing highlights of the timeline for demolition, phases of construction, relocation and repurposing of offices at the Learning Resource Center to make room for nine classrooms to be used by students beginning in August 2015, and parking issues due to storage of construction materials.

**800: SUPERINTENDENT'S REPORT**

**801: Superintendent's Update**

*Walk-In Exhibit 801.1*

Superintendent Katie Mulholland updated the Board on the day care contract issue with Kids, Inc, the State Solo and Ensemble Band Contest ratings and students named "Best of Center" performers, District of Distinction Award for the SAM program, Iowa School Public Relations Association Awards for District Branding, *We are Linn-Mar* brochure, and District Facebook page, and an update on the Volunteer Program statistics. Mulholland also shared a reminder of the 100-Hour Volunteer Recognition event at Lowe Park on May 21<sup>st</sup> at noon.

**900: UNFINISHED BUSINESS**

**901: Approval of Hourly Calendar for 2015-16** **Motion 247-04-20**

Motion by Patterson for the Board to approve the Diamond calendar as an hourly calendar for the 2015-16 school year, only, with a return to days for the 2016-17 school year per Senate File 227. Second by Buchholz. Halupnik shared that due to recent legislation and Senate File 227, the innovative calendar and yearly waivers are no longer options and a minimum of 180 days or 1,080 hours are required. Since the District historically exceeds the number of required hours, the previously approved Diamond calendar can remain as is, with the additional notation of hours (1,131/elementary and 1,167 middle/high school) for the 2015-16 school year only and submitted to the Department of Education as an hourly calendar. Voice vote. All ayes except for Gadelha who abstained.

**902: Approval of Contract for High School Roof Improvements** **Motion 248-04-20** *Exhibit 902.1*

Motion by Patterson for the Board to approve the Notice to Proceed, Notice of Award, and Contract with West Branch & Tipton Roofing Company, Inc., for the High School roof improvements in the amount of \$167,680.00. Second by Hutcheson. Voice vote. Motion unanimously approved.

903: Approval of Contract for Oak Ridge Building Envelope Repairs **Motion 249-04-20**

*Exhibit 903.1*

Motion by Patterson for the Board to approve the Notice to Proceed, Notice of Award, and Contract with Tricon General Construction for the Oak Ridge Building Envelope Repairs in the amount of \$168,400.00. Second by Hutcheson. Voice vote. Motion unanimously approved.

904: Second Reading of 600 Policy Series – Educational Programs **Motion 250-04-20**

*Exhibit 904.1*

Motion by Patterson for the Board to approve the second reading of 600 Policy Series – Education Programs, partial listing 600-603.2. Second by Gadelha. Voice vote. Motion unanimously approved.

**600 SERIES - EDUCATIONAL PROGRAM**

Reviewed 4/15	<b>600 GOALS OF THE EDUCATION PROGRAM</b>
	<b>601 GENERAL ORGANIZATION</b>
Reviewed 4/15	601.1 Type of School Organization
Revised 4/15	601.2 School Calendar
Revised 4/15	601.3 School Day
	<b>602 PROGRAMS OF INSTRUCTION</b>
Revised 4/15	602.1 Basic Instructional Program
Revised 4/15	602.2 Competent Private Instruction
Reviewed 4/15	602.3 Dual Enrollment
Reviewed 4/15	602.4 Summer Programming
Reviewed 4/15	602.5 Special Education
Reviewed 4/15	602.6 Community Education
Reviewed 4/15	602.7 Home School Assistance Program
Reviewed 4.15	602.8 Time Release Program
Reviewed 4/15	602.8-R Administrative Regulations Regarding Time Release Program
Reviewed 4/15	602.9 Extra-Curricular Activities
Reviewed 4/15	602.10 Curriculum Development
Reviewed 4/15	602.11 Curriculum Implementation
Reviewed 4/15	602.12 Curriculum Evaluation
Reviewed 4/15	602.13 Articulation and Alignment of Curriculum
Reviewed 4/15	602.15 Assessment of Student Achievement
Reviewed 4/15	602.17 Career Education
Revised 4/15	602.18 Instruction at a Post-Secondary Educational Institution
Reviewed 4/15	602.20 Global Education
Reviewed 4/15	602.21 Citizenship
Reviewed 4/15	602.22 Academic Freedom
Reviewed 4/15	602.23 Open Enrollment Transfers – Procedures as a Receiving District
Reviewed 4/15	602.24 Open Enrollment Transfers – Procedures as a Sending District
Reviewed 4/15	602.25 Space Requirements for Open Enrollment, Attendance Center Exception Requests
Reviewed 4/15	602.26 Attendance Center Exception Requests
Revised 4/15	602.27 Selection of Instructional Materials
Revised 4/15	602.27 -R1 Administrative Regulations Regarding Selection of Instructional Materials
Revised 4/15	602.28 Instructional Materials Inspection
Reviewed 4/15	602.29 Objection to Instructional Materials
Reviewed 4/15	602.29-R Administrative Regulations Regarding Objection to Instructional Materials
Reviewed 4/15	602.29-E Reconsideration of Instructional Materials Request Form
	<b>603 INSTRUCTIONAL ARRANGEMENTS</b>
Reviewed 4/15	603.2 Class Grouping – Class Size

**905: Second Reading of 700 Policy Series – Auxiliary Services Motion 251-04-20 Exhibit 905.1**  
 Motion by Gadelha for the Board to approve the second reading of 700 Policy Series – Auxiliary Services. Second by Patterson. Voice vote. Motion unanimously approved.

**700 SERIES - AUXILIARY SERVICES**

	<b>701</b>	<b>TRANSPORTATION</b>
Reviewed 4/15	701.1	Local and State Transportation Regulations
Reviewed 4/15	701.2	Student Conduct on School Transportation
Reviewed 4/15	701.2-R1	Administrative Regulations Regarding Pupils Riding School Transportation
Reviewed 4/15	701.2-R2	Administrative Regulations Regarding Bus Video Monitoring Systems
Reviewed 4/15	701.3	Transportation of Non-School Groups
Reviewed 4/15	701.4	School Transportation Usage by Unassigned Students
Reviewed 4/15	701.5	Transportation of Non-Resident and Non-Public School Students
Reviewed 4/15	701.6	Student Transportation for Extracurricular Activities
Reviewed 4/15	701.7	Summer Programs Bus Service
Reviewed 4/15	701.8	Transportation Insurance Program
Reviewed 4/15	701.10	School Bus Safety Instructions
Reviewed 4/15	701.11	Transportation in Inclement Weather and Emergency Situations
Reviewed 4/15	701.12	Use of School District Vehicles and Fuel
Reviewed 4/15	701.13	District Vehicle Idling
	<b>702</b>	<b>NUTRITION SERVICES PROGRAM</b>
Revised 4/15	702.1	Nutrition Services Program
Reviewed 4/15	702.4	Eligibility for Free or Reduced Cost Meals
Reviewed 4/15	702.4-R	Administrative Regulations Regarding Free or Reduced Price Lunches
Reviewed 4/15	702.5	Vending Machines

**1000: NEW BUSINESS**

**1001: First Reading of 800 Policy Series – Business Procedures Motion 252-04-20 Exhibit 1001.1**  
 Motion by Patterson for the Board to approve the first reading of the 800 Policy Series – Business Procedures. Second by Gadelha. Voice vote. Motion unanimously approved.

**800 SERIES - BUSINESS PROCEDURES**

	<b>801</b>	<b>FISCAL MANAGEMENT</b>
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
	<b>802</b>	<b>INCOME</b>
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
<b>803</b>	<b>EXPENDITURES</b>	
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
<b>804</b>	<b>REPORTS</b>	
Reviewed 5/15	804.1	Financial Reports and Statements
Reviewed 5/15	804.2	Treasurer's Annual Report
Revised 5/15	804.3	Audits
<b>805</b>	<b>RECORDS</b>	
Reviewed 5/15	805.1	Bonds for Officers and Employees
Revised 5/15	805.2	Care, Maintenance and Disposal of School District Records
<b>806</b>	<b>BUSINESS MANAGEMENT</b>	
Revised 5/15	806.1	Insurance Program and Review
<b>807</b>	<b>EMERGENCY PLANS</b>	
Reviewed 5/15	807.1	Response Plan, Radiological Emergency

1002: Approval of 2015-16 Fee Schedule **Motion 253-04-20** *Exhibit 1002.1*  
Motion by Hutcheson for the Board to approve the 2015-16 student fee schedule as presented. Second by Patterson. Anderson stated that the family student supply lists have been pared down and the change in student fees will be communicated to parents/guardians. Anderson also reported that the District has asked for an exemption to not increase meal fees. Voice vote. Motion unanimously approved.

1003: Approval of Bid for Excelsior Gym Floor Renovation **Motion 254-04-20** *Exhibit 1003.1*  
Motion by Patterson for the Board to approve the bid from Tricon Construction for floor replacement of the Excelsior Middle School auxiliary gymnasium in the amount of \$108,900.00. Second by Hutcheson. Voice vote. Motion unanimously approved.

1004: Update on FY16 Enrollment Projections & Open Enrollment Requests *Exhibit 1004.1*  
Deputy Superintendent Dirk Halupnik updated the Board on enrollment projections and open enrollment requests for the 2015-16 school year. The number of open enrollment requests for 2015-16 is currently 98. The number may still increase until September 1<sup>st</sup> which is the kindergarten open enrollment request deadline.

**1005: Approval of Open Enrollment Requests Motion 255-04-20**

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

**Open Enroll IN for 2015-16**

<b>Name</b>	<b>Grade</b>	<b>Residing District</b>	<b>Reason</b>
Adams, Evan	K	Cedar Rapids	On Time
Allamand, Jadyen	7	Marion	On Time
Anderson, Jack	K	Cedar Rapids	On Time
Baer, Ella	K	Cedar Rapids	On Time
Baker, Ayden	6	Marion	On Time
Ballard, Ellie	K	Marion	On Time
Bell, Delaney	K	Cedar Rapids	On Time
Bierman, Draden	K	Center Point-Urbana	On Time
Brown, Brendan	5	Alburnett	On Time
Bruce, Kaylee	10	Marion	On Time
Burbridge, Brielle	K	Cedar Rapids	On Time
Burgin, William	K	Marion	On Time
Cantonwine, Joseph	9	Marion	On Time
Close, Brandon	10	Springville	On Time
Close, Emma	5	Springville	On Time
Close, Sarah	3	Springville	On Time
Cunningham, Ajiyah	5	Marion	On Time
Cunningham, Diamond	4	Marion	On Time
Cunningham, Jaquan	5	Marion	On Time
Danavulapati, Murari	K	Cedar Rapids	On Time
Darrow, Wyatt	K	Marion	On Time
Denton, Riot	K	Cedar Rapids	On Time
Dowling, Kamden	K	Cedar Rapids	On Time
Dunkelberger, Brody	K	Cedar Rapids	On Time
Fassler, Taylor	11	College Community	On Time
Feight, Gracey	K	Marion	On Time
Felton, Nora	K	Springville	On Time
Ferreter, Maxwell	K	Cedar Rapids	On Time
Fillner, Karson	K	Cedar Rapids	On Time
Fletcher, Eli	K	Cedar Rapids	On Time
Fritcher, Sawyer	K	Olin	On Time
Gahlavi, Sarvagya	K	Cedar Rapids	On Time
Gail, Hayden	K	College Community	On Time
Gorman, Reagan	9	Anamosa	On Time
Hamilton, James	K	Central City	On Time
Hancock, Boden	K	Marion	On Time
Handford, Payton	K	Marion	On Time
Hanson, Devyn	4	Mt. Vernon	On Time
Hanson, Isaiah	1	Mt. Vernon	On Time
Hooper, Logan	K	Central City	On Time

Name	Grade	Residing District	Reason
Johnson, Benjamin	1	Cedar Rapids	On Time
Johnson, Natalie	3	Cedar Rapids	On Time
Kennedy, William	1	Cedar Rapids	On Time
Kennedy, Zoe	5	Cedar Rapids	On Time
Ketcham, Aryanah	K	Cedar Rapids	On Time
Kiley, Victoria	K	Cedar Rapids	On Time
Krause, Cora	K	Cedar Rapids	On Time
Lewis, Emma	K	Cedar Rapids	On Time
Luke, Lauren	6	Central City	On Time
Matteson, Milo	K	Marion	On Time
McCoy, Finnigan	K	Cedar Rapids	On Time
Mueller, Reed	K	Cedar Rapids	On Time
Mulnik, Leah	K	Cedar Rapids	On Time
Nguyen, Erich	2	Cedar Rapids	On Time
Nguyen, Patrick	1	Cedar Rapids	On Time
Nieuwsma, Mason	3	Cedar Rapids	On Time
Offerman, Elliot	K	Cedar Rapids	On Time
Ohr, Rigley	K	Cedar Rapids	On Time
Pohlman, Caroline	K	Marion	On Time
Printy, Carly	8	Cedar Rapids	On Time
Printy, Jared	12	Cedar Rapids	On Time
Qerimi, Mbresa	K	Marion	On Time
Rausch, Charli	K	Alburnett	On Time
Rhatigan, Jaedyn	K	Marion	On Time
Richards, Grace	6	West Delaware	On Time
Rosdail, Tanner	9	Springville	On Time
Scholl, Gwendolynne	K	Cedar Rapids	On Time
Severson, Elysia	8	Belle Plain	On Time
Severson, Isabella	6	Belle Plain	On Time
Simmons, Brooklyn	K	Cedar Rapids	On Time
Smith, Noah	K	Cedar Rapids	On Time
Stagg, Kiara	K	Cedar Rapids	On Time
Star, Semanje	9	Cedar Rapids	On Time
Steffen, Logan	4	Cedar Rapids	On Time
Techau, Maxson	11	Cedar Rapids	On Time
Thomas, Ashtyn	6	Cedar Rapids	On Time
Thotapalle, Sreekar	K	Cedar Rapids	On Time
Timmerman, John	K	Clear Creek Amana	On Time
Trawick, Alyah	8	Marion	On Time
Vorobtsov, Jadon	1	Springville	On Time
Vorobtsov, Natalia	4	Springville	On Time
Washington, Andre	9	Marion	On Time
Wasson, Blake	K	College Community	On Time
Watts, Isabel	K	Marion	On Time

Name	Grade	Residing District	Reason
Wendt, Lily	1	Cedar Rapids	On Time
Wenzel, Camille	K	Cedar Rapids	On Time
White, Jahmel	K	Marion	On Time
Williams, Cole	8	Cedar Rapids	On Time
Williams, Connor	4	Cedar Rapids	On Time
Williams, Corrin	6	Cedar Rapids	On Time
Wilson, Faith	8	Cedar Rapids	On Time
Wilson, Rueben	9	Cedar Rapids	On Time
Winkle, Lindsey	5	Cedar Rapids	On Time
Winkle, Sarah	5	Cedar Rapids	On Time
Zimmerman, Carson	K	Central City	On Time

### **Denied IN for 2015-16**

Name	Grade	Residing District	Reason
Burns, Isaiah	3	Cedar Rapids	Late OE, No Good Cause
Steffen, Jaxon	1	Cedar Rapids	No room in program
Willmott, Anthony	1	Cedar Rapids	Late OE, No Good Cause

## **1100: CONSENT AGENDA**

### **1101: Personnel**

#### ***Certified Staff Assignment – Reassignment – Transfer***

Name	Assignment	Dept. Action	Salary Placement
Beckler, Miranda	WE: Student Support Services Teacher	August 14, 2015	BA Step 1
Bisgard, Shannon	LRC: Associate Superintendent	July 1, 2015	\$130,000/yr
Cline, Sheryl	HS: Guidance Counselor	August 1, 2015	MA Step 4
Nissen, Lisa	HS: Student Support Services Teacher	August 14, 2015	MA+15 Step 17
Rupe, Angela	BW: Student Support Services Teacher	August 14, 2015	BA+24 Step 4
Thilges, Christopher	HS: Art Teacher	August 14, 2015	BA Step 9
Thurston, Jennifer	HS: Guidance Counselor	August 1, 2015	MA Step 3
Wherry, Daniel	EH: Student Support Services Teacher	August 14, 2015	BA Step 1
Wiley, Sally	BW: Counselor	August 1, 2015	MA Step 9

#### ***Classified Staff Assignment – Reassignment – Transfer***

Name	Assignment	Dept. Action	Salary Placement
Sterns, Kenni	AC – Aquatic Instructor	April 6, 2015	\$12.00/hr

#### ***Classified Staff Resignation***

Name	Assignment	Dept. Action	Reason
Anders, Jacklen	OR: NS General Help	April 2, 2015	Personal
Jared, Amy	Success: Student Support Associate	May 15, 2015	Personal
Jared, Scott	Success: Student Support Associate	May 15, 2015	Personal

#### ***Extra-Curricular Positions Resignation***

Name	Assignment	Dept. Action	Reason
Gass, Ryan	HS: Assistant Varsity Boys Golf Coach	April 6, 2015	Personal

### **1102: Approval of Minutes from April 6, 2015**

*Exhibit 1102.1*

1103: Approval of Bills

*Exhibit 1103.1*

1104: Approval of Contracts

*Exhibits 1104.1-5*

- 1) Memorandum of Understanding with Junior Achievement of Eastern Iowa for the 2015-16 school year.
- 2) Indemnity Agreement with Rockwell Collins to use the Rockwell Collins Recreation Center (800 Collins Rd) on Saturday, May 16<sup>th</sup> and Sunday, May 17<sup>th</sup>, 2015 for the High School Post Prom Party.
- 3) Cooperative Agreement for Pre-Service Clinical Placement with the University of Northern Iowa for 2015-16.
- 4) Memorandum of Understanding for Professional Development School Partnership between Mt Mercy University and Bowman Woods Elementary for 2015-16.
- 5) Student Teaching/Field Experience Agreement with Cornell College, Mt Vernon, Iowa for the 2015-16 school year.

~~1105: Approval of Fundraising Requests~~ **REMOVED**

*~~Exhibit 1105.1~~*

- ~~1) High School JV Poms carwash to be held on June 6<sup>th</sup>, July 11<sup>th</sup>, and August 22<sup>nd</sup> to raise funds to purchase new dance tops for football and basketball games.~~

1106: Board Information

*Exhibit 1106.1*

- 1) School Finance Report for March 2014
- 2) Cash Balance Report for March 2014
- 3) School Finance Report for March 2015
- 4) Cash Balance Report for March 2015

1107: Items Removed from the Consent Agenda for Separate Action **Motion 256-04-20**

Question raised about the fundraising request being presented outside Board policy deadline and request to remove it from the Consent Agenda. Motion by Buchholz for the Board to remove *Item 1105: Approval of Fundraising Requests* from the Consent Agenda. Second by Hutcheson. Voice vote. Motion unanimously approved.

1108: Approval of the Consent Agenda **Motion 257-04-20**

Motion by Buchholz for the Board to approve the Consent Agenda with the removal of Item 1105: Approval of Fundraising Requests. Second by Hutcheson. Voice vote. Motion unanimously approved.

**1200 COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS**

1201: Communications

- Drake Relays are April 22-26, 2015.
- Linn-Mar Robotics qualified two teams for the FIRST World Championships to be held in St Louis, Missouri, April 22-25.
- Linn-Mar Girls Soccer earned #1 in the Class 3A rankings.

1202: Calendar

Date	Time	Event	Location
April 21 <sup>st</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
April 23 <sup>rd</sup>	5:30 PM	Marion City Council	Marion City Hall
April 27 <sup>th</sup>	5:30 PM	Construction Advisory	LRC Board Room

Date	Time	Event	Location
April 28 <sup>th</sup>	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
April 28 <sup>th</sup>	5:30 PM	Technology Advisory	LRC Board Room
April 29 <sup>th</sup>	4:30 PM	Special Education Advisory	LRC Conf Rm 304/305
April 29 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm
Date	Time	Event	Location
May 4 <sup>th</sup>	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
May 4 <sup>th</sup> -8 <sup>th</sup>		Teacher Appreciation Week	
May 4 <sup>th</sup> -8 <sup>th</sup>		School Board Recognition Week	
May 5 <sup>th</sup>	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
May 5 <sup>th</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
May 6 <sup>th</sup>	5:00 PM	Career & Technical Education	LRC Board Room
May 7 <sup>th</sup>	5:30 PM	Marion City Council	Marion City Hall
May 11 <sup>th</sup>	7:30 AM	LM Staff Recognition Celebration	HS Auditorium
May 11 <sup>th</sup>	5:00 PM	Board/Superintendent Retreat	LRC Board Room
May 13 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm
May 14 <sup>th</sup>	9:00 AM	ERMA Committee	LRC
May 16 <sup>th</sup>	8:30 AM	Coffee Conversation	Novak Elementary
May 18 <sup>th</sup>	5:00 PM 7:00 PM	Board Work Session Board Regular Session	LRC Board Room
May 19 <sup>th</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
May 20 <sup>th</sup>	4:00 PM	District Retirement Reception	LRC Board Room
May 21 <sup>st</sup>	12:00 PM	100 Hour Volunteer Reception	Lowe Park
May 21 <sup>st</sup>	5:30 PM	Marion City Council	Marion City Hall
May 24 <sup>th</sup>	1:00 PM	Graduation	US Cellular Center
May 25 <sup>th</sup>		No School – Memorial Day	
Date	Time	Event	Location
June 2 <sup>nd</sup>		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 258-04-20

Motion by Buchholz to adjourn the regular session at 8:46 PM. Second by Hutcheson. Voice vote. Motion unanimously approved.

\_\_\_\_\_  
Tim Isenberg, Board President

\_\_\_\_\_  
Angie Morrison, Board Secretary

## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
<b>Fund: Aquatic Center</b>		
BMO MASTERCARD	GENERAL SUPPLIES	\$228.21
CEDAR RAPIDS AQUATICS ASSOCIATION	GENERAL SUPPLIES	\$440.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$5,639.06
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$98.50
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$421.07
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$98.50
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$421.07
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$311.92
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES	\$397.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$244.38
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$366.77
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$0.71
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$0.56
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$65.66
SPLASH MULTISPORT	GENERAL SUPPLIES	\$116.00
TREASURER ST OF IA	STATE INCOME TAX	\$89.00
UNIVERSITY OF IA	GENERAL SUPPLIES	\$906.00
<b>Fund Total:</b>		<b>\$9,844.41</b>
<b>Fund: GENERAL</b>		
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$407.56
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$1,210.98
ALBERTSON JIM	OFFICIAL/JUDGE	\$65.00
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$40.00
AMERICAN SPECIALTIES	OTHER PROFESSIONAL	\$262.26
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$1,895.00
ART CRAFT STUDIO	INSTRUCTIONAL SUPPLIES	\$235.40
BALBOA CAPITAL CORPORATION	INSTRUCTIONAL SUPPLIES	\$218.70
BARNES & NOBLE	GENERAL SUPPLIES	\$55.94
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$172.83
BARNES & NOBLE	LIBRARY BOOKS	\$515.28
BEGNAUD EMILY	OTHER PROFESSIONAL	\$1,710.00
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$152.68
BMO MASTERCARD	COMPUTER SOFTWARE	\$1,139.32
BMO MASTERCARD	EQUIPMENT >\$1999	\$2,741.09
BMO MASTERCARD	GENERAL SUPPLIES	\$2,266.74
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$8,102.76
BMO MASTERCARD	LIBRARY BOOKS	\$317.88
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$464.46
BMO MASTERCARD	PROF SERV: EDUCATION	\$182.00
BMO MASTERCARD	REPAIR PARTS	\$529.75
BMO MASTERCARD	STAFF WORKSHOP/CONF	\$594.05
BMO MASTERCARD	TECH REPAIRS	\$35.55
BMO MASTERCARD	TRAVEL	\$862.86
BRIGHTLINES PAPER	INSTRUCTIONAL SUPPLIES	\$40.75



# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
C.J. COOPER & ASSOCIATES	PHYSICALS	\$90.00
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$381.75
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$428.83
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$544.16
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$175.47
CEDAR RAPIDS ICE ARENA	INSTRUCTIONAL SUPPLIES	\$150.00
CEDAR RAPIDS TOOL & DIE	INSTRUCTIONAL SUPPLIES	\$111.00
CENTURYLINK	TELEPHONE	\$1,947.11
COLLECTION	EE LIAB-GARNISHMENTS	\$1,350.79
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$25.00
DEMCO	GENERAL SUPPLIES	\$300.19
FAMILY VIDEO	FACILITY RENTAL	\$3,422.85
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$116.02
FAREWAY STORES	MAINTENANCE SUPPLIES	\$131.28
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,467,472.24
FASTENAL COMPANY	GENERAL SUPPLIES	\$184.19
FEDEX	GENERAL SUPPLIES	\$9.70
FEDEX	INSTRUCTIONAL SUPPLIES	\$109.07
FEDEX	TECH REPAIRS	\$16.74
FISHER SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$56.70
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$637.92
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$37,638.41
GRANT WOOD AEA	STAFF WORKSH/CONF	\$1,245.00
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$198.00
HOUGHTON MIFFLIN HARCOURT	GENERAL SUPPLIES	\$116.64
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$47.48
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,133.55
ICDA, INC	INSTRUCTIONAL SUPPLIES	\$56.00
INDIAN CREEK NATURE CENTER	INSTRUCTIONAL SUPPLIES	\$304.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$52,146.19
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$222,970.29
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$52,146.19
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$222,970.29
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$382,012.84
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$279.10
INVOLTA	OTHER TECH SER	\$345.00
IOWA DEPT OF REVENUE	EE LIAB-GARNISHMENTS	\$527.89
IOWA DEPT OF REVENUE - ADMIN WAGE LEVY	EE LIAB-GARNISHMENTS	\$589.65
IOWA FIRE PROTECTION	MAINTENANCE SUPPLIES	\$285.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$247,461.26
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$371,399.71
IOWA SHARES	EE LIAB-CHARITY	\$28.00
JOHNSON CONTROLS	REPAIR PARTS	\$277.85
JVA MOBILITY	EQUIPMENT >\$1999	\$2,725.00
KAPLAN EARLY LEARNING CO	INSTRUCTIONAL SUPPLIES	\$122.99

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$191.98
LAMINATOR.COM	INSTRUCTIONAL SUPPLIES	\$104.95
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$97.00
LETTER PERFECT	GENERAL SUPPLIES	\$1,089.30
LIFELINE AMPLIFICATION SYSTEMS	INSTRUCTIONAL SUPPLIES	\$141.00
LINN CO-OP OIL	GASOLINE	\$31,242.14
LINN COUNTY SHERIFF	EE LIAB-GARNISHMENTS	\$2,597.35
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$220.17
LMEA	EE LIAB-UNION DUES	\$12,794.79
MACGILL WILLIAM	INSTRUCTIONAL SUPPLIES	\$240.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,361.47
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$10,775.17
MAKA BLIND COMPANY	GENERAL SUPPLIES	\$730.00
MARION TIMES	ADVERTISING	\$851.10
MAYER-JOHNSON LLC	INSTRUCTIONAL SUPPLIES	\$343.75
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$275.25
MERCY EAP SERVICES	OTHER PROFESSIONAL	\$952.00
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$364.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$13,177.07
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$338,812.82
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18,180.00
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$20,382.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$15,427.72
MID AMERICAN ENERGY	NATURAL GAS	\$24,821.80
MIDWEST COMPUTER PRODUCTS	EQUIPMENT >\$1999	\$2,430.81
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$6,013.00
MIDWEST WHEEL	TRANSP. PARTS	\$270.16
NASCO	INSTRUCTIONAL SUPPLIES	\$42.65
ORIENTAL TRADING CO	INSTRUCTIONAL SUPPLIES	\$86.97
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$270.00
PAETEC	TELEPHONE	\$436.98
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$211.74
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$390.44
PERFECTION LEARNING CORPORATION	LIBRARY BOOKS	\$561.71
PET'S PLAYHOUSE	INSTRUCTIONAL SUPPLIES	\$7.56
PFAFF, JESSI	GENERAL SUPPLIES	\$83.72
PIONEER VALLEY EDUCATIONAL PRESS	INSTRUCTIONAL SUPPLIES	\$110.00
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$125.28
PLUMBERS SUPPLY COMPANY	HEAT/PLUMBING SUPPLY	\$878.98
PLUMBERS SUPPLY COMPANY	REPAIR PARTS	\$428.78
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$2,383.24
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$5,454.21
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$203.94
QUINN STORAGE	FACILITY RENTAL	\$75.00
RADIO COMMUNICATIONS CO	REPAIR PARTS	\$57.27

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
RECKER, LATICIA	MISC REVENUE	\$14.00
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$81.47
REPUBLIC SERVICES OF IOWA	INSTRUCTIONAL SUPPLIES	\$40.00
ROE SCHOOLWORKS	STAFF WORKSH/CONF	\$225.00
SADLER POWER TRAIN	TRANSP. PARTS	\$254.20
SCHLEGEL SCOTT	OFFICIAL/JUDGE	\$65.00
SCHOLASTIC BOOK CLUBS	LIBRARY BOOKS	\$20.00
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$577.50
SCHOOL MATE	INSTRUCTIONAL SUPPLIES	\$1,023.75
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$1,116.86
SEIU LOCAL 199	EE LIAB-UNION DUES	\$661.32
SITSPOTS	INSTRUCTIONAL SUPPLIES	\$18.87
SOUND CONCEPTS INC	EQUIPMENT REPAIR	\$2,773.03
SOUND CONCEPTS INC	GENERAL SUPPLIES	\$720.97
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$12.50
STUDIO NEAT, LLC	INSTRUCTIONAL SUPPLIES	\$763.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,091.80
SUPERSKATE	INSTRUCTIONAL SUPPLIES	\$242.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$3,923.07
TREASURER ST OF IA	STATE INCOME TAX	\$164,065.10
U.S. TOY CO	INSTRUCTIONAL SUPPLIES	\$621.94
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$276.45
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$741.26
VEIT ANDREW	PROF SERV: EDUCATION	\$200.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$59,017.70
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$8,157.45
WAGE WORKS	EE LIAB-FLEX HEALTH	\$9,464.16
WALMART	INSTRUCTIONAL SUPPLIES	\$677.63
WELTER STORAGE EQUIPMENT CO INC	INSTRUCTIONAL SUPPLIES	\$72.00
<b>Fund Total:</b>		<b>\$4,876,519.48</b>
<b>Fund: MANAGEMENT LEVY</b>		
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT COMP	\$647.28
TRUENORTH COMPANIES, LC	BLDG/PROPERTY INS	\$4,960.00
<b>Fund Total:</b>		<b>\$5,607.28</b>
<b>Fund: NUTRITION SERVICES</b>		
BMO MASTERCARD	GENERAL SUPPLIES	\$64.42
CAPITAL SANITARY	GENERAL SUPPLIES	\$57.80
EMS DETERGENT SERVICES	CLEANING PRODUCTS	\$1,935.25
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$48,164.12
FRUITZEN LLC	PURCHASE FOOD	\$50.00
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$138.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,028.96
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,399.65
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,028.96
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,399.65

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$6,121.04
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$7,494.25
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$11,247.68
JC'S TOWING LLP	REPAIR/MAINT SERVICE	\$160.00
KELLY GREEN MOTORS	RENTALS EQUIPMENT	\$264.25
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$135.32
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$182.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$143.71
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$11,649.34
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$812.04
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$139.94
SNAI	MEETING EXP/SERVICES	\$735.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$103.30
TREASURER ST OF IA	STATE INCOME TAX	\$2,283.65
U.S. DEPARTMENT OF TREASURY--FMS	EE LIAB-GARNISHMENTS	\$100.63
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$50.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$4,040.00
WAGE WORKS	EE LIAB-FLEX HEALTH	\$0.00

**Fund Total: \$106,928.96**

### Fund: PHY PLANT & EQ LEVY

DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
GRAINGER	EQUIPMENT REPAIR	\$725.90
IOWA DIRECT EQUIP & APPRAISAL	CONSTRUCTION SERV	\$1,500.00
TIME CLOCK PLUS	COMPUTER SOFTWARE	\$6,600.00
TYLER TECHNOLOGIES INC	COMPUTER SOFTWARE	\$500.00
WELTER STORAGE EQUIPMENT CO INC	REPAIR/MAINT SERVICE	\$950.00

**Fund Total: \$14,800.90**

### Fund: Pool 10 Million Issue and 2013 10M Issue

SOIL-TEK	CONSTRUCTION SERV	\$275.00
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**Fund Total: \$275.00**

### Fund: PUB ED & REC LEVY

FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,444.26
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$28.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$123.58
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$28.90
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$123.58
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$187.16
IOWA DIRECT EQUIP & APPRAISAL	CONSTRUCTION SERV	\$2,490.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$135.61
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$203.53
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.74
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$22.44
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$401.50

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$18.18
TREASURER ST OF IA	STATE INCOME TAX	\$78.21
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$22.50
<b>Fund Total:</b>		<b>\$5,317.59</b>

### Fund: STUDENT ACTIVITY

AL YASSERI KADHUM	OFFICIAL/JUDGE	\$110.00
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$182.12
B & H PHOTO	INSTRUCTIONAL SUPPLIES	\$1,499.00
BEGNAUD EMILY	INSTRUCTIONAL SUPPLIES	\$250.00
BMO MASTERCARD	DUES AND FEES	\$99.00
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$4,558.43
BMO MASTERCARD	TRAVEL	\$6,344.45
BOEHM ROMAN	OFFICIAL/JUDGE	\$110.00
BURESH RENTAL	INSTRUCTIONAL SUPPLIES	\$314.00
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$319.00
DODGE JOHN	OFFICIAL/JUDGE	\$105.00
DRAKE UNIVERSITY	DUES AND FEES	\$330.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$78.86
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,711.17
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$189.60
GROSH SCENIC RENTALS INC	INSTRUCTIONAL SUPPLIES	\$513.00
HADZALIC HARIS	OFFICIAL/JUDGE	\$110.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$20.00
HANCOCK FABRICS-8011	INSTRUCTIONAL SUPPLIES	\$473.47
HANSEN PEGGY	INSTRUCTIONAL SUPPLIES	\$40.47
HARTKE HAROLD	OFFICIAL/JUDGE	\$110.00
HAZIM AL-YASIRI	OFFICIAL/JUDGE	\$110.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,115.88
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$31.17
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$133.28
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$31.17
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$133.28
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$168.10
IOWA FBLA-9400	INSTRUCTIONAL SUPPLIES	\$49.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$168.63
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$253.07
JANDIK DEAN	OFFICIAL/JUDGE	\$110.00
KCKK-FM	INSTRUCTIONAL SUPPLIES	\$180.00
KEITH M MERRICK CO INC	INSTRUCTIONAL SUPPLIES	\$1,125.39
KLESNER STACY	INSTRUCTIONAL SUPPLIES	\$50.00
LEVEL 10	INSTRUCTIONAL SUPPLIES	\$4,267.50
LIDS TEAM SPORTS	INSTRUCTIONAL SUPPLIES	\$243.00
LINN-MAR FOUNDATION	INSTRUCTIONAL SUPPLIES	\$160.00
MAKE MUSIC INC	INSTRUCTIONAL SUPPLIES	\$140.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$103.78

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/17/2015 - 04/30/2015

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
MERCY MEDICAL CENTER	INSTRUCTIONAL SUPPLIES	\$3,200.00
MERRITT TEATHER	INSTRUCTIONAL SUPPLIES	\$50.00
MOODIE MONUEIR	OFFICIAL/JUDGE	\$95.00
NEFF	INSTRUCTIONAL SUPPLIES	\$1,529.55
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$30.49
PORTO'JONNY	INSTRUCTIONAL SUPPLIES	\$339.00
PRECISION PRO GOLF COMPANY	INSTRUCTIONAL SUPPLIES	\$1,055.78
SANDERS KIM	INSTRUCTIONAL SUPPLIES	\$50.00
SATTERLEE SHANNA	INSTRUCTIONAL SUPPLIES	\$50.00
SCHULTZ SCOTT	OFFICIAL/JUDGE	\$200.00
SOUNDS LIKE THAT, INC	INSTRUCTIONAL SUPPLIES	\$350.00
TENNIS SERVICES OF IOWA	INSTRUCTIONAL SUPPLIES	\$550.59
THADEN COURTNEY	OFFICIAL/JUDGE	\$110.00
TREASURER ST OF IA	STATE INCOME TAX	\$72.95
TRIBBLE ALAN	OFFICIAL/JUDGE	\$95.00
UCA/UDA- SUMMER CAMPS	INSTRUCTIONAL SUPPLIES	\$4,900.00
UDA RESORT/HOTEL CAMPS	INSTRUCTIONAL SUPPLIES	\$1,000.00
URBANDALE HIGH SCHOOL	DUES AND FEES	\$140.00
VOSATKA MICHAEL	OFFICIAL/JUDGE	\$105.00
WALMART	INSTRUCTIONAL SUPPLIES	\$119.63
WILWERT NICHOLAS	INSTRUCTIONAL SUPPLIES	\$150.00
WOOD ERIC	OFFICIAL/JUDGE	\$110.00
ZIO JOHN'S	INSTRUCTIONAL SUPPLIES	\$1,124.50
<b>Fund Total:</b>		<b>\$41,468.31</b>
<b>Fund: Student Store</b>		
SPIRIT PRODUCTS LTD	GENERAL SUPPLIES	\$741.25
<b>Fund Total:</b>		<b>\$741.25</b>
<b>Grand Total:</b>		<b>\$5,061,503.18</b>

End of Report

# ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

Exhibit 1104.1

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.

## 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>Kim Buel</i>	Date	4/14/15
District Administrator Approval		<i>RICK A. IRONSIDE</i>	Date	4/15/15
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



**Field Trip Request**  
**High School Music Department trip to Florida**  
**March 11-17, 2016**  
**Submitted by Steve Stickney, Director of Bands**

**Purpose:**

Provide the opportunity for all grades 10-12 band, orchestra and choir students to travel as a group to Orlando, Florida and participate in the "Your Instrumental" Workshops.

- Through participation in the workshops students would learn how to get the most out of their rehearsals and learn how to execute a pitch-perfect performance as they hone their sight-reading skills under the guidance of an experienced Disney clinician in this 2 1/2-hour workshop designed for middle, junior high and high school bands and orchestras.

Groups will examine the skills, attitudes and priorities essential to musical excellence and culminate with a very special finale: a recording of your ensemble performing Disney music accompanied by footage from a classic Disney animated film!

Performers would work toward musical and technical proficiency in a real recording studio environment as they:

- Sight-read arrangements of Disney music ranging from grade 1.5 to grade 4
- Incorporate accuracy and expressiveness to maximize rehearsal productivity
- Emphasize intonation, balance and tone quality and follow the conductor's interpretation.
- Discuss the requirements of a studio recording environment and what is expected of performers.
- Experience the excitement of the world of a professional studio musician.

Additional benefits for our students would include learning how to be responsible for oneself on an extended trip in a group travel experience.

**Pre-Planning:**

Attached is a tentative itinerary that has been refined over several years of traveling to Florida by the directors to maximize the educational benefits of group travel, and the unique musical experiences students receive through the Disney workshops.

**Follow-up:**

Skills gained through this trip experience fit with the "Universal Constructs deemed essential for 21<sup>st</sup> Century Success" that are in the current draft of the Iowa Core Companion for Fine Arts Alignment with Iowa Core Universal Constructs for Instrumental Music and Vocal Music ~ Grades 5 - 12

- Critical Thinking
- Complex Communication
- Creativity
- Collaboration
- Flexibility and Adaptability

- Productivity and Accountability

It is our intent that this experience will provide many life lessons that will be valuable both in and out of the class room.

**Assessment:**

Assessments of student and ensemble success will continue to be done using the musical and technical proficiency outlined in the workshop experience.

**Funding:**

The trip is not a mandatory requirement for participation in ensemble classes. We currently have two yearly district approved fundraisers that are available for students to use towards the cost of the trip.

**Common Experience:**

Please refer to the "Universal Constructs deemed essential for 21<sup>st</sup> Century Success" regarding what expectations the directors have with common experiences that all students should gain through their participation.

**Multi-disciplinary:**

Please refer to the "Universal Constructs deemed essential for 21<sup>st</sup> Century Success" regarding skill development that are relevant in all curricular areas.



MEMORANDUM OF UNDERSTANDING  
BETWEEN  
Linn-Mar Community School District and



Exhibit 1105.2

**Workplace Learning Connection (WLC) agrees to:**

- **PROVIDE** high quality, age-appropriate, relevant, work-based learning Career Exploration activities for the District's K-12 students
- **PROVIDE** middle/junior high and senior high school student services based on school population for establishing equity of support among the districts; elementary school programs will be charged at a per service rate
- **PROVIDE** a report of services rendered annually to the administration
- **COLLABORATE** with the District /School as it develops a Career Development Plan
- **COLLABORATE** with Grant Wood AEA and/or Kirkwood Community College to provide high quality work-based learning/career development credit-bearing Professional Development activities for educators

Workplace Learning Connection signature

Date

**I, representing the District in regard to Career Development Planning, agree to:**

- **IDENTIFY** WLC as the designated, single point of contact for work-based learning for student and teacher exploration and experience of career and workforce issues
- **ALLOW** access to the school community via website and school publications for WLC/District activities
- **PROVIDE** awareness of the elective, academic internship and/or practicum through the school's Program of Studies and award appropriate school credit for participation

**At the Building level, with the Principal and Administrative Team:**

- **ENSURE** access to and equity of student and staff participation in Career Exploration experiences
- **PROVIDE** an appropriate contact(s) for WLC within the district or school building(s); preferably in Guidance
- **PROMOTE** flexibility in school scheduling to accommodate Career Development activities

**At the school contact level, in partnership with WLC School Liaison:**

- **PROVIDE** student preparation & follow-up for Career Development activities
- **ADHERE** to the activity request and scheduling dates/deadlines and to participation compliance policies

To sustain the intermediary functions of Workplace Learning Connection, in partnership with employers and the community, each school district is asked to provide funding through the following formula:

Budget line item for *Career Development Activities* based on the  
2014-2015 Enrollment reported to Iowa Department of Education:

Elementary				Fees per Service
Middle/Junior (6-8)	@\$3/student	X 1,626 students	=	\$ 4,878.00
High School	@\$5/student	X 2,087 students	=	\$ <u>10,435.00</u>
<b>Total for 2015-2016</b>				<b>\$ 15,313.00</b>
				(Invoiced 07/2015)

Fees for Services may be assessed, with prior notice, for "Out of School Time" programming.

Our endorsement will enable Workplace Learning Connection to fulfill the goals of regional communication and coordination of work-based learning experiences and support school districts, employers, and communities in local collaborative efforts.

Superintendent/Designee signature

Date

Signed copies of this document will be provided to each building principal in the District by Workplace Learning Connection.





## HOST CONTRACT

Effective April 17, 2015, Linn-Mar Community Schools ("Host") and Marzano Research LLC ("Marzano Research") agree that Marzano Research will provide an Associate to disseminate information to Host in exchange for \$6,500.00 (USD). The parties agree as follows:

1. **Services:** Marzano Research agrees to provide a speaker, Phil Warrick ("Associate"), to disseminate information for Host on the topic of *Formative Assessment & Standards-Based Grading* on 08/19/2015.
2. **Compensation:** Host will pay Marzano Research a total contract amount of \$6,500.00 (USD). Host will pay Marzano Research a non-refundable deposit of 20% of the total contract amount, \$1,300.00 (USD), which will be applied toward payment of the total contract amount and invoiced immediately upon executing this Contract. The remaining contract balance of \$5,200.00 (USD) will be invoiced upon completion of the services. Host will provide a purchase order for the total contract amount immediately upon entering the contract. Host agrees to reimburse any expenses incurred by Marzano Research that result from Host's delay in providing a purchase order. All payments are due net 30 days from date of invoice. All late payments are subject to a Finance Charge of 1.5% monthly.
3. **Travel Arrangements and Expenses:** The total contract amount includes all travel, lodging, and other incidental expenses incurred by Associate.
4. **Intellectual Property:** Host acknowledges that Marzano Research or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with the services performed under this Agreement, and that no materials will be developed specifically for Host. Marzano Research or Associate shall retain all copyrights owned prior to entering this Agreement, and Host may not reproduce any materials not designated reproducible without the express written permission of Marzano Research. Host is responsible for the reproduction of all handouts and other print materials related to the services, and Host will notify the Associate directly of any deadlines for reproduction.
5. **Audio/Video Equipment:** Host will provide audio/video equipment and technical support for the sessions.
6. **Recording of Presentation:** All audio and video recording is prohibited.
7. **Confidentiality:** Marzano Research will keep confidential any information or data not generally known to the public it encounters in performing under this Contract. Marzano Research will require any subcontractors it may hire to keep such data confidential, and proof thereof will be made available upon Host's request.
8. **Termination:** If Host terminates this Contract within 90 days of the workshop for any reason but Force Majeure, Host shall reimburse Marzano Research for any reasonable business expenses incurred in anticipation of performance of this Contract that exceed the amount of the deposit. Marzano Research may terminate this Contract if Marzano Research has not received a purchase order within 30 days of the effective date of this Contract.
9. **Force Majeure:** If events beyond the parties' control, such as acts of God, disaster, war, curtailment or interruption of transportation facilities, acts of terrorism, State Department or other governmental or international agency travel advisory, civil disturbance, interruption or cessation of electrical power, strikes,

disease, epidemic, or any other cause beyond the parties' control which makes it impossible for to perform under this Contract, then Marzano Research agrees to offer services at a later date, provided such can be rescheduled with Host. Marzano Research shall have an affirmative duty to notify Host immediately of any circumstance or event that will prevent Marzano Research from performing under this Contract.

- 10. Indemnity:** Marzano Research shall indemnify and hold harmless Host from any and all claims, actions, costs, or liabilities arising from Marzano Research's negligent acts or omissions during the course of performance under this Contract, except those resulting from Host's negligence.
- 11. Notices:** All notices to be given under this Contract shall be sent by certified mail to Marzano Research LLC, 555 N. Morton St., Bloomington, Indiana 47404, and to Linn-Mar Community Schools, 2999 North 10th Street, Marion, IA 52302, or to such address as may be given by either party in writing. Notice shall be deemed given on the date of mailing.
- 12. Governing Law/Venue:** This Contract shall be deemed to have been made in the State of Indiana and shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Indiana, without regard to conflict of laws principles. Judicial proceedings regarding any matter arising under the terms of this Contract shall be brought solely in the federal or local courts of the State of Indiana.
- 13. Nature of Contract:** Host is engaging Marzano Research's services as an independent contractor, and nothing in this Contract shall be construed as an agreement for employment. This Contract is non-exclusive, and Marzano Research may enter into contracts with other parties for professional services similar to those set forth in this Contract.
- 14. Entire Contract:** This Contract and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Contract shall be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder shall not constitute a waiver of any provision of this Contract or of any subsequent default or breach of the same or a different kind.

This Contract is acknowledged and accepted by Host and Marzano Research:

\_\_\_\_\_  
Bob Read  
Linn-Mar Community Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Beth Watson  
Vice President, Business Development  
Marzano Research LLC

\_\_\_\_\_  
Date



## Fund Raising Request Form

Code 1005.4-E1

Exhibit 1106.1

Completed request forms for the 2014-15 school year are to be submitted to the office of the Exec. Director of Support Services, LRC, according to the following schedule:

Period of Fund Raising Activity	Request Due to the LRC	Board Mtg. Date
Aug 26—Dec 31, 2014	Aug 18, 2014	Aug 25, 2014
Jan 1—Apr 30, 2015	Nov 17, 2014	Dec 8, 2014
May 1—Aug 22, 2015	Mar 30, 2015	Apr 20, 2015

Building Name High School  
Sponsoring Group JV Poms

Grades PK-8: 3 (max) school sponsored & 3 (max) PTO sponsored

High School: 3(max) fund raisers per group:

Examples:  
fund raise for a trip, summer camp, poster sponsors, apparel sale, tournament, clinic, hosted event/performance

Description of Activity
<u>Car Wash</u>
Activity Date(s) <u>June 6, July 11, August 22</u>
Estimated Proceeds <u>\$15.00</u>

Contact Name Andrea Hutchinson  
Contact E-Mail ahutchinson@linnmar.k12.ia.us  
Contact Phone 319-360-3747  
District account used for this activity: 21.3209.1900.920.6696

All fund raising requests must state a "specific public purpose".  
What is the purpose and for what will the proceeds be used? *Be specific.*  
We want to raise funds to purchase new dance tops to be used at football and basketball games  
Information must be furnished in order to be approved\*

For High School requests, Activity Coordinator Initial and date here: Andrea Hutchinson

\* I am approving that this request is necessary to provide funds for the purpose described above.

Building Admin/Designee [Signature] 4/8/15  
Signature of Approval Date

Important Note: Fund Raising Summary Form is due 6 weeks after the activity ends. Proceeds should be spent during the year the funds were raised. All groups are required to submit an annual report by the end of the school year to the Exec. Director of Support Services office specifying how all fund raising proceeds were spent.

Date Request Was Received: 4.8.15 (SO)

Exec. Dir. Support Services Review Date: 4/8/15 RAI

Reviewed/Approved by School Board: \_\_\_\_\_