



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

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

**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION – WORK SESSION - MINUTES
AUGUST 11, 2014**

ATTENDEES:

- **Board:** Buchholz, Patterson, Wilson, Stark, Gadelha, Isenberg, Hutcheson
- **Administration:** Mulholland, Morrison, Jensen, Christian, Anderson, Ramos, Ironside
- **Absent:** Halupnik

CALL TO ORDER:

The Linn-Mar Community School District Board of Directors work sessions was called to order in the Linn-Mar Board Room of the Learning Resource Center (LRC) by Buchholz at 5:00 PM. Roll was taken and it was determined a quorum was present for the meeting.

REVISION AND/OR ADOPTION OF AGENDA: Motion: 013-08-11

Motion by Patterson that the Board adopt the work session agenda as presented. Second by Hutcheson. No discussion received. Voice vote. Motion unanimously approved.

WORK SESSION DISCUSSION/INFORMATION:

- 1) The Superintendent Search Committee, comprised of Stark, Gadelha, and Buchholz, shared an update on the search for a national firm to assist in the search for a superintendent to replace Mulholland upon her retirement on June 30, 2015. A tentative timeline for the process was also shared.

Discussion: Buchholz personally thanked Stark for her diligence in chairing the Superintendent Search Committee. The following updates were shared by the Search Committee:

- The search was for a national superintendent search firm so the pool of superintendent candidates would be national.
- Narrowed the pool of search firm candidates to five (5) and requested they submit a proposal of their process, timelines, and background on the firm's designated consultant that would be working with the Board on the hiring process.
- On July 25th, with help from Jeri Ramos, Executive Director of Technology, the Superintendent Search Committee (Stark, Gadelha, and Buchholz) held Skype interviews with each of the five firms' designated consultants.
- Firms interviewed were: G. Tryon & Associates, HYA Executive Search, Ray & Associates, Inc., School Exec Connect, and McPherson & Jacobson.
- After the Skype interviews, the Committee members individually rated/scored each firm interviewed, compared their ratings, and determined a final search firm candidate to recommend to the Board for hiring approval.

- Next steps: Committee will make a recommendation to Board during regular Board session to hire Hazard, Young, Attea & Associates (HYA) Executive Search. Advertising will begin immediately once search firm is hired. Search firm hired will attend August 25th work session to meet the Board and share in a Q&A session. A candidate profile will be developed by the search firm using input from four (4) focus groups.
- Focus Groups: Gadelha shared that the proposed, four (4) focus groups would consist of Linn-Mar administrators, staff, parents, students, and community members. Gadelha also shared the possibility of a fifth focus group made up from results submitted via an online survey from Linn-Mar residents. Gadelha clarified the Committee was not yet certain of the exact procedures to pick participants for the various focus groups and suggested that recommendations be discussed after the August 25th Q&A session.
- Timeline: All search firms interviewed shared that keeping the process rolling and search energy up helps the hiring process not only run smoother but more efficiently. The Committee's goal is to have a candidate chosen and a contract offered by January 1, 2015 with a start date of July 1, 2015. If the hiring of HYA Executive Search is approved by the Board during the regular session; they are optimistic that a candidate can be chosen and a contract offered before Thanksgiving; with a start date of July 1, 2015.
- Q&A Session: If Board approves the hiring of HYA Executive Search during the regular Board session; it is the goal of the Committee to have their designated consultant, Theodore S. Blaesing, Ph.D., meet with the Board during the work session on August 25th at 5:00 PM in the LRC Board Room for a Q&A session. Blaesing graduated with a Ph.D. from University of Iowa and earned his M.A. and B.A. from the University of Northern Iowa. Blaesing is an adjunct professor at the University of Minnesota and has worked in the educational field since 1973; including being a superintendent for 19 years. Buchholz shared that HYA does not use a pre-existing list of candidates; they build a new list based on the qualifications recommended by the hiring District.
- Advertising: Buchholz shared that most of the search firms interviewed stated newspaper advertising should not be the only method for publicizing the superintendent search.
- Superintendent Search/Hiring Phases: Stark shared the following summary of the search/hiring phases:
 1. Planning Phase (3-4 weeks): select/hire search firm, search firm consultant meets/interviews Board, approve selection criteria with help of focus groups, approve advertisement content and begin advertising. Buchholz clarified that open and inclusive communication is important in the process.
 2. Recruitment Phase (6-8 weeks): Board compiles list of questions to be asked at initial interviews, search firm recruits candidates, builds a candidate pool; including internal and external reference checks, and identifies best candidates based on Board/focus groups' recommendations. Search firm prepares application materials and shares them with Board.
 3. Selection Phase (3-4 weeks): Board conducts initial interviews with recommended candidates (semifinalists) with the assistance from the search firm to narrow candidate pool, Board, with assistance from search firm, then holds follow-up interviews with finalists and selects preferred candidate. Board, with assistance from search firm, then hosts site visit and negotiates contract with preferred candidate.
 4. Appointment Phase (length varies): Board announces appointment and begins transition planning with search firm, Mulholland, and new superintendent. New superintendent begins July 1, 2015.

○ Questions Received:

- Isenberg asked what regional areas Blaesing may have been used for superintendent searches. Stark clarified that Blaesing has been used around the mid-west including, but not limited to Davenport, Polk, Ohio, etc., and that he grew up in Iowa.
- Hutcheson asked what the search firm fees are based on. Stark clarified the search firm determines a base-level of pay and then it will fluctuate based on various budget items such as advertising budget, traveling budget, etc. Recommendation to be given in regular Board session to hire HYA Executive Search will include a budget of amount up to \$21,500.
- Hutcheson asked if there are any payment stipulations based on the quality of candidate selection. Gadelha clarified that there are no guarantees, but if no candidate is found the search firm will conduct a second search.
- Hutcheson asked if any of the search firms may have shared thoughts on where the search process might bog down. Gadelha clarified that it can slow down in building the pool of initial candidates if no good candidates pop to the top; but keeping the energy up throughout the entire search was key. Gadelha clarified that determining a good pool of candidates. Gadelha also clarified the key for confidentiality in protecting the candidates' until an official contract is signed to ensure no repercussions occur in their current job status if they are not the final candidate selected. Confidentiality agreements were suggested.
- Hutcheson asked what legalities were involved in the process; such as closed sessions for interviews. Stark clarified it was legal to host closed sessions while interviewing candidates. Mulholland clarified that the interviews would be recorded in two ways; court reporter and electronic.
- Wilson asked if internal applicants would cause the need for following different procedures. Stark clarified this would be a good question to ask during the Q&A session on August 25th and that any Board questions should be funneled through her as not to overwhelm Blaesing.
- Wilson asked if the recommended budget (\$21,500) is adequate for the process. Anderson clarified the budget was okay to cover the recommended amount. Buchholz clarified that Mulholland's contract goes through June 30, 2015; so they would not have to budget new candidate's salary until actual start date of July 1, 2015. Stark shared that HYA has a price match guarantee and brought their bid down by \$6,000 to match the competitors.
- Hutcheson asked anyone besides the Search Committee and Board would be participating in the narrowing of candidates and final selection. Buchholz clarified that feedback from the focus groups would be considered, but the final selection was by the Board, only, per Board policy. Gadelha clarified that, due to confidentiality issues, it was recommended to keep the final decision to the smallest group possible as to not cause any repercussions to the finalist that is not selected. If it is decided that other people are involved in the final decision; it is recommended that confidentiality agreements are signed prior to the process.
- Stark shared the possibility of hosting Skype interviews for the first round and narrow down the candidates before incurring travel expenses.
- Wilson asked if there would be other opportunities to see the finalists interact in settings other than straightforward interviews. Gadelha shared she had previously gone through a town hall process; but didn't support the idea due to the confidentiality issues. Hutcheson said it would be important to see a candidate outside of an interview situation. Buchholz shared there are options such as going into the candidate's district to see them in action and/or their community; but both lead to confidentiality issues as well. Buchholz also clarified they had asked Blaesing the question about seeing candidates in other settings and he shared that

visiting the candidate in their current district isn't done anymore. It was agreed that more questions about this topic would be presented at the August 25th Q&A session.

- Isenberg asked for specifics of what “confidentiality issues” meant in this setting. Gadelha clarified that lack of confidentiality could cause irreparable harm to a candidate in their current position if they are not the final candidate chosen.
- Buchholz thanked Stark and Gadelha for their help so far. Stark clarified a binder of all information is being kept on the search process for future reference.

- 2) 2014-15 Board Learning Plan: Mulholland shared a handout outlining the various Board Learning and Professional Development opportunities for 2014-15 broken down by quarterly focus. Each quarter has learning and professional development opportunities for the following categories: strategic goals, Board meeting dates, topics, presentations, and school visits. The quarterly breakdown is:

- Quarter 1: Staff Development & Community Engagement
- Quarter 2: Student Achievement
- Quarter 3: Learning Environments & Resources
- Quarter 4: Transitions – students, staff, leadership, strategic plan, 10-year facility plan, 5-year educational plan

Thought would be to coordinate information/resources on the quarterly themes. Mulholland challenged Board to find interesting articles from resources such as *American School Board Journal* and other resources that relate to the quarterly topics and learning opportunities to share with each other.

Board Visits: Mulholland shared that for school visits the elementary principals decide together on a theme that can be carried out through the year so the Board can see progress in that area as they visit all the elementaries from quarter 1 through quarter 3 and then report back to the principals on the progress they identified and/or areas that need to be worked on further. Last year's theme for the middle schools was intervention. Mulholland requested the Board send her their ideas regarding a theme for the High School and Compass visits this year.

Teacher Leadership Plan Update: Mulholland clarified that Debra Barry and Erin Watts, Coordinators of Teacher Leadership, are working hard to compile success indicators and the primary focus for the first year of this program will focus on building relationships and determining needs. Their 2015-16 focus will be building relationships and focusing on instructional needs. Teacher Leadership will also be participating in Cognitive Coaching support this year; which is usually a two-year training but we will be undergoing it in a one-year time span so we can advance faster in our 3-year Teacher Leadership initiative.

Transitions: Christine McSweeney is the Director of Transitions for the District. She will be branching out to serve more than just our special needs students this year.

Questions/Discussion:

- Gadelha stated that the Teacher Leadership Plan Update was listed on each quarter and requested information on how this program will be assessed. Mulholland clarified that Teacher Leadership is working on compiling success indicators and that they already have standards established that they are working with. Mulholland shared that she will be meeting with Barry and Watts to identify standards to use in assessment. She also shared

that the cascade model will be used for mentors, TICS, and instructional strategists. Principals will also be part of the process with the instructional strategists and can provide feedback. Halupnik and Jensen are also part of the process and can provide feedback. Isenberg asked when assessment/success indicators would be available. Mulholland shared that at least two feedback sessions would need to be held first to gather input. Mulholland commented also, that they are working on the instruments and hope that they will be ready before second quarter. They are working to build a progressive learning profile that clarifies what they can identify by quarter 1, quarter 2, etc., and that is should be mapped out within the next three weeks. Mulholland shared that Barry and Watts will give an update to the Board during the August 25th Board meeting.

- Gadelha shared a theme for the Board visits to the middle schools and high school that would involve how school curriculum crosses over to helps students and staff prepare to connect the dots from middle school to high school.
- Wilson shared that mental health issues in middle school and high school levels and number of incidents has increased and was wondering if this could be addressed in the Board visits to determine how we serve our students in this area.
- Patterson asked if the Board could visit the Success and Homeschool programs. Mulholland clarified that the Homeschool program has been restructured this year because of the resignation of the previous director and secretary. Jeff Frost and Louanne Lawson are filling those roles at this time. Will reassess staff needs once the final deadline for submitting paperwork (Sept 1st) has occurred. Wilson shared concerns about the message recent Board actions may have sent to the community about the Homeschool program. Buchholz clarified that the resignation of the director and secretary led to the restructuring of the program and that the Board had voted to continue the Homeschool program. Mulholland also clarified that Success is undergoing changes this year as well due to the retirement of the previous teacher/director. The new teacher/director is Jacqueline Davis. Isenberg requested the Board discuss the organization of the Homeschool program after the September 1st deadline has occurred. Gadelha shared concerns of overwhelming Jeff Frost with additional responsibilities that he was not initially hired to oversee and stated she wants to support the Homeschool program to the best ability so is wondering if a new director needs to be hired; would like to discuss this further after the Sept 1st deadline date. Mulholland and Buchholz shared there was a budget deficit in the Homeschool program which also led to issues; but teachers will be hired to meet the needs of the Homeschool students, administrative staff are in place, the model is just different than what has been in place in the past. Buchholz shared that all stated concerns will continue to be addressed and considered as the new model is put into place. Wilson requested additional information on what caused the deficit and why information was not shared earlier. Mulholland clarified that a deficit in the program budget was shared and a budget review is being performed to determine the cause of the deficit.

Adjournment: Motion: 014-08-11

Motion by Hutcheson that the Board adjourn the work session at 6:35 PM. Second by Patterson. No discussion received. Voice Vote. Unanimously approved.

Barry Buchholz, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
August 11, 2014*



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**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION – REGULAR SESSION – MINUTES
AUGUST 11, 2014**

ATTENDEES:

- **Board:** Buchholz, Patterson, Wilson, Stark, Gadelha, Isenberg, Hutcheson
- **Administration:** Mulholland, Morrison, Halupnik, Jensen, Christian, Anderson, Ramos, Ironside
- **Absent:**

CALL TO ORDER AND DETERMINATION OF A QUORUM:

The Linn-Mar Community School District Board of Directors regular session was called to order in the Board Room of the Learning Resource Center (LRC) by President Barry Buchholz at 7:00 PM. Roll was taken and it was determined that a quorum as present for the meeting.

REVISION AND/OR ADOPTION OF THE AGENDA: MOTION 015-08-11

Motion by Patterson that the Board approve the regular session agenda as presented. Second by Hutcheson. No discussion received. Voice vote. Unanimously approved.

AUDIENCE COMMUNICATIONS:

- Craig Adamson, 3200 Penny Lane, Indian Creek Elementary Parent, shared that although he had met Marilee McConnell, new Principal at Indian Creek Elementary, and she was a nice person, it is his hope that the Board will be more forthcoming in sharing information with the community as they move forward with the superintendent search while staying within the required confidentiality lines. Adamson shared that he had read that the Board is attending the Marion City Council meetings and that is a good model for the Board to follow in hosting their meetings instead of being unresponsive to the public. Adamson shared that the parents of the students effected by the shifting of elementary principals still have a lot of questions on why the change took place. Adamson challenged himself and the Board to be more engaged and asked the Board to hire a superintendent that is more community engaged and interested in meeting the requests of tax payers. Adamson's final comment was that there be more cooperative efforts with the school district and community working together jointly.

RESOLUTIONS, OPENING BIDS, AND PUBLIC HEARINGS: No items presented.

RECOGNITIONS/PROCLAMATIONS: No items presented.

BOARD ANNOUNCEMENTS AND REPORTS:

Policy Committee Report:

Patterson reported that the Policy Committee had reviewed the 200 series, 300 series, and policy 701.1. The committee had a good discussion about the 200 and 300 series regarding how to honor the current Board policies while taking the current ISAB policies into consideration. The committee will share their recommendation during the Consent Agenda. Gadelha thanked Mulholland for her attention to her amending the policy relating to notifying the families prior to changes in transportation.

Finance/Audit Committee Report:

Hutcheson reported that the Finance/Audit Committee have worked on some preliminary audit updates and will have a notation on personnel info in the final audit report. Hutcheson shared that municipality cooperative initiatives have to be reported on individually and the committee has met with Piper Jaffray to self-report on a few late submissions. Hutcheson reported that the only change to cash balances was the drawn down in SAVE capital projects funds. The online registration payment system, inTouch, is being more aggressively used this year and the option to pay with credit card was added. The print services transition is also going smoothly.

Construction Advisory Council Report:

Gadelha reported that the Construction Advisory Council had met with Rick Ironside, Executive Director of Support Services, thanked Ironside for the information he shared with the council. Most of the summer construction projects are completed or nearing completion. The High School parking lot project went long due to the unexpected issue of finding two sink holes. The windows project at Oak Ridge is on target. The Oak Ridge gym addition is underway; walls are up, floors installed soon, outside will be bricked, and final wrap up by mid-March. A temporary sidewalk was also installed at Oak Ridge. The High School Phase 1 science classrooms project is about to begin demo and is estimated to be a 2-month project with updated wiring installed during the process. Gadelha shared that at the last Board meeting the presentation on Phase II of the High School renovations project left her with concerns and questions regarding asbestos, winter vs. summer demo, abatement, lead paint, funding cap; will it cover unknowns, how will communication take place with buses when current communication tower is torn down in the construction process, what will be done with the space when lockers are removed, etc. Mulholland clarified that Halupnik is the chair of the High School renovations project and can provide any additional information Gadelha needs to address her general questions. Hutcheson clarified that the \$30 M cap was the only thing voted on so far and that DLR has not presented the final design or cost plan; which may come in lower or adjusted to respect the approved funding cap so there is really no reason to delay due to the fear of unknowns. Gadelha shared that when DLR presented the funding pie chart at the last Board meeting it appeared that the addition of classrooms was small and suggested using the empty space created by the removal of lockers be used for classrooms. Hutcheson shared that all of Gadelha's questions were part of the design process; which has not been finalized or approved yet so Halupnik can share her concerns with DLR so they can consider them into their design process. Patterson shared that since the design phase is not final adjustments can be made and that some students, especially those that do not drive, still use their lockers so not all lockers can be removed. Hutcheson stated that the design process is "in motion" and changing; so adjustments can be made along the way so there is really no reason the delay the January start date. Gadelha stated that it was presented in the last Board meeting that the High School is poised to be one of the largest in the state and, with this in mind, the Board should discuss the need for a second high school building or a repurposing of current buildings to meet the growing student population before embarking on the renovations to the current high school. Buchholz

clarified that the Board has only discussed the potential need for a second high school or the addition of a second building, no formal decision had been made, in the meantime, the High School needs attention to be up to speed on current learning needs and updates in the areas it is outdated. Mulholland reminded the Board that DLR shared the pie chart of how the renovation budget would be applied. DLR also shared that if the project were to take place in 2022 the cost of a new high school would be \$81 M. Hutcheson shared that enrollment projects for the next decade don't support the need for construction of another building. Gadelha shared that the statistic of being the largest high school in the state within the next 10 years was overwhelming. Halupnik clarified that we are in the top 10 but we are not the biggest. Gadelha stated that she felt the Board should have an idea of the District's growth and need for second building before moving forward with changes to the current high school building and that she is not comfortable moving forward on this big ticket item until there is a full understanding of what is truly needed. Isenberg recommended that if Gadelha is not comfortable with moving forward at this time another discussion period take place before moving forward. Gadelha shared additional concerns about delaying the start date until summer such as asbestos removal when students are not in the building, lack of parking spaces due to construction on the north and south sides of the building and construction equipment taking up parking spaces, etc. Hutcheson recognized that all the concerns/questions raised by Gadelha are good ones to consider, but the Board has only approved a funding cap and not a final design or timeline; so the questions/concerns may be premature and not a cause to delay the project. Patterson shared that when a detailed design plan and timeline is finalized a lot of the questions will be automatically answered for Gadelha. DLR has plans in place to stage construction; where to put equipment, how to work around unknowns and student presence, etc. Wilson asked when the timeline would be finalized and presented by DLR. It was clarified that this information was shared by DLR at the last Board meeting; their goal is mid-to-late December. Mulholland clarified for the Board that Phase I - Science Classrooms will have all asbestos removed before the project starts and that DLR will build into their timeline for the major construction phase to happen during the summer months due to the January start date. It was shared that if Phase I does not start on time it will cause a trickle-down effect on the approved bid. Gadelha shared she is fine with Phase I, but she is concerned with asbestos removal while students are present. Buchholz clarified that all concerns/questions presented are good ones but that DLR did present a lot of information at the last Board meeting that would answer many of the questions and that delaying would actually end up pushing main demo from summer into the start of the next school year. Buchholz also clarified that Board will have another work session with DLR when final design/timeline is presented. Halupnik stated he would share the overall timeline that DLR presented to the Board at the last meeting. Isenberg asked when the Boyson Road project would be completed. Ironside clarified that actual date is not known or communicated to the District by the City of Cedar Rapids; but that he is guessing it will be done by the end of the week and in time for the start of school.

Marion City Council Reports:

Isenberg reported at the July 24th Council meeting, the Marion City Council is discussed a new apartment building and parking lot; which is not within the Linn-Mar District. The City has set a funding cap of \$93 M for additional trails; design is not finalized at this time. TIF discussion was tabled at the meeting he attended.

Wilson reported highlights from the Marion City Council meeting she attended on August 7th. Highlights shared were: the City will move forward with the annexation of Echo Hill Road, which may lead to the creation of an "island"; additional negotiations are in process. Mulholland shared clarifications about the areas marked for annexation on the Marion City Council map and that if certain areas are developed it will lead to the need of another elementary building and District already has property off of Alburnett

Road to meet this potential need. Wilson shared that the discussion of TIFs occurred with a request from the Acterra Group regarding amendment to urban renewal. Acterra would like to use robotics which may create more jobs. Klinger Paints and DNR Engines also requested TIFs for Collins Road Urban Renewal.

INFORMATIONAL REPORTS:

Overview of 5-Year Education Plan:

Halupnik reported on where the Districts are on the 5-Year Education Plan. Stated that it is a rolling/flexible plan that provides guidance as the District moves forward. It is following a cycle of steady improvement and, being flexible, District is able to adjust as needed based on enrollment and legislative needs. Halupnik shared some history of the 5-year education plan including that it originated in 2008-09 with a data-gathering process and was referred to as the Master Education Plan at that time. It looked at needs, learning necessary, and support provided. It then grew into standards and benchmarks but Iowa Core didn't exist at that time. The Plan continued to morph over the years and became aligned with Iowa Core until it reached its current format. Halupnik shared that the High School started the eBook Pilot Phase in 2010-11 and is now using Nooks for textbooks as well as offering college credit opportunities. The District now offers PLC training, Core alignment, PK-K Literacy, STEM, health/fitness assessments, summer learning, early childhood transition, safe schools, Teacher Leaders, Ed Leader 21, and more. Halupnik shared that he would report to the Board on a monthly basis regarding the District's growth/progress by asking various department members to share with the Board to keep the dialogue current. Jensen shared that the District focuses on the philosophy of inclusion as part of the 5-Year Education Plan. Special Education is no longer separated out, nor is early childhood learning; they are included into the same plan as general education. The forming of the Learning Advisory Council helped this philosophy come to reality.

Questions and Discussion: Gadelha suggested the Board consider forming a Curriculum and Instruction Committee that could meet monthly and work hand-in-hand with Instructional Services-Teaching and Learning to enhance the learning connection between curriculum and instruction.

Construction Update: 2014 Summer Projects:

Ironside reported on the following summer constructions projects:

- Bowman Woods: The City's work on Boyson Road should be done by the end of the week. Classroom casework all done and teachers are back in the classrooms. Waiting on classroom faucets (not bathroom faucets) to be installed. Office furniture installed this week and office space now usable. Building looks messy but will be ready for students to start.
- Wilkins: The teachers are back in all classrooms and preparing for students. The main office is now occupied as well with a few final touches being completed. The new classroom, which used to be the old office area, is 99% complete; just some touch up painting/cleaning needed. They will be ready for students to start as well.
- Oak Ridge: A bridge cap was blown off the roof and will be replaced under construction company insurance there is no cost to the District. Window project is complete. Ready for students. Brick going up on outside of gym today, gym and locker room floors will be poured next week, roof will go on after floors are completed so inside work can begin. Timeline is in District's favor due to good weather; goal to be done with gym by mid-to-late March.
- High School: Parking lot landscaping was finished today and will be opened for parking this evening. Two light poles are delayed due to the lamps being on backorder.
- Buchholz asked if all security measures are in place for student attendance. Ironside clarified that Bowman Woods, Indian Creek, and Wilkins are all complete. The High School renovation

project will cover security issues. Discussion underway on best way to proceed to update Excelsior. Wilson clarified that the security card swipe access is being finalized at the LRC this week and, if it works well, will install at building, but no definite timeline at this time.

2012-13 IDEA Update:

Jensen shared that this is a required, annual report on how IEP students are performing, but it is based on data collected and reported in 2012-13. The District offers a lot of opportunities for IEP students to participate in 5th year program and report data shows these students graduated in five years. Report highlights: District is lower than State average on dropout rate for IEP students. The District is required to have 95% of IEP students participate in Iowa Assessments; only 1.2% of our IEP students take an alternate assessment, not Iowa Assessments. District does not report on 9th and 10th graders; but goal was met in all other grade levels. State and District are having difficulty in reaching Proficiency level; but District is ahead of State in Proficiency. District IEP students are in the general ed classroom more than 80% of their day. Early childhood IEP students are in the classroom with their general ed peers to work on social and emotional skills. Wilson asked how many open enrolled IEP students were in the District. Jensen stated that there are very few open enrolled IEP students; space in programs is the reason. Jensen shared that the District is identifying more students in the autism spectrum than in previous years regarding social/emotional needs. Jensen clarified that transition data (age 16 and up) reflects on the measurable IEP goals/services and the data is collected every five years through the Dept of Education; current data is reporting on the 2011-12 year. Trajectory of state is set at 100%. Jensen shared that regarding high education; 60% of our IEP graduates continue on and 55% are competitively employed after graduation and 100% obtain other employment. Wilson asked why data isn't updated to current year for informational purposes only. Jensen clarified that the data collection and report is web-based so the District is unable to update their own data. Wilson asked how data this old is useful to the District today. Buchholz clarified that it shows trends that can be worked on in the present.

2014 Summer Learning Programs:

Jensen thanked all the staff that helped make the summer Special Ed IEP summer learning program a success. Fifty-eight IEP students participated in the program housed at Novak Elementary. Various curriculum was used including, but not limited to, STAR, Unique Learning, Jolly Phonics, Zones of Regulation, and lots of technology. One of the greatest summer highlights was the visits to the new Aquatic Center and a chance to swim. Gadelha asked if every IEP student was eligible for the summer learning program. Jensen clarified that IEP teams (parent, administrators, special education teacher, and general education teacher) look at goal areas and if the student has a regression of skills during school breaks and if they are able to catch up within a 2-week timeframe, that student is eligible. Jensen also clarified that the area the IEP student is deficit in must warrant life-based needs; literacy is not a life-based need based on State special education laws. ROAR, Linn Grove Elementary reading program, was a success with 82 students attending two days a week during June and July. Cheryl Read, Amanda Farber, and Melissa Alexander are coordinators of ROAR and hosted an average of 15 adult and student volunteers to help during each session. Students participated in Raz Kids using iPads, checked out library materials, etc. Wilson commended Linn Grove for spearheading an all-inclusive summer program.

2013-14 AYP Report:

Halupnik reported on the 2013-14 AYP report and clarified the 2014-15 decisions are based on these results and required by No Child Left Behind. Third through eighth grade students participate in Iowa Assessments along with eleventh graders. All students are to meet proficiency levels by 2014; full-academic year students only. Ninety-five percent of students are tested. In 2014-15; 100% of students

must meet trajectory level. Halupnik shared that Iowa was rejected for the Safe Harbor waiver (reduction of at least 10% of number of non-proficient). Only eight states in US don't have a waiver. If a District misses AYP in all categories for one year they are placed on watch list, SINA. If placed on watch list, 10% of Title I funding is applied to raising proficiency level of students so can be removed from watch list. Assessment is given in April and based on "at grade level" as of time test is administered. District met reading/math participation and assessment at the High School level. A list of proficient districts can be found on the Department of Education website. Linn-Mar High School and only one other Iowa school of comparable size are listed as not needing assistance at this time. Linn-Mar is the largest high school not needing assistance. Middle school participation level met, but reading/math assessment proficiencies were below the required trajectory; so listed as needing assistance on SINA report. This is the fifth year our middle schools are on the SINA list. Echo Hill Elementary was on watch list for reading two years ago; but were able to come off the list last year. Based on the data, Wilkins, Linn Grove, and Novak will be placed on the watch list in 2015 if they do not meet the goal. These buildings are Title 1 buildings so the District will be required, due to No Child Left Behind, to write up plans if placed on watch list. Halupnik reminded the Board that Iowa Assessments are only one of the assessments used, the District has many additional indicators used to monitor student progress and that we continue to focus on all students in math, literacy, and PLC. Hutcheson stated that, strategically looking at the data, the District's progress is good, but asked in what areas should the District be tactically concerned about and what is probability the District will need to address No Child Left Behind issues. Halupnik clarified that it is an election year, so it is highly probable the District will be participating in writing plans and addressing the No Child Left Behind requirements. It is also very clear that the state will not receive a waiver. Gadelha suggested the Board look into the statistics of teacher endorsements versus certification in relation to the Iowa Assessment results. Patterson shared that just because a teacher has an endorsement instead of a certification in the state of Iowa, it does not mean that teacher has undergone less course work or preparation. Gadelha clarified that was not what she was referring but that she just wanted to assess if there was a correlation between the two. Wilson requested Halupnik pull the data requested by Gadelha to present at the next meeting.

SUPERINTENDENT'S UPDATE:

- **Board Calendar:** Mulholland shared the most recent Board activity calendar. Isenberg suggested that Coffee Conversations be hosted at Novak or another central location instead of the LRC. Wilson requested clarification regarding how the Coffee Conversations are being publicized and how topics are determined. Mulholland clarified that publicity is being provided through Facebook, the District website, newsletters, etc., and that topics are determined by conversation at the events. Isenberg requested information on the timeline for publication of the District newsletter. Mulholland clarified that Sandie Rohrer, Coordinator of Communications, just returned from her summer break and will begin work on the first edition of the newsletter.
- **Spring/Summer athletic achievements:** Mulholland provided a handout that showed all-academic students recognized in athletic achievement throughout the metro area competitions, state qualifiers, and all-conference recognitions. The list doesn't begin to enumerate the number of students out for athletics from Linn-Mar High School. The District is proud to have a variety of coaches recognized this year such as the metro-area track coach, tennis coach, and MVC girls' soccer coach of the year.
- **Highlight of Where We Were:** Two years ago, on August 6, 2012, the Board approved the design for the Aquatic Center. One year ago, the Myrtha pool was being installed. Today, the Aquatic Center is open and serving all of our students, including our summer IEP program.

OLD BUSINESS:

Legislative Priorities: Motion 016-08-11

Mulholland supplied a worksheet of last year's legislative priorities as well as some highlights of this year's list and asked the Board to review the worksheet to determine what legislative priorities Linn-Mar will support for 2014-15. The Board discussed the priorities and decided together to choose the following priorities:

1. Extension of 2029 penny sales tax from 2029 end to perpetuity unless rescinded by legislation
2. Preschool for all four year olds
3. Supports tax increment financing (TIF) limitation, reform, and regulations
4. Setting supplemental aid rate on time
5. Simple majority for bond issue votes
6. Support clarification of state law on whether or not sales tax debt is counted toward a school district's 5% statutory debt limit

Motion by Patterson that the Board approve the legislative priorities as determined above for presentation by the August 15th deadline. Second by Hutcheson. No discussion received. Voice vote. Unanimously approved.

NEW BUSINESS:

Recommendation for Hiring Superintendent Search Firm: Motion 017-08-11

Motion by Stark for Board to hire Dr. Ted Blaesing with HYA Executive Search to complete the search for a Superintendent of Schools, in an amount not to exceed \$15,500, beginning August 12, 2014; with selection no later than January 1, 2015; with a contract beginning on July 1, 2015. Second by Gadelha. Floor opened for discussion.

Discussion: Patterson suggested that the word "superintendent" be added in front of "contract beginning on July 1, 2015" to clarify who the contract was for.

Motion by Stark to amend language of previous motion including the clarification suggested by Patterson. *Full language of amended motion: Motion to hire Dr. Ted Blaesing with HYA Executive Search to complete the search for a Superintendent of Schools, in an amount not to exceed \$15,500, beginning August 12, 2014; with selection no later than January 1, 2015; with a superintendent contract beginning on July 1, 2015.* Second by Gadelha. No discussion received. Voice vote. Motion unanimously approved.

Resolution for Public Hearing on Conveyance of Land: Motion 018-08-11

Buchholz read the full wording of the resolution as presented in exhibit 1002.1. Motion by Patterson for the Board to approve the resolution for a public hearing on September 22, 2014 at 7:00 PM in the Board Room of the Learning Resource Center (2999 N 10th St, Marion) in regard to the conveyance of land, as described below, to the Community Baptist Church for \$220,000. Second by Isenberg. No discussion received. Voice vote. Unanimously approved.

Lot 9 and Lot 27, Linnwood Acres 3rd Addition, to the City of Marion, Linn County, Iowa

Approval of Offer to Purchase Property: Motion 019-08-11

Motion by Patterson for the Board to approve the offer for the purchase of property, as described below, to the Community Baptist Church in the amount of \$220,000 with a closing sale date of September 22, 2014. Second by Isenberg. Floor opened for discussion. Voice vote. Motion unanimously approved.

Lot 9 and Lot 27, Linnwood Acres 3rd Addition, to the City of Marion, Linn County, Iowa

Discussion: Hutcheson asked for clarification on why Board is being asked to approve the purchase before the recently approved public hearing date. Mulholland clarified that the recommendation is to approve the offer; not approving the sale. Wilson asked where the funds received would be distributed. Anderson clarified that the funds received would be deposited into PPEL fund.

First Reading – Board Policies 200 Series – Board of Directors: Motion 020-08-11

Motion by Hutcheson for the Board to approve the changes and removal of redundant policies in to the 200 Series as presented. Second by Patterson. No discussion received. Voice vote. Unanimously approved.

First Reading – Board Policies 300 Series - Administration: Motion 021-08-11

Motion by Hutcheson for the Board to approve the changes made to the 300 Series adopting IASB language as presented. Second by Patterson. Floor opened for discussion. Voice vote. Unanimously approved.

Discussion: Gadelha asked if all policies should be listed as reviewed instead of the new policies being listed as revised. Mulholland clarified that was an oversight and would be corrected.

First Reading - Board Policy 701.1 Local and State Transportation Regulations: Motion 022-08-11

Motion by Patterson for the Board to approve the wording changes made to Policy 701.1 regarding notification to families if/when there is a change in transportation. Second by Stark. Floor opened for discussion. Voice vote. Unanimously approved.

OPEN ENROLLMENT REQUESTS: Motion 023-08-11

Motion by Stark for the Board to approve the open enrollment requests as presented. Second by Hutcheson. No discussion received. Voice vote. Unanimously approved.

Open Enrolled In:

Name	Grade	Resident District	Reason
Baumhoefener, Isaac	12	Cedar Rapids	Good Cause
Baumhoefener, Laura	7	Cedar Rapids	Good Cause
Baumhoefener, Levi	9	Cedar Rapids	Good Cause
Baumhoefener, Micah	6	Cedar Rapids	Good Cause
Earl, Addison	4	Cedar Rapids	Good Cause
Felter, Jenna	7	Cedar Rapids	Good Cause
Hubbard, Lincoln	K	Marion	On Time
Rathod, Devansh	8	Cedar Rapids	Good Cause
Recker, Karalyn	10	North Linn	Good Cause

CONSENT AGENDA: Motion 024-08-11

Motion by Stark that Board approve the Consent Agenda as presented. Second by Hutcheson. No discussion received. Voice vote. Motion unanimously approved.

1) Personnel

Certified Staff: Assignment – Reassignment - Transfer

Name	Assignment	Dept. Action	Salary Placement
Gehrls, Hailee	EH – Music Teacher From .5 to 1.0	August 7, 2014	Same
Jelinek, Shelly	EH – Kindergarten	August 7, 2014	MA Step 15
O’Brien, Lynn	District – Nurse From 1.0 to .5 FTE	August 1, 2014	Same
Wells, Debra	BW – .4 Reading Teacher	August 7, 2014	BA Step 3

Certified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Mulholland, Katie	LRC – Superintendent	June 30, 2015	Retirement
Potter, Amanda	EH – .5 Music Teacher / .5 TOSA Elem Curriculum	July 24, 2014	Other Employment

Classified Staff: Assignment – Reassignment - Transfer

Name	Assignment	Dept. Action	Salary Placement
Balster, Janet	NS – District Rover	August 18, 2014	Step 1; \$11.14/hr
Blik, Lori	NE – Recall from RIF-SSA	August 13, 2014	Same
Brinkmann, Kelly	EH – Student Support Assoc	August 13, 2014	II, Step 6
Burgos, Sonia	NS – BW General Help	August 18, 2014	Step 1; \$11.14/hr
Dietiker, Mackenzie	EH – Student Support Assoc	August 13, 2014	II, Step 6
Duesing, Elise	EH – Building Secretary	July 28, 2014	IV, Step 10
Halupnik, Katherine	From IC to EH Gen Ed Asst	August 13, 2014	Same
Hastings, Nicki	NS – District Rover	August 18, 2014	Step 1; \$11.14/hr
Hedlund, Amy	NE – From part-time to full-time SSA	August 13, 2014	Same
Kimmel, Diana	AC – Aquatic Instructor	July 14, 2014	\$10.00/hr
Long, Kim	NS – HS General Help From 4 to 5.5 hrs/day	August 18, 2014	Same
Leuenberger, Kristi	NE – From part-time to full-time Gen Ed Asst	August 13, 2014	Same
Maneman, Sonda	From LG to NE part-time Gen Ed Asst	August 13, 2014	Same
McMurrin, Summer	HS – Student Support Assoc	August 13, 2014	II, Step 10
Taylor, Susan	OR – From SSA to Media Asst	August 13, 2014	Same

Thomas, Julli	NE – Recalled from RIF – SSA	August 13, 2014	Same
Thomasson, Regina	AC – Aquatic Instructor	July 17, 2014	\$10.00/hr

Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
A'Hearn, Kelli	OR – Media Assistant	July 15, 2014	Personal
Detweiler, Sandee	HS – Student Support Assoc	July 22, 2014	Personal
Evans, Tristan	NE – Student Support Assoc	July 21, 2014	Other Employment
Frasher, Kim	EX – Student Support Assoc	July 31, 2014	Other Employment
Johnson, Michelle	NS – General Help	August 5, 2014	Other Employment
Lindell, Steve	TR – Bus Driver	July 15, 2014	Personal
Lowe, Mary	TR – Bus Rider	July 28, 2014	Personal
Mallow, Deanna	WF – Media Assistant	July 21, 2014	Personal
Saxion, Rebecca	OR – Student Support Assoc	July 23, 2014	Personal
Vaughn, Jessica	EH – General Ed Asst	July 14, 2014	Personal

Extra-Curricular: Assignment – Reassignment – Transfer

Name	Assignment	Dept. Action	Reason
Burmeister, Emily	HS – Assistant Varsity Cross Country Coach	August 6, 2014	Schedule H, Category D
Kuempel, Andrew	HS – Head 9 th Grade Football Coach	July 14, 2014	Schedule H, Category C
Marshall, Andy	HS – Robotics	August 18, 2014	Schedule H, Category C

Extra-Curricular: Resignation

Name	Assignment	Dept. Action	Reason
Bergman, Elizabeth	HS – Assistant Varsity Softball Coach	July 28, 2014	Relocation
Burk, Jeremy	EX – Assistant 7 th Grade Wrestling Coach	July 29, 2014	Personal
Burk, Jeremy	OR – Head 8 th Grade Football Coach	July 28, 2014	Personal
Burk, Jeremy	OR – Assistant 7/8 th Grade Girls Track Coach	July 28, 2014	Personal
Lampe, Dana	OR – Head 8 th Grade Volleyball Coach	July 28, 2014	Personal

- 2) Approval of Minutes from July 14, 2014 Board meeting.
- 3) Approval of Bills: Special Revenue, General, and Nutrition Fund Bills

4) Approval of Contracts:

- SAI School Administrative Manager (SAM) Consulting Services Agreement for the 2014-15 school year for a total cost of \$17,613; payable in two installments.
- United Way 55+ Initiative Memorandum of Understanding for the 2014-15 school year, at no cost to the district, to engage people 55+ in volunteer services to meet critical community needs that impact and benefit citizens of all ages.
- Cash Rent Farm Lease with RJ Carson for 15 acres east of Highway 13 from March 1, 2015 to February 28, 2016 at \$280 per acre for a total fee of \$4,200.
- Cash Rent Farm Lease with John Airy for 77.94 acres along C Avenue Extension from March 1, 2015 to February 28, 2016 at \$280 per acre for a total fee of \$21,823.
- Preschool Contract with Hand in Hand Early Care & Education Center at a monthly cost to Linn-Mar of \$335.40 per pupil for the 2014-15 school year; not to exceed \$226,395 per year.
- City of Cedar Rapids 2015 Adult Guard Program Agreement with cost mutually shared between the City and District; with District maximum being \$1,847.94.

5) Board Information: No items presented.

6) Items to Remove from Consent Agenda: No items removed.

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS:

Communications:

- Hutcheson shared concerns regarding the approved \$30 M financial cap for the High School renovation project and was wondering if the Board was tying the hands of the incoming superintendent. Hutcheson asked Anderson and Halupnik if Phase II could be broken down into smaller phases to have money available to the incoming superintendent if needed and if all the projects listed on the 5-year facilities plan funded. Anderson clarified that the projects were funded but additions to new building were not. It was requested that Anderson provide the Board with the figures he presented at the July 14th meeting regarding the year-to-year balances of the PPEL account after funding the renovations. Anderson agreed to re-present these figures.
- Gadelha shared information on the Blue Zones Project and that a discussion would take place before the end of the regarding the creation of Blue Zones to limit fast food vendors in school zone areas.

Board Calendar:

Date	Time	Event	Location
August 11	5:00 PM 7:00 PM	Work Session Regular Board Meeting	LRC – Board Room
August 12, 13, 15		Teacher Work Days	
August 14	7:30 AM	Opening Session for All Staff	HS Auditorium
August 18		First Day of School Year	
Date	Time	Event	Location
August 18	11:00 AM	Executive Committee	LRC – Office Conf Rm
August 18	5:15 PM	Policy Committee	LRC – Office Conf Rm
August 21	5:30 PM	Marion City Council Meeting	Marion City Hall
August 23	8:00 AM	Coffee Conversations	To Be Determined
August 25	5:00 PM 7:00 PM	Work Session Regular Board Meeting	LRC – Board Room
Date	Time	Event	Location
September 1		No School – Labor Day	

Date	Time	Event	Location
September 2	7:30 AM	Finance/Audit Committee	LRC – Office Conf Rm
September 4	7:00 PM	Marion City Council Meeting	Marion City Hall
September 5	7:30 AM	Echo Hill Visit	Echo Hill Elementary
September 8	5:00 PM 7:00 PM	Work Session Regular Board Meeting	LRC – Board Room
September 11	9:00 AM	ERMA Meeting	
September 15	11:00 AM	Executive Committee	LRC – Office Conf Rm
September 15	5:15 PM	Policy Committee	LRC – Office Conf Rm
September 17	7:00 AM	Novak Visit	Novak Elementary
September 17	4:30 PM	Special Ed Advisory Meeting	LRC – Room 304/305
September 18	7:00 PM	Marion City Council Meeting	Marion City Hall
September 20	8:00 AM	Coffee Conversations	To Be Determined
September 22	5:00 PM 7:00 PM	Work Session Regular Board Meeting	LRC – Board Room

Committees:

Executive Committee..... Barry Buchholz, Tina Patterson, Katie Mulholland
Finance/Audit..... Todd Hutcheson, Ann Stark, Elizabeth Wilson, J.T. Anderson, Angie Morrison
Policy Rene Gadelha, Tim Isenberg, Tina Patterson, Katie Mulholland
Career & Technical Education..... Tim Isenberg, Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council Barry Buchholz, Rene Gadelha, Rick Ironside, Katie Mulholland
Energy Efficiency Tina Patterson, Rick Ironside
Equity Advisory Tim Isenberg, Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development Todd Hutcheson, Ann Stark, Julie Jensen
Linn-Mar Foundation..... Katie Mulholland
School Improvement Advisory Rene Gadelha, Ann Stark, Dirk Halupnik
Special Education Advisory..... Tina Patterson, Elizabeth Wilson, Julie Jensen

ADJOURNMENT: Motion 025-08-11

Motion by Wilson that Board adjourn the regular meeting at 9:13 PM. Second by Patterson. No discussion received. Voice vote. Motion unanimously approved.

Barry Buchholz, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
August 11, 2014*



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

Kathleen Mulholland, Ed.D
Superintendent

Dirk Halupnik, Ed.D
Deputy Superintendent
Chief Academic Officer

J.T. Anderson
Chief Financial Officer

Karla Christian
Executive Director of
Human Resources

Julie Jensen
Executive Director of
Student Services

Rick Ironside, Ed.D
Executive Director of
Support Services

Jeri Ramos
Executive Director of
Technology Services

Angie Morrison
Business Manager

Barry Buchholz
President
Board of Directors

DISTRICT SCHOOLS
High School, 9-12
Jeff Gustason, Ph.D.
Principal

Excelsior, 6-8
John Christian
Principal

Oak Ridge, 6-8
Erica Rausch
Principal

Bowman Woods, K-5
Tina Monroe
Principal

Echo Hill, ECBP/PK-5
Dan Ludwig
Principal

Indian Creek, K-5
Marilee McConnell
Principal

Linn Grove, ECBP/PK-5
Chad Schumacher
Principal

Novak, ECBP/PK-5
Carol O'Donnell
Principal

Westfield, K-5
Ed Rogers
Principal

Wilkins, K-5
John Zimmerman
Principal

To: Dr. Katie Mulholland
From: Dr. Dirk Halupnik
Date: 8/4/14
Subject: Instructional Services 5 Year Plan

Instructional Services 5 Year Plan

Description

- Rolling plan that is fluid and flexible
- Provides guidance and a pathway
- Cycle of continuous improvement
- Adjust as needs warrant
- Adjust as new legislation is enacted
- Ongoing

History

- FY08 exploration and data gathering
- FY09 initial format
- FY11 current format
- FY15 new format – all inclusive

FY15 Plans

- 8/11/14 overview
- Over the course of FY15
- Explanation of various sections of plan
 - maintain a dialogue on sections
 - adjust as needed

Instructional Services
Five year plan

To: Dr. Katie Mulholland
From: Rick A. Ironside
Date: August 5th, 2014
Subject: 2014 Summer Construction Report Summary

The enclosed spread sheet summaries the construction work that has been undertaken during the summer of 2014. Projects that are listed without an actual cost or vendor are projects that are pending.

<u>Project</u>	<u>Contractor</u>	<u>Bid Amount</u>	<u>Budget</u>
1. Bowman Woods Remodel	Garling Construction	\$528,900.00	~\$600,000
2. Wilkins Remodel	Garling Construction	\$562,900.00	~\$600,000
3. Oak Ridge Window Repair	Tricon Construction	\$324,000.00	\$350,000
4. High School South Parking Lot	Eastern Iowa	\$349,000.00	\$400,000
5. Oak Ridge Gym Addition	Kleiman Construction	\$2,431,080.00	

Summer 2014

School	Description	Est.	Actual	Vendor	Done
High school					
	Aux. Hoops (Electronic Winch)	\$7,500.00		Iowa Direct	HOLD
	South Lot Paving	\$400,000.00	\$367,183.00	Eastern Iowa	X
	Switch Gear by Door 4	\$120,000.00			HOLD
	Roof Top Upper Commons	\$150,000.00			HOLD
	Paint Aux Gym	\$10,000.00	\$9,950.00	Ty-Co	X
	Paint Colton Center Hall (Epoxy)		\$3,350.00	Ty-Co	X
	Replace Gym Doors	\$10,000.00	\$9,750.00	Walsh Doors	
	Replace Door #9	\$8,000.00			HOLD
	Replace Condising unit Freezer	\$5,000.00	\$8,012.00	Plumbers Supply	X
	Replace House lights Little Theater		\$9,809.72	VanMeter/District	X
	Bathroom Counters (Colton Center)		\$2,982.00	O.K. Tops	X
	Exhaust Hoods (fume hoods)		\$3,796.00	Plumbers Supply	X
	Stage Rigging Repairs		\$2,000.00	Perbolte	X
	Gym Bleacher Replacement	\$200,000			HOLD
Excelsior					
	Boiler Replacement	\$50,000.00			HOLD
	Gym Curtain	\$28,000.00			HOLD
	Rekey	\$10,000.00			HOLD
	Replace Condensing unit Freezer	\$5,000.00	\$7,188.00	Plumbers Supply/District	X
	Water Heater		\$7,071.85	Plumbers Supply/District	X
LRC					
	Roof Replacement	\$350,000.00			HOLD
	Replace Condising unit Freezer	\$5,000.00	\$10,995.00	Plumbers Supply/District	X

School	Description	Est.	Actual	Vendor	Done
Westfield					
	Bathroom Counters		\$3,786.00	O.K. Tops	X
	Bathroom Partitions (by gym)	\$4,000.00			HOLD
	Light Replacement Media Center		\$4,578.84	VanMeter/District	X
Oakridge					
	Window Project	\$350,000.00	\$324,000.00	Tricon Const.	X
	Replace Boiler	\$30,000.00	\$14,926.69	Plumbers Supply/District	X
	Gym Addition		\$2,431,080.00	Kleiman	X
Indian Creek					
	Replace Fire Panel	\$10,000.00	\$9,937.00	Primary Systems	X
	Install Lockdown Button/Door Holders	\$2,000.00	\$1,214.00	Primary Systems	X
	Install New Fire Doors/Security Lock Down	\$8,000.00	\$6,325.00	Walsh Doors	X
	Interior doors	\$15,000.00			HOLD
Bowman					
	Doors				HOLD
	RTU Cafeteria	\$10,000.00	\$10,315.00	Plumbers SupplyDistrict	X
	Replace 3 Wash Fountains (Bradley)	\$9,000.00	\$8,680.23	Plumbers Supply/District	X
	Remodel	~\$600,000	\$528,900.00	Garling	X
Wilkins	Remodel	~\$600,000	\$562,900.00	Garling	X
Echo Hill					
Linn Grove					
Novak					
Athletics	Tennis Court Repairs (Oak Ridge & HS)	\$20,000	\$22,400.00	Tennis Services of Iowa	X

School	Description	Est.	Actual	Vendor	
District					
	Fire Alarm Inspection	\$8,000.00	\$8,000.00	Midwest Alarms	X
	Sprinkler Inspection	\$4,000.00	\$4,395.25	Iowa Fire	X
	Fire Extinguisher Inspection	\$3,000.00	\$3,006.75	ABC Fire	X
	Kitchen Fire Inspections	\$800.00			
	Back Flow Inspections	\$2,000.00	\$6,478.25	Brecke	X
	Smoke detectors	\$2,500.00	\$1,660.00	Primary Systems	X
	Drinking fountains (4)	\$3,500.00	\$2,692.24	Plumbers/Plumb Supply	X
	Vacuums (6)	\$3,600.00	\$2,829.03	Amsan	X
	Carpet Fans 6	\$1,200.00	\$919.08	Air Movers	X
	Snow Blowers	\$2,000.00			
	Spot Shampoo (2)	\$1,500.00	\$1,923.04	Capital	X
	Wet Dry Vac. (2)	\$1,500.00	\$1,070.00	Capital	X
	Burnisher (Ex)	\$1,500.00	\$1,529.90	Capital	X
	Vacuums (2 Back Packs)	\$1,000.00	\$733.80	Capital	X
	Paint District Doors/Frames		\$1,400.00	Ty-Co	X
	Two way Radios (35)		\$21,300.00	Commusa	X
	Total	\$1,852,600.00	\$4,429,067.67		
School	Description	Est.	Actual	Vendor	
	Maint. Equipment				
	Replace 2 District Mowers	\$30,000.00	\$21,097.00	Midway	
	Replace District Vans	\$54,000.00	\$47,180.00	Lynch	
	Scissor Lift	\$8,000.00			
	Sod Cutter	\$6,000.00			
	Total	\$98,000.00	\$68,277.00		



Linn-Mar Community School District (3715) Profile

Iowa FFY 2012 (2012-2013)

Individuals with Disabilities Education Act (IDEA) Part B

August 11, 2014



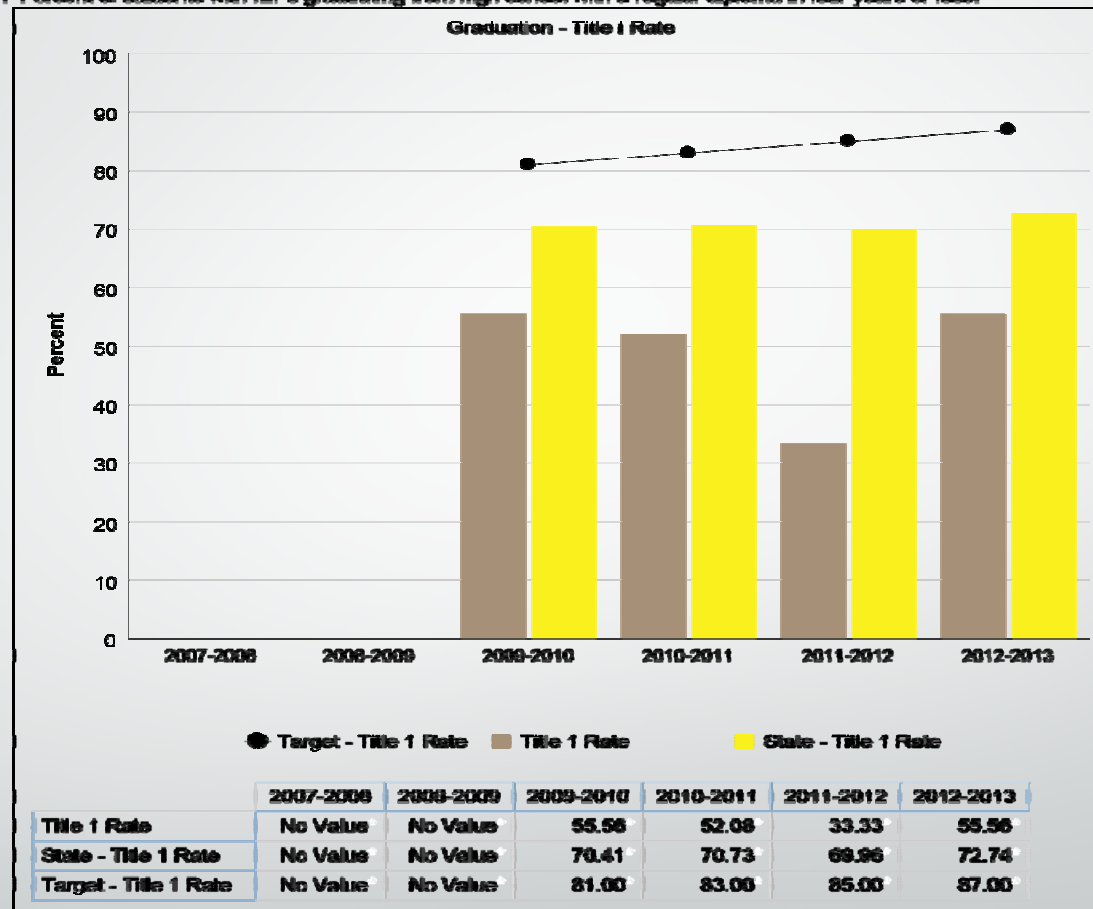
Prefaces:

State and Federal Guidelines require this report format

Data reported for the FFY 2012/2013 was collected in 2011-2012 school year

Data is used to monitor progress over time and help support program goals

Indicator B1: Percent of students with IEPs graduating from high school with a regular diploma in four years or less.

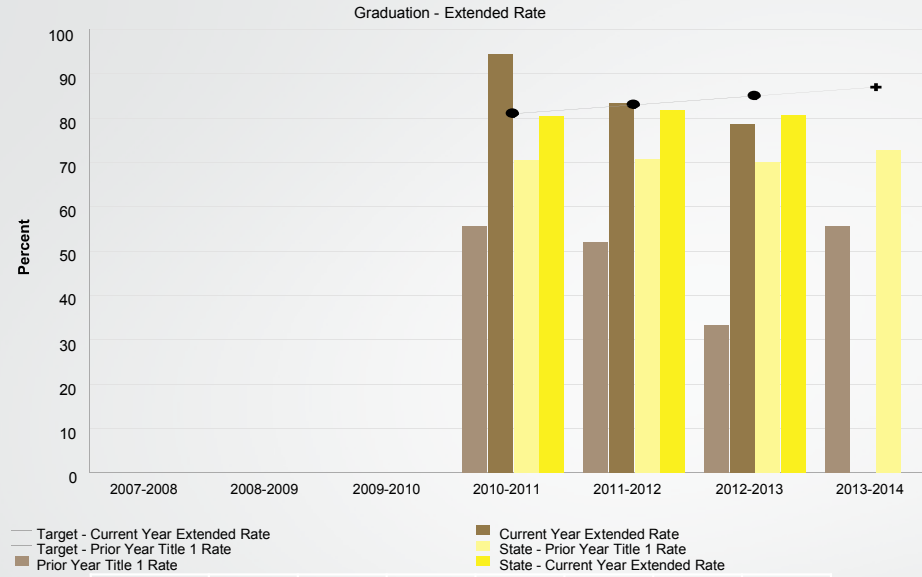


Data source: SFR

Data Range: FFY 2009 (2009-10) - FFY 2012 (2012-13)

Note: The data for Indicator B1 lag one year. This means that the data reported for FFY 2009 (2009-2010) were collected during 2008-2009 school year and data reported for FFY 2012 (2012-2013) were collected during the 2011-2012 school year.

Indicator B1: Percent of students with IEPs graduating from high school with a regular diploma in four years or less compared to the number of students graduating from high school in five years or less.

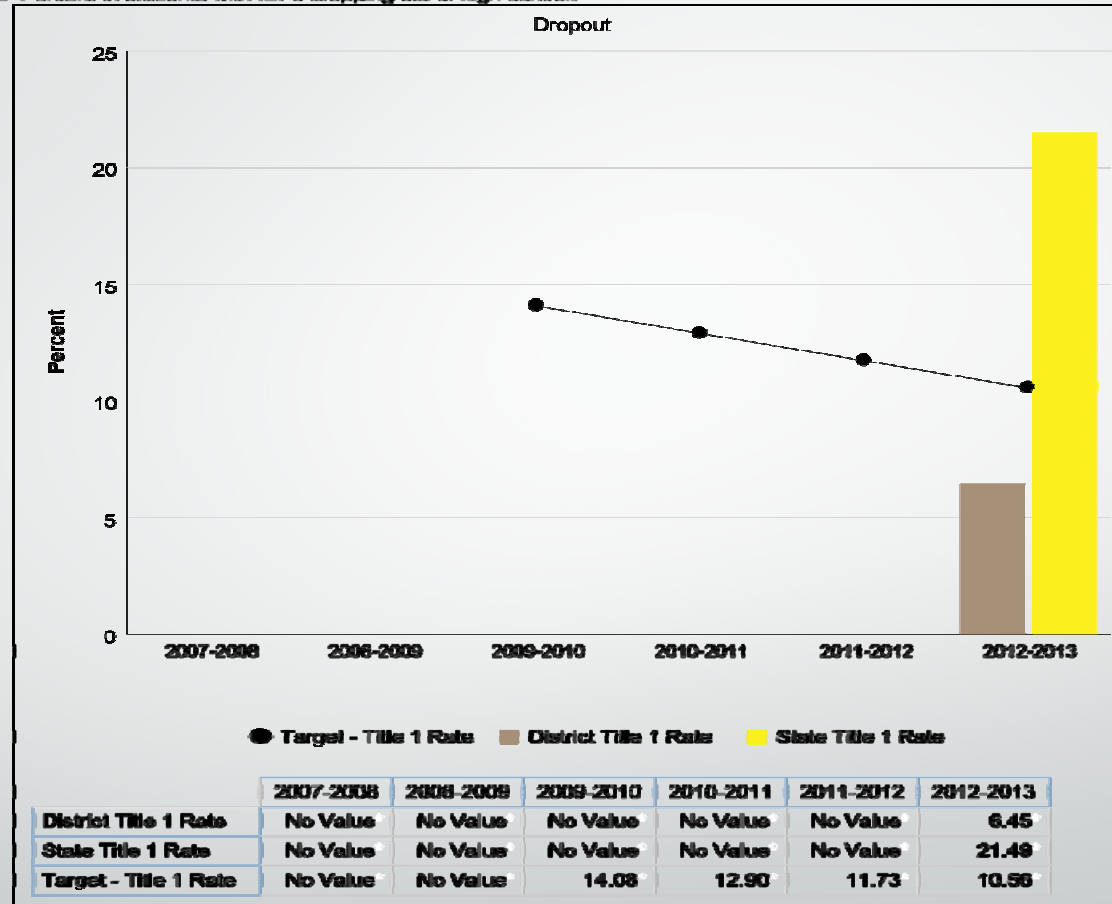


Data source: SRI

Data Range: FFY 2010 (2010-11) - FFY 2012 (2012-13)

Note: The data for Indicator B1 lag one year. This means that the data reported for FFY 2010 (2010-2011) were collected during 2009-2010 school year and data reported for FFY 2012 (2012-2013) were collected during the 2011-2012 school year.

Indicator B2: Percent of students with IEPs dropping out of high school.



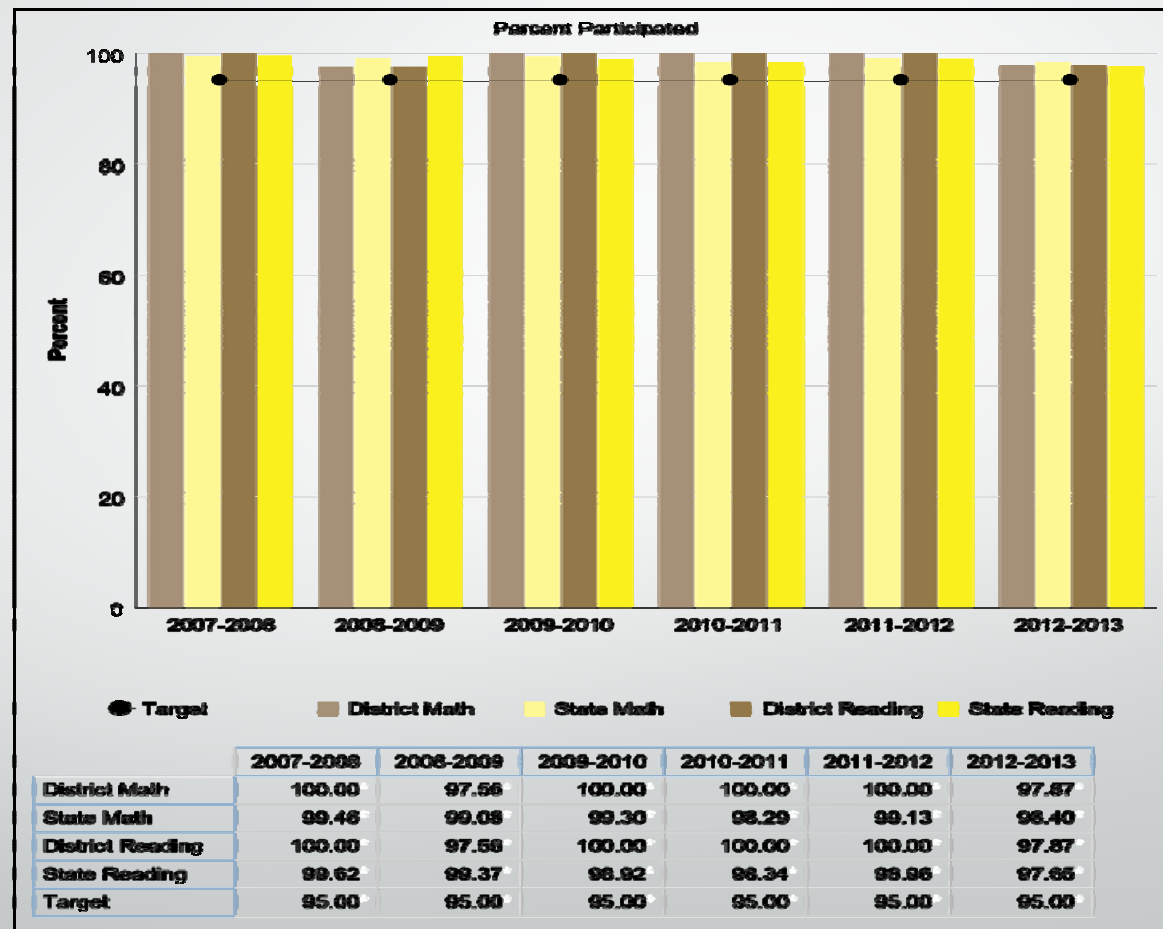
Data Source: IMS

Data Range: FFY 2012 (2012-13)

Note: The data for Indicator B2 lag one year. This means that the data reported for FFY 2012 (2012-2013) were collected during the 2011-2012 school year. The US Department of Education's Office of Special Education Programs redefined the measurement for Indicator B2 for FFY 2012 (2012-2013). The numerator remains the number of students who dropped out. The denominator has been redefined as the sum of (a) graduated with a regular high school diploma, (b) received a certificate, (c) reached maximum age, (d) dropped out, or (e) died.

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against achievement standards

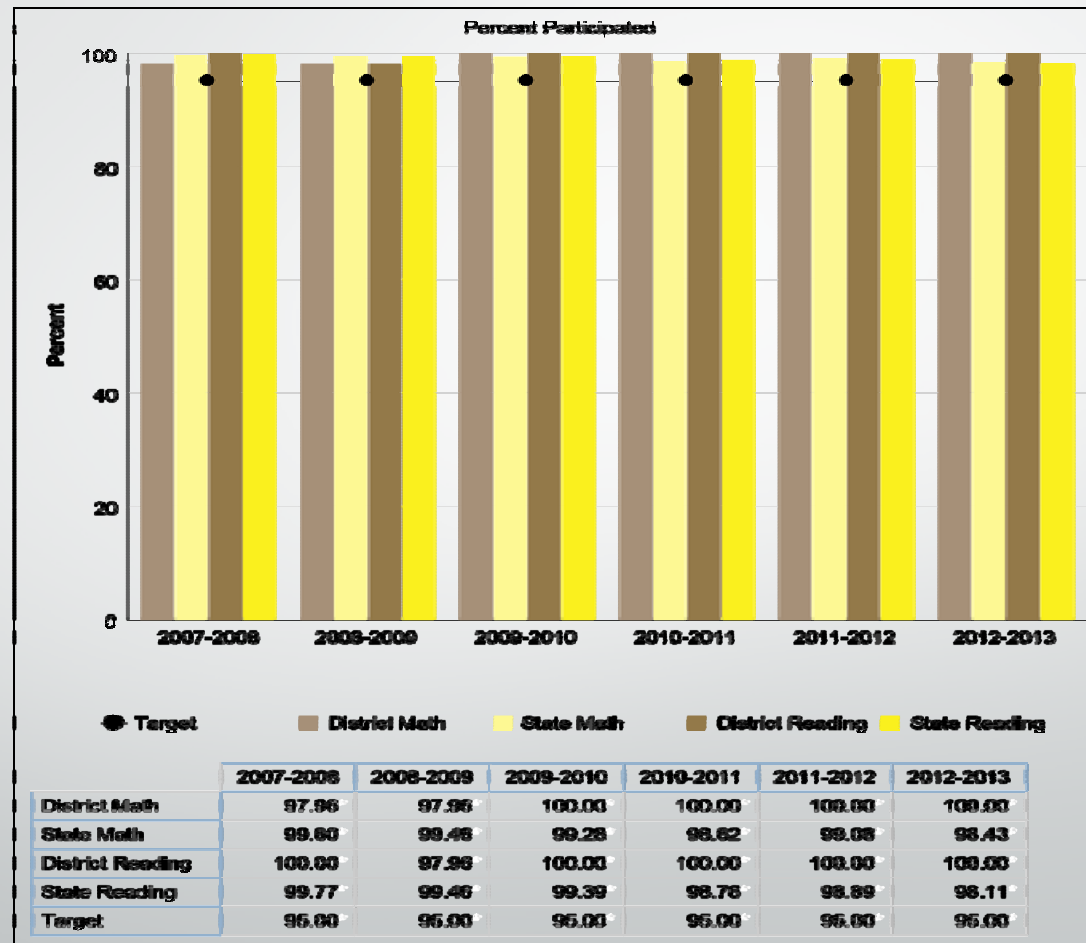
Indicator B3B: 3rd Grade Participation



Data Source: AYP database
 Date Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against achievement standards.

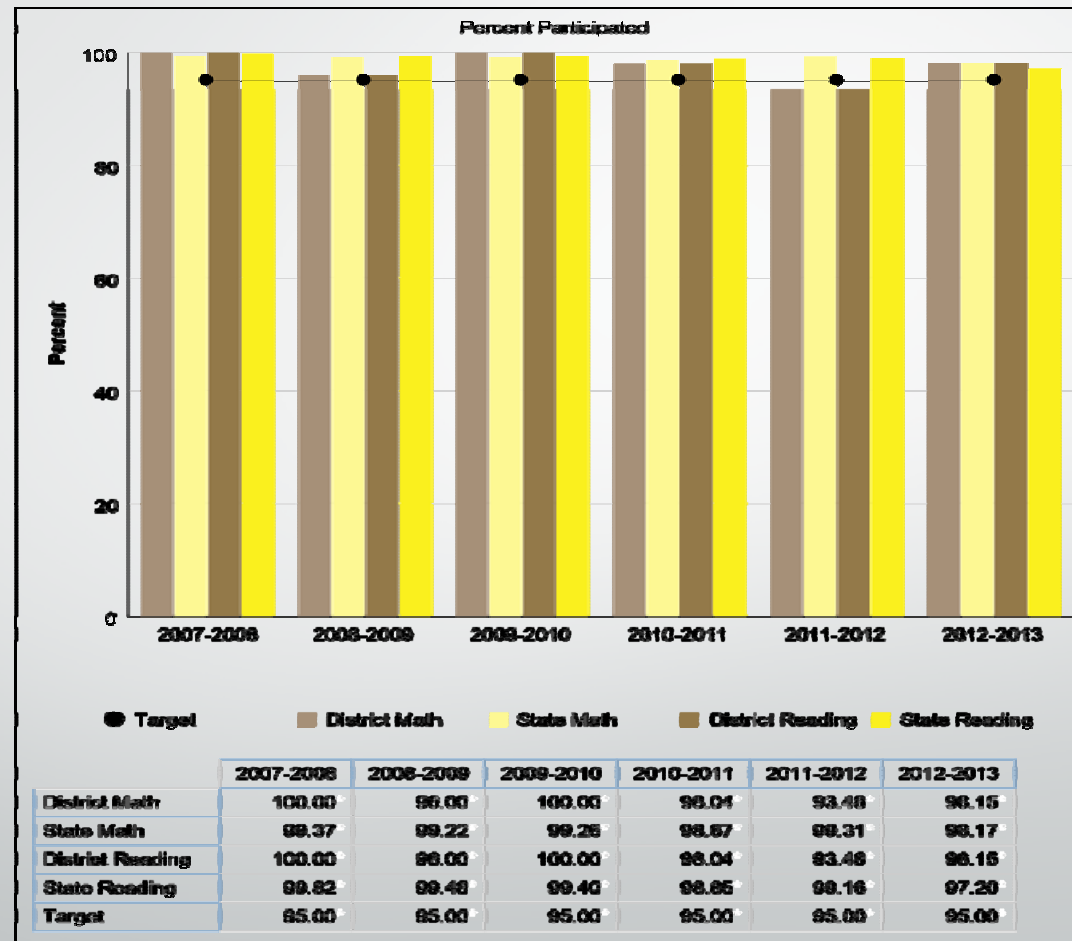
Indicator B3B: 4th Grade Participation



Data Source: AYP database
Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against achievement standards.

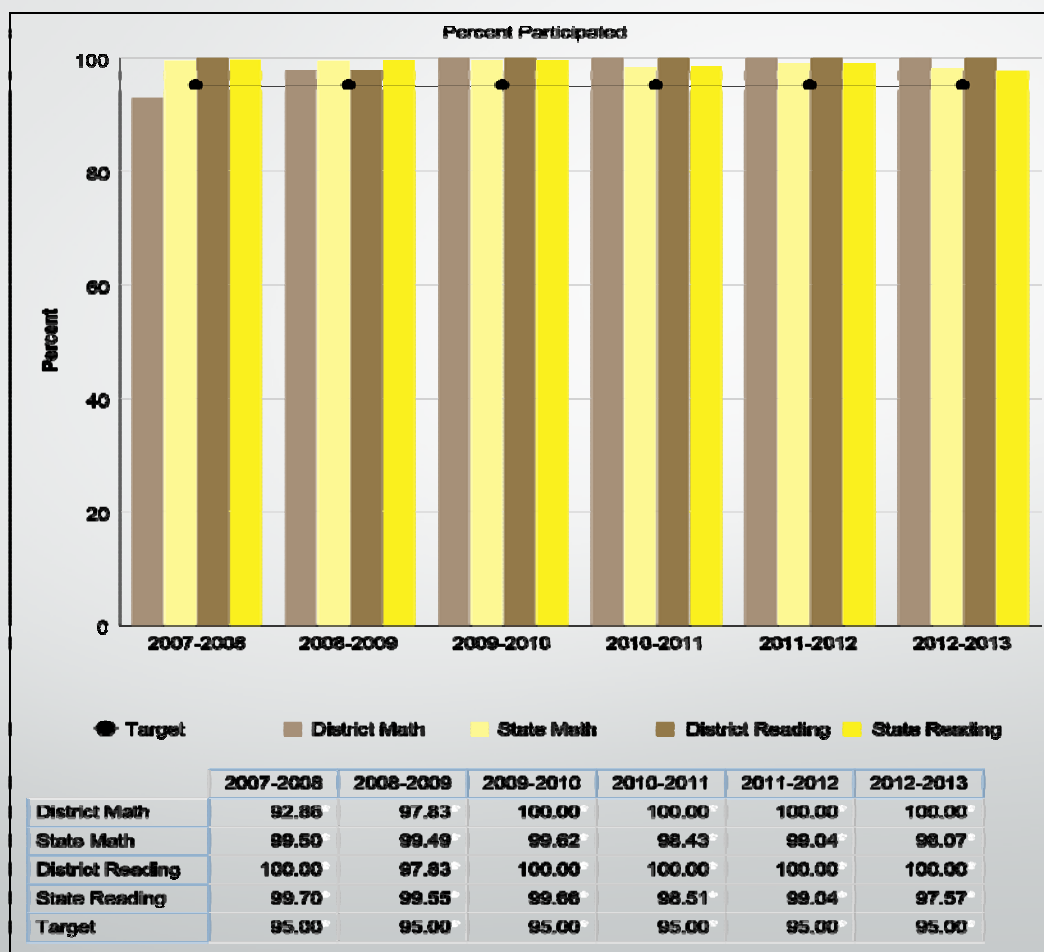
Indicator B3B: 5th Grade Participation



Date Source: AYP database
Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against Achievement standards.

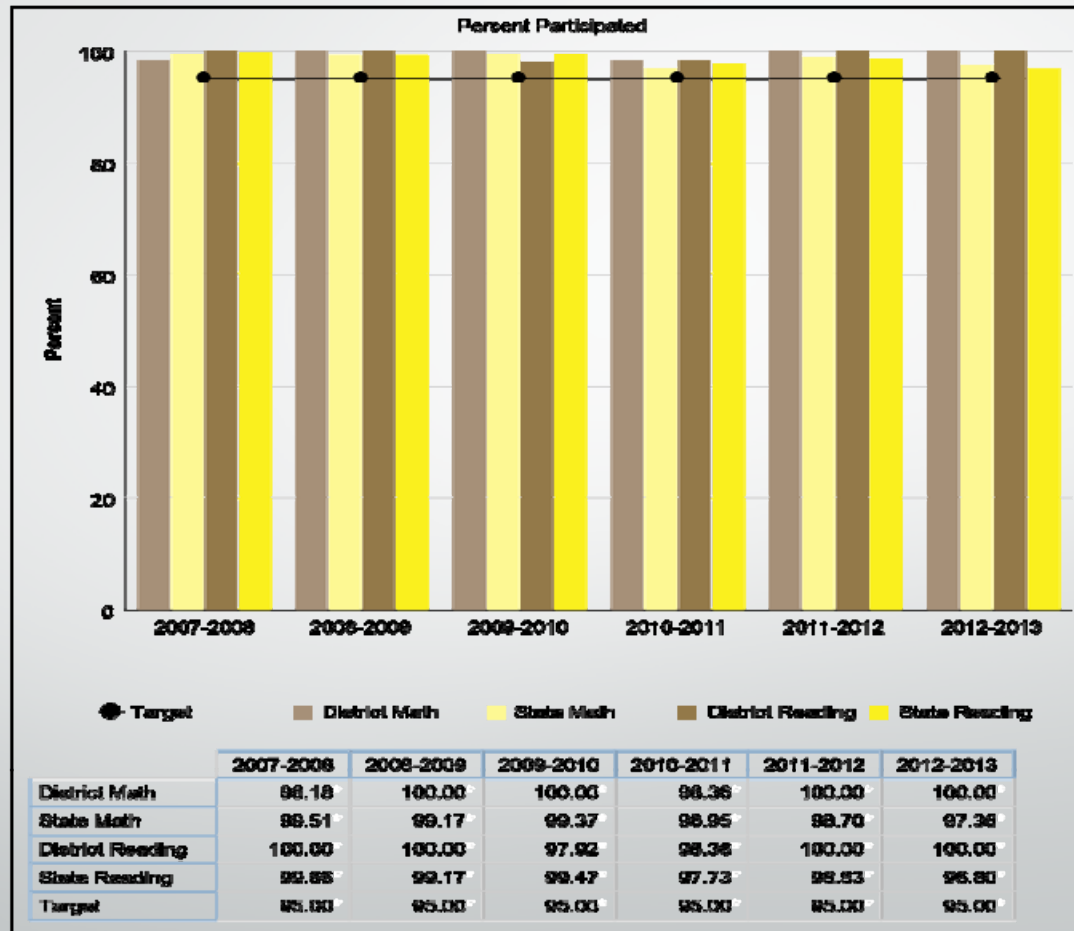
Indicator B3B: 6th Grade Participation



Data Source: AYP database
Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against achievement standards.

Indicator B3B: 7th Grade Participation

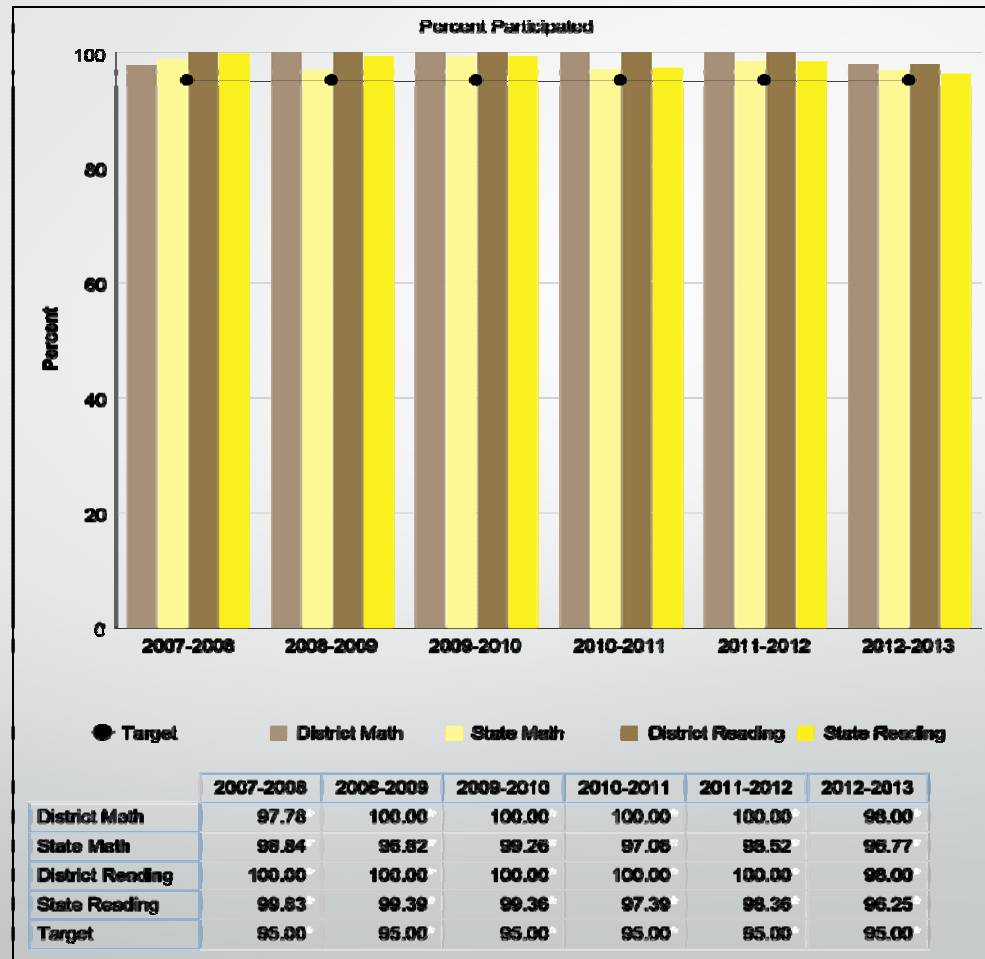


Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against achievement standards.

Indicator B3B: 8th Grade Participation

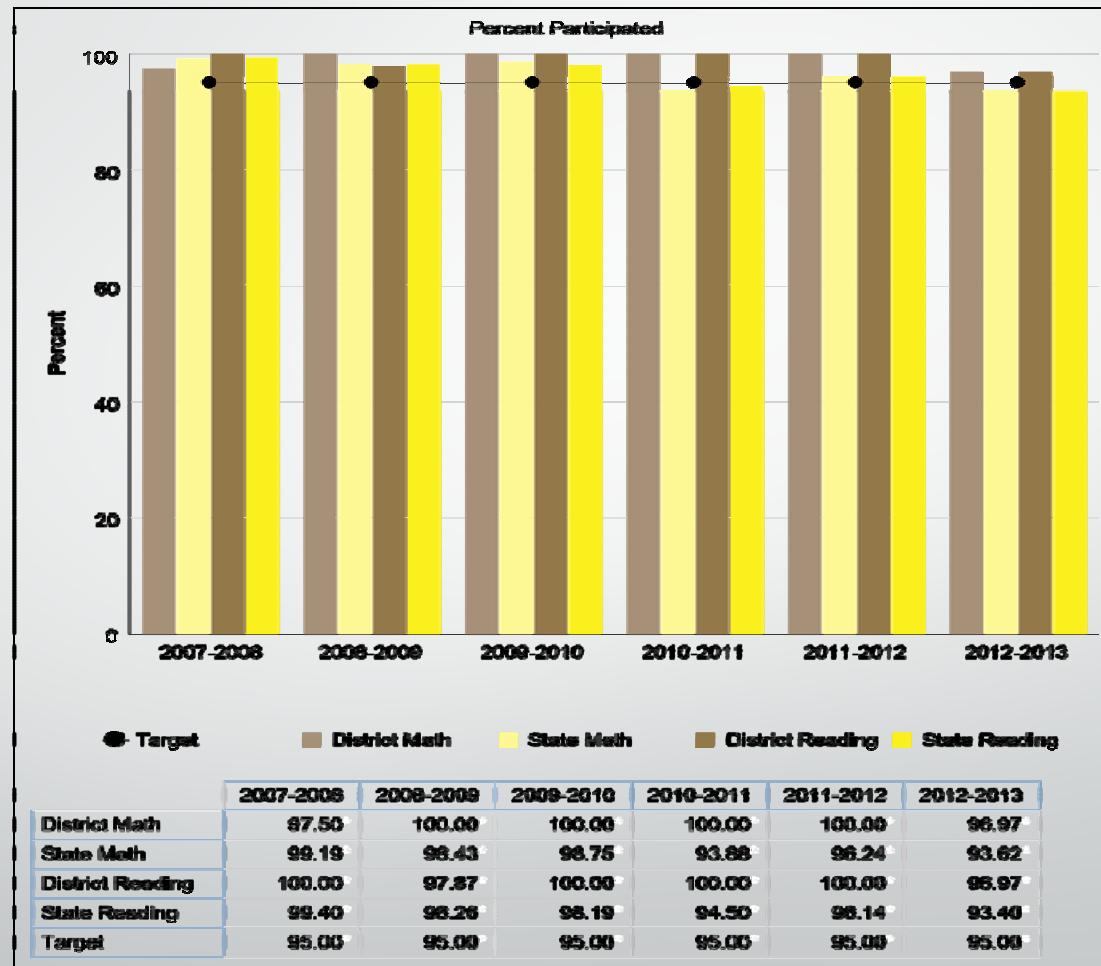


Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3B: Participation rate for students with IEPs in a regular assessment with no accommodations, regular assessment with accommodations, alternate assessment against grade level standards, or alternate assessment against achievement standards.

Indicator B3B: 11th Grade Participation

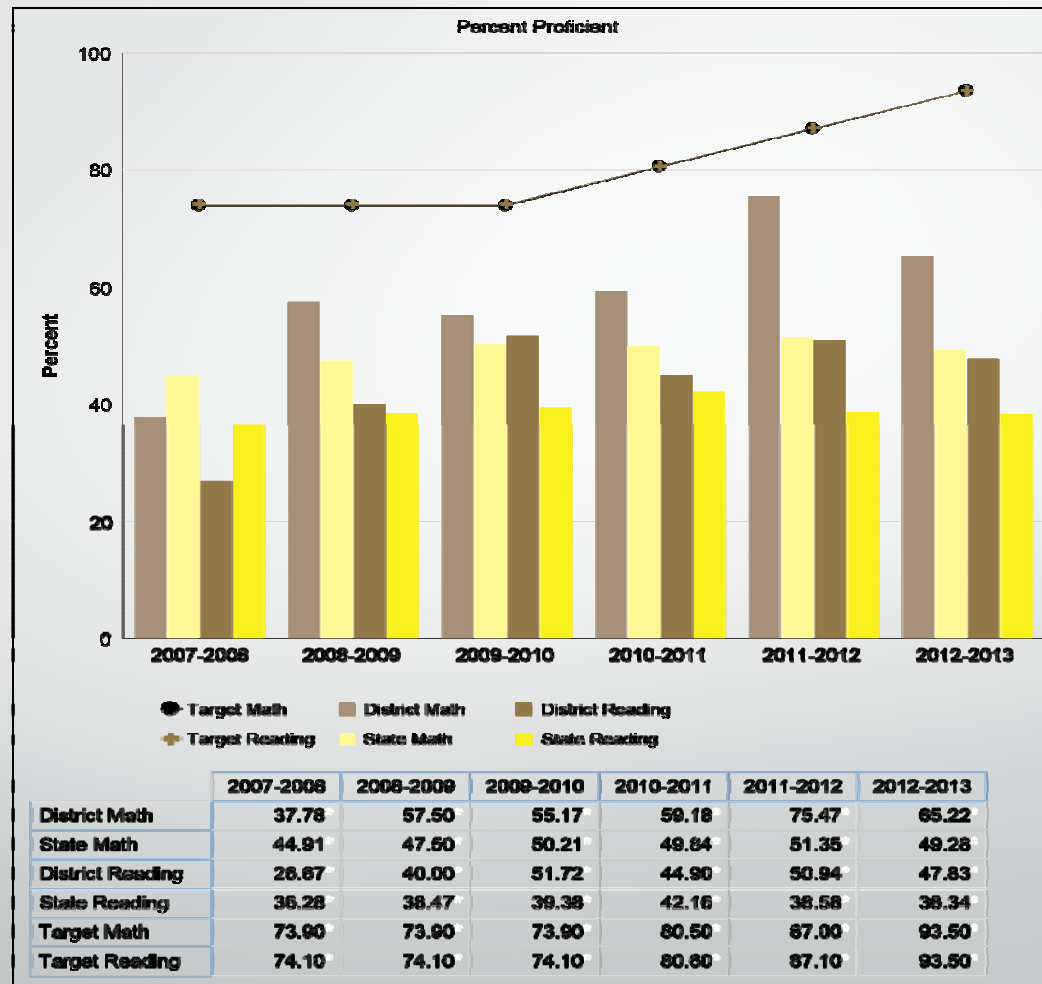


Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

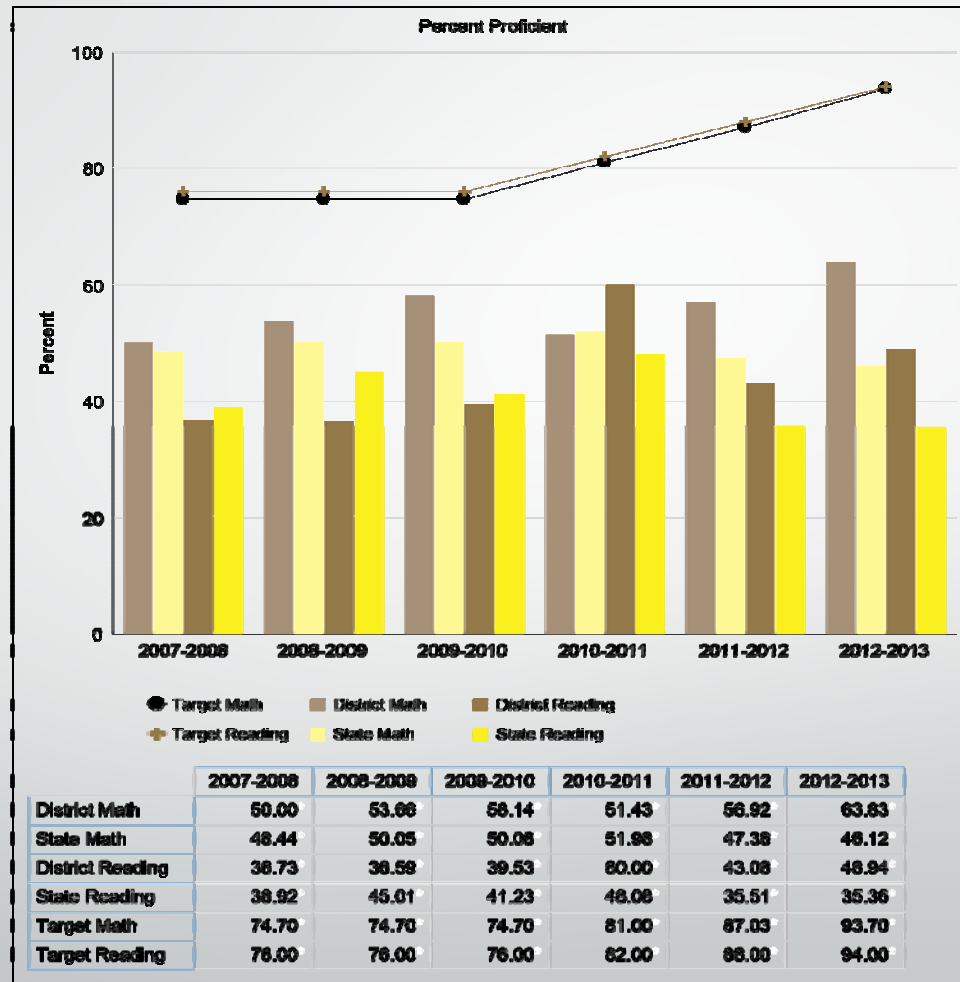
Indicator B3C: 3rd Grade Proficiency



Data Source: AYP database
Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

Indicator B3C: 4th Grade Proficiency

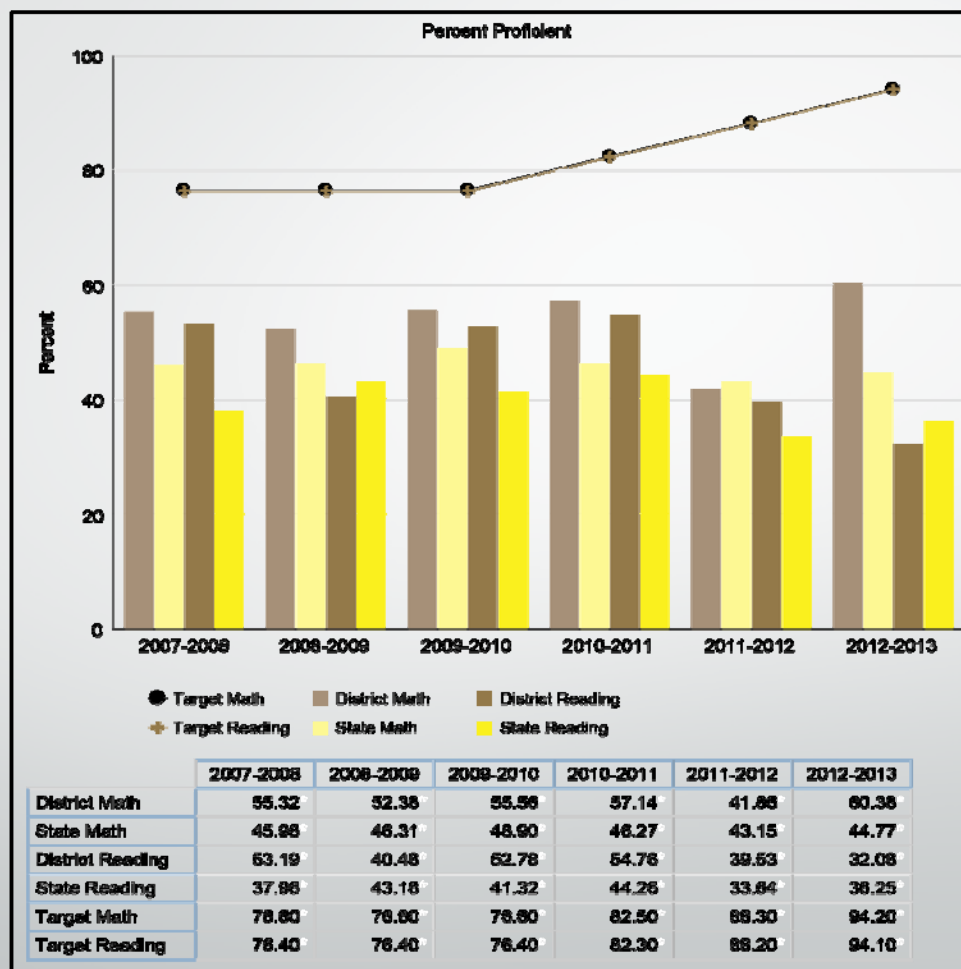


Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

Indicator B3C: 5th Grade Proficiency

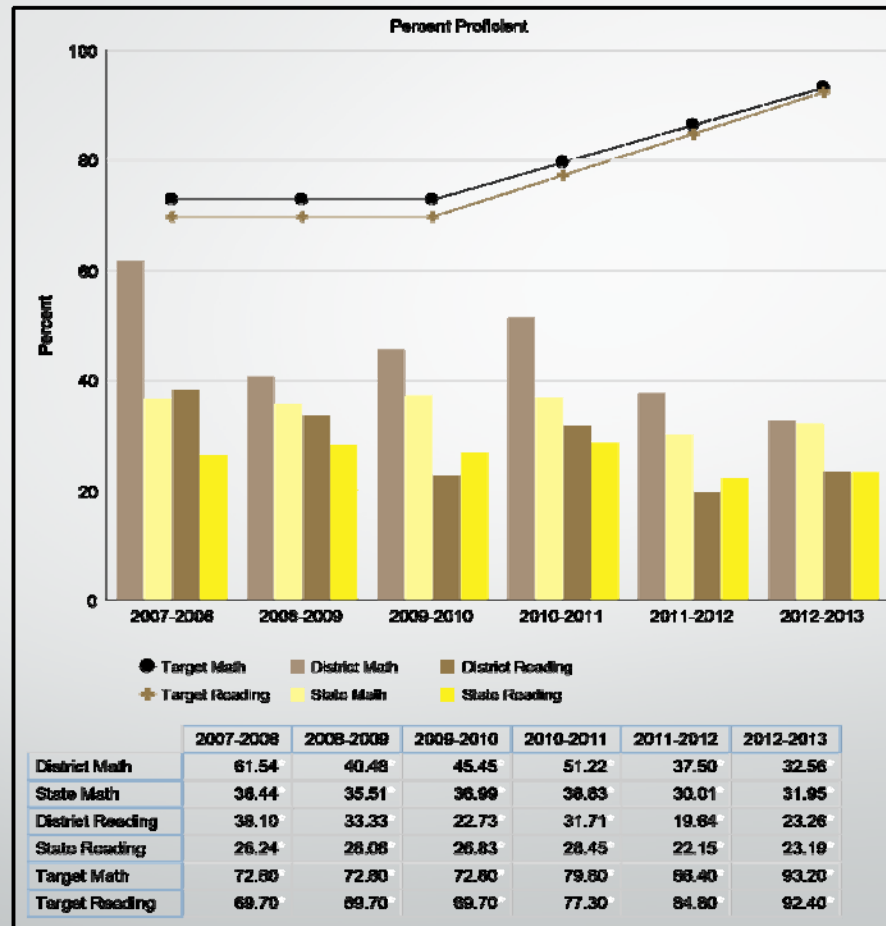


Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

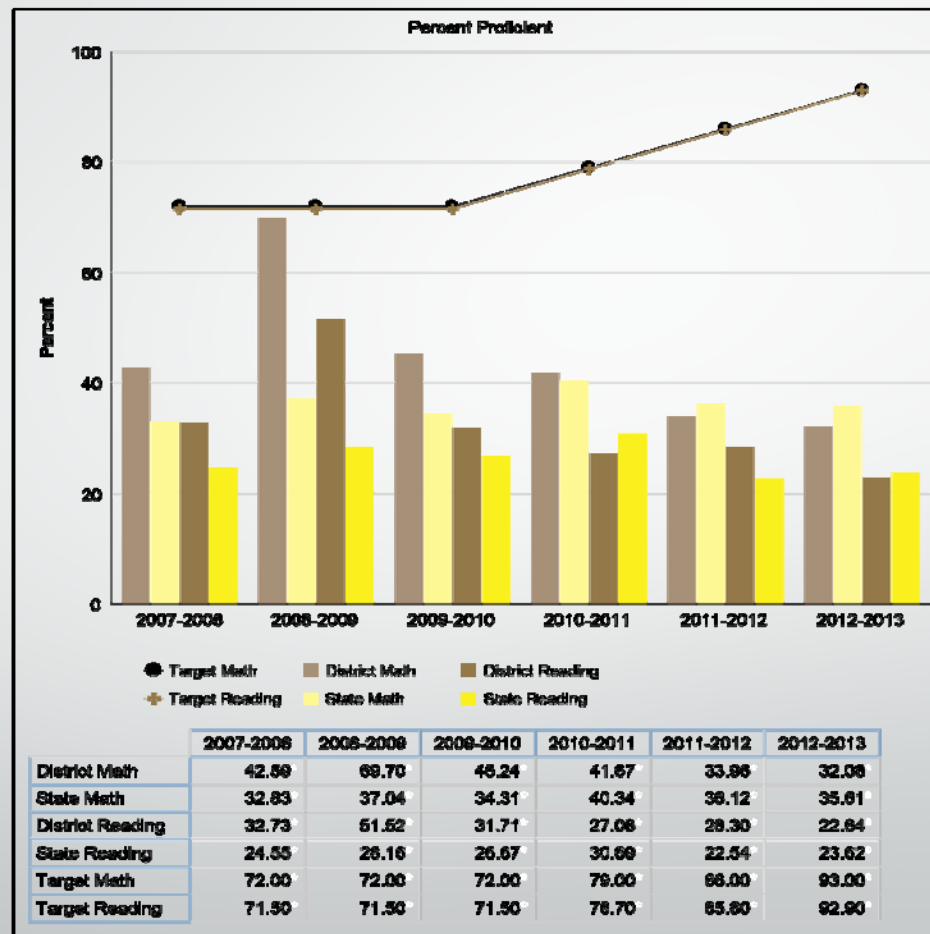
Indicator B3C: 6th Grade Proficiency



Data Source: AYP database
Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

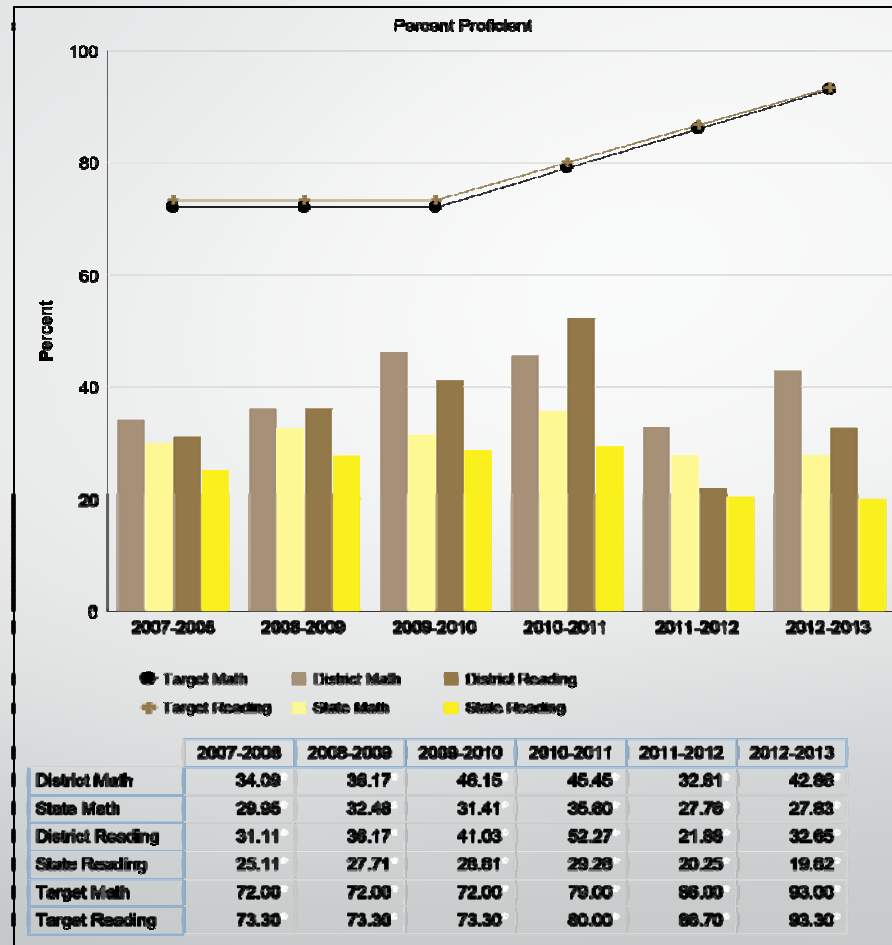
Indicator B3C: 7th Grade Proficiency



Data Source: AYP database
Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

Indicator B3C: 8th Grade Proficiency

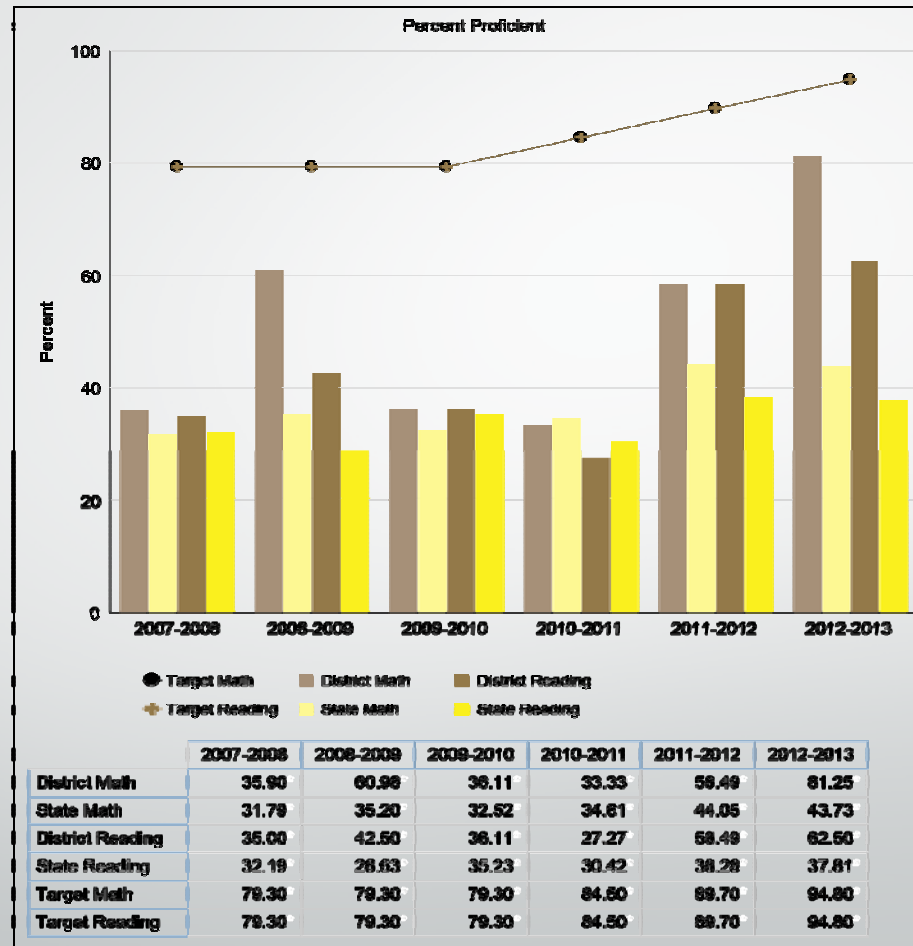


Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B3C: Proficiency rate for students with IEPs against grade level standards and alternate achievement standards.

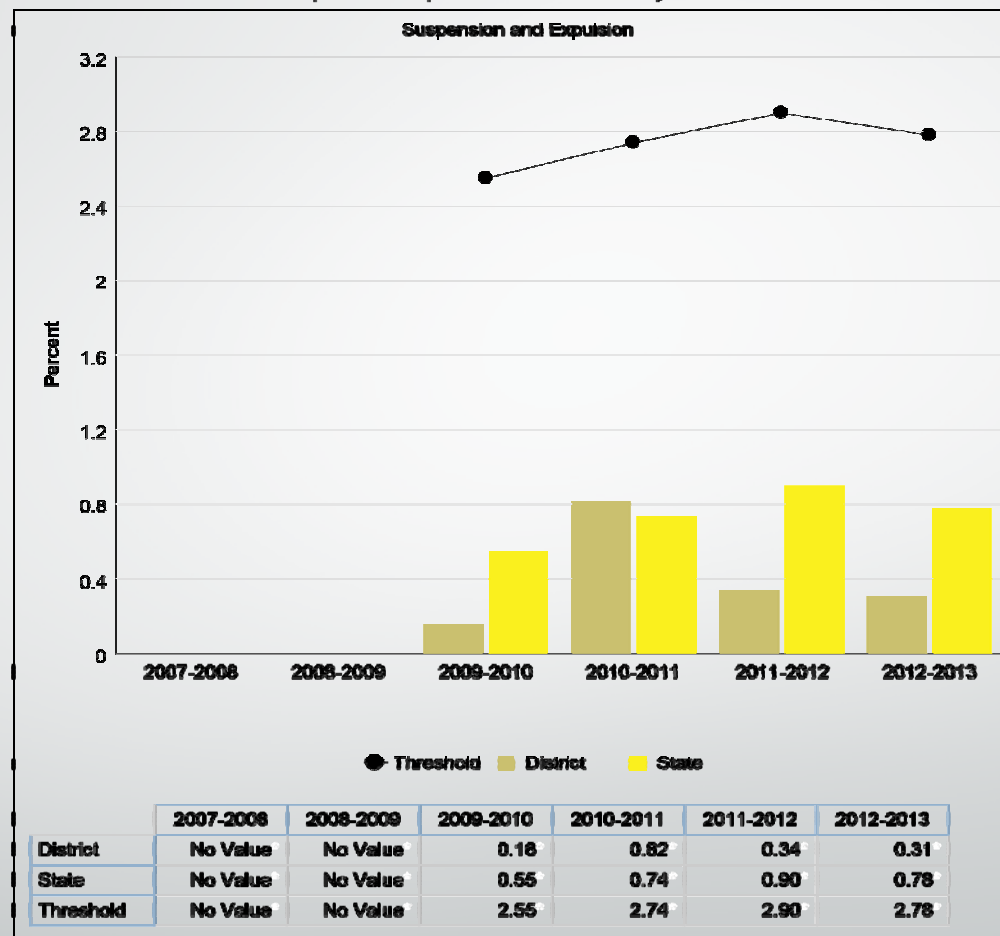
Indicator B3C: 11th Grade Proficiency



Data Source: AYP database

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

Indicator B4A: Percent of students with IEPs suspended or expelled for more than 10 days.

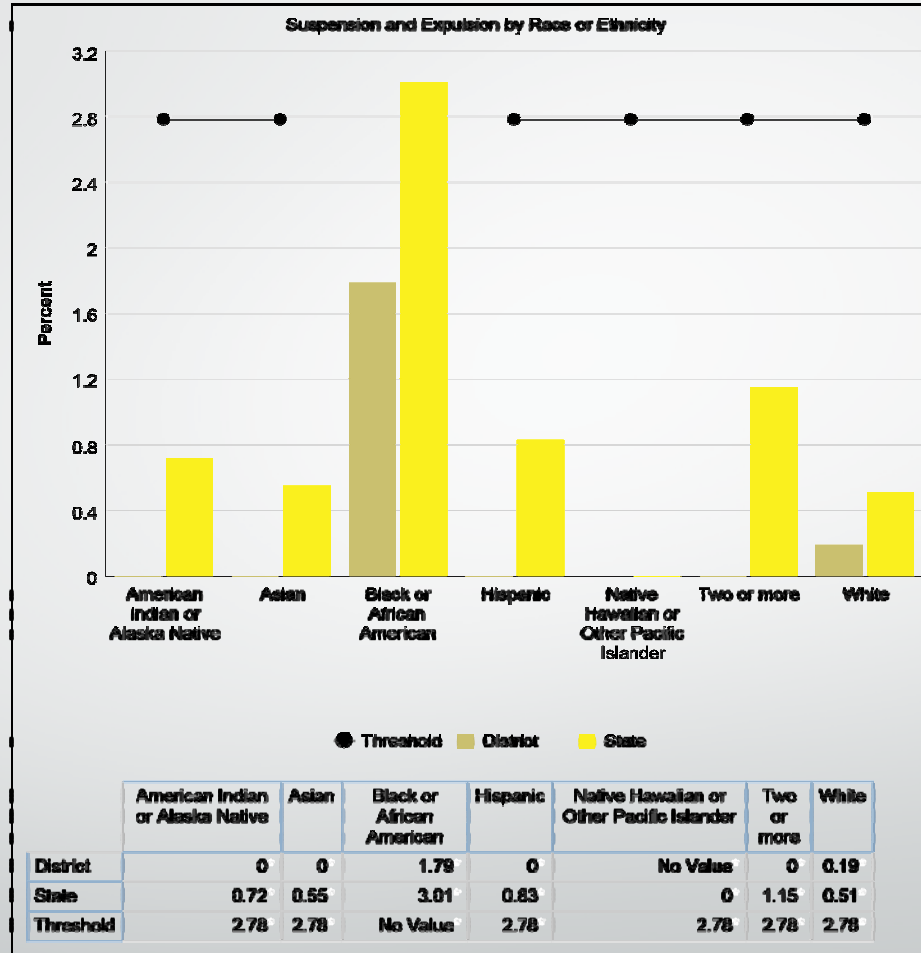


Data Source: SRI

Data Range: FFY 2009 (2009-10) - FFY 2012 (2012-13)

Note: The data for Indicator B4A lag one year. This means that the data reported for FFY 2009 (2009-2010) were collected during 2008-2009 school year and data reported for FFY 2012 (2012-2013) were collected during the 2011-2012 school year.

Indicator B4B: Percent of students with IEPs suspended or expelled for more than 10 days by race or ethnicity.

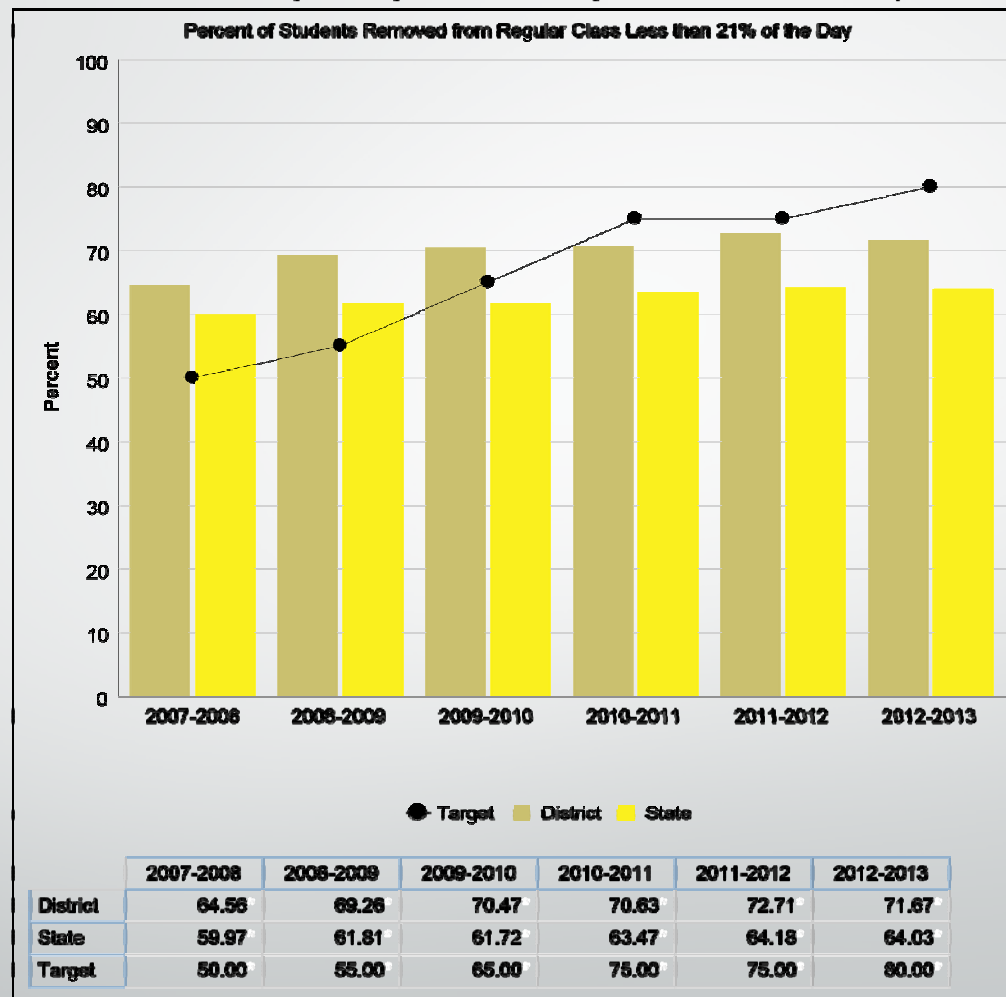


Data Source: SFI

Data Range: FFY 2012 (2012-13)

Note: The data for Indicator B4B lag one year. This means that the data reported for FFY 2012 (2012-2013) were collected during the 2011-2012 school year.

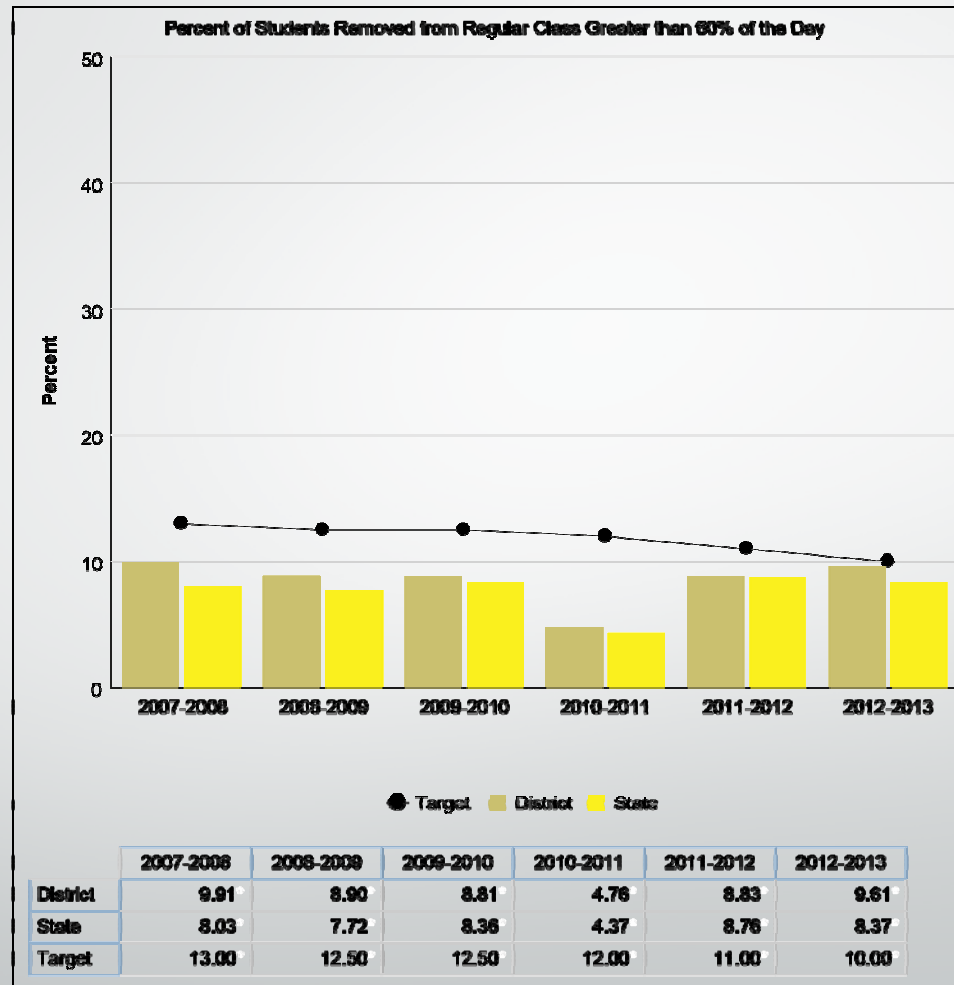
Indicator B5A: Percent of students with IEPs aged 6 through 21 removed from regular class less than 21% of the day.



Data Source: IIMS

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

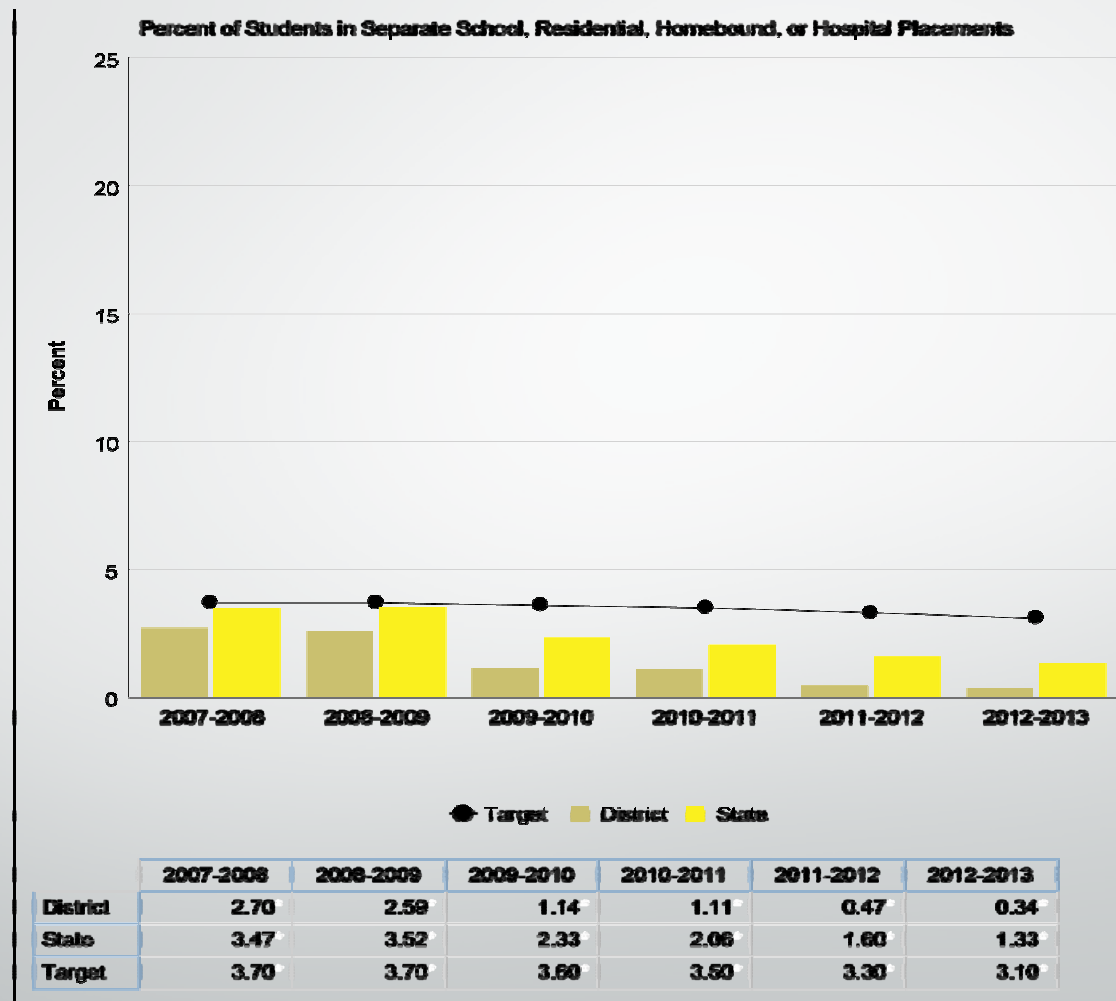
Indicator B&B: Percent of students with IEPs aged 6 through 21 removed from regular class greater than 60% of the day.



Data Source: IMS

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

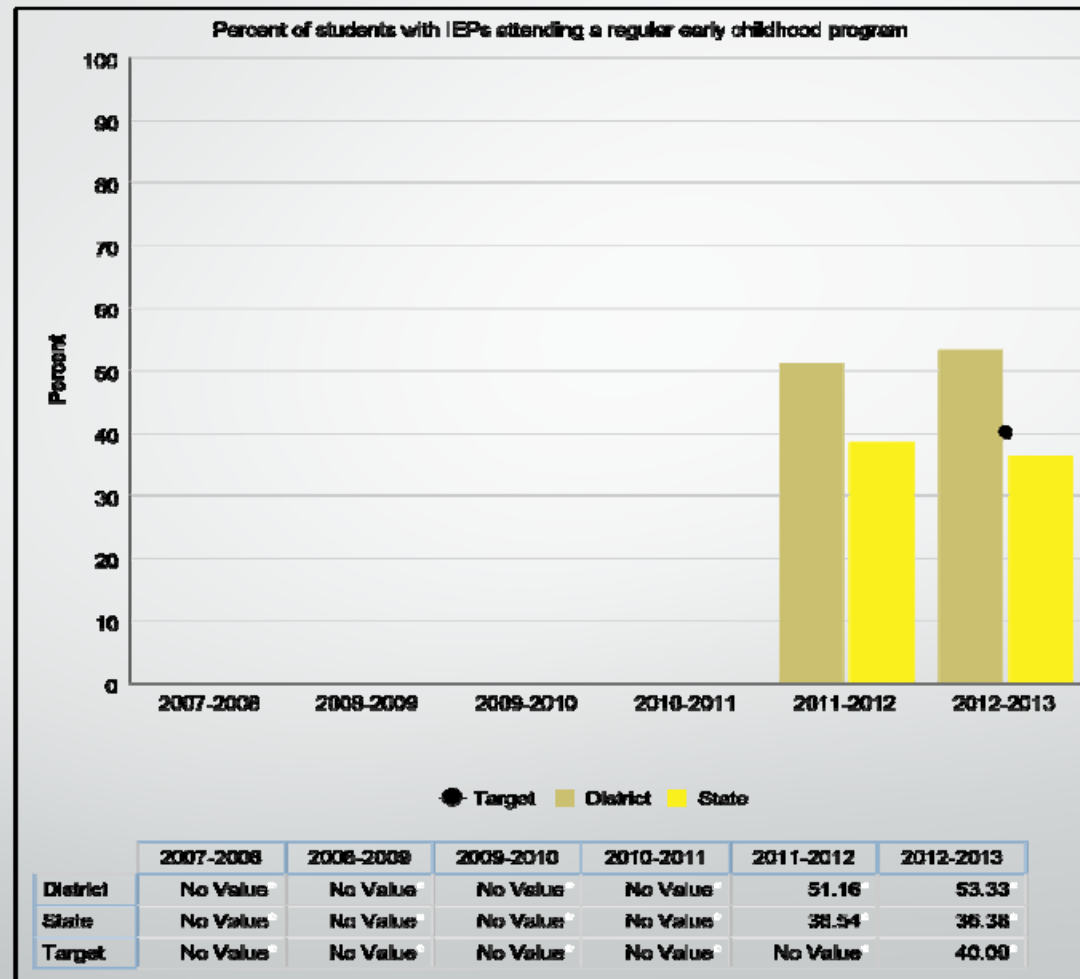
Indicator B5C: Percent of students with IEPs aged 6 through 21 served in public or private separate schools, residential placements, or homebound or hospital placements.



Data Source: IMS

Date Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)

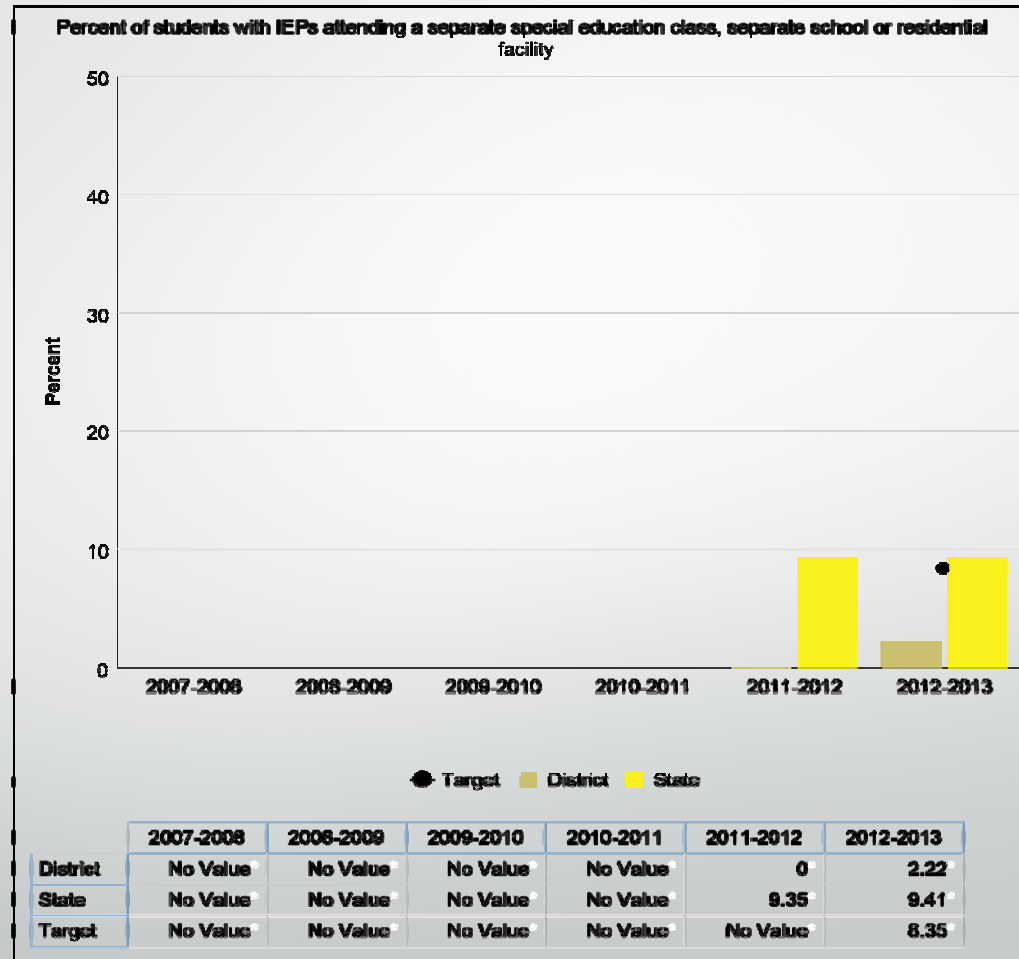
Indicator B6A: Percent of students with IEPs aged 3 through 5 attending a regular early childhood program and receiving the majority of services in the regular early childhood program.



Data Source: IMS

Data Range: FFY 2011 (2011-12) - FFY 2012 (2012-13)

Indicator B6B: Percent of students with IEPs aged 3 through 5 attending a separate special education class, separate school or residential facility.

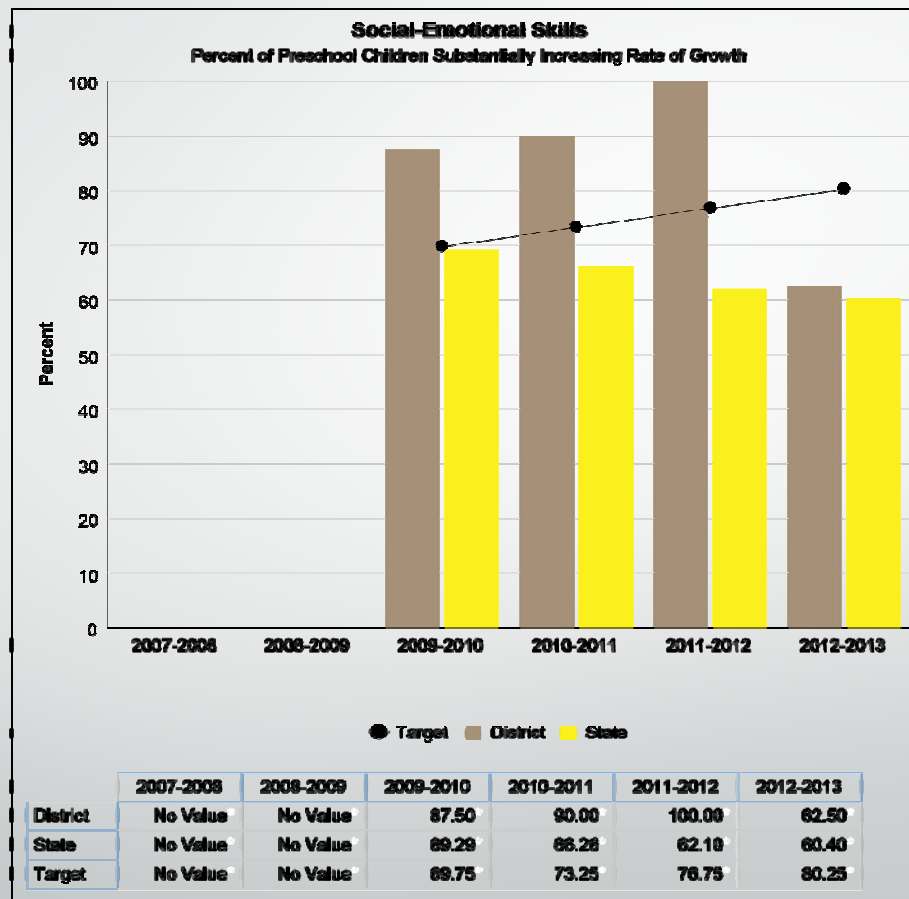


Data Source: IMS

Data Range: FFY 2011 (2011-12) - FFY 2012 (2012-13)

Indicator B7A: Percent of preschool students with IEPs who demonstrate improved positive social-emotional skills.

Summary Statement 1: Of those preschool students who entered the preschool program below age expectations in positive social-emotional skills, the percent who substantially increased their rate of growth by the time they turned 6 year of age or exited the program



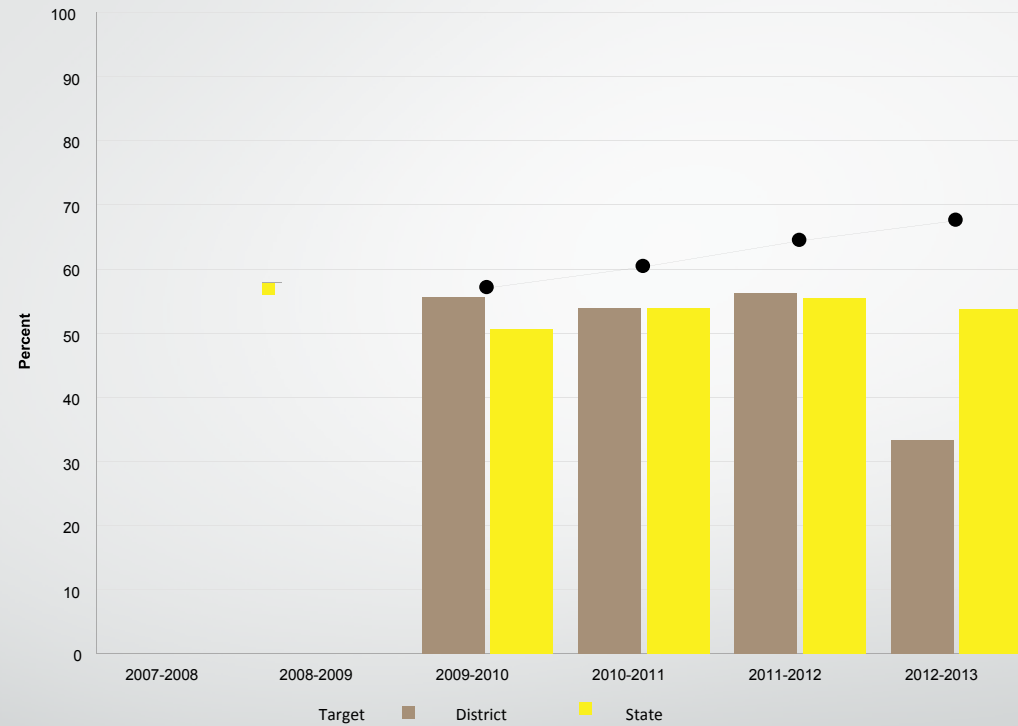
Data Source: IMS

Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B7A: Percent of preschool students with IEPs who demonstrate improved positive social-emotional skills.

Summary Statement 2: The percent of preschool students who were functioning within age expectations in positive social-emotional skills by the time they turned 6 years of age or exited the program.

Percent of Preschool Children Functioning within Age Expectations

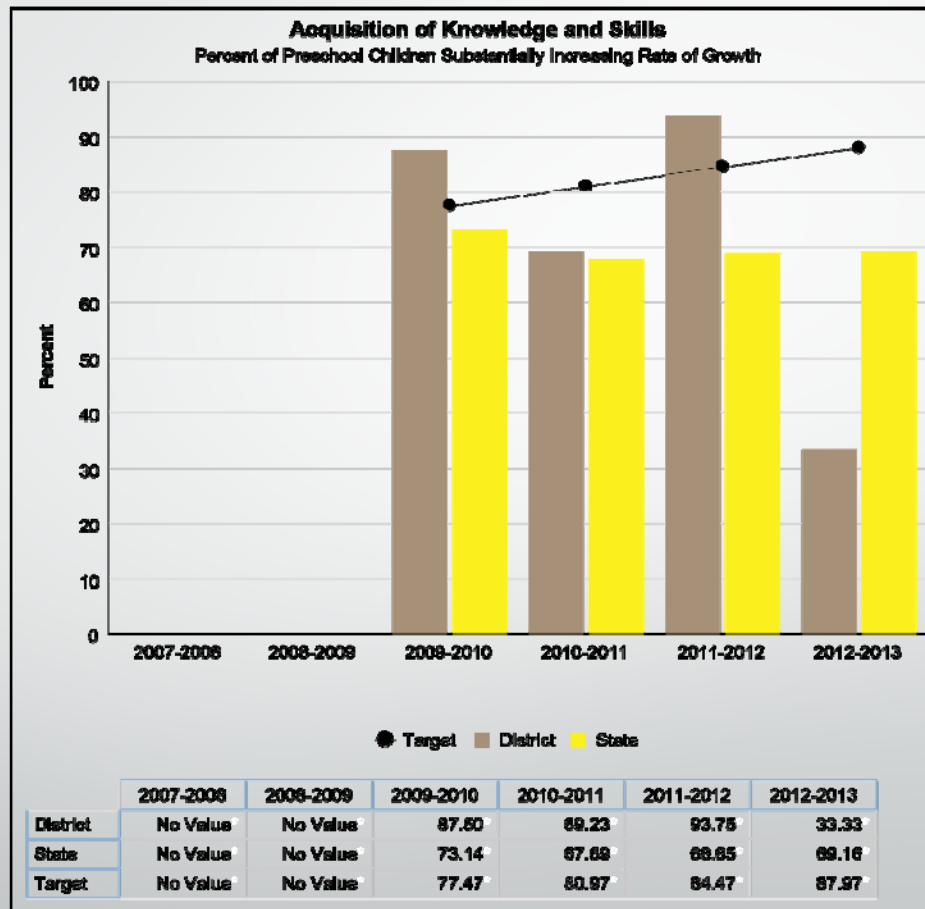


	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
District	No Value*	No Value*	55.56*	53.85*	56.25*	33.33*
State	No Value*	No Value*	50.54*	53.93*	55.43*	53.73*
Target	No Value*	No Value*	57.04*	60.34*	64.40*	67.54*

Data Source: IMS
Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B7B: Percent of preschool students with IEPs who demonstrate improved acquisition and use of knowledge and skills.

Summary Statement 1: Of those preschool students who entered the preschool program below age expectations in acquisition and use of knowledge and skills, the percent who substantially increased their rate of growth by the time they turned 6 years of age or exited the program



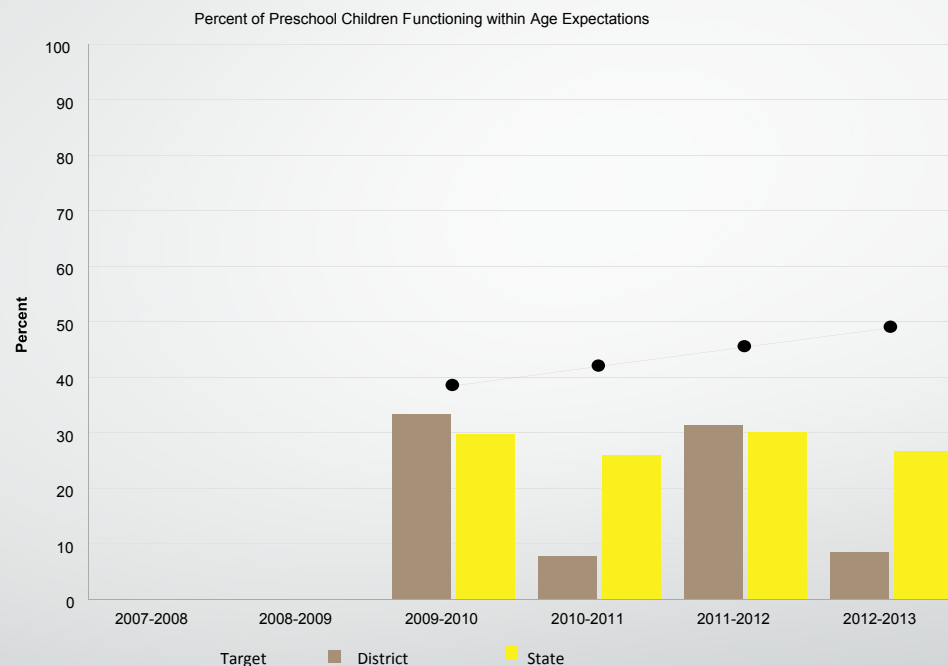
Data Source: IMIS

Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B7B: Percent of preschool students with IEPs who demonstrate improved acquisition and use of knowledge and skills.

Summary Statement 2: The percent of preschool students who were functioning within age expectations in acquisition and use of knowledge and skills by the time they turned 6 years of age or exited the program.

Acquisition of Knowledge and Skills



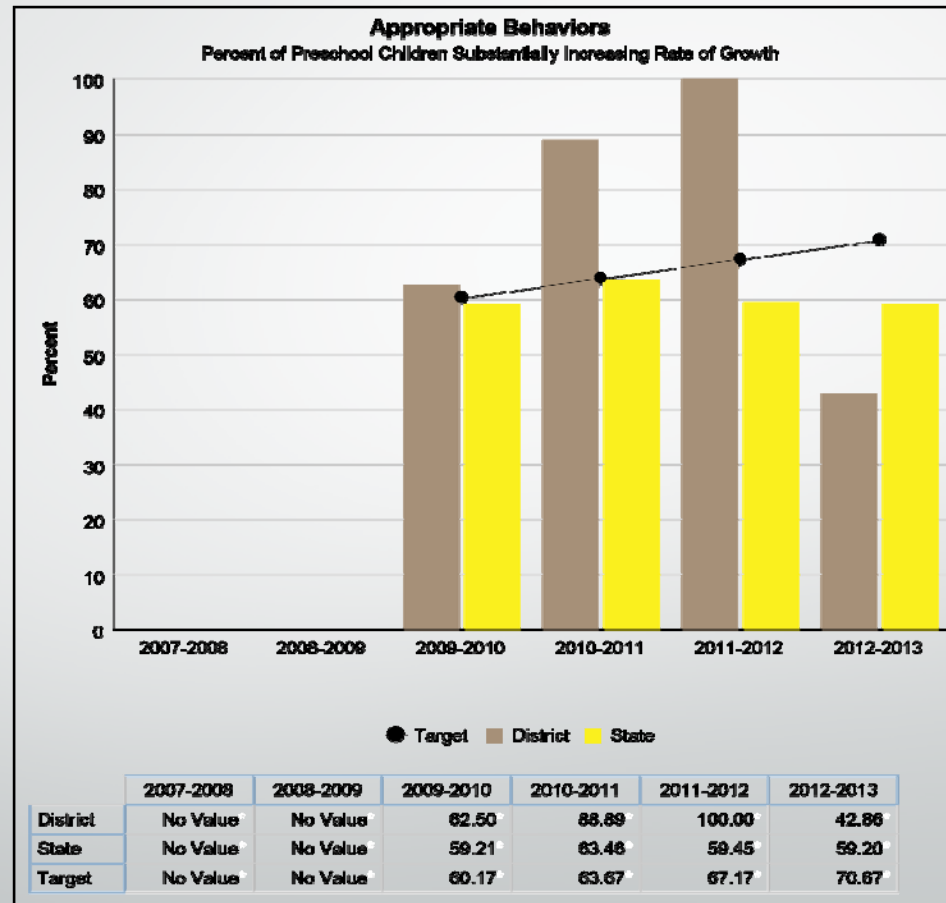
	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
District	No Value*	No Value*	33.33*	7.69*	31.25*	8.33*
State	No Value*	No Value*	29.65*	25.80*	29.96*	26.63*
Target	No Value*	No Value*	38.42*	41.92*	45.42*	48.92*

Data Source: IMS

Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B7C: Percent of preschool students with IEPs who demonstrate improved use of appropriate behaviors to meet their needs.

Summary Statement 1: Of those preschool students who entered the preschool program below age expectations in use of appropriate behaviors to meet their needs, the percent who substantially increased their rate of growth by the time they turned 6 years of age or exited the program.



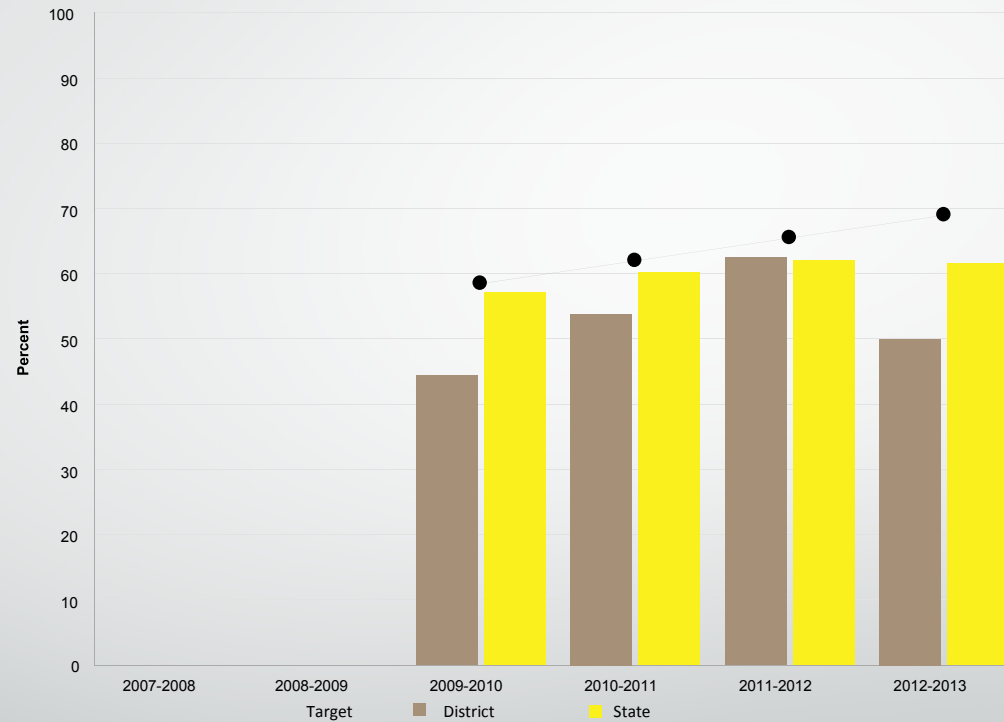
Data Source: IMS
Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B7C: Percent of preschool students with IEPs who demonstrate improved use of appropriate behaviors to meet their needs.

Summary Statement 2: The percent of preschool students who were functioning within age expectations in use of appropriate behaviors to meet their needs by the time they turned 6 years of age or exited the program.

Appropriate Behaviors

Percent of Preschool Children Functioning within Age Expectations

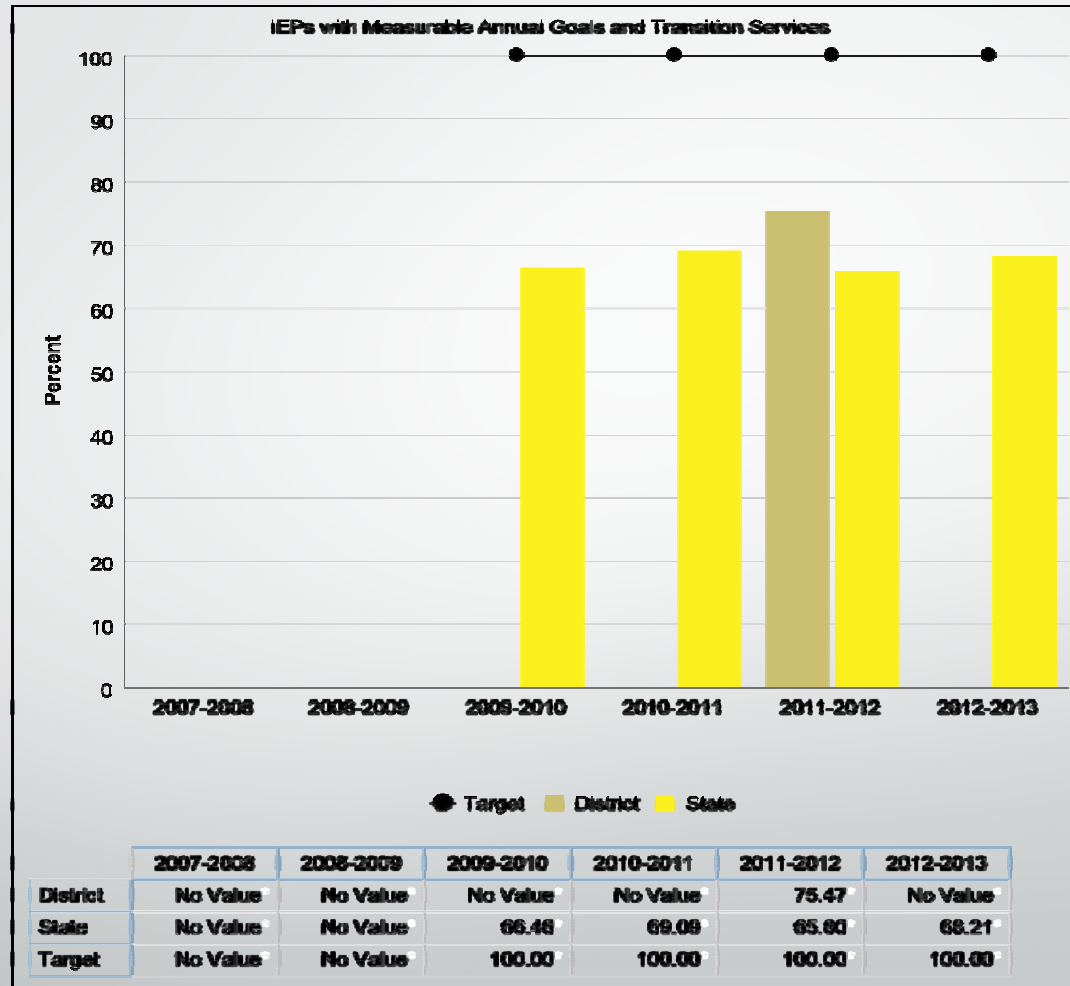


	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
District	No Value*	No Value*	44.44*	53.85*	62.50*	50.00*
State	No Value*	No Value*	57.14*	60.19*	62.04*	61.57*
Target	No Value*	No Value*	58.48*	61.98*	65.48*	68.98*

Data Source: IMS

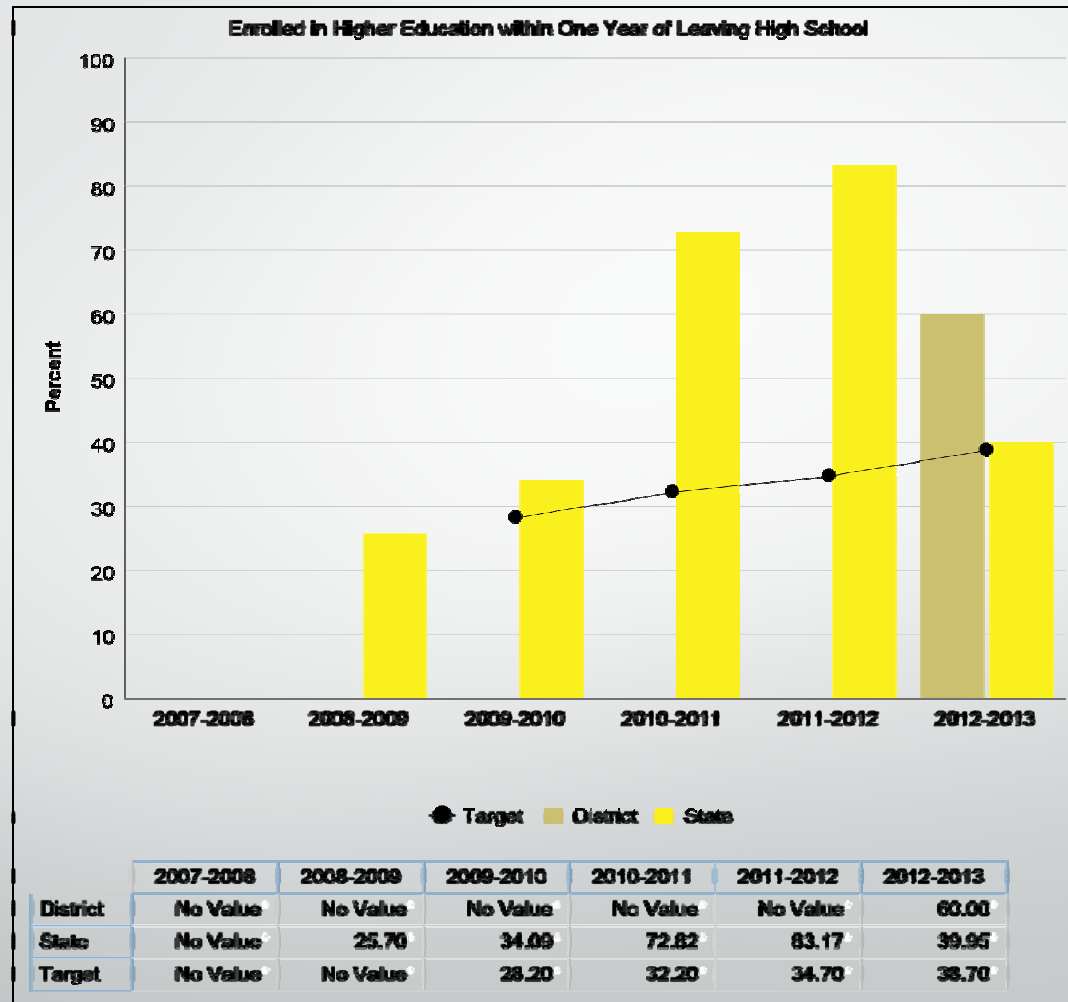
Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B13: Percent of students with IEPs age 16 and above with measurable, annual IEP goals and transition services that will reasonably enable the student to meet post-secondary goals.



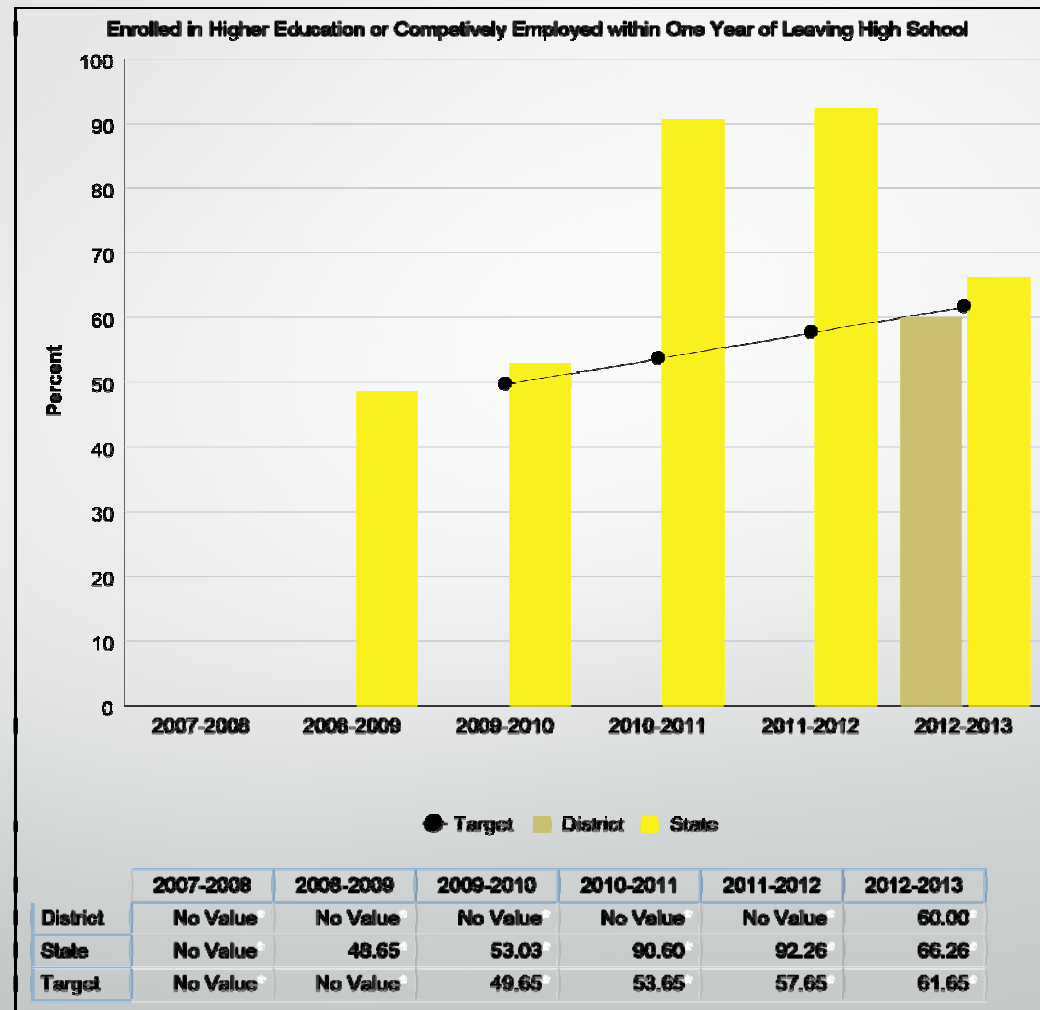
Data Source: ISTAR
Data Range: FFY 2009 (2009-10) - FFY 2012 (2012-13)

Indicator B14A: Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were enrolled in higher education within one year of leaving high school.



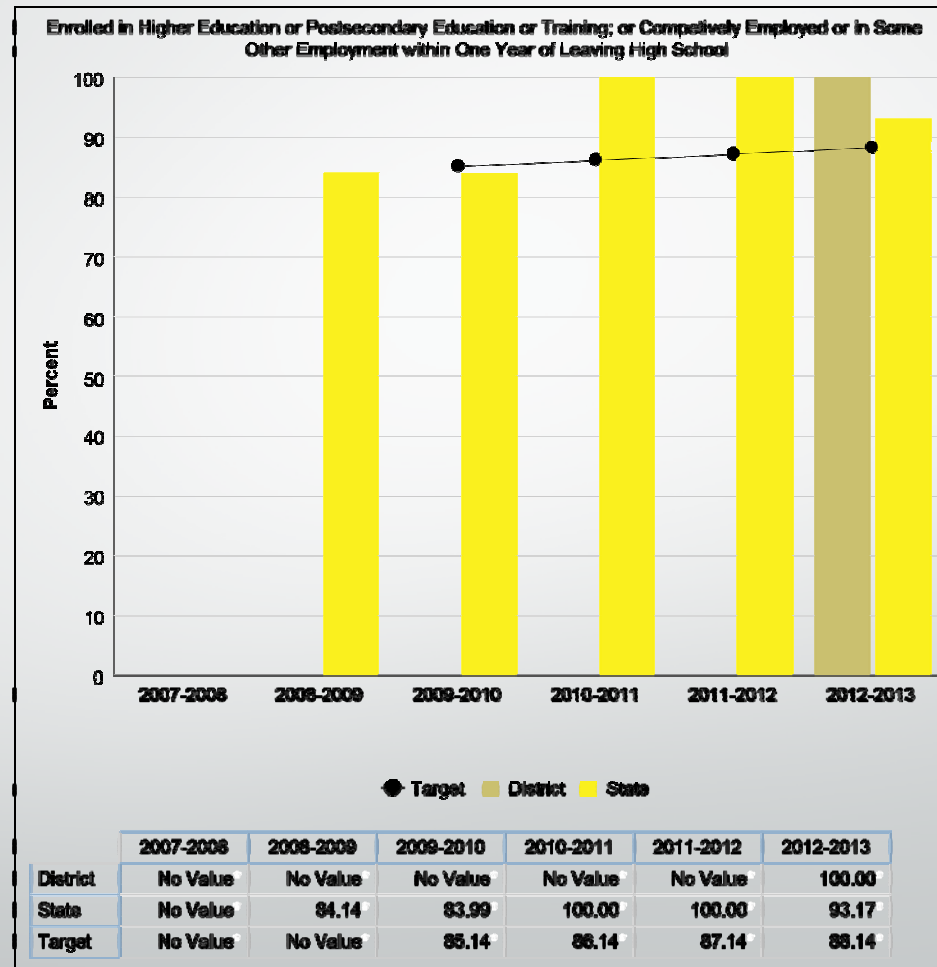
Data Source: Iowa Department of Education Survey
Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B14B: Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were enrolled in high education or were competitively employed within one year of leaving high school.



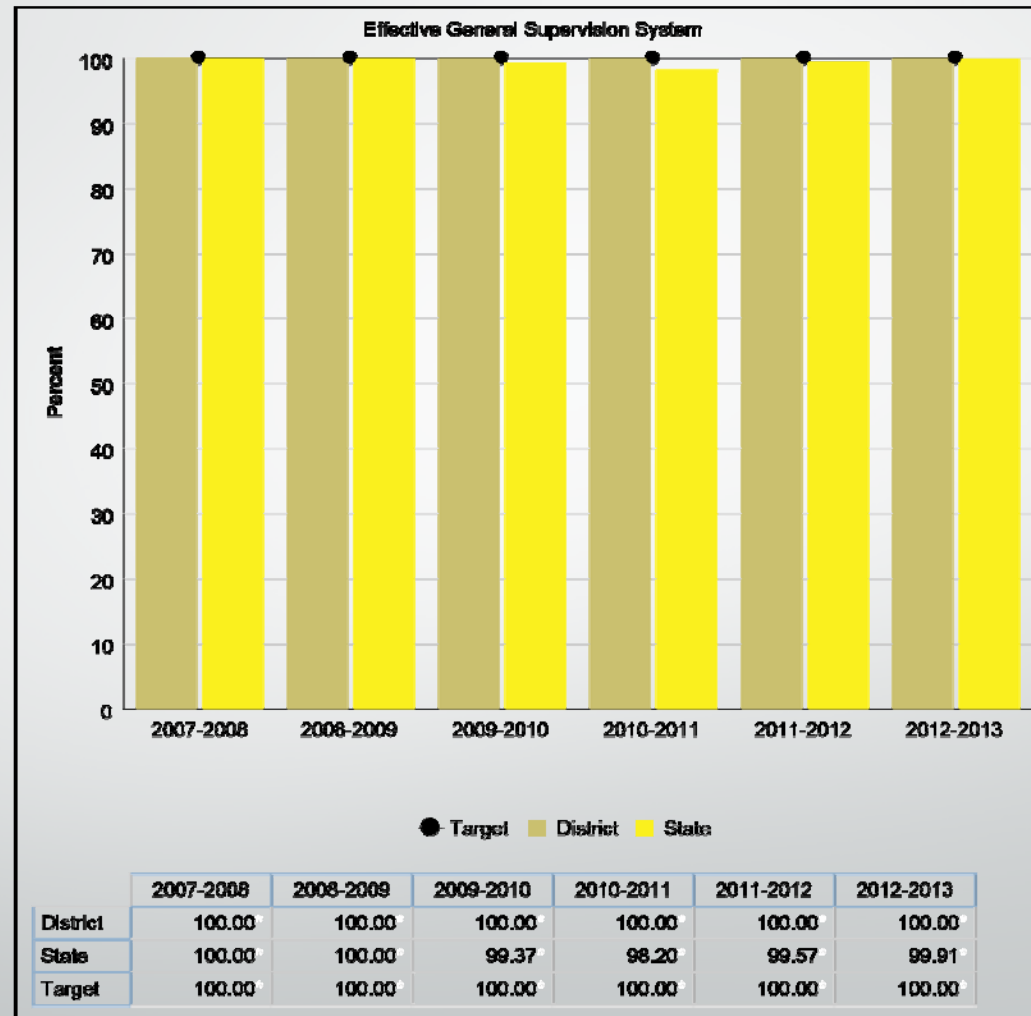
Data Source: Iowa Department of Education Survey
Data Range: FFY 2012 (2012-13)

Indicator B14C: Percent of youth who are no longer in secondary school, had IEPs in effect at the time they left school, and were enrolled in higher education or some other postsecondary education or training program or competitively employed or in some other employment within one year of leaving high school.




Data Source: Iowa Department of Education Survey
Data Range: FFY 2008 (2008-09) - FFY 2012 (2012-13)

Indicator B15: Percent of procedural noncompliance corrected within one year of Identification.



Data Source: ISTAR

Data Range: FFY 2007 (2007-08) - FFY 2012 (2012-13)



Indicator B20: Percent of data that are timely and accurate.

Met Requirement

Data Source: IMS, ISTAR, SRI



Summary

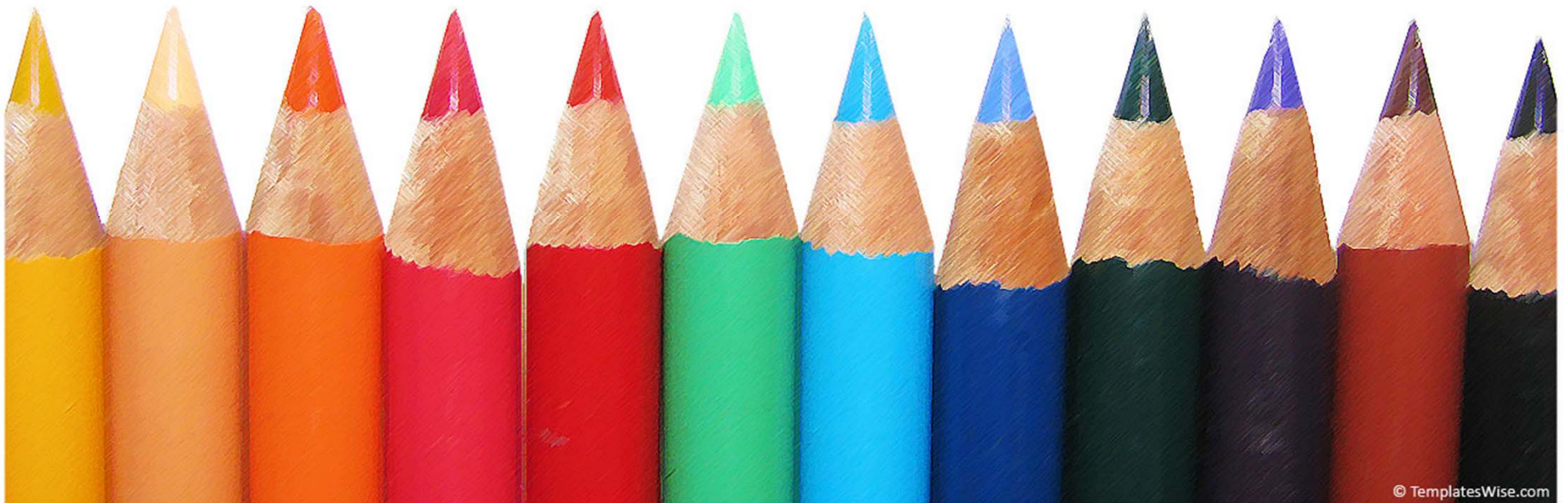
Strengths

- Lower number of students with IEPs dropping out of school than the state average
- -High participation rates for assessments at all grade levels reported
- -Average proficiency scores for assessments at all grade levels reported (reminder this is data comparing students across the state served in special education programs)
- -Suspension/expulsion of students with IEPs lower than the state average
- -Preschool program serves all students in the least restrictive environment
- -100% timely and accurate data

Focus Areas of Improvement

- -Graduation rate within a 4 year program
- -Proficiency scores for assessments
- -Preschool social-emotional and pre-academic skill levels

Linn Mar 2014 Summer Learning Program



Extended Year IEP Program

- Number of ESY students: 58 (16 preschool, 26 elementary, 7 middle school, 9 high school)
- Dates: June 16-July 18 (24 days)
- Student Hours: 9:00am-11:30am
- Attendance Rate for ESY: 87% (16 students had perfect attendance)
- LM ESY Staff: 9 teachers/26 associates/3 student teachers/5 student volunteers/2 nurses
- Grant Wood Staff: Speech-Language Pathologist/Physical Therapist

Learning Focus:

- Goal Areas: reading, writing, math, social/behavioral skills, speech/language, fine/gross motor skills
- Curriculum/Instructional Tool Examples: STAR, Unique Learning, Jolly Phonics, Read Naturally, Zones of Regulation
- Technology Examples: Mimio Teach, iPad, iPod, laptop computers, student communication devices (POD)
- Student Progress: 94% of students made growth or maintained their end-of-year performance for qualified goal areas
- Adaptive PE: All students K-12 were given the opportunity to participate in an adaptive PE lesson at the Aquatic Center. Each experience was differentiated to meet the needs of each student. The Aquatic Center had lifeguards on duty and instructors in the pool. Teachers and associates also went in the pool to provide support. Some students worked on beginning level skills (i.e. blowing bubbles, bobbing, water toys, kicking) and others that were able practiced more advanced skills (i.e. learning strokes and wall turns).
-





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LINN GROVE ELEMENTARY ROAR READERS ON A ROLL



ROAR had an average of 82 students throughout the summer. Students attended ROAR on Tuesdays and Thursdays during the months of June and July. During their time at ROAR students checked out books, read, used iPads, and listened to a guest reader.

GUEST READERS



HyVee dietitian and master gardener came to discuss healthy eating and gardening. Both of these readers incorporated our outdoor classroom, and discussed the vegetables we planted.



Susan Knight and Debra Barry came and shared some of their favorite stories with students.



GUEST READERS



The Linn Mar Drum Line came and read with students, and also let students have a chance to try out their drums.



VOLUNTEERS



An average of 15 adult and student volunteers helped at each session. The volunteers helped with student attendance check in, read with them, and found good fit books to check out in the library.



STUDENTS FAVORITE THINGS ABOUT ROAR



Students were able to check out five books each time they attended ROAR. They were also able to use Raz-Kids on the iPads to read books, listen to stories, and take quizzes at their individual levels.



2014 AYP Results

**2013-2014 Data*



LINN-MARTM

**Community
School District**



Adequate Yearly Progress (AYP)



- **Adequate Yearly Progress (AYP)**
 - Federal legislation – No Child Left Behind
 - Established a timeline under which schools must raise all students to proficiency by 2014

- **Assessments used:**
 - Grades 3-8 and 11= Iowa Assessments



Adequate Yearly Progress (AYP)



- **Results reported:**

- School level = all grades at school site
- District level = elementary (3-5), middle school (6-8), high school (11)
- Subgroups
 - ✦ All
 - ✦ Gender
 - ✦ Race/ethnicity (5)
 - ✦ IEP
 - ✦ Migrant
 - ✦ SES
 - ✦ ELL



Adequate Yearly Progress (AYP)



- **Participation**

- Minimum of 95% of all students enrolled
- This includes all subgroups with a minimum N of 40
- If below 95% then school/district identified as missing AYP

- **Graduation Rate and Average Daily Attendance**

- Other academic indicators
- Graduation rate minimum = 95%
- Attendance = state average
- Must miss both to miss AYP



Adequate Yearly Progress (AYP)



- **Proficiency**

- Full Academic Year (FAY) students only
 - Reading and Math subject areas
 - This includes all subgroups with a minimum N of 30
 - Trajectory developed by DE for 100% proficiency by 2014
 - If below trajectory = school/district identified as missing AYP
-
- ✦ *Safe Harbor- reduction of at least 10% of number of non-proficient
 - ✦ *Biennium data / Triennium data
 - ✦ *Growth model



Adequate Yearly Progress (AYP)



- **Watch List**

- School or district that misses AYP in a category for 1 year
- Removed from list if school/district makes AYP the next year

- **School In Need Of Assistance (SINA)**

- School or district that misses AYP in same category for 2 years or more
- District notifies public
- Other requirements if Title I school
- Removed from list after two consecutive years of making AYP



2014 Summary



District

	Reading	Math
Participation	Met	Met
Assessment	Met	Met

Other Indicators= Met

High School

	Reading	Math
Participation	Met	Met
Assessment	Met	Met

Other Indicators= Met



2014 Summary



Excelsior MS

	Reading	Math
Participation	Met	Met
Assessment	SINA-5	SINA-5

Other Indicators= Met

Oak Ridge MS

	Reading	Math
Participation	Met	Met
Assessment	SINA-5	SINA-5

Other Indicators= Met



2014 Summary



Echo Hill EL

	Reading	Math
Participation	Met	Met
Assessment	Met	Met

Other Indicators= Met

Novak EL

	Reading	Math
Participation	Met	Met
Assessment	Watch	Met

Other Indicators= Met



2014 Summary



Linn Grove EL

	Reading	Math
Participation	Met	Met
Assessment	Watch	Met

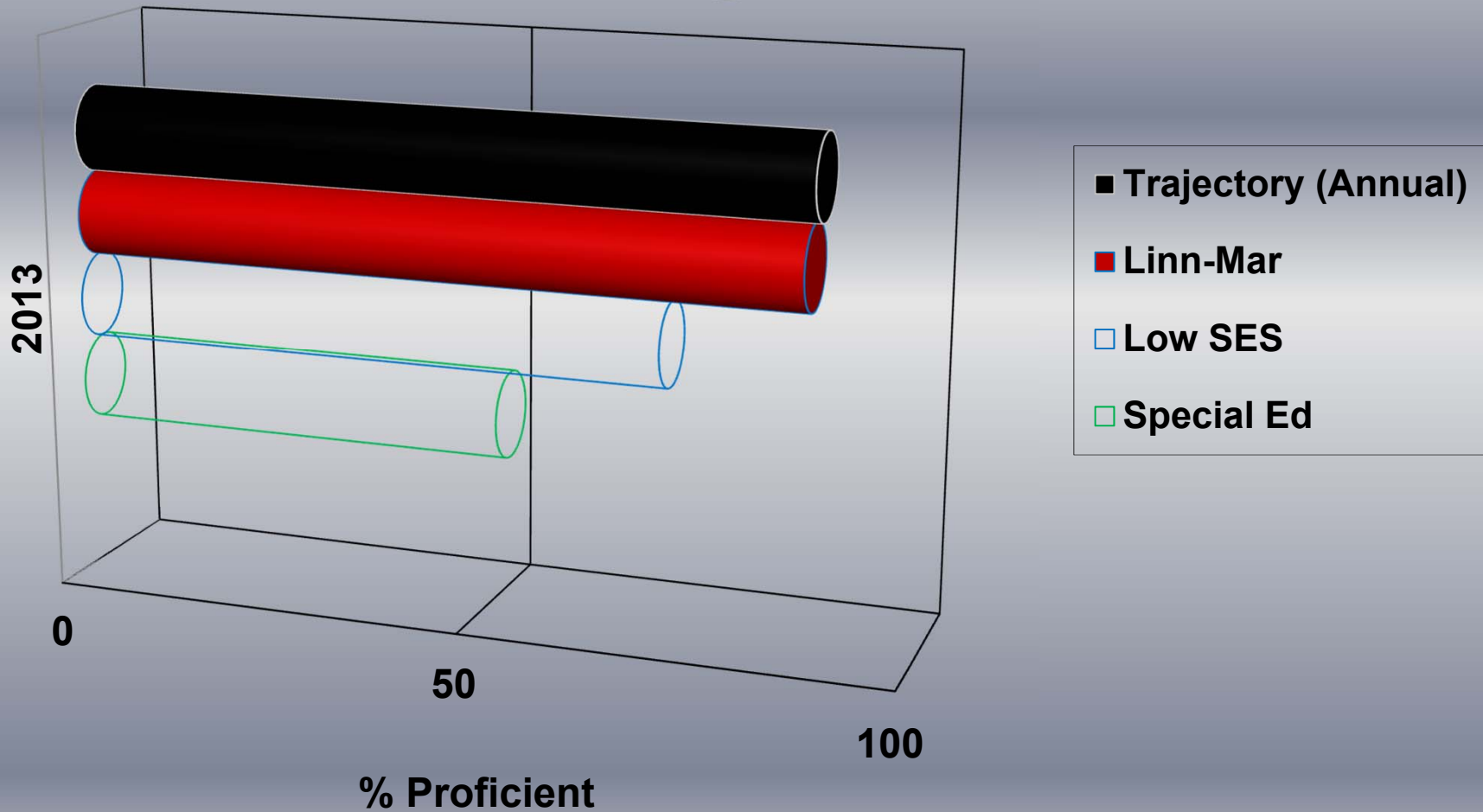
Other Indicators= Met

Wilkins EL

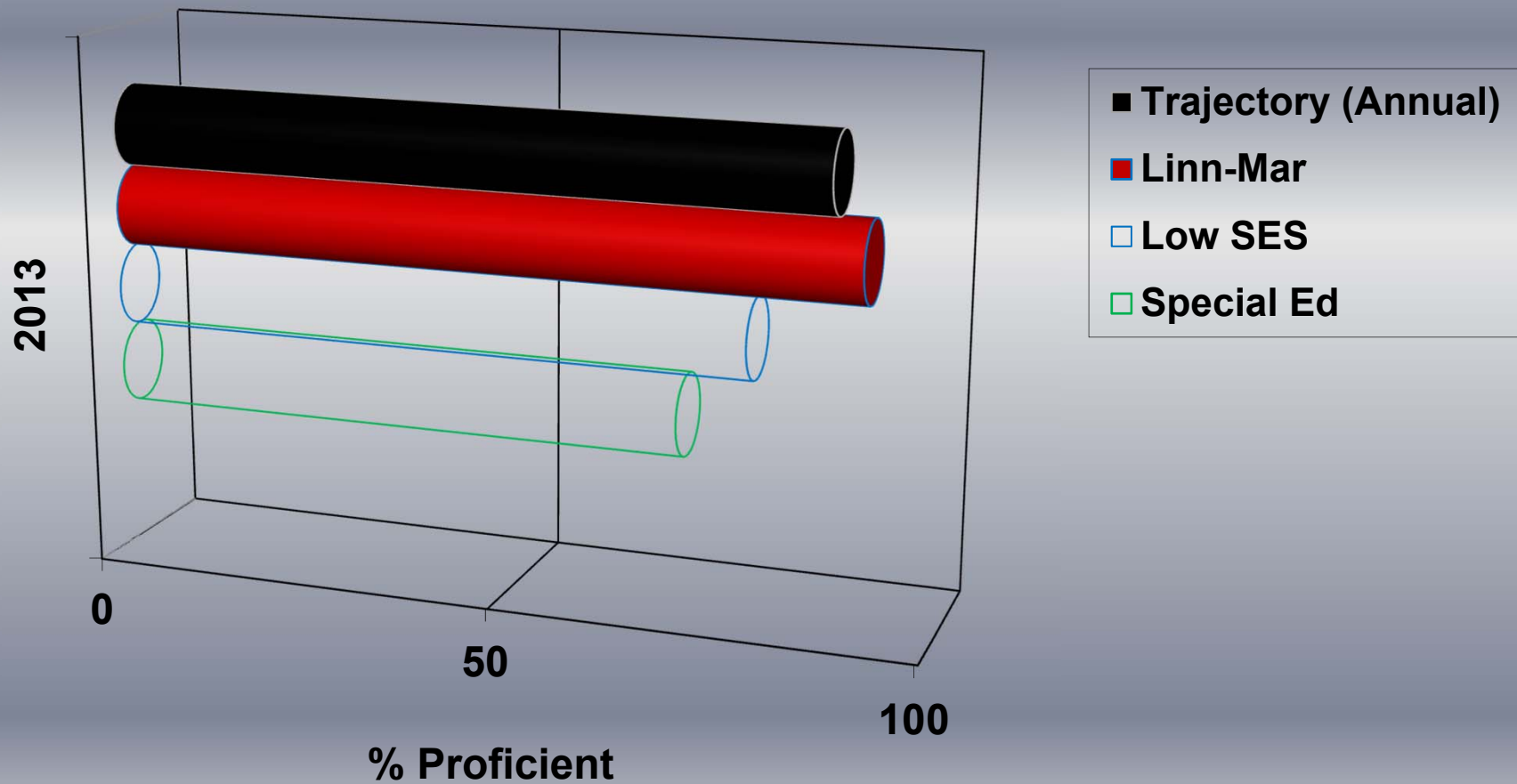
	Reading	Math
Participation	Met	Met
Assessment	Watch	Met

Other Indicators= Met

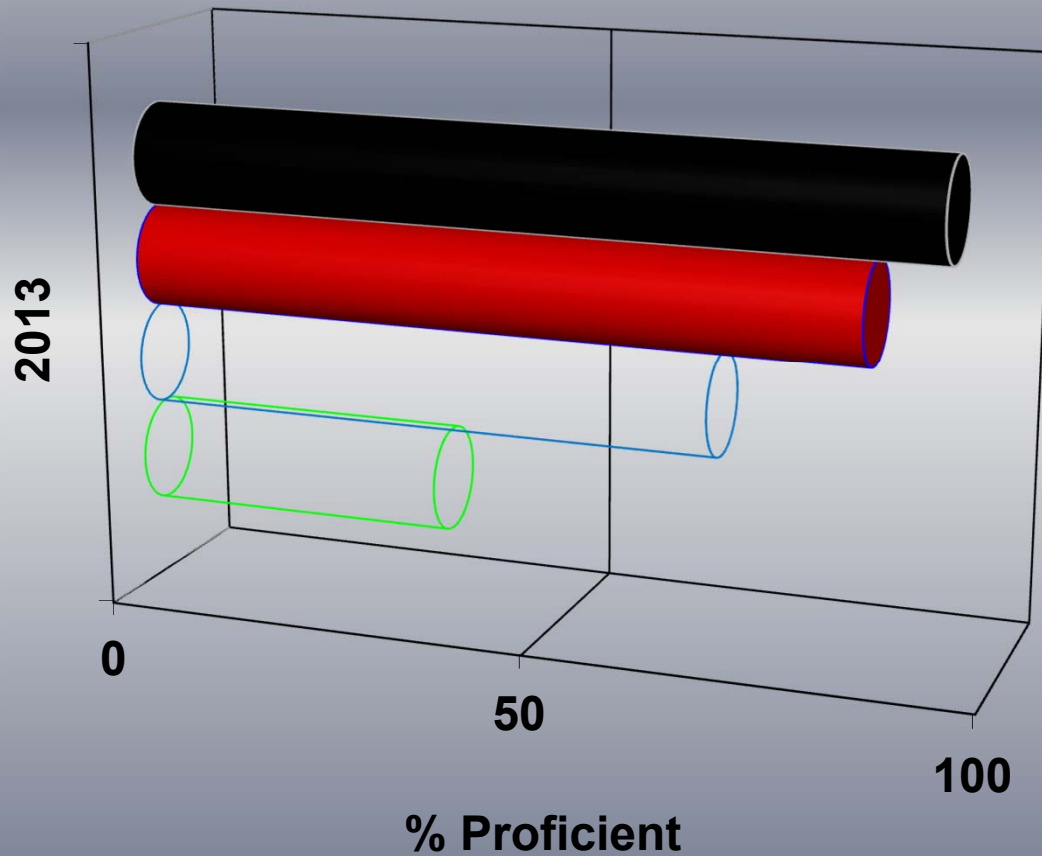
Reading – Grade 3-5



Math – Grade 3-5

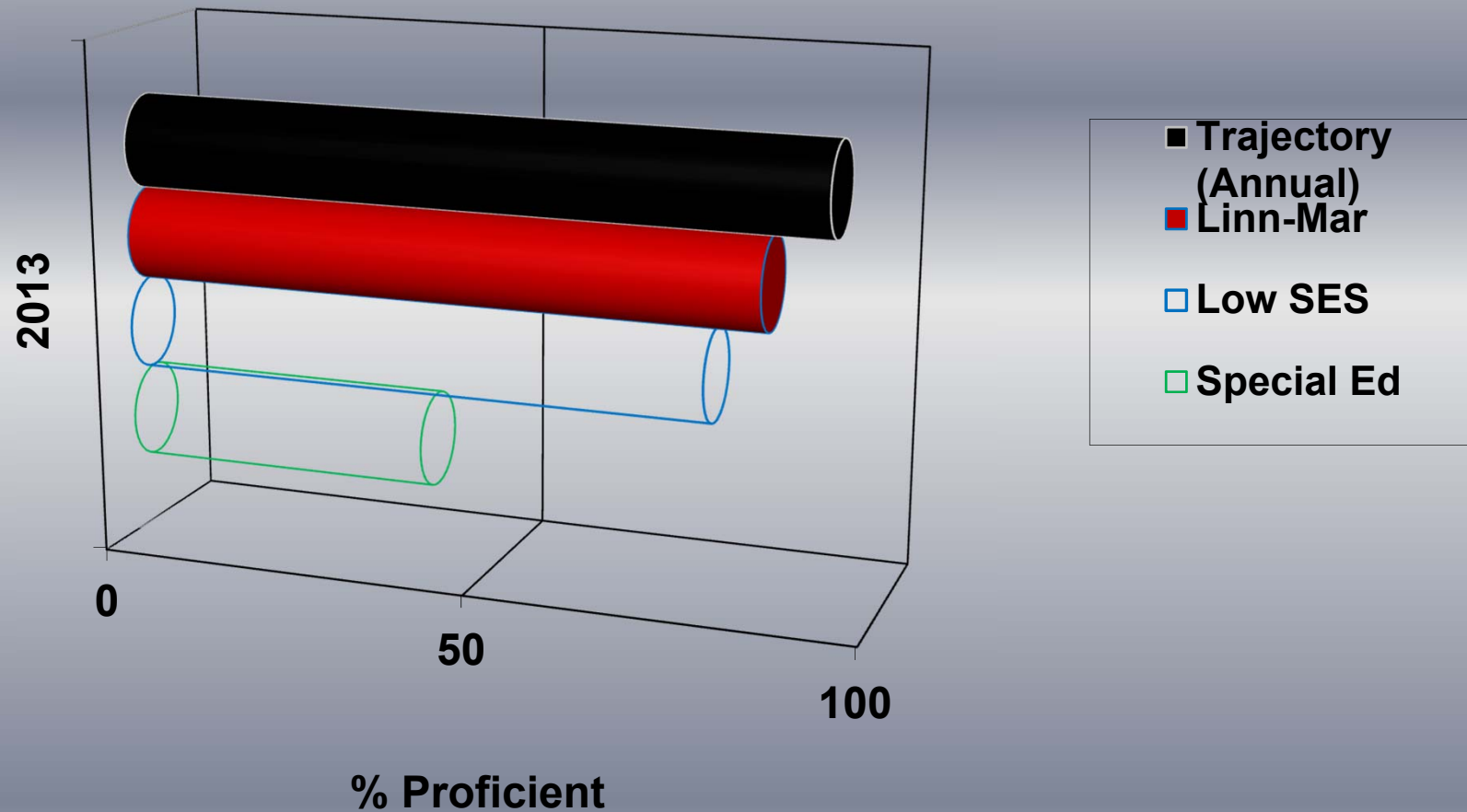


Reading – Grade 6-8

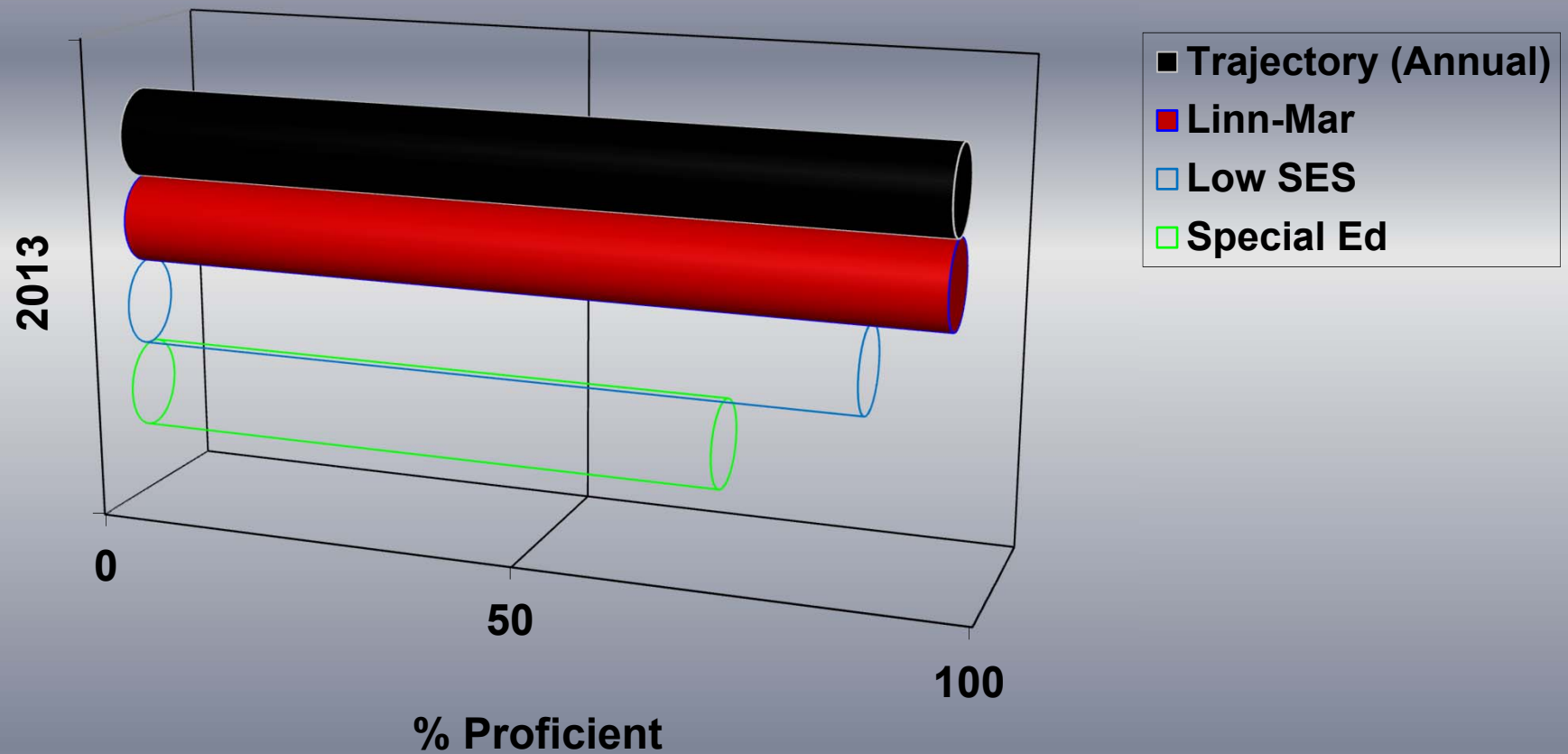


- Trajectory (Annual)
- Linn-Mar
- Low SES
- Special Ed

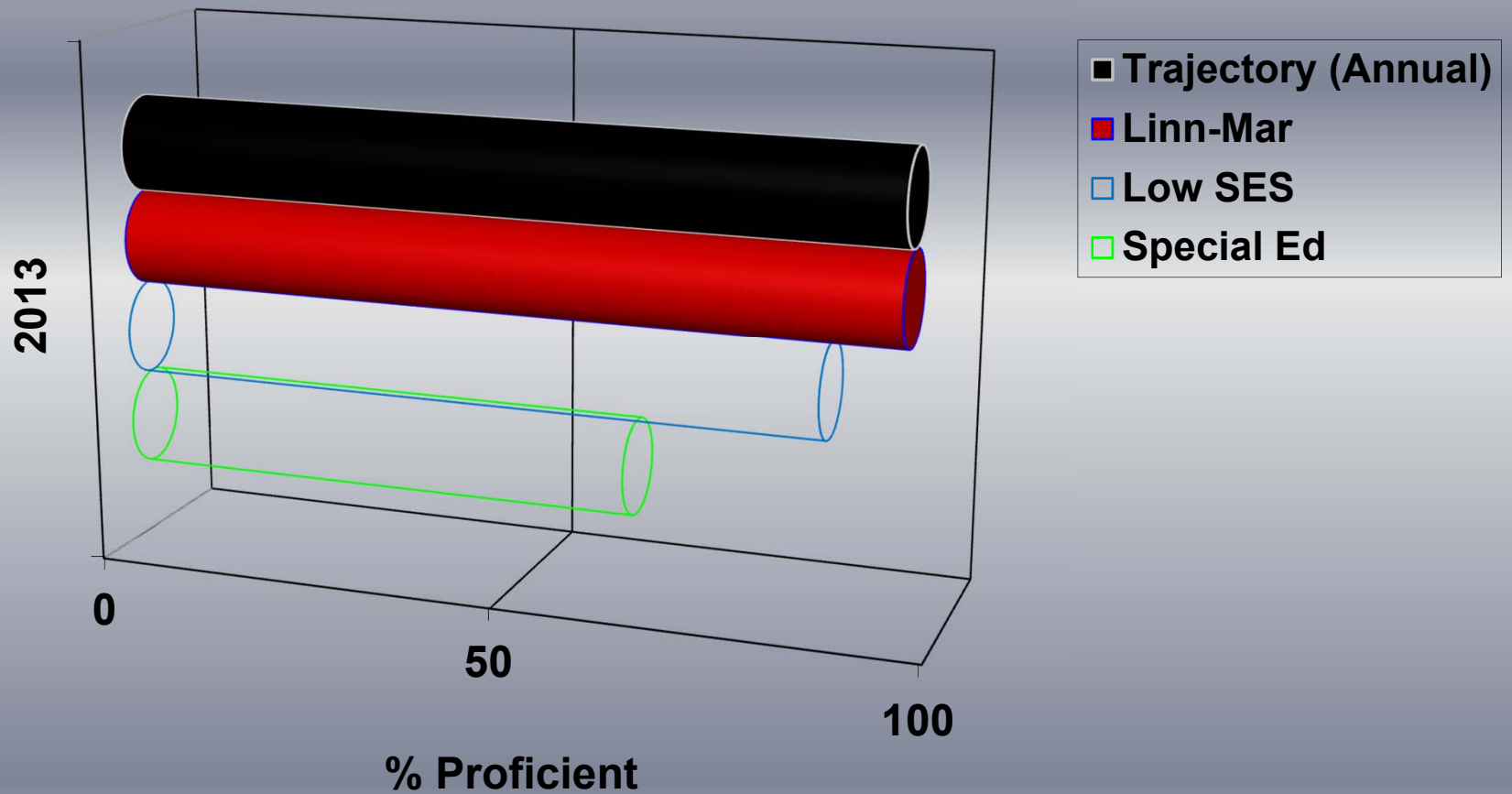
Math – Grade 6-8



Reading – 11th Grade



Math – 11th Grade





Only 1 Indicator...



- Iowa Assessments
- NWEA
- Advanced Placement (AP)
- ACT
- End of Course Assessments
- BRI
- Dibels
- Fountas & Pinnell
- Everyday Math
- Journeys
- Kindergarten Assessment
- PLTW
- Compass

- Gold
- NAEP
- Science Reasoning Assessment
- I-ELDA
- COGat
- IGDIS
- FAST
- Course Grades
- Formative Assessments
- Performance Assessments
- Projects/ Products
- ASVAB
- PLAN



Continue to focus on all students



- Math
 - EDM Year 4, Middle School and High School updates
 - Core alignment
- Literacy
 - Journeys Year 2
 - Early Literacy Initiative
 - Core alignment
- PLC's
 - Focus on learning
 - Data
 - Common formative assessments
 - Personalized Learning
 - All kids



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

**Superintendent's Report
Board of Education
August 11, 2014**

Board Calendar

1. **2014-15 Board Calendar** – Please use the updated 2014-15 calendar for scheduled events for the Board and Board members.

SG #1 Student Achievement

2. **Spring/Summer Athletic Achievements** – Scott Mahmens has shared (attached) report of spring and summer athletes who qualified for recognition whether it was academic, metro competition, state qualifiers, and all-conference. In addition to the recognized athletes, many other students who participated contributed to their successes. Coaches who also recognized are:
 - Metro Track Coach of the Year – Ken Hopkins
 - Metro Tennis Coach of the Year – Chris Wundram
 - MVC Girls Soccer Coach of the Year – Steve Dickinson

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

2014-15 Meeting & Community Engagement Calendar

Board Meetings Work Session – 5:00 p.m. Regular Meeting – 7:00 p.m.	Board Executive Committee Board President, VP, Superintendent 11:00 a.m. Main Office Conference Room	Board Finance/Audit Committee 2-3 Board Members, CFO, Business Manager, Superintendent 7:30 a.m. Main Office Conference Room
<u>2014</u> July 14 August 11, 25 September 8, 22 October 6, 20 November 3, 17 December 8 <u>2015</u> January 12, 26 February 9, 23 March 9 April 6, 20 May 4, 18 June 8, 22 July 13 August 10, 24 September 14, 28	<u>2014</u> July 7 August 18 September 15 October 13 November 10 December 15 <u>2015</u> January 19 February 16 March 30 April 13 May 11 June 15	<u>2014</u> July 8 August 5 September 2 October 7 November 4 December 2 <u>2015</u> January 6 February 3 March 3 April 7 May 5 June 2 July 7
Board Policy Committee 2-3 Board Members, Superintendent 5:00 p.m. Main Office Conference Room	Board Visits: Schools	Board Events
<u>2014</u> July 15 August 18 September 15 October 13 November 10 December 15 <u>2015</u> January 19 February 16 March 30 April 13 June 15	<u>2014</u> September 5 - Echo Hill @ 7:30 a.m. 17 – Novak Elementary @ 7:00 a.m. October 3 – Linn Grove @ 7:30 a.m. 15 – Indian Creek @ 7:00 a.m. November 14 – High School @ 7:30 a.m. December 5 – Bowman Woods @ 7:30 a.m. 17 – Oak Ridge @ 7:00 a.m. <u>2015</u> January 9 – Westfield @ 7:30 a.m. 28 – Excelsior @ 7:00 a.m. February 18 – COMPASS @ 7:30 a.m. March 6 – Wilkins @ 7:00 a.m.	<u>2014</u> ■ August 14 2014-15 Opening Session for All Staff 7:30 a.m. @ High School Auditorium ■ November 19-20 IASB Annual Convention UEN Board & Superintendent Meetings Des Moines, Iowa <u>2015</u> ■ April 15 LIONS Award Reception 4:30-6:00 p.m. @ Board Room ■ May 11 All Staff Recognition 7:30 a.m. @ High School Auditorium ■ May 24 High School Graduation 1:00 p.m. @ U.S. Cellular Center, CR
Marion City Council @ City Hall 1 Board Member, Superintendent 5:30 p.m. June-July-August; 7:30 p.m. Other		Coffee Conversations 2 Board Members, Superintendent Saturday, 8:30 a.m., Location TBA
<u>2014</u> July 24 @ 5:30 p.m. - Tim August 7 @ 5:30 p.m. - Elizabeth August 21 @ 5:30 p.m. - Barry September 4 @ 7:00 p.m. - Tina September 18 @ 7:00 p.m. - Tim October 9 @ 7:00 p.m. - Elizabeth October 23 @ 7:00 p.m. - Ann November 6 @ 7:00 p.m. - Rene November 20 @ 7:00 p.m. - Tina December 4 @ 7:00 p.m. - Rene December 18 @ 7:00 p.m. - Barry/Tina	<u>2015</u> TBD	August 23 – Tim, Barry September 20 – Rene, Barry October 18 - Elizabeth November 15 - Tina January 24 - Tim February 21 - Elizabeth April 18 – Rene, Barry May 16 - Tina

Spring/Summer Athletic Achievements 2013-2014

Girls Track 2014 State 5th Place

State Qualifiers

3000 Meter Run

Stephanie Jenks 1st Place

1500 Meter Run

Stephanie Jenks 1st Place

800 Meter Run

Stephanie Jenks 1st Place

Amber Decker 4th Place

Shot Put

Lannie Nietert 4th Place

Discus

Lannie Nietert

400 Meter Low Hurdles

Dana Sublett

Long Jump

Brooke Lorenz

4 x 800 Meter Relay

Maddie Saville

Sydney Johnston

Hanna Saville

Ally Hicks

Shuttle Hurdle Relay

Elli Hartzler

Lindsey Beck

Jaclyn Simons

Kristie Sommer

Boys Track 2014 State 2nd Place

Gatorade Athlete of the Year

Josh Evans

State Qualifiers

3200 Meter Run

Josh Evans 1st Place

Daniel Murphy 3rd Place

1600 Meter Run

Josh Evans 1st Place

800 Meter Run

Josh Evans 1st Place

Tanner Rathje

4 x 800 Relay

Tanner Rathje

Bryan Fogerty

Greyson Dolezal

Daniel Murphy

4 x 400 Relay

Dalton Gosch

Joe A'Hearn

Duggan Trenary

Bryce Miller

4 x 200 Relay 3rd Place

Austin Flieder

Tristan Freese

Tim Wolfe

Daniel Gorsich

Shuttle Hurdle Relay

Daniel Gorsich

Tristan Freese

Nick House

Zeal Baker

Distance Medley Relay 4th Place

Sarah Renner
Brooke Lorenz
Rachel Perry
Amber Decker

100 Meter Dash

Shelby Ham

4 x 400 Meter Relay 1st Place

Hanna Saville
Maddie Saville
Rachel Perry
Amber Decker

Sprint Medley Relay

Shelby Ham
Katie Sommer
Halley Morgan
Rachel Perry

400 Meter Dash

Amber Decker
Rachel Perry

4 x 100 Relay

Shelby Ham
Katie Sommer
Kristie Sommer
Halley Morgan

MVC All-Academic

Gwen Gardner
Dana Sublett

Distance Medley Relay 1st Place

Austin Flieder
Tim Wolfe
Duggan Trenary
Josh Evans

4 x 100 Relay 3rd Place

Austin Flieder
Tristan Freese
Tim Wolfe
Daniel Gorsich

Long Jump

Curtis McCrary 1st Place

MVC All-Academic

Josh Evans
Tanner Rathje

All-Metro

Long Jump

Curtis McCrary

3200 Meter Run

Josh Evans
Daniel Murphy

4 x 800 Relay

Tanner Rathje
Daniel Murphy
Greyson Dolezal
Bryan Fogerty

1600 Meter Run

Josh Evans

4 x 200 Relay

Austin Flieder
Tristan Freese
Tim Wolfe
Daniel Gorsich

All-Metro

Discus

Lannie Nietert

Shot Put

Lannie Nietert

3000 Meter Run

Stephanie Jenks

4 x 800 Relay

Hanna Saville

Ally Hicks

Morgan Garcia

Amber Decker

Distance Medley Relay

Sarah Renner

Brooke Lorenz

Rachel Perry

Amber Decker

400 Meter Dash

Rachel Perry

Amber Decker

800 Meter Run

Stephanie Jenks

Amber Decker

Sprint Medley Relay

Halley Morgan

Katie Sommer

Rachel Perry

Amber Decker

4 x 400 Relay

Hanna Saville

Kennedy Japenga

Rachel Perry

Amber Decker

Honorable Mention

Dana Sublett

Maddie Saville

1600 Medley Relay

Austin Flieder

Tim Wolfe

Duggan Trenary

Josh Evans

800 Meter Run

Josh Evans

4 x 100 Relay

Austin Flieder

Tristan Freese

Tim Wolfe

Daniel Gorsich

4 x 400 Relay

Dalton Gosch

Duggan Trenary

Joe A'Hearn

Bryce Miller

Shuttle Hurdle Relay

Zeal Baker

Daniel Gorsich

Tristan Freese

Nick House

Honorable Mention

Kyle Hayek

Tanner Rathje

Metro Coach of the Year

Ken Hopkins

Girls Tennis

MVC All-Academic

Emily Jones
Anna Schlueter

State Qualifier Singles

Ellie Anderson

MVC All-Conference

Ellie Anderson 2nd Team

Honorable Mention

Jamie Wantock
Anna Schlueter

All-Metro

Ellie Anderson 1st Team
Jessica Carpenter 2nd Team

Honorable Mention

Emily Jones
Jamie Wantock

Boys Tennis State Team 2nd Place

MVC All-Academic

Brady Anderson
Kesav Narayan

State Qualifier Singles

Tim Paulson

State Qualifiers Doubles 2nd Place

Trevor McCann
Brady Anderson

MVC All-Conference

Brady Anderson 1st Team
Tim Paulson 1st Team
Trevor McCann 2nd Team

Honorable Mention

Ben Myers
Kyle Brendes

MVC Athlete of the Year

Brady Anderson

MVC Coach of the Year

Chris Wundram

All-Metro

Brady Anderson 1st Team
Tim Paulson 1st Team
Trevor McCann 2nd Team
Ben Myers 2nd Team

Honorable Mention

Kyle Brendes
Sam Skvor

Metro Athlete of the Year

Brady Anderson

Metro Coach of the Year

Chris Wundram

Girls Soccer

MVC All-Conference

Jensen Sevens 1st Team
Olivia Garcia 1st Team
Claire Larson 1st Team
Rylie Frese 1st Team
Maddie Scheldrup 2nd Team
Emily Menges 2nd Team
Malory Garman 2nd Team

Honorable Mention

Kayla Kvach
Caitlyn Swenson

MVC All-Academic

Caitlyn Swenson
Brooke Roberts

All-State Recognition

Olivia Garcia 1st Team
Jensen Sevens 1st Team
Rylie Frese 1st Team
Claire Larson 2nd Team
Emily Menges – Honorable Mention
Malory Garman – Honorable Mention

MVC Athlete of the Year

Olivia Garcia

MVC Coach of the Year

Steve Dickinson

All-Metro

Jensen Sevens 1st Team
Olivia Garcia 1st Team
Claire Larson 1st Team

Boys Soccer

State Team Qualifiers 4th Place

All Tournament Team

Ben Johnson
Blake Comstock

MVC All-Conference

Jared Belin 1st Team
Ben Johnson 1st Team
Jack Ramsey 1st Team
Daniel Luzindya 1st Team
Jordan Webb 2nd Team
Alexy Boehm 2nd Team

Honorable Mention

Devin Eby
Jason Gingrich

MVC All-Academic

Darrin Eby
Kevin Simons

All-State Recognition

Jared Belin 1st Team
Ben Johnson 2nd Team
Alexy Boehm 2nd Team
Jack Ramsey 2nd Team

All Metro

Daniel Luzindya 1st Team
Jack Ramsey 1st Team
Jordan Webb 1st Team

Maddie Scheldrup 1st Team
Rylie Frese 2nd Team
Emily Menges 2nd Team
Michal Christopher 2nd Team
Malory Garman 2nd Team

Honorable Mention

Brooke Roberts
Kayla Kvach

Metro Athlete of the Year

Olivia Garcia

Metro Coach of the Year

Steve Dickinson

Girls Softball

MCV All-Conference

Katie Sommer 1st Team
Elison Ollinger 1st Team
Maddy Ryan 1st Team
Kristie Sommer 2nd Team
Christina Lincoln 2nd Team

Honorable Mention

Madison Rentschler
Morgan Braughton

MVC All-Academic

Katie Sommer
Lauren Swanson

Jared Belin 1st Team
Ben Johnson 2nd Team
Alexy Boehm 2nd Team
Jason Gingrich 2nd Team

Honorable Mention

Kevin Simons
Leroy Enzugusi

Girls Golf

MVC All-Conference

Teresa Lopez Moreno 1st Team
Katie Harding 1st Team
Lauren Coughlin 2nd Team

Honorable Mention

Amanda Shannon

MVC All-Academic

Lauren Coughlin
Katie Harding

All-Metro

Teresa Lopez Moreno 1st Team
Lauren Coughlin 1st Team
Katie Harding 2nd Team

Honorable Mention

Amanda Shannon
Jordan Postma

MVC Athlete of the Year

Katie Sommer

All-Metro

Katie Sommer 1st Team

Maddy Ryan 1st Team

Kristie Sommer 2nd Team

Elison Ollinger 2nd Team

Christina Lincoln 2nd Team

Honorable Mention

Madison Rentschler

Morgan Braughton

Metro Player of the Year

Katie Sommer

All-State Recognition

Katie Sommer 1st Team

Boys Baseball

MVC All-Conference

Manny Jeffery 1st Team

Ryan Wyant 2nd Team

Caleb Reimer 2nd Team

Honorable Mention

Jackson Jacobs

Ben Larson

MVC All-Academic

Thomas Niemeyer

Nic Redmond

All-Metro

Manny Jeffery 1st Team

Ben Larson 2nd Team

Honorable Mention

Caleb Reimer

Ryan Wyant

All-State Recognition

Manny Jeffery 2nd Team

RESOLUTION

WHEREAS, the Board of Directors of the Linn-Mar Community School District (the "District") has received a proposal to convey certain of its land to Community Baptist Church ("Grantee"), for Two Hundred Twenty Thousand and 00/100 Dollars (\$220,000). The real property to be conveyed is described as follows:

Lot 9 and Lot 27, Linnwood Acres 3rd Addition to the City of Marion, Linn County, Iowa;

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

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

Section 1. That this Board shall set a public hearing on the conveyance of the above-described Property for September 22, 2014, at 7:00 P.M., in the Board Room, Learning Resource Center, 2999 N. 10th Street, Marion, Iowa.

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

PASSED AND APPROVED this 11th day of August, 2014.

LINN-MAR COMMUNITY SCHOOL DISTRICT

By: _____
Barry Buchholz, Board President

ATTEST:

By: _____
Angie Morrison, Board Secretary



INDEX OF POLICIES

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BOARD OF DIRECTORS

Policy Title STATEMENT OF GUIDING PRINCIPLES Code 200

It is the policy of the Linn-Mar Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative, governing body of the school district and those administrative activities which are to be performed by the Superintendent of Schools and his or her staff in the exercise of delegated administrative authority. The function of the Board can best be described as policy-making, appraisal, and evaluation.

The Board of Directors shall have the duty of providing the financial means by which the educational program is ~~carried on~~ delivered. It shall further insure that the community is informed on the needs, purposes, values, and status of the schools.

The Board of Directors shall develop policy and procedure for its own business conduct and for that of the entire school corporation.

- Legislative - The School Board represents the people of the district and shall function as a policy-making body. The Board has complete jurisdiction over the school district and its employees.
- Executive - The Board of Directors selects an executive officer, the Superintendent of Schools, and delegates to him or her the authority for carrying out the policies, plans, and administrative details necessary to insure that all phases of operation formulated by the Board are effective.
- Appraisal - Appraisal is that function which determines the efficiency of the operation of the school financially, and examines the worth of what is to be transmitted as the result of instruction based on a sound philosophy of education.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 12/95; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 274.2; 275.2; 275.23A; 277.23; .28, .31; 279.1, .5, .7, .8, .33 (2013); 281 IAC 12.3(2)



GENERAL ORGANIZATION

Policy Title _____ NAME OF SCHOOL DISTRICT _____ Code 201.1

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

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

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

Preschool classes for children ages three and four;
Early Childhood Blended Program;
Elementary Grades: Kindergarten through Fifth;
Middle School: Grades Six, Seven and Eight; and
Senior High School: Grades Nine through Twelve.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 8/14 Revised 9/04; 8/05; 4/15/13
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 274.1, .2, .6, .7; 278.8; 594A



GENERAL ORGANIZATION

Policy Title SCHOOL BOARD LEGAL STATUS Code 201.2

The Board of Directors of the Linn-Mar Community School District derives its legal status from the Constitution of the State of Iowa and the statutes enacted by the General Assembly. The Board of Directors acts as an agent of the state in developing an educational program in accordance with the Constitution and laws of the State of Iowa. The Board is organized for the purpose of setting policy and providing general direction for the school district.

Adopted 6/15/70 Reviewed 8/05; 9/10; 10/11; 4/13; 8/14 Revised 12/95; 11/03/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Chapters 274.1, 274.2, 274.4, 277.2, 277.3



GENERAL ORGANIZATION

Policy Title BOARD OF DIRECTORS' ELECTION

Code 201.4

The school election takes place on the second Tuesday in September of odd numbered years. Each school election shall be used to elect at least three citizens representing the District at large to the Board for a four year term to maintain a seven (7) member Board. The election may also address other questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the Board must file their nomination papers with the Board secretary, or the Board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

It shall be the responsibility of the County Commissioner of Elections to conduct school elections.

As specified by law, special elections may be called by the Board of Directors with regard to those matters stipulated in the Code of Iowa as follows:

Odd Years

February	1 st Tuesday
April	1 st Tuesday
June	Last Tuesday
September	2 nd Tuesday

Even Years

February	1 st Tuesday
April	1 st Tuesday
September	2 nd Tuesday
December	1 st Tuesday

Adopted 9/16/85 Reviewed 9/10; 10/11; 4/13; 8/14 Revised 8/05; 11/03/08

Related Policy: (Code Number) 204.5

Legal Reference: (Code of Iowa) §§ 39; 45; 63; 69; 274.7, 277; 278.1; 279.7 (2013)



GENERAL ORGANIZATION

Policy Title QUALIFICATIONS OF BOARD CANDIDATES

Code 201.5

Citizens wanting to run for a position on the Board must be a resident of the school district, an eligible elector of the district and free from a financial conflict of interest with the position, as described in Policy 202.6, Board of Director's Conflict of Interest.

Adopted 9/16/85 Reviewed 9/10; 10/11; 4/13; 8/14 Revised 8/05; 11/03/08

Related Policy: (Code Number) 202.6

Legal Reference: (Code of Iowa) §§ 63; 68B; 277.4, .27; 279.7A (2013)



GENERAL ORGANIZATION

Policy Title ORGANIZATION OF THE BOARD OF DIRECTORS Code 201.6

The Board shall hold its organizational meeting biennially at the first regular meeting following the canvass of votes in odd numbered years. Notice of the meeting's place and time will be given by the Board secretary to each member, member-elect, and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing Board to the new Board. At the meeting, the Board will elect a president and a vice president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the Board. In even numbered years, the president and vice president are elected at the annual meeting.

Vacancies in Officer Positions

If any office of the Board should become vacant between organizational meetings, such office will be filled as follows:

- President – Filled by the Vice President (Policy 202.3)
- Vice President – Filled by election from ~~remaining~~ members of Board
- Secretary – Filled temporarily by the superintendent or designee (Policy 202.4)
- Treasurer – Filled temporarily by the Chief Financial Officer until a replacement is appointed by the Board (Policy 202.5)

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

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2013); 279.33



GENERAL ORGANIZATION

Policy Title VACANCIES

Code 201.7

A vacancy occurs when a Board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by Board appointment within thirty (30) days of the vacancy. The newly-appointed board member shall hold the position until the next scheduled school election. At that time, the appointed Board member may run for a four-year term, if one is available, or run for the remainder of the unexpired term.

If the Board is unable to fill a vacancy by appointment within thirty (30) days after the vacancy occurs, the Board secretary shall call a special election to be held no sooner than sixty (60) days and not later than seventy (70) days after the vacancy occurred. A Board member elected at the special election shall serve the remaining portion of the unexpired term.

Adopted 6/15/70 Reviewed 8/05; 9/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 69; 277.29-30; 279.6-7 (2013)



GENERAL ORGANIZATION

Policy Title BOARD MEMBER LIABILITY

Code 201.8

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. However, the school district cannot save harmless or indemnify board members for punitive damages.

Adopted 11/3/08 Reviewed 9/10; 10/11; 4/13; 8/14 Revised

Related Policy: (Code Number) 709

Legal Reference: (Code of Iowa) Wood v. Strickland, 420 US 308 (1975);
42 USC §§ 1983, 1985 (2004); Iowa Code ch. 670 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, Board members must conduct themselves professionally and in a manner fitting to their position.

Each Board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the Board if the situation requires it, but I will consider "star chamber" or "secret" sessions of Board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in Board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the Board in legal session and not with individual members of the Board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the Board meeting, about other members of the Board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in Board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the Board participate fully in Board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the Board.
14. I will carefully consider petitions, resolutions, and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the Board in my home, on the street, or in my office; the place for such discussion is the Board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better Board member.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the Board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property, but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow Board members, to see the school district is properly run and not run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the Board.
5. I will work through the administrative employees of the Board, not over or around them.
6. I will expect the superintendent to keep the Board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on employees and the Board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ any employee who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring Board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will associate myself with Board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title IDEAL BOARDSMANSHIP

Code 202.2

As the District's governance leaders, the primary function of the Board of Education is to focus on policy and strategic planning. In that role, the Board endorses the following principles of boardsmanship for practice by the members of the Board of Education.

Board members will:

1. Remember always that the first and greatest concern must be the educational welfare of all students attending the public schools.
2. Understand their responsibility for the future of the district by focusing purposefully on District's Strategic Plan and Board's Goals.
3. Process conflict in a productive manner that will not detract from the Mission of the District and will be respectful of all individuals.
4. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
5. Recognize the importance of making policy decisions only after full discussion at publicly held board meetings.
6. Consider all decisions drawing upon the available facts and independent judgments, and make all decisions based on the best interests of students and the District.
7. Encourage and respect the free expression of opinion by all board members, and seek systematic communications between the board and superintendent and the constituents in the community.
8. Hire and support the superintendent through community comments, periodic feedback, and annual evaluation.
9. Delegate authority for the administration and management of the schools and implementation of Board policy to the superintendent.
10. Follow the appropriate line of communication in obtaining information from staff and relating information to staff understanding that the staff is responsible to and reports to the superintendent.
11. Communicate to other board members and the superintendent the expression of public reaction to board policies and school programs.
12. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards association.
13. Avoid being placed in a position of conflict of interest and disclose when such a situation occurs.
14. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law.
15. Support new members through mentoring, ensuring their participation in meetings and board activities, and assisting in developing their knowledge of school board culture.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ PRESIDENT _____

Code 202.3

It shall be the responsibility of the Board president to lead a well-organized Board in an efficient and effective manner. The Board president shall set the tone of the Board meetings and, as the representative of the consensus of the Board, speak on behalf of the Board to the public.

The president of the Board shall be elected by a majority vote at the organizational meeting in odd numbered years to serve a one-year term of office. In even numbered years, the election of the president shall take place at the annual meeting.

The president, in addition to presiding at the Board meeting, shall take an active role in Board decisions by discussing and voting on each motion before the Board in the same manner as other Board members. However, before making or seconding a motion, the Board president shall turn over control of the meeting to either the vice-president or another Board member.

The Board president has the authority to call special meetings of the Board. Prior to Board meetings, the Board president or designee shall consult with the superintendent or designee on the development of an agenda for the meeting.

The Board president, as the chief officer of the school district, shall sign employment contracts and may sign other contracts and school district warrants approved by the Board and appear on behalf of the school corporation in causes of action involving the school district.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.1-.2; 291.1 (2013)



OFFICERS OF THE BOARD

Policy Title VICE PRESIDENT

Code 202.4

If the Board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice president of the Board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice president shall serve as president for the balance of the president's term of office, and a new vice president shall be elected.

The vice president of the Board shall be elected by a majority vote at the organizational meeting in odd numbered years to serve a one-year term of office. In even numbered years, the election of the vice president shall take place at the annual meeting.

The vice president shall accept control of the meeting from the president when the president wishes to make or second a motion. The vice president shall take an active role in Board decisions by discussing and voting on matters before the Board in the same manner as other Board members.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.5 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ SECRETARY _____

Code 202.5

It shall be the responsibility of the Board to annually appoint a Board secretary.

A Board secretary may be appointed from school district employees, other than a position requiring a teaching certificate, or from the public. ~~at the Board meeting held each year after July 1 and no later than August 15, to serve a one year term of office.~~ To finalize the appointment, the Board secretary shall take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter

It shall be the responsibility of the Board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the Board; to ensure complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after Board approval; and collect data on truant students. The Board secretary shall also be responsible for filing the required reports with the Iowa Department of Education.

In the event the Board secretary is unable to fulfill the responsibilities set out by the Board and the law, the superintendent or designee shall assume those duties until the Board secretary is able to resume the responsibility or a new Board secretary is appointed. The Board secretary shall give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8
.10-.11; 299.10 (2013); 281 I.A.C. 12.3(1)



_____ OFFICERS OF THE BOARD

Policy Title _____ TREASURER _____

Code 202.6

It shall be the responsibility of the Board to annually appoint a treasurer. The Board may annually appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. ~~at the Board meeting held each year after July 1, and prior to August 15, to serve a one-year term of office.~~ To finalize the appointment, the treasurer shall take the oath of office at the meeting or no later than ten days thereafter.

It shall be the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund, and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs, and the investment portfolio of the school district.

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the business ~~administrator~~ manager to carry out the duties of the treasurer until the Board treasurer is able to resume the responsibility or a new Board treasurer is appointed. The treasurer shall give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 12/95; 8/1/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.14 (2013);
281 I.A.C. 12.3(1)



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

Board members must be able to make decisions objectively. It shall be a conflict of interest for a Board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A Board member shall not act as an agent for a school textbook or supply company during the Board member's term of office. It shall not be a conflict of interest for Board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the Board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the Board, upon competitive bid in writing, publicly invited and opened.

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

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

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



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST Code 202.7

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

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

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

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

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

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

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/11/14
Related Policy: (Code Number) 201.4; 201.5; 202.1; 205.3
Legal Reference: (Code of Iowa) §§ 39.1, .2; 68 B, 71.1, 277.27, 279.7A; 301.28 (2013)



PROCEDURES OF OPERATIONS

Policy Title DEVELOPMENT OF POLICY

Code 203.1

The Board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the Board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The Board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for consideration of the Board Policy Committee for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the Board.

Adopted 11/3/08 Reviewed 9/10; 10/11; 8/14 Revised 4/15/13
Related Policy: (Code Number) 101; 200.2; 200.3; 209
Legal Reference: (Code of Iowa) §§ 274.1-2; 279.8 (2013); 281 IAC 12.3(2); 1970 Op. Att'y
Gen. 287



PROCEDURES OF OPERATIONS

Policy Title ADOPTION OF POLICY

Code 203.2

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular Board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final Board action. This notice procedure shall be required except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the Board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title REVIEW AND REVISION OF POLICY Code 203.3

The Board shall, at least once every five years, review each Board policy. Once the policies have been reviewed, even if no changes were made, a notation of the date of review or revision shall be made on the face of the policy statement.

The Board will review at least one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors (series 200)
- Administration, Employees (series 300 and 400)
- School District, Education Program (series 100 and 600)
- Students (series 500)
- Non-instructional Operations and Business Services, Buildings and Sites, School District-Community Relations (series 700, 800, and 900)

It shall be the responsibility of the superintendent or designee to keep the Board informed as to legal changes at both the federal and state levels. The superintendent or designee shall also be responsible for bringing proposed policy statement revisions to the Board's attention.

If a policy is revised because of a legal change over which the Board has no control, the policy may be approved at one meeting at the discretion of the Board.

The Board Policy Manual is available on the District web site (www.linnmar.k12.ia.us). Persons unable to access the policy manual electronically should contact the Communications/Media Coordinator (319-447-3005) for assistance. A print copy of the manual is available for inspection at the superintendent's office.

Generally, the Board shall follow Board policy and enforce it equitably. The Board, and only the Board, may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the Board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of Board policy shall be documented in Board minutes.

When there is no Board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 7/00; 8/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title REVIEW AND REVISION OF POLICY

Code 203.3

It shall be the responsibility of the superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the superintendent shall draft a proposed policy for the Board to consider.

The Board shall delegate to the Superintendent of Schools the function of formulating the Administrative Rules and Regulations designed to carry out the policies of the Board of Directors. These rules and detailed arrangements shall constitute the Administrative Rules and Regulations governing the schools.

The superintendent is authorized to create Administrative Rules and Regulations and to keep the Board informed of any substantive changes for policy sections 300-1000.

The Board of Directors is responsible for the administrative regulations in sections 100 and 200.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 7/00; 8/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title DISSEMINATION OF POLICY

Code 203.4

The Board Policy Manual is available on the District web site (www.linnmar.k12.ia.us). Persons unable to access the policy manual electronically should contact the ~~Communications Coordinator~~ Communications/Media Coordinator (319-447-3005) for assistance. A print copy of the manual is available for inspection at the superintendent's office.

Copies of changes in Board Policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Adopted 12/18/95 Reviewed 7/00; 9/10; 10/11 Revised 8/05; 11/08; 4/13; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 277.31; 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title SUSPENSION OF POLICY

Code 203.5

Generally, the Board shall follow Board policy and enforce it equitably. The Board, and only the Board, may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the Board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of Board policy shall be documented in Board minutes.

Adopted 12/18/95 Reviewed 8/05; 11/08; 9/10; 10/11; 8/14 Revised

Related Policy: (Code Number)

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title ADMINISTRATION IN THE ABSENCE OF POLICY

Code 203.6

When there is no Board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the superintendent shall draft a proposed policy for the Board to consider.

Adopted 12/18/95 Reviewed 8/05; 11/08; 9/10; 10/11; 4/13; 8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title ADMINISTRATIVE RULES AND REGULATIONS

Code 203.7

The Board shall delegate to the Superintendent of Schools the function of formulating the Administrative Rules and Regulations designed to carry out the policies of the Board of Directors. These rules and detailed arrangements shall constitute the Administrative Rules and Regulations governing the schools.

The superintendent is authorized to create Administrative Rules and Regulations and to keep the Board informed of any substantive changes for policy sections 300-1000.

The Board of Directors is responsible for the administrative regulations in sections 100 and 200.

Adopted 6/15/70 Reviewed 10/11; 4/13; 8/14 Revised 12/95; 7/00; 8/05; 11/08; 9/13/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) 279.8, .20 (2013)



PROCEDURES OF OPERATIONS

Policy Title AD HOC COMMITTEES

Code 203.8

Whenever the Board deems it necessary, the Board may appoint a committee composed of citizens, staff or students to assist the Board. Committees formed by the Board shall be ad hoc committees.

An ad hoc committee is may be formed by Board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the Board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the Board or upon completion of the duties outlined in the Board resolution. The Board will receive the report of the committee for consideration. The Board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law if the committee is established by statute ~~or if the committee makes policy recommendations and is established by~~ or approved by the Board.

The method for selection of committee members shall be stated in the Board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community, shall reflect gender balance, racial/ethnic diversity, and include persons with disabilities; and shall consider the various viewpoints on the issue. The Board may designate a Board member and the superintendent, or designee, to serve on an ad hoc committee. The committee will select its own chairperson, unless the Board designates otherwise.

Adopted 6/15/70 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13 Revised 5/10; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21; 279.8; 280.12(2) (2013); 281 I.A.C. 12.3(3),
.3(8), .5(8)



PROCEDURES OF OPERATIONS

Policy Title BOARD OF DIRECTORS' LEGAL COUNSEL Code 203.9

The Board may employ legal counsel to represent the school corporation as necessary for the proper conduct of the legal affairs of the school corporation.

The superintendent shall have the authority to contact the Board's legal counsel on behalf of the Board when the superintendent believes it is necessary for the management of the school district. The Board president may contact and seek advice from the school Board's legal counsel. The Board's legal counsel ~~shall~~ will attend both regular and special Board meetings upon the request of the Board or the superintendent. Board members may contact legal counsel upon approval of a majority of the Board. It shall be the responsibility of each Board member to pay the legal fees, if any, of an attorney the Board member consulted regarding matters of the school district unless the Board has authorized the Board member to consult an attorney on the matter.

It shall be the responsibility of the superintendent, or designee, to keep the Board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Adopted 6/15/70 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13 Revised 12/18/95; 8/11/14
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 279.37 (2013)



MEETINGS OF THE BOARD

Policy Title MEETINGS OF THE BOARD

Code 204.1

The regular meeting time and date(s) of the month shall be set by the Board at its annual meeting. The Board shall adhere to this established meeting date unless the Board requires additional meetings or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the Board's convenience. Public notice of the meetings shall be given.

Meetings of the Board are conducted for the purpose of carrying on the business of the school district. Only Board members have the authority to make and second motions, and vote on issues before the Board. The Board may establish rules for its own governance and determine the procedures that will be followed during Board meetings. Meetings may be closed to the public to allow the Board to discuss a specific topic as defined by law (see Policy 204.3).

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date and tentative agenda of Board meetings. The official public notice shall be posted on public display at the Learning Resource Center at least three (3) days before it is scheduled; but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or Board members shall constitute a waiver of notice.

It shall be the responsibility of the Board secretary or designee to give public notice of Board meetings and work sessions. The District's web site is used to inform the public of future meetings and agendas.

Adopted 9/16/85 Reviewed 8/05; 11/08; 10/10; 10/11 Revised 4/13; 8/11/14

Related Policy: (Code Number) 204.3; 204.4

Legal Reference: (Code of Iowa) §§ 21.1-4; 279.1 (2013); 1980 Op. Att'y Gen 148



MEETINGS OF THE BOARD

Policy Title SPECIAL MEETINGS

Code 204.2

It may be necessary for the Board to conduct a special meeting in addition to the regularly scheduled Board meeting. Special meetings may be requested by the president of the Board, the superintendent, or by the Board secretary at the request of a majority of the Board. Should a special meeting be called, public notice shall be given.

If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The Board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special Board meeting.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.3, .4; 279.2 (2013)



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS

Code 204.3

Generally, Board meetings shall be open meetings, unless a closed session or exempt meeting is provided for by law. The Board shall hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. A minimum of two-thirds of the Board, or all of the Board members present, must vote in favor of the motion on a roll call vote. Closed sessions shall be ~~tape~~ electronically recorded and have detailed minutes kept by the Board secretary or court reporter. Final action on matters discussed in the closed session shall be taken in an open meeting.

The minutes and the ~~tape~~ electronic recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes shall be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and electronic recordings shall be sealed and shall not be public records open to public inspection. The minutes and electronic recording shall only be opened upon court order in an action to enforce the requirements of the open meetings law. The Board has complete discretion as to whom may be present at a closed session.

Reasons for the Board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the Board's possession or receipt of federal funds. (Section 21.5(1)(a))
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the Board. (Section 21.5(1)(c))

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS Code 204.3

3. To discuss whether to conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student. (Section 21.5(1)(e))
4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. (Section 21.5(1)(i))
5. To discuss the purchase of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the Board would have to pay for the property. (Section 21.5(1)(j))

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the Board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without ~~electronic~~ electronically recording the gathering or taking minutes, and be held without a vote or motion. The Board may also hold an exempt session for the following:

1. Negotiating sessions, strategy meetings or public employers or employee organizations, mediation and the deliberative process of arbitration; (Section 20.17(3))
2. To discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law; (Section 20.9)
3. To conduct a private hearing related to the recommended termination of a teacher's contract. However, the private hearing in the teacher's contract termination shall be recorded verbatim by a court reporter; (Section 21.9) and
4. To conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract. (Section 279.24)

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title ANNUAL AND ORGANIZATIONAL MEETINGS

Code 204.4

Annual Meeting of the Board

Each year after August 31 and prior to the organizational meeting of the Board in odd-numbered years, the Board will hold its annual meeting. At the annual meeting, the Board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The Board may also appoint the Board's legal counsel at the annual meeting.

In addition to the required business, the agenda items at the annual meeting will include:

1. Appointment of secretary and treasurer.
2. Determine compensation of secretary and treasurer. Both secretary and treasurer shall post bond in such amount as the Board may require, but no less than that required in Chapter 291.2 of the Iowa Code.
3. Designate depository bank and maximum deposits.
4. Receive affidavits from depository banks from the treasurer
5. Approve Board meeting dates for the following twelve month period.
6. Elect Board officers in even numbered years.

Organizational Meeting of the Board

The organizational meeting is the first meeting following the election of School Board members. It is set by statute as the "first regular meeting after a Regular School Election," at a time and suitable place to be designated by the secretary.

The election of Board Officers will take place at the Board's first organizational meeting in odd numbered years following the seating of newly elected board members. Unless changed by a two-thirds vote of those present, the order of business for the organizational meeting shall be as follows:

- 1) The Board secretary, as president pro tem, will preside over the meeting until a new Board president is elected.
- 2) Call to order.
- 3) Roll call.
- 4) Oath of office. The Board secretary will administer the oath to new members.
- 5) Election of a president of the Board. The president pro tem calls for nominations; nominations need not be seconded. The Board will then vote on the nominations. The secretary will announce the result of the vote and administer the oath of office to the president. The newly elected president will assume the chair.

Page 1 of 2

Adopted 6/15/70 Reviewed 8/05; 4/13; 8/14 Revised 7/00; 11/08; 10/10; 10/11; 9/9/13

Related Policy: (Code Number) 204.1; 204.5

Legal Reference: (Code of Iowa) Iowa Code §§ 279.2, .3, .33 (2013); 275.23A; 277.23, 128, .31; 279.1, .5, .7, .8 (2013); 281 I.A.C. 12.3(2)



MEETINGS OF THE BOARD

Policy Title ANNUAL AND ORGANIZATIONAL MEETINGS

Code 204.4

- 6) Election of the vice president. The president of the Board will call for nominations; the nominations need not be seconded. The Board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice president.

Other Items of Business at the Organizational Meeting may include:

- 1) Board resolution of appreciation recognizing the public service rendered by retiring Board members.
- 2) Board resolution to define the operating rules and practices that will be followed by the new Board.
- 3) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- 4) Approve minutes of its previous meetings.
- 5) Communications
- 6) Items of Business
- 7) Superintendent's report

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Adopted 6/15/70 Reviewed 8/05; 4/13 8/14 Revised 7/00; 11/08; 10/10; 10/11; 9/9/13

Related Policy: (Code Number) 204.1; 204.5

Legal Reference: (Code of Iowa) Iowa Code §§ 279.2, .3, .33 (2013); 275.23A; 277.23, 128, .31; 279.1, .5, .7, .8 (2013); 281 I.A.C. 12.3(2)



MEETINGS OF THE BOARD

Policy Title MEETING NOTICE

Code 204.6

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date and tentative agenda of Board meetings. The official public notice shall be posted on public display at the Learning Resource Center at least three (3) days before it is scheduled; but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students electronically.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or Board members shall constitute a waiver of notice.

It shall be the responsibility of the Board secretary or designee to give public notice of Board meetings and work sessions. The District's web site may also be used to inform the public of future meetings and agendas.

Adopted 6/15/70 Reviewed 11/08; 10/11; 4/13; 8/14 Revised 7/00; 8/05; 10/5/10

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.2-.4; 279.1, .2 (2013)



MEETINGS OF THE BOARD

Policy Title BOARD MEETING AGENDA

Code 204.7

The tentative agenda for each Board meeting shall state the topics for discussion and action at the Board meeting. The agenda is part of the public notice of the Board meeting and will be posted and distributed. It is the responsibility of the Board President and the Superintendent to develop the agenda for each Board meeting.

Persons wishing to place an item on the agenda must make a request to the superintendent or Board President who will decide whether to place the item on the agenda and if so, the appropriate meeting date. The person making the request must state the person's name, address, purpose of the presentation, action desired, and pertinent background information. Requests received after the deadline for processing the agenda may only be added to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to Board members at least two (2) days prior to the scheduled Board meeting. These documents are the private property of the Board member.

The Board shall take action only on items on the tentative agenda posted with the public notice. Items added to the agenda after the statutorily required 24 hour notice may be discussed or taken under advisement by the Board. If an added item is acted upon, the minutes of the Board meeting shall state the reason for immediate action. The Board shall exercise this discretionary authority with great care.

Board action voted on from a previous agenda item cannot be brought forward for a second vote unless the following parameters are met:

1. there is proof of a significant change of facts or addition of vital information not included in the discussion or motion of the first vote;
2. the proposed change(s) must meet a clearly demonstrated mission-related need;
3. the proposed change(s) must address the impact on students, other programs, courses, services, staffing, and/or projects; and
4. the proposed changes survive a cost-benefit analysis as per the timeline of execution and any changes to the motion of the initial vote.

Any additional information related to the addition of the second vote on a subsequent Board agenda must be distributed in a timely manner by the superintendent through the Board secretary with the agenda for the meeting at which consideration of a second vote will be reviewed.

In order for a more efficient administration of Board meetings, the Board may elect to use a consent agenda for the passage of items under the management of the superintendent.

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Adopted 6/15/70 Reviewed 7/00; 10/10; 10/11; 4/13 Revised 8/05; 11/08, 01/12; 8/11/14
Related Policy: (Code Number) 204, 204.2, 204.6
Legal Reference: (Code of Iowa) §§ 21; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title BOARD MEETING AGENDA

Code 204.7

Public hearings may be held on school district matters at the discretion of the Board. Public notice of a public hearing shall be in the same manner as for a Board meeting except that notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

~~It shall be the responsibility of the Board president and superintendent to develop the agenda for each Board meeting.~~

Adopted 6/15/70 Reviewed 7/00; 10/10; 10/11; 4/13 Revised 8/05; 11/08, 01/12; 8/11/14

Related Policy: (Code Number) 204, 204.2, 204.6

Legal Reference: (Code of Iowa) §§ 21; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title OPEN MEETINGS

Code 204.8

Any gathering of a majority of Board members, either formal or informal, in which deliberation of a policy matter takes place, is defined as a meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open Board discussion and voting by the Board members on the issues properly before the Board, and a public record of the proceedings in the form of written minutes.

All public Board meetings shall be conducted in accordance with the provisions of Iowa law. The Board secretary shall be responsible for public notification of all meetings, arranging for electronic recording (when necessary), and making minutes of all meetings, and retain appropriate minutes and records as required by law.

The minutes shall be kept on file as the permanent official records of school legislation for the district. The secretary shall act as custodian of the minutes, and shall make them available to any citizen who wishes to examine them during usual office hours of the district. The minutes shall be posted on the web site after Board approval.

A gathering for the purpose of social or ministerial action will not constitute a Board meeting.

Adopted 9/16/85 Reviewed 7/00; 4/13; 8/14 Revised 11/08; 10/10; 10/10/11

Related Policy: (Code Numbers) 204.3, 204.6, 204.12

Legal Reference: (Code of Iowa) §§ 21; 279.1-2 (2013)



MEETINGS OF THE BOARD

Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS Code 204.9

The Board recognizes the importance of public participation in school district matters. In order to assure the public is heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside for public participation, either at a specific time during the meeting or during the discussion of agenda items. Public wishing to address the board on a certain agenda item must notify the superintendent prior to the board meeting. Public wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents. The board has the discretion to limit the amount of time set aside for public participation.

The Board encourages public attendance and participation in its public meeting of the Board. In accordance with its practice of confirming the right and desirability of the public expressing its point of view to the Board, delegations or individuals are welcome at regular and special meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions.

1. To speak to an item on the Agenda, the speaker will:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State subject and item number which will be addressed. Speak to any number of items on the agenda.
2. To speak to an item not on the Agenda:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State topic and make comments in a respectful manner.

The Board will take questions and problems under advisement and issue responses as appropriate.

3. Time Limit for Speakers:

Individuals shall limit presentation to three minutes unless the time limit is pre-scheduled or waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board may shorten the time.

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Adopted 3/16/72 Reviewed 11/08; 10/11 Revised 8/05; 10/10; 4/15/13; 8/11/14
Related Policy: (Code Numbers) _____
Legal Reference: (Code of Iowa) §§ 21; 22; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS Code 204.9

4. Questions and Comments by Board and Superintendent:
The speaker (or delegated speaker) shall indicate whom they represent and may be asked to comment on their questions or problems.
5. Conduct and Remarks Out of Order:
Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks. If disruptive, the individual making the comments or any individual causing disruption may be asked to leave the Board meeting.

In an emergency, as judged by the superintendent and/or the Board, stipulations concerning prior appointments for placing items on the agenda may be waived.

The Board reserves the right to establish special procedures to deal with extraordinary issues or meetings.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Note: Members of the public do not have a legal right to participate in board meetings. Boards need to make the determination how best, if at all, to involve the public in their board meetings.



MEETINGS OF THE BOARD

PROCEDURES FOR

Policy Title ADDRESSING THE BOARD OF DIRECTORS

Code 204.9

The Board encourages public attendance and participation in its public meeting of the Board. In accordance with its practice of confirming the right and desirability of the public expressing its point of view to the Board, delegations or individuals are welcome at regular and special meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions.

1. To speak to an item on the Agenda, the speaker will:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State subject and item number which will be addressed. Speak to any number of items on the agenda.
2. To speak to an item not on the Agenda:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State topic and make comments in a respectful manner.

The Board will take questions and problems under advisement and issue responses as appropriate.

3. Time Limit for Speakers:

Individuals shall limit presentation to three minutes unless the time limit is pre-scheduled or waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board may shorten the time.



MEETINGS OF THE BOARD

PROCEDURES FOR
Policy Title ADDRESSING THE BOARD OF DIRECTORS Code 204.9

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The speaker (or delegated speaker) shall indicate whom they represent and may be asked to comment on their questions or problems.

5. Conduct and Remarks Out of Order:

Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks. If disruptive, the individual making the comments or any individual causing disruption may be asked to leave the Board meeting.

In an emergency, as judged by the superintendent and/or the Board, stipulations concerning prior appointments for placing items on the agenda may be waived.

The Board reserves the right to establish special procedures to deal with extraordinary issues or meetings.



MEETINGS OF THE BOARD

Policy Title RULES OF ORDER Code 204.10

The Board shall follow Robert's Rules of Order, Revised, latest edition as modified by this policy.

The purposes of modified rules adopted by the Board are:

1. To establish guidelines by which the business of the governing Board can be conducted in a regular and internally consistent manner;
2. To organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an ordered and reasonable manner;
3. To insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made;
4. To insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each Board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Adopted 9/16/85 Reviewed 8/05; 10/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.2, .7; 279.8 (2013)



ADMINISTRATIVE REGULATIONS REGARDING RULES OF ORDER

The following rules of procedure have been adopted by the Board at the annual organizational meeting:

1. Board members need not rise to gain the recognition of the chair.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only “yes” or “no” votes are counted in this calculation. It should be noted that some motions require larger number of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the Board. If a motion does not receive a second, the chair may declare the motion dead for lack of a second.
5. The ~~chair~~ board president may decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con position.
6. The ~~chair~~ board president shall rule on all motions that come before the Board.
7. The ~~chair~~ board president may rule on points of order brought before the Board.
8. The ~~chair~~ board president shall have complete authority to recognize any member of the audience regarding a request to participate in the Board meeting. Members of the public who wish to participate shall follow the procedures outlined in Board Policy *204.9*.
9. The ~~chair~~ board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The order in which names will be called for roll call votes will be as follows:
 - a. All Board members will be listed in alphabetical order by last name.
 - b. All roll call votes will be called in alphabetical order, beginning at various positions on the list.
 - c. The first roll call vote will begin at the top of the list and proceed down. The second roll call vote will begin with the second name and proceed down, the list with the last name called to be the first person called on the previous vote.
 - d. A person’s absence, or presence, will have no effect on the rotation.
 - e. The Board secretary will maintain the record of rotation for roll call votes. The sequence will continue from meeting to meeting.
11. The ~~chair~~ board president has the same authority and responsibility as each Board member to vote on all issues.



MEETINGS OF THE BOARD

Policy Title BOARD OF DIRECTORS RECORDS

Code 204.12

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of all Board meetings, open and closed, and other required records received by the Board. The minutes shall be preserved in accordance with Iowa Code.

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

Detailed minutes and electronic recordings of Closed Sessions held under the purchase of real estate exception to Open Meetings, must be made available for public examination when the transaction discussed is completed. There shall be separate, detailed minutes and electronic recording for each real estate transaction.

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

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

Adopted 3/8/79 Reviewed 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Numbers)

Legal Reference: (Code of Iowa) §§ 21, 22, 279.8, .31; .35; .36; .37, 291.6, 618.3 (2013)
670 IAC 3.3(1), 281 IAC 12.3(1)



MEETINGS OF THE BOARD

Policy Title QUORUM FOR BOARD MEETINGS

Code 204.13

The majority of the full membership of the Board of Directors constitutes a quorum and must be present for the transaction of business either in person or telephonically. An affirmative vote of those present and voting shall be sufficient to pass any motion or take any action, unless the law or Board policy requires the vote of a greater number in a particular case.

A quorum need not be present to adjourn a meeting.

The affirmative vote of two-thirds of the entire membership of the Board, or the affirmative vote of all members present at a meeting where a quorum – but not the entire Board – is present, is required before the Board can go into Closed Session.

Adopted 9/16/85 Reviewed 8/05; 10/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21.5(l); 279.4 (2013)



MEETINGS OF THE BOARD

Policy Title OATH OF OFFICE

Code 204.15

Board members are officials of the state. As a public official, each Board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the Board member's ability.

Each newly-elected Board member will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new Board member elected at the annual school election at or before the organizational meeting of the Board. In the event of an appointment or special election to fill a vacancy, the new Board member shall take the oath of office within ten (10) days of the appointment or election.

Board members elected to offices of the Board shall also take the same oath of office but replacing the office of Board member with the title of the office to which they were elected.

The oath of office shall be administered by the Board secretary and does not need to be given at a Board meeting. In the event the Board secretary is absent, the oath shall be administered by another Board member.

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in Linn-Mar Community School District as now and hereafter required by law?”

Adopted 9/16/85 Reviewed 11/08; 10/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 277.28; 279.1, .6 (2013)



MEETINGS OF THE BOARD

Policy Title WORK SESSIONS

Code 204.16

The Board, a learning and decision making body, is confronted with a continuing flow of topics, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The Board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no Board action will take place at the work session.

Adopted 9/16/85 Reviewed 11/08; 10/10; 10/11; 4/13; 8/14 Revised 8/1/05
Related Policy: (Code Numbers) _____
Legal Reference: (Code of Iowa) §§ 21; 22.7; 279.8 (2013)



MISCELLANEOUS

Policy Title BOARD OF DIRECTORS' MEMBER
COMPENSATION AND EXPENSES Code 205.1

As an elected public official, the Board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the Board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense non-reimbursable. Personal expenses will be reimbursed by the Board member to the district no later than ten working days following the date of the expense. In exceptional circumstances the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the Board Secretary to compile the expenses of Board members for audit and approval in the same manner as other claims of the school district. It is the responsibility of the superintendent and business administrator to determine through the audit and approval process of the Board whether the expenses incurred by a Board member are actual and necessary expenses incurred in the performance of their official duties.

Adopted 6/15/70 Reviewed 7/00; 10/10; 4/13; 8/14 Revised 8/05; 11/08; 10/10/11
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 68B; 277.27; 279.7A, .8, .32 (2013)



REQUEST FOR REIMBURSEMENT FOR TRAVEL
Linn-Mar Community School District
Marion, Iowa 52302

NAME _____ DATE _____

TYPE AND NAME OF CONFERENCE /MEETING _____

LOCATION _____

DATE(S) _____

DATE	ITEMS	*MILEAGE OR TRANSPORTATION	*HOTEL/ LODGING	* MEALS			*MISC.	DAILY TOTAL
				B	L	D		
TOTAL EXPENSES								

COMMENTS:

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

Claimant School or Department DATE _____

APPROVED _____ DATE _____
Principal/Administrator Superintendent Business Administrator

CHARGE TO ACCOUNT NUMBER _____

NOTE: * PLEASE ATTACH BILLS FOR PUBLIC TRANSPORTATION, LODGING AND MEALS. IDENTIFY ALL MISCELLANEOUS EXPENSES AND ATTACH RECEIPTS. **NO REIMBURSEMENT WITHOUT RECEIPT(S).**



MISCELLANEOUS

Policy Title SCHOOL BOARD ASSOCIATIONS

Code 205.2

The Board believes in active membership in the associations which support the professional activities and development of the School Board as a method for continued Board learning and sources of information. The Board will annually review the membership it wishes to maintain in these and other organizations.

Adopted 6/15/70 Reviewed 11/08; 10/10; 4/13; 8/14 Revised 7/00; 10/10/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.38 (2013)



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

Board members, officers, or employees may receive a gift on behalf of the school district. Board members, officers, or employees shall not, either directly or indirectly, solicit, accept, or receive any gifts, series of gifts, or an honorarium unless the giver does not meet the definition of a donor stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or either entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from, or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the Board member’s, officer’s, or employee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region, or;
- Is a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to a Board member’s official function, such as books, pamphlets, reports, documents, or periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the public generally without regard to the official status of the Board member, officer, or employee;
- Items received from a charitable, professional, educational or business organization to which the Board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual members’ status or position held outside of the organization and if the dues paid are not inconsequential when compared to the items received;



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

- Actual expenses of a Board member, officer, or employee for food, beverages, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the Board member, officer, or employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public services;
- Items of food and drink with the value of less than \$3.00 that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national, or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a Board member's employer or the firm in which the Board member is a member for the cost of attending a meeting of a subunit of an agency when the Board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the Board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a Board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the Board member; or

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Adopted 2/12/81 Reviewed 8/05; 10/10/ 10/11; 4/13; 8/14 Revised 11/3/08
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 68B (2013)



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or session which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a Board member, officer, or employee as consideration for an appearance, speech, or article. An honorarium does not include any of the following:

- Actual expenses of a Board member, officer, or employee for food, beverages, travel, or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the Board member, officer, or employee has participation or presentation responsibilities;
- A non-monetary gift or series of non-monetary gifts donated within 30 days to a public body; a bona fide educational or charitable organization, or the department of general services;
- A payment made to a Board member, officer, or employee for services rendered as part of a bona fide private business, trade, or profession in which the Board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a Board member, officer, or employee, but rather because of some special expertise or other qualifications.

It shall be the responsibility of each Board member, officer, or employee to know when it is appropriate to accept or reject gifts or an honorarium.



MISCELLANEOUS

Policy Title THE BOARD'S RELATIONSHIP WITH ELECTED OFFICIALS Code 205.4

The Board shall keep current and express opinions on proposed law revisions and new laws which are essential for maintaining and creating an education program to meet the needs of the school district.

It shall be the responsibility of the Board to maintain contact with the elected officials representing the school district.

It shall be the responsibility of the superintendent to assist the Board in keeping up-to-date on proposed laws and in contacting the elected officials who represent the school district.

Adoption 12/21/92 Reviewed 11/08; 10/10/ 10/11; 4/13; 8/14 Revised 7/17/00
Related Policy: (Code Number) 205.3
Legal Reference: (Code of Iowa) § 279.8; 68B



BOARD EVALUATION

Policy Title BOARD OF DIRECTOR'S MEMBER
DEVELOPMENT AND TRAINING Code 206.1

The Board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The Board will work closely with professional organizations supporting Board development and the Board members will be encouraged to participate in conferences and share their learning with colleagues.

Adopted 7/18/05 Reviewed 7/05; 11/08; 10/11; 4/13; 8/14 Revised 10/5/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 279.8, .38 (2013)



BOARD EVALUATION

Policy Title BOARD SELF-EVALUATION

Code 206.2

It shall be the policy of the Board to conduct a periodic self-evaluation of Board operations. The results of the self-evaluation shall be used in planning growth activities.

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Adoption 4/17/89 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



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ADMINISTRATION

Policy Title ROLE OF SCHOOL DISTRICT ADMINISTRATION

Code 300

~~School district~~ Linn-Mar School District administrators have been given a great opportunity and responsibility to manage the ~~school~~ District, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the ~~school~~ District. In carrying out these operations as licensed by the State of Iowa, the administrators are guided by Board policies, the law, negotiated agreements and contracts, the needs of the students, and the needs of the school district community.

It shall be the responsibility of the administrators and managers, led by the superintendent, to implement and enforce the policies of the Board, to oversee employees, to monitor educational issues confronting the school district, and to inform the Board about school district operations.

While the Board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities, and for the employees.

The Board and the administration shall work together to share information and decisions under the team management concept, with the superintendent as the chief executive officer. Individuals, acting in isolation, should not make decisions for the team.

Adopted 5/5/97 Reviewed 2/01; 2/09; 12/10; 4/13; 8/14 Revised 10/05; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



ADMINISTRATION

Policy Title MANAGEMENT

New
Code 301.1

The Board and the administrators will work together in making decisions and setting goals for the District. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate District policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the District by investigating, analyzing, and expressing their views on issues. Those Board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each Board member and administrator will support the decisions reached on the issues confronting the District.

The Board is responsible for making the final decision in matters pertaining to the District.

It is the responsibility of the superintendent to develop guidelines for collaborative decision-making.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 279.8 (2013)



ADMINISTRATION

Policy Title _____ SUPERINTENDENT OF SCHOOLS
_____ QUALIFICATIONS, RECRUITMENT, APPOINTMENT

NEW
Code 302.1

The Board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the District, and to implement Board policy with the power and duties prescribed by the Board and the law.

The Board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the Board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the Board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The Board may contract for assistance in the search for a superintendent.

Adopted _____ Reviewed 8/14 _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 U.S.C. §§ 621-634 (2012); 42 U.S.C. §§ 2000e et seq. (2012);
§§ 21.5(1)(i); 35C; 216; 279.8, .20 (2013); 281 I.A.C. 12.4(4);
1980 Op. Att'y Gen. 367



ADMINISTRATION

SUPERINTENDENT

Policy Title CONTRACT AND CONTRACT NONRENEWAL

NEW
Code 302.2

The length of the contract for employment between the superintendent and the Board is determined by the Board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The Board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the Board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and Board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the Board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the Board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number): 302

Legal Reference: (Code of Iowa) Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994); Cook v. Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980); Board of Education of Ft Madison Community School District v. Youel 282 N.W.2d 740 (Iowa 1979); Briggs v. Board of Directors of Hinton Community School District, 282 N.W.2d 677 (Iowa 1979); Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966). Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2013). 281 I.A.C. 12.4(4)



ADMINISTRATION

Policy Title SUPERINTENDENT
 SALARY AND OTHER COMPENSATION

Code *NEW*
 302.3

The Board has complete discretion to set the salary of the superintendent. It is the responsibility of the Board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the District and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the District when the superintendent is performing work-related duties. It is within the discretion of the Board to pay dues to professional organizations for the superintendent.

The Board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the Board in accordance with Board policy.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number) 302

Legal Reference: (Code of Iowa) §§ 279.8, .20 (2013); 1984 Op. Att'y Gen. 47



ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Policy Title APPOINTMENT, QUALIFICATIONS AND DUTIES

Code 302.4

The Superintendent of Schools shall hold at a minimum a master's degree plus thirty semester hours of approved graduate preparation beyond the master's degree.

The Superintendent shall meet the licensure requirements as designated by the Iowa Board of Educational Examiners.

The Board of Directors may appoint the Superintendent of Schools for a term not to exceed three years. However, the Board's initial contract with a superintendent shall not exceed one year if the Board is obligated to pay a former superintendent under an unexpired contract.

The Superintendent of Schools shall:

- a) Be in all respects the chief executive officer of the Board except as otherwise provided by law. He or she shall have the power to make rules not in conflict with law or with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
- b) Be directly responsible to the Board; he or she shall be expected to initiate and direct the development of policies for the approval of the Board, and to delegate such responsibility to whomever he or she may deem appropriate or qualified.
- c) Attend meetings of the Board except those concerned with his or her own contract status and be granted the privilege of taking part in the deliberations, but shall not vote.
- d) In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, be responsible for placing before the Board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, of those persons who, in his or her opinion or that of the Board or the President, are particularly qualified to furnish it.
- e) Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for final approval and confirmation.

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Policy Title APPOINTMENT, QUALIFICATIONS AND DUTIES

Code 302.4

- f) Take the lead in developing and implementing the District's strategic planning process and accountability for the outcomes of the Strategic Plan in collaboration with the Board of Education, staff, students and community.
- g) Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
- h) Through his or her administrative staff, he or she shall direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such duties as the Board determines.
- i) Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students.
- j) Direct the work of his or her professional staff in the evaluation of curriculum, textbooks, and instructional materials and assessments, and upon the basis of such study shall make recommendations for consideration and judgment.
- k) Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the Board.
- l) Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the Board.
- m) Direct the formulation of salary programs and make recommendations regarding same to the Board. After their adoption by the Board, he or she shall assign salaries to personnel on the basis of said programs.
- n) Directs studies of buildings and sites, taking into consideration populations trends and the educational and cultural needs of the district in order to ensure timely decisions by the Board and the electorate regarding construction and renovation projects.

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Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, 20, 23A (2013); 281 I.A. C. 12.4 (4)

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Policy Title APPOINTMENT, QUALIFICATIONS AND DUTIES

Code 302.4

- o) Keep the public informed about modern education practices, attend such conventions and conferences as are necessary to keep informed of the latest educational trends, and the practices and problems in the school district.
- p) Represents the Board as a liaison between the school district and the community.
- q) Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community.
- r) Makes administrative decisions necessary for the proper functioning of the District.
- s) Conducts periodic District administrative meetings.
- t) Performs other duties as may be assigned by the Board.

Board authority and responsibility of the Office of the Superintendent shall not be limited to the above listing as they pertain to the learning, development and welfare of students and staff.

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, 20, 23A (2013); 281 I.A. C. 12.4 (4)



ADMINISTRATION

Policy Title SUPERINTENDENT OF SCHOOLS – EVALUATION

Code 302.5

The Board will conduct an evaluation of the superintendent's skills, abilities, and competence. ~~At a minimum, the Board will formally evaluate the superintendent on an annual basis.~~ The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administration leadership, clarify the superintendent's role, clarify the immediate priorities of the Board, and develop a working relationship between the Board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the Board and the superintendent. The criteria based on the State administrator performance criteria and the professional superintendent criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each Board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the Board president;
- The superintendent will conduct a self-evaluation prior to discussing the Board's evaluation, and the Board as a whole will discuss its evaluation with the superintendent;
- The Board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the Board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation;

Page 1 of 2

Adopted 8/14/89 Reviewed 5/97; 12/10; 4/13; 8/14 Revised 2/01; 10/05; 2/09; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Wedergren v Board of Directors, 307 NW 2d 12 (Iowa 1981); §§279.8, .20, .23, .23A, (2013); 281 IAC 12.3(4)

ADMINISTRATION

Policy Title SUPERINTENDENT OF SCHOOLS – EVALUATION

Code 302.5

- The individual evaluation by each Board member, if individual Board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The Board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence

Adopted 8/14/89 Reviewed 5/97; 12/10; 4/13; 8/14 Revised 2/01; 10/05; 2/09; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Wedergren v Board of Directors, 307 NW 2d 12 (Iowa 1981); §§279.8, .20, .23, .23A, (2013); 281 IAC 12.3(4)



ADMINISTRATION

Policy Title SUPERINTENDENT PROFESSIONAL DEVELOPMENT

NEW
Code 302.6

The Board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the Board president prior to attending the event.

The superintendent will report to the Board after an event.

Adopted _____ Reviewed 8/14 Revised _____
Related Policy: (Code Number) 303.7, 401.7
Legal Reference: (Code of Iowa) § 279.8 (2013); 281 I.A.C. 12.7



ADMINISTRATION

ADMINISTRATOR

Policy Title QUALIFICATIONS, RECRUITMENT, APPOINTMENT

NEW
Code 303.1

The Board will employ building principals and other administrators and managers, in addition to the superintendent, to assist in the daily operations of the District.

The Board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator or manager, the Board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In approving the selection of an administrator or manager, the Board will also consider the District's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the Board.

It is the responsibility of the superintendent to make a recommendation to the Board for filling an administrative or managerial position, based on the requirements stated in this policy. The Board will act only on the superintendent's recommendation.

The Board may contract for assistance in the search for administrators or managers.

Adopted _____ Reviewed 8/14 Revised _____
Related Policy: (Code Number) 303
Legal Reference: (Code of Iowa) §§ 279.8, .21 (2013); 281 I.A.C. 12.4; 1980 Op. Att'y Gen. 367



ADMINISTRATION

ADMINISTRATOR
Policy Title CONTRACT AND CONTRACT NONRENEWAL

NEW
Code 303.2

The length of the contract for employment between an administrator and the Board will be determined by the Board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The Board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the Board will afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the Board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators and managers who wish to resign, to be released from a contract, or to retire, must comply with Board policies regarding the areas of resignation, release or retirement.

Adopted _____ Reviewed 8/14 _____ Revised _____

Related Policy: (Code Number) 303

Legal Reference: (Code of Iowa) Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994); Cook v. Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980); Board of Education of Ft Madison Community School District v. Youel, 282 N.W. 2d 677 (Iowa 1979); Briggs v. Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979); Iowa Code 2779.20, .22-.25 (2013); 281 I.A.C. 12.4(4), .4(7)



ADMINISTRATION

Policy Title ADMINISTRATOR EVALUATION

NEW
Code 303.3

An ongoing process of evaluating the administrators on their skills, abilities, and competence will occur at a minimum, annually, concluding with a formal evaluation. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the District are met, promote growth in effective administrative leadership for the District, clarify the administrator's role as defined by the Board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description.

The formal evaluation will also include an opportunity for the administrator and the superintendent, or designee, to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent, or designee, to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number) 303

Legal Reference: (Code of Iowa) §§ 279.8, .21-.23A (2013); 281 I.A.C. 12.3(3); ch 83



ADMINISTRATION

ASSOCIATE DEPUTY SUPERINTENDENT – POSITION,
Policy Title QUALIFICATIONS, APPOINTMENT AND FUNCTIONS Code 303.4

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent, the Board may appoint ~~one or more Associate~~ a Deputy Superintendent(s) of Schools who shall perform such duties as assigned by the superintendent.

~~An Associate~~ A Deputy Superintendent must have the following qualifications:

- A master's degree plus thirty semester hours of approved graduate preparation beyond the master's degree from an accredited institution;
- The necessary licensure as required by the Iowa Board of Educational Examiners;
- Sufficient educational background and experience to merit recommendation by the superintendent.

The first two years of a contract is issued to a newly-appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.

The ~~associate~~ deputy superintendent:

- A. Shall be directly responsible to the superintendent.
- B. Shall assist the superintendent in the administration of the school district and at the superintendent's discretion, render any assistance desired in carrying out the responsibilities of his or her office.
- C. Shall implement, with fidelity, the policies of the Board, the Code of Iowa, Federal Law, and negotiated contracts.

Adopted 6/15/70 Reviewed 4/13 Revised 5/97; 2/01; 10/05; 2/09; 12/10; 11/11; 8/25/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4



ADMINISTRATION

BUILDING PRINCIPALS

Policy Title POSITION, QUALIFICATIONS, AND APPOINTMENT Code 303.5

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent, the Board may approve one or more principals to perform such duties as assigned by the superintendent and outlined in the functions' statements of Board policy (303.1).

Building principals must have the following qualifications:

- A master's degree from an accredited institution;
- The necessary licensure as required by the Iowa Board of Educational Examiners.
- Sufficient educational background and experience to merit recommendation by the superintendent.

~~The first two years of a contract is issued to a newly appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.~~

Principals shall perform duties and responsibilities as designated by the superintendent or designee, subject to the policies of the Board, the Code of Iowa, Federal law, and negotiated contracts.

Adopted 2/19/01 Reviewed 4/13; 8/14 Revised 10/05; 2/09; 12/10; 11/14/11
Related Policy: (Code Number) 303.4
Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4



ADMINISTRATION

Policy Title BUILDING PRINCIPALS – FUNCTIONS DUTIES

Code 303.5-R

The superintendent delegates responsibilities to the principal. Thus, the principal is responsible to the superintendent, or through assistants/designees in particular areas of operation, as outlined by the superintendent. The principal is responsible for performance of his or her responsibilities following Board policy, negotiated agreements and contracts, and local, state and federal laws, regulations and rules.

The principal shall be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The principal shall:

- Administer general school building policies and regulations as they may apply to students, licensed and classified personnel in their schools.
- Keep the superintendent informed of important accomplishments, needs and problems in the field of administration, personnel, instruction, and school-community relations in the school to which he or she is assigned.
- Provide opportunity and leadership for those working with him or her to share techniques, understandings and ideas for improving the school program.
- Organize the administrative and other aspects of the school so as to free himself or herself as much as possible for the major tasks of evaluating and improving the instructional program.
- Evaluate the efficiency of teachers and other employees assigned to their building and report such evaluation to the superintendent upon request.
- Foster good public relations between the school and community.
- Supervise, with the teachers, students in the school and on the school grounds.
- Maintain records of the activities of the schools.

Page 1 of 2

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4

ADMINISTRATION

Policy Title BUILDING PRINCIPALS – ~~FUNCTIONS~~ DUTIES

Code 303.5-R

- Keep the faculty members aware of the policy discussions in order that they may contribute to the thinking of the administrative team.
- Handle emergency situations as necessary. In the absence of any specific rule or regulation, principals should exercise their best judgment, keeping the superintendent or designee informed.
- Be responsible for assisting in the development of the curricula, and in the planning and adapting the course of study to the needs and interests of the students
- Appraise and evaluate the effectiveness of the instructional program with the help of the faculty, district support staff, consultants, and lay personnel.
- Supervise certified staff cooperatively using standard criteria.
- Carry out special duties relating to the administration of the total district as assigned by the superintendent.

In executing these duties and others the superintendent may delegate, the principal shall consider the needs of the students in the school district as well as the school district's financial condition.

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4



ADMINISTRATION

Policy Title ASSOCIATE/ASSISTANT PRINCIPALS – POSITIONS
QUALIFICATIONS, APPOINTMENT AND FUNCTIONS Code 303.6

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent and principals, the Board may appoint, as need is established, one or more associates/assistants to the principals to perform such duties as assigned by the principal.

An Associate/Assistant Principal must have the following qualifications:

- A master's degree from an accredited institution;
- The necessary licensure requirements as required by the Iowa Board of Educational Examiners;
- Sufficient educational background and experience to merit recommendation by the superintendent.

~~The first two years of a contract issued to a newly appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the administrator's supervisor. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.~~

Associate/Assistant Principals shall perform all those duties and activities as designated by the principal and superintendent, subject to the policies of the Board, ~~of Directors and the superintendent~~, the Code of Iowa, Federal law, and negotiated contracts.

The superintendent and principal shall review the functions of the associate/assistant principals on an annual basis.

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



ADMINISTRATION

Policy Title ADMINISTRATOR CODE OF ETHICS

Code 304

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the superintendent, will be ground for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the School Board and implements the Board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of students.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution as agreed upon.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Adopted 2/2/09 Reviewed 4/13/ 8/14 Revised 12/10; 11/14/11

Related Policy: Code Number) _____

Legal Reference: Code of Iowa) Iowa Code § 279.8 (2013); 282 I.A. C. 13

AUXILIARY SERVICES

First Reading 8/11/14

Policy Title LOCAL AND STATE TRANSPORTATION REGULATIONS Code 701.1

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services shall generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special educational funds generated through the weighted funds or IDEA federal funds designated for special education purposes.

Transportation of a student to and from a special education support service is a function of that service, and is specified when necessary in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents/guardians provide transportation for the student to and from the special education. Reimbursement of actual cost will be based on the rate set by the state of Iowa.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of school-provided transportation.

Adopted 6/15/70 Reviewed 7/08; 10/12 Revised 2/05; 7/08; 10/10; 9/11; 11/13; 8/25/14Related Policy: (Code Numbers) 501.15; 602.5Legal Reference: (Code of Iowa) 20 U.S.C. §§ 1401, 1701 *et seq* (2010).34 C.F.R. Pt. 300 *et seq.* (2010)§§ 256B.4; 285; 321 (2011).281 I.A.C. 41.412

AUXILIARY SERVICES

Policy Title LOCAL AND STATE TRANSPORTATION REGULATIONS Code 701.1

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents/Guardians of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parent/Guardian, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Students who have been granted an attendance area exception from their attendance center school to another school must provide their own transportation to the selected school.

The Board authorizes the superintendent or designee to establish school bus routes for the school district in accordance with this policy. Consideration of safe walkways, speed limits and traffic density shall be reviewed prior to the establishment of bus routes. ~~If the established routes must change from time to time due to emergency or unforeseen circumstances, every effort will be made to notify the affected parents/guardians of the affected students of the change and the reason(s) for the change.~~ When route changes are made, the District will notify parents, if possible, no later than six (6) months prior to change. If route change is caused by construction, another entity or a force majeure, the administration reserves the right to issue notice on a condensed timeline.

Adopted 6/15/70 Reviewed 7/08; 10/12 Revised 2/05; 7/08; 10/10; 9/11; 11/13; 8/25/14

Related Policy: (Code Numbers) 501.15; 602.5

Legal Reference: (Code of Iowa) 20 U.S.C. §§ 1401, 1701 *et seq* (2010).

34 C.F.R. Pt. 300 *et seq.* (2010)

§§ 256B.4; 285; 321 (2011).

281 I.A.C. 41.412



**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD WORK SESSION
LRC BOARD ROOM
July 14, 2014 AT 5:00 PM**

PRESENT: Board

Patterson
Wilson
Isenberg
Hutcheson
Gadelha

Administrators

Mulholland Jensen
Halupnik Ramos
Christian Burgess
Anderson
Ironsides

ABSENT: Buchholz and Stark Morrison

CALL TO ORDER AND DETERMINATION OF A QUORUM:

The Linn-Mar Community School District Board of Directors work session was called to order at 5:00 PM in the Board Room of the Learning Resource Center by Vice President Tina Patterson. Roll was taken and it was determined that a quorum was present for the meeting.

REVISION AND/OR ADOPTION OF AGENDA: Motion 003-07-14

Motion by Hutcheson that the Board accept the agenda as presented. Second by Isenberg. No discussion received. Voice vote. Motion unanimously approved.

WORK SESSION DISCUSSION/INFORMATION:

1) Matt Gillaspie, Piper Jaffray, reviewed financing options for funding the High School Renovation Project for Board discussion:

- a. Refer to Exhibit 1001.1 and additional handouts provided by Gillaspie.
- b. Gillaspie shared there were various ways to fund the project but the most cost efficient method would be Physical Plant and Equipment Levy (PPEL) Notes and Secure and Advanced Vision for Education (SAVE) Tax Bonds. This method gives the most take away with the least amount of interest. It also does not require a vote decision.
- c. Hutcheson asked how quickly the funds would replenish if \$30 M of the current \$70 M available is used for High School renovations. Gillaspie clarified that it would depend on the funding option selected and shared that Exhibit 1001.1, column entitled, *Est. PPEL & SAVE Cash FY2020*, gives estimates on the PPEL Notes and SAVE Tax Bonds option. Using this funding method, it is estimated that by the year 2020, bond debt limit would be around \$92 M.

- d. If another large building project is needed before the cash flow builds back up, a vote decision would be required.
- e. Anderson asked if funds are borrowed from PPEL what the process for approval would be. Gillaspie clarified that PPEL borrowing is the same process as sales tax borrowing because a vote decision is not required. Three Board meetings would be required. The first Board meeting would approve the process, second one would approve the bid, and the third one would approve the legal paperwork.
- f. Patterson shared that there have been some major expenditures recently due to need such as bus purchases, playgrounds, and parking lots.
- g. Gadelha asked if there were any unexpected expenditures due to the recent flooding. Anderson clarified there were a few things effected at Indian Creek; but it is hoped insurance will cover the expenses. Gillaspie clarified that the funding options do include projections for unexpected expenditures.
- h. Hutcheson and Patterson thanked Gillaspie and Anderson for the work they had done. The information they have provided will allow the Board to make an informed decision that will be in the best interest of the entire district.

2) Eric Beron with the DLR Group shared the latest design drafts of the High School Renovation Project for Board discussion:

- a. The renovations will cover projected student enrollment increases of 2200 to 2500 students and will cost around \$30 M.
- b. Renovations will include, but are not limited to, the demolishment of the portion of the building built in 1959, new entryways on the north and south sides of the building, repurposing of current spaces to allow for additional classrooms and multi-purpose areas, and additional administrative spaces.
- c. Beron shared that the main entry to the building should showcase Linn-Mar academic achievements. Beron asked the Board to think about what they would like to include in this area.
 - Isenberg suggested including STEM in the main entry showcase area and that he liked the idea of a glass entry that allowed the activity in the building to be showcased as well.
 - Hutcheson shared that he liked the idea of including STEM, but also suggested including information that reflects future learning styles/goals and referenced the idea of the Rockwell War Room.
 - Patterson suggested the main entry showcase an environment of collaboration and technology available for student use.
 - Gadelha suggested that the main entrance represent all areas of academic achievement; not just focus on one area or group.
 - Isenberg asked if the items included at the main entrance representing academic achievements could be updated after a few years. Beron

clarified that the district could make that decision, but the designers were viewing the main entrance as not only showcasing the academic achievements with displays; but with multi-purposes spaces that focused on learning and students in active learning.

- Beron thanked the Board for their ideas regarding the main entrance focus.
- d. Beron clarified that the area designated for new classrooms near the main entrance may not be needed as classrooms immediately and could be set up to have partitioned walls that are reconfigurable to meet a variety of needs and uses.
- e. Gadelha asked if there would be an opportunity to have an academic showcase area at the south entrance as well. Beron clarified that the design they were working on viewed the south entrance as a “public/after-hours” entrance that would have a commons area for gathering together instead of having an academic focus. It would include a commons with a tiered area for presentations, administrative offices, school store, etc.
- f. Patterson asked if there would be an area near the south entrance for colleges and universities to display their flags if/when their representatives were there to speak with students. Gadelha suggested a digital sign. Beron clarified there would be areas available at both entrances.
- g. Wilson shared that she liked the idea of repurposing/refreshing the existing areas throughout the building instead of all new construction. Beron clarified that the majority of the project would include repurposing/refreshing and the only two areas undergoing rebuilding would be the north and south entrances.
- h. Isenberg asked if people walking through the building would visually know where they were. Beron clarified that they definitely would with use of visual graphics built into the design. Also, the main entrance would stand out so that when visiting the building there is no doubt where to enter.
- i. Gadelha asked if there would be common green spaces outside the building for benches/tables. Beron clarified that there would be but wasn’t sure if the funding for tables/benches was included in the current project funding. Gadelha suggested Beron add some tables/benches into the design for visual layout; but not add them into the project cost at this time.
- j. Gadelha asked if the renovations would cover the projected student growth efficiently if the majority of the project is reuse of existing space instead of new construction. Halupnik clarified that the renovations would cover the projected growth of 2200-2500 additional students and shared there is additional room for growth by repurposing the Learning Resource Center (LRC) if necessary. Beron shared that the multi-purpose areas with partitioned walls can be reconfigured as needed to meet classroom needs. These multi-purpose learning areas would allow for transitional learning centers that could be repurposed and used in a variety of ways to meet current needs. Gadelha shared that the Board’s 5-10 year education

plan must be sure to support these transitional learning centers. Gadelha also stated she raised the question to clarify that projected student growth had been considered in the planning of the High School renovation project so that an additional high school building or construction project would not be needed in the near future.

- k. Mulholland shared that there are other options being used around the country that could also be considered, if needed, to meet student growth instead of additional renovations. A specific example given was variable schedules/split shifts for high school students.
- l. Beron showed a pie chart of the cost breakdown that included the following:
 - Two main areas of funding would be: 48% for general construction (mainly on north and south entrances) and 25% for mechanical.
 - Security/technology would be 3.72% of cost and would include such items as security cameras and additional security measures at the entrances.
 - Gadelha asked if the glass used around the two new entrances would be insulated to be more cost efficient. Mulholland shared that the District worked with The Weidt Group on the Aquatics Center and they will also work with them on the High School renovation project for cost estimates on materials. Beron shared that the glass would be insulated and will be a structural product since the walls will be two stories.
 - Hutcheson clarified that the vote during the regular session is to approve the bids and financing options not design options/materials.
 - Beron shared figures, based on historical data, that it would cost \$165/sq. ft. to build a new high school facility today and between now and the year 2022, with an average 3% inflation rate, it would be \$209/sq. ft. In addition, the cost of furniture/equipment would increase due to inflation to around \$6-8 M. So a new high school facility in 2022 would cost around \$81 M compared to \$30 M; which is the estimated cost of the current High School renovation project.
- m. Isenberg asked what the project timeline would be. Beron clarified that Phase 1 of the project; which includes the science rooms, would be completed by the end of December 2014. Phase 2; which includes the remaining renovations, would have documentation/bids done by December 2014, begin interior renovations in January 2015, and full project completed by August 2016.
- n. Isenberg asked if the \$30 M included the architects fees and furniture. Beron clarified that it does include the architect's fees. Beron also clarified that the current furniture can be repurposed so it is not included in the \$30 M. It was clarified that new learning spaces being created would need to be allocated for furniture needs down the road.

- o. Hutcheson asked if this would be the largest expenditure the Board had to approve this year. Mulholland clarified this is the largest expenditure the Board has approved since she began; but that it is only \$2.5 M over the last largest expenditure they approved, a \$27.5 M bond referendum in 2006.
- p. Hutcheson and Board thanked Eric Beron and the DLR Group for their work and for the information they had shared.

ADJOURNMENT: Motion 004-07-14

Motion by Hutcheson that the Board adjourn the work session at 6:18 PM. Second by Wilson.

No discussion received. Voice vote. Motion unanimously approved.

Board President

Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
July 14, 2014*



**LINN-MAR COMMUNITY SCHOOL DISTRICT
REGULAR SESSION
LRC BOARD ROOM
July 14, 2014 AT 7:00 PM**

PRESENT:

Board

Patterson
Wilson
Isenberg
Hutcheson
Gadelha

Administrators

Mulholland Jensen
Halupnik Ramos
Christian Burgess
Anderson
Ironsides

ABSENT:

Buchholz and Stark Morrison

CALL TO ORDER AND DETERMINATION OF A QUORUM:

The Linn-Mar Community School District Board of Directors regular meeting was called to order in the Board Room of the Learning Resource Center (LRC) by Vice President Tina Patterson at 7:02 PM. Roll was taken and it was determined that a quorum was present for the meeting.

REVISION AND/OR ADOPTION OF THE AGENDA: Motion 005-07-14

Motion by Hutcheson that the Board approve the regular meeting agenda as presented with the addition of the Personnel walk-in exhibit. Second by Isenberg. No discussion received. Voice vote. Motion unanimously approved.

AUDIENCE COMMUNICATIONS:

Kim Sleezer, 1705 25th Ave, Excelsior Middle School Teacher, provided the Board with a packet of course information she teaches her students in their 8th grade career readiness class. Sleezer thought this information would be useful in the Board discussion mentioned in the May 19th minutes regarding middle school student preparedness for high school and post-graduation. Sleezer offered to share more information with the Board if they would find it helpful in furthering their discussion instead of having to recreate the wheel. Sleezer is also willing to add additional items to her course if the Board determines students need additional instruction in this area.

RESOLUTIONS, OPENING BIDS, AND PUBLIC HEARINGS:

Public Hearing:

Public hearing on the proposal to convey a temporary easement for grading to Mooney-Engle Land Company, LLC for One Dollar (\$1.00) pursuant to Iowa Code Sections 279.8 and 297.22, the real estate is legally described as follows:

The East 20 feet of the South 715 feet of the Southwest Quarter of the Northwest Fractional Quarter, Section 30, Township 84 North, Range 6 West of the 5th Principal Meridian, Marion, Linn County, Iowa.

Patterson opened the floor for discussion. Hutcheson asked for clarification on where the temporary easement is. Mulholland clarified that it was 20 feet along the re-routed Winslow Road running along Excelsior Middle School and that the temporary easement would revert back to the District once the road is completed. No further discussion. Patterson closed the public hearing at 7:10 PM.

RECOGNITIONS/PROCLAMATIONS:

None presented.

BOARD ANNOUNCEMENTS AND REPORTS:

Finance/Audit Committee Report:

A report was given by Hutcheson that JT Anderson, Chief Financial Officer, and Matt Gillaspie, Piper Jaffray, shared a variety of funding options for the High School renovation project with the committee and they narrowed it down to five (5) options (*refer to Exhibit 1001.1*). Funding options varied from \$6.9 M to \$19.9 M. The committee focused their discussion on total cost, timeline, and enrollment projections. Hutcheson and Wilson shared committee discussion/information with each Board member to make sure everyone was on the same page regarding the process. Hutcheson thanked Anderson and Gillaspie for the information they provided to the committee so they could make an informed decision that would be in the best interest of the District. Hutcheson also thanked Anderson and others for their diligence in ensuring the District was in a secure financial place to fund the High School renovation project.

INFORMATIONAL REPORTS:

2013-14 Energy/Utility Use Report: Rick Ironside, Executive Director of Support Services, and Erik Miles, Miles Consulting, Inc., reviewed the 2013-14 Energy/Utility Use Report. Some information shared:

- District opened Aquatic Center last year resulting in an additional 36,000 sq. ft. to heat/cool. The District now has 1.1 M sq. ft. of property.
- District's energy/utility use goal is \$1.00/sq. ft. Haven't reached that goal yet; but have come very close. The US average is \$1.25/sq. ft.
- Water consumption: Jan 13-Jan 14 consumption pretty flat. Only increase, City of Marion imposed storm water fee on district. Increased utility bill \$1,000/mo. Sewer/water remained the same. Aquatic Center has low volume for sewer/water, under \$140 last three months. June was \$120.
- Miles shared information regarding the District's monthly energy bill. There were extra heating degree days in January, which drove the energy cost increase. Final figures not available until the end of July. Estimating \$1.4 M for 2013-14 total energy bill.
- Miles shared that Novak, Echo Hill, and Linn Grove are closer to the goal of \$1.00/sq. ft. in gas cost due to being newer constructions. Bowman Woods and Westfield cost more due to more sophisticated heating/cooling systems. Contracted for gas costs in 2013-14 and saved money. Have locked in gas price through the 2015-16 school year. Have not received June gas bill yet.
- Miles shared that electricity costs were up by 10%; which was driven by the weather. Alliant Energy has announced there will not be rate increases in the future; but Duane Arnold Energy Center's agreement with Alliant states there will be a 7 to 9 % increase in adjustment, but it will not be reflected in base rates. The Interruptible Energy Program saved the District \$74,000.

Floor opened for questions:

- Gadelha asked if there would be a fee increase for garbage pickup. Ironside clarified that the District contracts outside the city for garbage pickup.
- Hutcheson asked what is at the top of the recommended list for lowering District energy/utility costs. Miles clarified that the cost per square foot is higher for Wilkins and Westfield and gave the following suggestions: 1) Improvements to Wilkins, such as increased insulation, would help but most of the improvements needed to see a benefit would be structural. 2) Change out the lighting in the library at Westfield to LED lighting and fine tune their heating/cooling. Miles also clarified that the remodeling work currently being done at Wilkins does not address the energy/utility issues.
- Wilson asked if there was a way to have preset room controls at Wilkins to help with energy costs. Ironside clarified these are already in place.
- Patterson asked if the District would receive any credit for the storm water runoff at Excelsior. Ironside clarified that he has not heard anything at this time.
- Ironside asked the Board to give them a full year for the Aquatics Center to develop the most cost efficient way to operate it since the program is new.

SUPERINTENDENT'S REPORT:

Superintendent Katie Mulholland updated the Board on the following items of interest throughout the District, including the Board meeting calendar for 2014-15:

- Board Calendar: Reflects the reprisal of the Marion City Council meetings wherein one additional Board member will attend with Mulholland. Also reflected is the addition of Coffee Conversations that are held once a month (8:30 AM on Saturday mornings). Two Board members will attend Coffee Conversations with Mulholland.
- Suggested Legislative Priorities: During the summer, the Iowa Association of School Boards (IASB) requests school boards to review Legislative Priorities from the previous year and select five (5) priorities important to their students. In preparation for the August 11th Board meeting, Mulholland asked Board members to refer to the handout of the 38 Legislative Priorities the ISAB has put together and come ready to discuss their top five (5). Mulholland suggested the Board pay close attention to #25: TIF, #23: Simple Majority for Bond Issue Votes, #14: Honor Supplemental Aid Deadline, Extension of the 2029 Sales Tax end to perpetuity unless rescinded by Legislative action, and #6: Preschool for all four year olds.
- 2014 State Board of Education Policy Changes: Some items highlighted by Mulholland:
 - 1) Attendance Center Performance Report: Appropriates \$500,000 for the development of criteria and administration of process for districts to establish specific performance goals and to evaluate the performance of each attendance center in order to arrive at an overall school performance grade and report card.
 - 2) Administrator Coaching & Support: Appropriates \$1,000,000 to Department of Education to develop and implement a coaching support system aligned with the beginning administrator mentoring and induction program and focuses on administrators implementing Teacher Leadership and Compensation (TLC) Plan.
 - 3) State Board of Education to Establish ELL Standards: Directs Board of Education to adopt rules to establish standards for the identification, selection, and use of research-based education and instructional models for students identified as limited English proficient and standards for professional development of instructional staff.
 - 4) Open Enrollment and TLC: Clarifies the district of residence will pay to the receiving district any TLC funding if both districts have an approved TLC plan.

OLD BUSINESS:

Consideration of Bids for HS Renovations: Motion 006-07-14

Motion by Isenberg that the Board approve the lowest qualified bidder, Garling Construction of Cedar Rapids, Iowa, for the renovation of four (4) science rooms at the High School for the costs listed below. Second by Hutcheson. No discussion received. Voice vote. Motion unanimously approved.

Base Bid:	\$747,900.00
Alternate 1:	\$ 57,000.00
Alternate 2:	<u>\$ 14,000.00</u>
Total:	\$818,900.00

Resolution for Conveyance of Temporary Easement: Motion 007-07-14

Motion by Hutcheson that the Board approve the Resolution for Conveyance of Temporary Easement as presented in the agenda. Second by Wilson. Floor opened for discussion. Voice vote. Motion unanimously approved.

Discussion: Mulholland clarified this is a 20 foot easement along the re-routed Winslow Road by Excelsior Middle and that it would revert back to the District upon completion of Tower Terrace or by 2017.

Bus Route Stop Delay: Motion 008-07-14

Motion by Wilson that the Board approve a delay of the implementation of elimination of the bus route stops approved at the June 23, 2014, Board meeting to the 2015-16 school year with parents receiving notification by December 2014. Second by Gadelha. Floor opened for discussion. Voice vote. Motion unanimously approved.

Discussion: Gadelha recommended creating a policy committee for notifying parents whenever changes to bus routes take place. Patterson clarified that additional verbiage could be added to the existing policy if necessary.

NEW BUSINESS:

Financing Options for the High School Renovation Project: Motion 009-07-14

Motion by Hutcheson that the Board approve the financing option for the High School Renovation project to use as funding sources the Physical Plant and Equipment Levy (PPEL) and the Secure and Advanced Vision for Education (SAVE) revenue not to exceed \$30,000,000 for bond sales. Second by Wilson. Floor opened for discussion. Voice vote. Motion unanimously approved.

Discussion: Hutcheson asked if wording of "bond sales" is appropriate; Anderson clarified it was. Gadelha thanked Mulholland, the Board, Piper Jaffray, and the DLR Group for the

information they have provided. Hutcheson, Patterson, and Isenberg also shared thanks to everyone involved in the process.

Open Enrollment Requests: Motion 010-07-14

Motion by Hutcheson that the Board approve the Open Enrollment requests as presented.

Second by Wilson. No discussion received. Voice vote. Motion unanimously approved.

- Lana Hallstead (K) OE-IN from Cedar Rapids / Reason: On Time
- Garrett Witham (11th) OE-OUT to Center Point-Urbana / Reason: Good Cause

CONSENT AGENDA: Motion 011-07-14

Motion by Isenberg that the Board approve the Consent Agenda as presented including the Personnel walk-in exhibit. Second by Hutcheson. No discussion received. Voice vote. Motion unanimously approved.

- 1) UNI Student Teaching Agreement
- 2) Family Systems Interagency Agreement
- 3) Personnel

Certified Staff: Assignment – Reassignment - Transfer

Name	Assignment	Dept Action	Salary Placement
Brown, Kelsey	EX: Vocal Music Teacher	August 7, 2014	BA Step 1
Buglewicz, Trenton	HS: Music Teacher	August 7, 2014	BA Step 1
Fleege, Dennis	HS: Math Teacher	August 7, 2014	BA Step 1
Gehrle, Hailee	EH: .5 Music Teacher	August 7, 2014	BA Step 1
Hart, Jesse	BW: 2 nd Gr Teacher	August 7, 2014	BA Step 5
Hovden, Sara	BW: Art Teacher	August 7, 2014	MA +15 Step 12
Martin, Christy	NE: ECSE Teacher	August 7, 2014	BA Step 5
Murray, Alice	WE: 5 th Gr Teacher	August 7, 2014	BA Step 8
Pottebaum, Shelly	NE: .5 Reading Teacher	August 7, 2014	BA Step 6
Schuetz, Molly	BW: K Teacher	August 7, 2014	BA Step 10
Shaffer, Ryan	OR: 7 th Gr Teacher	August 7, 2014	BA Step 1
Turner, Kate	BW: Special Ed Teacher	August 7, 2014	BA +24 Step 6

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Karsjens, Josh	HS: Math Teacher	June 23, 2014	Other Employment
Kempf, Kelsey	Dist: Technology Integration Coach	June 24, 2014	Other Employment

Classified Staff: Assignment – Reassignment - Transfer

Name	Assignment	Dept Action	Salary Placement
Anderson, Sam	NE: SAM	August 1, 2014	\$39,000/year
Miller, Brent	TR: Certified Mechanic	July 21, 2014	\$22.75/hour
Stephens, Robert	TR: Auto Mechanic	June 30, 2014	From Category E to F
Suess, Wyatt	Technology: Technician	July 21, 2014	\$21.00/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Bixby, Gerald	TR: Bus Driver	July 8, 2014	Termination

Extra-Curricular Positions: Resignation

Name	Assignment	Dept Action	Reason
Starkey, Steven	HS: Asst Boys Varsity Swim Coach	July 8, 2014	Personal

- 4) Approval of Minutes from 6/23/14 and 7/7/14
- 5) Approval of Bills: Special Revenue, General, and Nutrition Fund Bills
- 6) Approval of Contracts: None presented.
- 7) Board Information: None presented.
- 8) Items removed from consent agenda: No items removed.

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS:

Communications:

- 1) Letter received by Board President Barry Buchholz from Superintendent Katie Mulholland giving notice of her intent to retire at the end of the 2014-15 school year after serving the District for 12 years and education for 40 years. Wording of the letter is below:

Please accept my request to retire as superintendent effective June 30, 2015. At that time I will have completed 12 years at Linn-Mar and 40 years as a PK-12 educator. It has been a privilege to serve the Linn-Mar students, staff, and community.

The leadership of the Board of Education and the members who have given of their time, talents, and effort to grow Linn-Mar to meet the students' learning needs has truly been remarkable. I genuinely appreciate all of the opportunities the Board has made possible over the years which have resulted in quality learning for all. There is much, yet, to be accomplished this year and I look forward to working together on our goals.

*Sincerely,
Katie Mulholland, Ed.D.*

- 2) Gadelha shared that a committee will be formed to work with a search firm for a replacement for Mulholland. Information is currently being gathered on various search firms. All pertinent information regarding the search will be shared with the Board. Hutcheson and Wilson requested a timeline be drawn up and shared with the Board at the August 11th meeting along with any information gathered so far.
- 3) Board calendar includes dates for July through the beginning of September.
- 4) Check-In: Board members shared their thoughts on the evening's meeting regarding what they felt *Inspire Learning, Unlock Potential, and Empower Achievement*. Consensus was the High School renovations as well as the impact that Mulholland has had on the District in regard to vision and education.

Committees:

Executive Committee.....	Barry Buchholz, Tina Patterson, Katie Mulholland
Finance/Audit.....	Todd Hutcheson, Ann Stark, Elizabeth Wilson, J.T. Anderson, Angie Morrison
Policy	Rene Gadelha, Tim Isenberg, Tina Patterson, Katie Mulholland, Helen Romanowsky (Ex-Officio)
Career & Technical Education.....	Tim Isenberg, Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rene Gadelha, Rick Ironside, Katie Mulholland
Energy Efficiency	Tina Patterson, Rick Ironside
Equity Advisory	Tim Isenberg, Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Todd Hutcheson, Ann Stark, Julie Jensen
Linn-Mar Foundation.....	Katie Mulholland
School Improvement Advisory	Rene Gadelha, Ann Stark, Dirk Halupnik
Special Education Advisory.....	Tina Patterson, Elizabeth Wilson, Julie Jensen

ADJOURNMENT: Motion 012-07-14

Motion by Wilson that the Board adjourn the regular meeting at 7:51 PM. Second by Gadelha. No discussion received. Voice vote. Motion unanimously approved.

Board President

Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
July 14, 2014*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2013-2014

Vendor Name	Description	Check Total
Fund: Aquatic Center		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$7,234.45
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$127.93
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$547.10
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$127.93
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$547.10
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$376.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$322.17
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$483.52
MADISON NATIONAL LIFE	DISTRICT LIFE INSURANCE	\$10.00
MADISON NATIONAL LIFE	ER LIAB-DISTRICT DISABILITY	\$12.45
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$393.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$36.36
TREASURER ST OF IA	STATE INCOME TAX	\$139.44
Fund Total:		\$10,357.45
Fund: GENERAL		
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$687.50
ANAMOSA COMMUNITY SCHOOLS	TUITION IN STATE	\$227.92
CARROT-TOP INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$368.35
CDW - GOVERNMENT	EQUIPMENT >\$1999	\$17,220.00
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$2,133.76
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$620.99
CITYWIDE CLEANERS	INSTRUCTIONAL SUPPLIES	\$1,124.04
COLLECTION	EE LIAB-GARNISHMENTS	\$657.00
COLLEGE COMMUNITY SCHOOLS	TUITION IN STATE	\$69,082.30
COMMUNICATIONS ENGINEERING CO	TECH REPAIRS	\$210.00
COMPUTER SOLUTIONS, LTD	SERVICE AGREEMENTS	\$475.00
CULLIGAN	MAINTENANCE SUPPLIES	\$463.94
DUBUQUE COMMUNITY SCHOOLS	TUITION IN STATE	\$6,514.27
ENTERPRISE	RENTALS EQUIPMENT	\$931.88
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$125,904.77
FEDEX	INSTRUCTIONAL SUPPLIES	\$31.87
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$408.50
GRANT WOOD AEA	GENERAL SUPPLIES	\$2,563.23
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$911.70
GRANT WOOD AEA	OTHER PROFESSIONAL	\$359.75
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$912.50
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$594.99
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$98.96
ING	EE LIAB-403 (B)	\$3,000.25
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$2,568.04
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$10,980.45
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$2,568.04
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$10,980.45
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$14,969.97

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2013-2014

Vendor Name	Description	Check Total
IOWA FALLS COMM SCHOOL DISTRICT	TUITION IN STATE	\$598.32
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$23,565.98
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$35,368.94
IOWA SHARES	EE LIAB-CHARITY	\$10.00
ISFIS	OTHER PROFESSIONAL	\$1,000.50
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$200.28
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$13,229.50
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$470.22
LOCAL GOVERNMENT SERVICES	OTHER PROFESSIONAL	\$1,980.00
MADISON NATIONAL LIFE	DISTRICT LIFE INSURANCE	\$1,210.00
MADISON NATIONAL LIFE	ER LIAB-DISTRICT DISABILITY	\$1,506.83
MASON CITY COMMUNITY SCHOOL DISTRICT	TUITION IN STATE	\$5,513.85
MERCY EAP SERVICES	OTHER PROFESSIONAL	\$272.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$733.81
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$28,570.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$2,254.32
MID AMERICAN ENERGY	NATURAL GAS	\$1,932.29
PICKENS BARNES & ABERNATHY	LEGAL SERVICES	\$105.00
PLUMBERS SUPPLY COMPANY	REPAIR PARTS	\$45.54
SEIU LOCAL 199	EE LIAB-UNION DUES	\$589.14
SHARON K. GONZALEZ,	OTHER PROFESSIONAL	\$6,863.61
SIOUX CITY COMMUNITY SCHOOLS	TUITION IN STATE	\$4,309.63
STANLICK, GARY	TUITION: STUDENT	\$90.00
STAR FOOD SERVICE EQUIPMENT	INSTRUCTIONAL SUPPLIES	\$341.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$277.62
TREASURER ST OF IA	STATE INCOME TAX	\$6,456.64
TURF ETC, LLC	EQUIPMENT >\$1999	\$2,000.00
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$128.79
WALMART	INSTRUCTIONAL SUPPLIES	\$273.98
Fund Total:		\$417,468.21
Fund: LOCAL OPT SALES TAX		
SWICK CABLE CONTRACTOR'S INC	CONSTRUCTION SERV	\$2,305.28
Fund Total:		\$2,305.28
Fund: MANAGEMENT LEVY		
IOWA WORKFORCE DEVELOPMENT	UNEMPLOYMENT COMP	\$1,301.00
Fund Total:		\$1,301.00
Fund: NUTRITION SERVICES		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,646.06
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$32.05
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$137.06
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$32.05
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$137.06
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$195.20
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$1,086.57

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2013-2014

Vendor Name	Description	Check Total
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$1,630.79
MADISON NATIONAL LIFE	DISTRICT LIFE INSURANCE	\$50.00
MADISON NATIONAL LIFE	ER LIAB-DISTRICT DISABILITY	\$70.74
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$127.26
TREASURER ST OF IA	STATE INCOME TAX	\$68.60
U.S. DEPARTMENT OF TREASURY-FMS	EE LIAB-GARNISHMENTS	\$15.14
Fund Total:		\$5,228.58
Fund: PHY PLANT & EQ LEVY		
DLR GROUP INC	ARCHITECT	\$94,500.00
HALL & HALL ENGINEERS INC	ARCHITECT	\$1,908.75
SHIVE-HATTERY INC.	ARCHITECT	\$2,842.79
Fund Total:		\$99,251.54
Fund: Pool 10 Million Issue and 2013 10M Issue		
DLR GROUP INC	ARCHITECT	\$18,645.00
GARLING CONSTRUCTION	CONSTRUCTION SERV	\$15,746.25
NOVAK DESIGN GROUP	ARCHITECT	\$433.88
PODS	BLDG. CONST SUPPLIES	\$234.99
SHIVE-HATTERY INC.	ARCHITECT	\$5,734.60
SOIL-TEK	CONSTRUCTION SERV	\$550.00
TERRACON CONSULTANTS INC	CONSTRUCTION SERV	\$4,065.25
Fund Total:		\$45,409.97
Fund: STUDENT ACTIVITY		
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,518.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$461.00
EASTON VALLEY YOUTH BASKETBALL	MISC REVENUE	\$130.00
EINCK, DEAN	MISC REVENUE	\$50.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,983.70
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$70.75
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$579.80
HOUSE OF TROPHIES	INSTRUCTIONAL SUPPLIES	\$512.20
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$39.14
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$167.35
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$39.14
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$167.35
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$355.55
IOWA FBLA-9400	DUES AND FEES	\$510.00
IOWA FBLA-9400	INSTRUCTIONAL SUPPLIES	\$220.00
IOWA FBLA-9400	TRAVEL	\$6,268.75
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$467.84
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$702.14
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$55.81
TREASURER ST OF IA	STATE INCOME TAX	\$108.53
TURF ETC, LLC	EQUIPMENT >\$1999	\$2,004.00
UNITY POINT HEALTH-ST. LUKE'S HOSPITAL	INSTRUCTIONAL SUPPLIES	\$45.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2013-2014

Vendor Name	Description	Check Total
Fund Total:		\$16,456.05
Grand Total:		\$597,778.08

End of Report

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: Aquatic Center		
ASCA	GENERAL SUPPLIES	\$70.00
CEDAR RAPIDS AQUATICS ASSOCIATION	GENERAL SUPPLIES	\$792.75
DUBUQUE AREA SWIMMIN' HURRICANES	GENERAL SUPPLIES	\$68.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$7,807.46
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$137.55
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$588.11
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$137.55
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$588.11
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$510.41
ISI SWIMMING INC	GENERAL SUPPLIES	\$50.00
SPLASH MULTISPORT	GENERAL SUPPLIES	\$1,390.93
TREASURER ST OF IA	STATE INCOME TAX	\$148.76
Fund Total:		\$12,289.63
Fund: GENERAL		
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$4,384.22
ACE HARDWARE-1062A	GENERAL SUPPLIES	\$10.75
ACE HARDWARE-1062A	INSTRUCTIONAL SUPPLIES	\$6.49
ACE HARDWARE-1062A	MAINTENANCE SUPPLIES	\$130.64
ADVANTAGE	GENERAL SUPPLIES	\$323.23
ALLIANT ENERGY	ELECTRICITY	\$78,016.27
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$30.00
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$220.00
AMSAN LLC	GENERAL SUPPLIES	\$1,410.54
AMSTERDAM	INSTRUCTIONAL SUPPLIES	\$155.19
ANCHOR FRAME & AXLE	VEHICLE REPAIR	\$1,144.18
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$2,599.95
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$611.06
ASCD	GENERAL SUPPLIES	\$77.85
AUS WATERLOO MC LOCKBOX	GENERAL SUPPLIES	\$666.26
AUTO-JET MUFFLER	TRANSP. PARTS	\$238.68
BALBOA CAPITAL CORPORATION	INSTRUCTIONAL SUPPLIES	\$218.70
BAND SHOPPE	INSTRUCTIONAL SUPPLIES	\$755.65
BARNES & NOBLE	GENERAL SUPPLIES	\$224.40
BAUER BUILT	TIRES AND TUBES	\$1,656.56
BENEFITFOCUS.COM, INC.	OTHER PROFESSIONAL	\$250.00
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$813.90
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$674.21
BMO MASTERCARD	STAFF WORKSH/CONF	\$1,078.00
BMO MASTERCARD	TRAVEL	\$869.70
BOOKHOUSE	GENERAL SUPPLIES	\$390.10
BOOKHOUSE	INSTRUCTIONAL SUPPLIES	\$404.10
BRECKE	SERVICE AGREEMENTS	\$1,450.00
BROWN & SAENGER	INSTRUCTIONAL SUPPLIES	\$30.75
C.J. COOPER & ASSOCIATES	DRUG TESTING	\$70.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
C.J. COOPER & ASSOCIATES	PHYSICALS	\$250.00
C.R. GLASS CO	REPAIR PARTS	\$2,005.14
CAMBIUM LEARNING PRODUCTS	INSTRUCTIONAL SUPPLIES	\$1,631.69
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$11,184.93
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$68.60
CARROLL DISTRIBUTING	REPAIR PARTS	\$700.45
CENTURYLINK	TELEPHONE	\$1,427.59
CHIROPRACTIC OF IOWA	PHYSICALS	\$200.00
CITY OF MARION	INSTRUCTIONAL SUPPLIES	\$190.00
COLLECTION	EE LIAB-GARNISHMENTS	\$1,643.00
COMMUNICATIONS ENGINEERING CO	RADIOS	\$58.00
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$10.00
CREATIVE TEACHING PRESS	INSTRUCTIONAL SUPPLIES	\$26.96
CRESCENT ELECTRIC	MAINTENANCE SUPPLIES	\$19.76
CRISIS PREVENTION INSTITUTE INC	DUES AND FEES	\$150.00
CROELL RED-MIX INC	GROUNDS UPKEEP	\$5,419.25
CRYSTAL PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$44.85
CULLIGAN	SERVICE AGREEMENTS	\$404.65
CUMMINS CENTRAL POWER LLC	TRANSP. PARTS	\$118.49
D & K PRODUCTS	GROUNDS UPKEEP	\$533.00
DAVIES, MICHAEL	INSTRUCTIONAL SUPPLIES	\$550.00
DECKER EQUIPMENT	EQUIPMENT >\$1999	\$94.62
DEMCO	GENERAL SUPPLIES	\$661.70
DEMCO	INSTRUCTIONAL SUPPLIES	\$255.15
DEMCO	SUB TEACHER PAY	\$55.00
DENNIS COMPANY	REPAIR PARTS	\$518.20
DOCUMENT DESTRUCTION & RECYCLING	INSTRUCTIONAL SUPPLIES	\$39.25
EAI EDUCATION	INSTRUCTIONAL SUPPLIES	\$85.45
EDLEADER21	PROF SERV: EDUCATION	\$4,500.00
F & W SERVICE CO., INC	REPAIR/MAINT SERVICE	\$113.95
FAMILY VIDEO	FACILITY RENTAL	\$3,167.07
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$37.60
FAREWAY STORES	MAINTENANCE SUPPLIES	\$13.14
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$162,078.30
FASTENAL COMPANY	GENERAL SUPPLIES	\$90.52
FASTENAL COMPANY	MAINTENANCE SUPPLIES	\$117.85
FOLLETT SCHOOL SOLUTIONS, INC	TEXTBOOKS	\$11,631.00
FRANKLIN COVEY	GENERAL SUPPLIES	\$34.06
GALESBURG SEWING CENTER	INSTRUCTIONAL SUPPLIES	\$734.10
GASWAY CO, J P	GENERAL SUPPLIES	\$28,068.70
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$163.20
GOODWIN TUCKER GROUP	REPAIR PARTS	\$327.55
GRAINGER	REPAIR PARTS	\$195.00
HANCOCK FABRICS-8011	INSTRUCTIONAL SUPPLIES	\$8.91
HARGERS ACCOUSTICS INC	MAINTENANCE SUPPLIES	\$645.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
HOTSY CLEANING SYSTEMS	GENERAL SUPPLIES	\$355.50
HOUCHEN BINDERY LTD	INSTRUCTIONAL SUPPLIES	\$736.35
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$54.31
HOUGHTON MIFFLIN HARCOURT	TEXTBOOKS	\$102,276.35
IASB	GENERAL SUPPLIES	\$700.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$4,815.00
IN TOUCH RECEIPTING	DATA PROCESSING AND	\$774.00
ING	EE LIAB-403 (B)	\$34,151.00
INSECT LORE	INSTRUCTIONAL SUPPLIES	\$497.44
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$44,713.53
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$191,009.29
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$44,713.53
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$191,009.29
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$341,977.07
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$35.80
INVOLTA	OTHER TECH SER	\$350.00
IOWA APPLIANCE CENTER, INC	INSTRUCTIONAL SUPPLIES	\$278.00
IOWA DEPT OF NATURAL RESOURCES	GENERAL SUPPLIES	\$175.00
IOWA GOLD DISTRIBUTING	GREASE,OIL,LUBE,COOL	\$60.00
IOWA PRISON INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$12,468.75
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$2,327.48
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$179,245.15
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$269,018.40
IOWA RADIO SUPPLY CO., INC.	REPAIR PARTS	\$25.25
IOWA SHARES	EE LIAB-CHARITY	\$8.00
KONE INC	SERVICE AGREEMENTS	\$241.02
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$234.46
LAMINATOR.COM	INSTRUCTIONAL SUPPLIES	\$215.33
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$281.64
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$939.89
LETTER PERFECT	GENERAL SUPPLIES	\$73.20
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$2,302.00
LOCKDOWN MAGNET.COM	INSTRUCTIONAL SUPPLIES	\$81.25
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$3,008.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$8,422.80
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	\$132.00
MARION IRON CO.	GENERAL SUPPLIES	\$12.00
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$565.60
MARION TIMES	ADVERTISING	\$1,686.89
MARION WATER DEPT	WATER/SEWER	\$2,599.10
MARYRUTH BOOKS INC	INSTRUCTIONAL SUPPLIES	\$814.00
MATHESON-LINDWELD	GENERAL SUPPLIES	\$39.24
MATHESON-LINDWELD	MAINTENANCE SUPPLIES	\$99.70
MCGRAW-HILL SCHOOL EDUCATION	INSTRUCTIONAL SUPPLIES	\$1,834.67
MCM ELECTRONICS	REPAIR PARTS	\$36.98

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
MENARDS -13127	GENERAL SUPPLIES	\$243.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$12,485.68
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$292,441.58
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$14,596.60
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$19,092.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$20,810.52
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$2,963.50
MID AMERICAN ENERGY	NATURAL GAS	\$3,194.46
MIDWAY OUTDOOR EQUIPMENT INC	EQUIPMENT REPAIR	\$322.48
MIDWEST ALARM SERVICES	SERVICE AGREEMENTS	\$3,191.40
MIDWEST COMPUTER PRODUCTS	AUDIO-VISUAL MEDIA	\$1,540.84
MIDWEST COMPUTER PRODUCTS	GENERAL SUPPLIES	\$105.68
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$1,812.22
MIDWEST WHEEL	TRANSP. PARTS	\$186.66
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$45.00
MUTUAL WHEEL CO	TRANSP. PARTS	\$234.28
N2Y INC.	INSTRUCTIONAL SUPPLIES	\$3,708.67
NAPA AUTO PARTS	TRANSP. PARTS	\$190.15
NASCO	INSTRUCTIONAL SUPPLIES	\$1,145.73
NETWORK COMPUTER SOLUTIONS E.IA	OTHER TECH SER	\$6,975.00
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$605.00
P & D WELDING	REPAIR/MAINT SERVICE	\$30.00
PACE SUPPLY	GROUPS UPKEEP	\$89.00
PALOS SPORTS	INSTRUCTIONAL SUPPLIES	\$1,472.86
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$211.74
PLUMBERS SUPPLY COMPANY	REPAIR PARTS	\$76.40
POSTMASTER	POSTAGE/UPS	\$10,000.00
PREMIER AGENDAS INC	INSTRUCTIONAL SUPPLIES	\$1,923.51
PROJECT LEAD THE WAY	DUES AND FEES	\$1,500.00
PROJECT LEAD THE WAY	GENERAL SUPPLIES	\$3,000.00
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$2,168.13
QUALITY EXCAVATING INC	GROUPS UPKEEP	\$1,485.00
QUILL CORPORATION	COMP/TECH HARDWARE	\$193.37
QUILL CORPORATION	GENERAL SUPPLIES	\$180.65
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$84.15
QUINN STORAGE	FACILITY RENTAL	\$75.00
RADIO COMMUNICATIONS CO	MAINTENANCE SUPPLIES	\$61.09
RAPIDS REPRODUCTIONS INC	MAINTENANCE SUPPLIES	\$94.80
REALITY WORKS, INC	INSTRUCTIONAL SUPPLIES	\$149.00
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$4,999.73
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$297.93
ROCHESTER 100 INC.	INSTRUCTIONAL SUPPLIES	\$299.00
SADLER POWER TRAIN	TRANSP. PARTS	\$90.26
SCHOLASTIC MAGAZINE	INSTRUCTIONAL SUPPLIES	\$131.67

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
SCHOOL ADMINISTRATORS OF IOWA	GENERAL SUPPLIES	\$2,066.00
SCHOOL DATEBOOKS	INSTRUCTIONAL SUPPLIES	\$857.98
SCHOOL SPECIALTY INC	GENERAL SUPPLIES	\$84.07
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$9,626.79
SCHUMACHER ELEVATOR	SERVICE AGREEMENTS	\$743.40
SECRETARY OF STATE	DUES AND FEES	\$30.00
SHERWIN-WILLIAMS	MAINTENANCE SUPPLIES	\$4,968.54
SHRED-IT DES MOINES	GENERAL SUPPLIES	\$47.94
SPRAY-LAND USA	GENERAL SUPPLIES	\$8.30
STAR EQUIPMENT LTD	SMALL TOOLS	\$756.00
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$12.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$2,491.25
TEACHER DIRECT	INSTRUCTIONAL SUPPLIES	\$99.24
TEACHING STRATEGIES INC	INSTRUCTIONAL SUPPLIES	\$3,918.75
TERRY DURIN	REPAIR PARTS	\$290.00
TEXTBOOK WAREHOUSE	TEXTBOOKS	\$2,025.65
THE LEARNING POST	INSTRUCTIONAL SUPPLIES	\$12.79
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$946.69
TODAY'S CLASSROOM LLC	INSTRUCTIONAL SUPPLIES	\$155.96
TREASURER ST OF IA	STATE INCOME TAX	\$144,594.26
TREETOP PUBLISHING	INSTRUCTIONAL SUPPLIES	\$215.60
TREND ENTERPRISES INC	INSTRUCTIONAL SUPPLIES	\$36.95
TRESONA MULTIMEDIA, LLC	INSTRUCTIONAL SUPPLIES	\$300.00
U.S. CELLULAR	TELEPHONE	\$795.98
ULINE, INC	INSTRUCTIONAL SUPPLIES	\$174.00
ULINE, INC	SUB TEACHER PAY	\$45.32
UNITED RENTALS	RENTALS EQUIPMENT	\$491.53
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$1,484.35
UNIVERSITY BOOK & SUPPLY	INSTRUCTIONAL SUPPLIES	\$232.13
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$693.12
VAN METER CO	REPAIR PARTS	\$1,376.64
VEST-FELD-HAZER & ASSOCIATES INC	REPAIR PARTS	\$63.68
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$67,762.17
WALSH DOOR & HARDWARE	REPAIR PARTS	\$390.40
WELTER STORAGE EQUIPMENT CO INC	FURNITURE & FIXTURES	\$685.00
WENDLING QUARRIES	GROUND'S UPKEEP	\$642.53
WEST MUSIC CO	EQUIPMENT REPAIR	\$1,389.95
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$5,705.00
Fund Total:		\$2,456,301.02
Fund: LOCAL OPT SALES TAX		
AOSNC, LLC	COMP/TECH HARDWARE	\$34,249.75
CDW - GOVERNMENT	COMP/TECH HARDWARE	\$577,165.00
Fund Total:		\$611,414.75
Fund: MANAGEMENT LEVY		
TRUENORTH COMPANIES, LC	WORKERS COMP	\$204,285.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: NUTRITION SERVICES		Fund Total: \$204,285.00
BENESH, DIANE	DEFERRED REVENUE	\$15.00
C & T DESIGN & EQUIPMENT CO, INC	MACHINERY AND EQUIP	\$62,607.59
DESCON	GENERAL SUPPLIES	\$363.00
DESOTEL, KATIE	DEFERRED REVENUE	\$22.55
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,733.85
GOODWIN TUCKER GROUP	REPAIR/MAINT SERVICE	\$275.90
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$172.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$737.12
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$172.39
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$737.12
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$2,263.48
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$589.16
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$884.24
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$17.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$27.76
MAILING SERVICES INC	GENERAL SUPPLIES	\$2,412.42
MCLEOD, CALLUM	DEFERRED REVENUE	\$232.70
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$959.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$36.36
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$4,077.45
STAR FOOD SERVICE EQUIPMENT	GENERAL SUPPLIES	\$88.27
STAR FOOD SERVICE EQUIPMENT	MACHINERY AND EQUIP	\$8,156.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$67.50
TREASURER ST OF IA	STATE INCOME TAX	\$567.17
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$50.00
Fund Total:		\$87,265.92
Fund: PHY PLANT & EQ LEVY		
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
DENNIS COMPANY	CONSTRUCTION SERV	\$506.24
DRYSPACE INC	OTHER PURCH PROP SER	\$4,728.10
GRAINGER	EQUIPMENT >\$1999	\$810.00
HALVORSON BUILDING SOLUTIONS	EQUIPMENT >\$1999	\$1,920.00
HUPP ELECTRIC MOTORS	EQUIPMENT REPAIR	\$1,123.01
MIDWAY OUTDOOR EQUIPMENT INC	EQUIPMENT >\$1999	\$21,097.00
PLUMB SUPPLY CO.	EQUIPMENT >\$1999	\$7,071.85
PLUMBERS SUPPLY COMPANY	BLDG. CONST SUPPLIES	\$4,291.84
PLUMBERS SUPPLY COMPANY	CONSTRUCTION SERV	\$7,653.58
PLUMBERS SUPPLY COMPANY	EQUIPMENT >\$1999	\$9,258.00
REAMS SPRINKLER SUPPLY	EQUIPMENT >\$1999	\$3,215.39
SCHOOL BUS SALES	VEHICLES	\$367,884.00
TRICON CONSTRUCTION GROUP 2245	CONSTRUCTION SERV	\$209,320.20
Fund Total:		\$643,404.21

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
Fund: Pool 10 Million Issue and 2013 10M Issue		
GARLING CONSTRUCTION	CONSTRUCTION SERV	\$503,370.80
PODS	BLDG. CONST SUPPLIES	\$159.99
Fund Total:		\$503,530.79
Fund: PUB ED & REC LEVY		
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$1,782.00
HIGLEY INDUSTRIES INC	CONSTRUCTION SERV	\$4,202.67
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$24.15
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$103.26
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$24.15
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$103.26
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$154.43
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$122.47
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$183.81
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.22
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$19.56
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$401.50
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$15.85
TENNIS SERVICES OF IOWA	CONSTRUCTION SERV	\$29,120.00
TREASURER ST OF IA	STATE INCOME TAX	\$64.20
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$22.50
Fund Total:		\$36,352.53
Fund: STUDENT ACTIVITY		
ALEC CLARK	OFFICIAL/JUDGE	\$269.20
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$442.41
ANNIS, BRIAN	OTHER ACT INCOME	\$50.00
BARTA BOB	OFFICIAL/JUDGE	\$95.00
BETTENDORF COMMUNITY SCHOOLS	MISC REVENUE	\$195.00
BROOME ERICK	OFFICIAL/JUDGE	\$105.00
BROOME PETER	OFFICIAL/JUDGE	\$135.80
CASCADE ALLSTARS	MISC REVENUE	\$65.00
CEDAR VALLEY WORLD TRAVEL	TRAVEL	\$2,355.00
CENTRAL COLLEGE	DUES AND FEES	\$620.00
COE COLLEGE	DUES AND FEES	\$880.00
COE COLLEGE	INSTRUCTIONAL SUPPLIES	\$710.00
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$100.00
EILERS PETER	OFFICIAL/JUDGE	\$225.20
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$870.97
FARRINGTON, BRADY	OFFICIAL/JUDGE	\$112.60
FATHEAD	INSTRUCTIONAL SUPPLIES	\$220.00
GAIL MCINNIS PRODUCTIONS	INSTRUCTIONAL SUPPLIES	\$19,514.00
HAMM BRENT	OFFICIAL/JUDGE	\$225.20
HOYT BOB	OFFICIAL/JUDGE	\$25.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$178.81

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 07/14/2014 - 08/07/2014

Fiscal Year: 2014-2015

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$764.54
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$178.81
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$764.54
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$828.20
IOWA CITY ATHLETIC OFFICIALS ASSOCIATION	DUES AND FEES	\$125.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	INSTRUCTIONAL SUPPLIES	\$1,278.00
IOWA HIGH SCHOOL ATHLETIC ASSOC	DUES AND FEES	\$3,072.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$446.13
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$669.49
KUHLERS KYLE	OFFICIAL/JUDGE	\$103.80
LAMINATOR.COM	INSTRUCTIONAL SUPPLIES	\$23.98
LIDS TEAM SPORTS	INSTRUCTIONAL SUPPLIES	\$672.00
LOYNACHAN COLIN	INSTRUCTIONAL SUPPLIES	\$200.00
MAHMENS MITCH	OFFICIAL/JUDGE	\$50.00
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$4.27
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$2,386.25
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$780.00
NATIONAL FFA ORGANIZATION	INSTRUCTIONAL SUPPLIES	\$190.00
NEFF	INSTRUCTIONAL SUPPLIES	\$4,252.38
NORTH CEDAR, STANWOOD HIGH SCHOOL	DUES AND FEES	\$65.00
NOVOTNY JESSICA	INSTRUCTIONAL SUPPLIES	\$800.00
PATRICK TROY	OFFICIAL/JUDGE	\$100.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$59.94
REITTINGER, SCOTT	OFFICIAL/JUDGE	\$101.60
SERVICEMASTER FIVE SEASONS JANITORIAL	INSTRUCTIONAL SUPPLIES	\$183.12
SUBWAY	INSTRUCTIONAL SUPPLIES	\$403.00
TARGET	INSTRUCTIONAL SUPPLIES	\$30.50
TREASURER ST OF IA	STATE INCOME TAX	\$345.31

Fund Total: \$46,272.05

Grand Total: \$4,601,115.90

End of Report

Consulting Services Agreement

THIS AGREEMENT made effective August 1, 2014 (the "Effective Date").

BETWEEN:

LINN-MAR COMMUNITY SCHOOL DISTRICT, a school district accredited pursuant to the laws of the State of Iowa (hereinafter "School District")

AND

School Administrators of Iowa, a non-profit corporation, incorporated pursuant to the laws of the State of Iowa (hereinafter "SAI")

WHEREAS, some school districts are adding School Administration Manager (hereinafter "SAM") to some or all of their buildings using federal stimulus money or other funds.

WHEREAS, the statewide SAM project is a "shovel ready" project with infrastructure and support already in place for school districts. The SAM project is in place in several states across the country, and is a data-driven program that focuses on the use of time by the building principal. Principals review their own time-use data to track time spent on instructional leadership while delegating management tasks to a SAM.

WHEREAS, schools participating in the SAM project show a significant improvement in principal time spent on instructional improvement within one or two years.

WHEREAS, the SAM project requires ongoing support for work with teachers, support staff, parents and students.

WHEREAS, SAI has consulting expertise to assist School District with implementation of the SAM project.

WHEREAS, School District is desirous of implementing the SAM project and wishes to engage SAI to provide statewide consulting services in support of the project.

NOW THEREFORE, in consideration of the covenants of each of the parties given to the other and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

1. SERVICES

- 1.1 Effective as of the Effective Date, the School District engages SAI and SAI accepts an engagement with School District to render consulting services for School District as set forth herein. Nothing in this Agreement shall be interpreted or construed as

creating or establishing a relationship of employer and/or employee between School District and any of SAI's employees, contractors, and/or other agents (hereinafter "SAI Consultants").

2. DUTIES

- 2.1 SAI Consultants shall devote reasonable time and effort to the performance of this Agreement. School District acknowledges that SAI and SAI Consultants shall also be entitled to render services to others during the term hereof.
- 2.2 SAI shall provide the following services to School District: training technical support for the use of the Time Track tool on a daily basis; a SAMs newsletter; and a statewide SAM conference annually. Novak will receive startup training plus three (3) day of data collection. Bowman Woods, Indian Creek, and Wilkins will also have three (3) days of data collection. Echo Hill will have one (1) of data collection. The district will receive twenty-one (21) coaching sessions.
- 2.3 In return for SAI's agreement to perform those duties set forth in section 2.2 of this Agreement, School District agrees to cooperate in good faith with SAI to provide timely data, participate in the SAM-Principal training and cooperate with SAI regarding implementation of the SAM project according to national and statewide guidelines within School District, as well as timely payment to SAI pursuant to the terms set forth in the remuneration paragraph below.

3. REMUNERATION

- 3.1 School District agrees to pay SAI the sum of \$17,613.75 (U.S.) in two (2) installments, to be paid as follows: the first payment of \$8,806.88 (U.S.) shall be paid within 45 calendar days of receiving an invoice of payment from SAI; and the second payment of \$8,806.88 (U.S.) shall be paid no later than January 1, 2015.
- 3.2 The School District shall not be required to provide any benefits to SAI or SAI Consultants, including, without limitation, dental, medical, disability or life insurance.
- 3.3 School District shall not be responsible for the payment of the income or any other taxes of SAI or SAI Consultants.

4. CONFIDENTIALITY

SAI shall not disclose confidential information concerning School District's staff, volunteers, agents, and students, except to the extent that SAI is required to do so pursuant to state or federal law.

5. TERM

This Agreement shall be for a term commencing August 1, 2014 and terminating July 31, 2015.

6. NOTICES

Either notices delivered or received between either party shall be deemed to have been received:

- (a) if it was delivered in person, on the date it was delivered;
- (b) if it was sent by electronic facsimile transmission, on the date it was delivered;
- (c) it was sent by mail, on the day it was received to the following address:

LINN-MAR COMMUNITY SCHOOL DISTRICT
ATTN: KATIE MULHOLLAND
2999 N. 10TH STREET
MARION, IA 52302
By Facsimile: (319) 377-9252

SCHOOL ADMINISTRATORS OF IOWA
ATTN: Cyndi Petersen
12199 Stratford Drive
Clive, IA 50325-8146
By Facsimile: (515) 267-1066

7. MODIFICATION OF AGREEMENT

Any modification of this Agreement must be made in writing signed by the Executive Director of SAI and the President of School District's board of directors or such modification shall have no force or effect and shall be void.

8. HEADINGS

The headings utilized in this Agreement are for convenience only and are not to be construed in any way as additions or limitations of the covenants and agreements contained in this Agreement.

9. ENTIRE AGREEMENT

The parties acknowledge that it is their intention that the provisions of this Agreement shall be binding only to the extent that they may be lawful under the existing applicable laws and that in the event that any provisions of this Agreement are determined by a court of law to be overly broad or unenforceable, the remaining valid provisions shall remain in full force and effect. This Agreement constitutes the sole agreement between the parties hereto for services to be performed as herein described and the mutual covenants contained herein constitute due and adequate consideration for the full performance by each party of its obligations under this Agreement.

10. GENERAL MATTERS

The waiver by any party hereto of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of the same or of any other provisions of this Agreement.

11. REIMBURSEMENT FOR PARTICIPANT TRAVEL

It is an expectation that the principal and the SAM will participate in the statewide meeting. To this end, School District will be reimbursed for participants' travel expenses to this meeting. Reimbursement will be processed in accordance with SAI guidelines.

- (a) Mileage will be reimbursed at \$0.38 per mile.
- (b) The maximum reimbursement for a hotel stay is \$75 plus tax. A hotel room will only be reimbursed if any one of the following apply: (1) travel to attend meetings will be more than 125 miles (one way); or (2) the end time of the meeting means the traveler will arrive home after 11 pm; or (3) the traveler determines that road and weather conditions constitute a dangerous travel situation.
- (c) Maximum reimbursement for meals not provided at the meeting are \$8 for breakfast, \$12 for lunch and \$23 for dinner which includes a 15% maximum tip to be applied before taxes.
- (d) Itemized receipts are required for all purchases.
- (e) The purchase of alcohol is not reimbursable.

If participants choose to attend the National SAMs Conference, School District is to assume any associated travel costs.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the ____ day of _____, 2014.

LINN-MAR COMMUNITY SCHOOL DISTRICT

By: _____

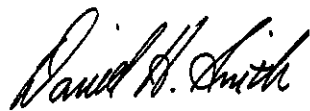
Its: President, Board of Directors

_____ (signature)

SCHOOL ADMINISTRATORS OF IOWA

By: Dr. Daniel Smith

Its: Executive Director



To: Katie Mulholland

From: Karla Terry

CC: Gayla Burgess

Date: August 1, 2014

Explanation of
Memorandum:

RSVP (Retired Senior Volunteer Program) is a federal program that encourages and supports volunteers that are 55+ years of age. We have been actively involved with RSVP since I began here at Linn-Mar (more than 20 years). The reason for our involvement is to provide for our Linn-Mar volunteers some of the benefits that may be provided by RSVP including recognition and support. Rarely, have we needed to have RSVP recruit for us. Our volunteers tend to already have involvement with the district and have relationships with our staff or students. But, if Linn-Mar volunteers are also RSVP volunteers, we do the required reporting as per their request. RSVP volunteers would go through our own (Linn-Mar) orientation and induction process. This continues a collaborative relationship with not only RSVP, but also United Way that houses and supports this program. The Executive Director of this program is Kayla Paulson, kindergarten parent at Westfield Elementary.

As taken from their website:



To engage people 55+ in volunteer services to meet critical community needs that impact and benefit citizens of all ages while providing a high quality experience that will enrich the life of the volunteer.

Description:

RSVP (Retired & Senior Volunteer Program) of Linn & Jones Counties focuses on volunteering in areas that have the most impact in our community. They include meal delivery, transportation to medical appointments, and accessibility for individuals with mobility barriers, food banks, SNAP qualification, health insurance counseling, K-12 tutoring & mentoring, income tax preparation assistance, adult education & mentoring, and disaster preparedness. However, there are many other assignments available to RSVP volunteers with our partner agencies.

RSVP is sponsored by United Way of East Central Iowa. Additional funding is received from Heritage Agency on Aging, St. Luke's Rural Healthcare Foundation and Jones County Board of Supervisors.



55+ Initiative



**MEMORANDUM OF UNDERSTANDING
BETWEEN
55+ INITIATIVE (RSVP)
SPONSOR: UNITED WAY OF EAST CENTRAL IOWA**

AND

Affiliated agency: Linn-Mar Community Schools
Address: 2999 N. 10th Street
City: Marion State: Iowa Zip: 52302
Telephone: (319) 447-3110 Fax: _____ Email: kterry@linnmar.k12.ia.us

This Memorandum of Understanding (MOU) effective on the date provided below (the "Effective Date") sets forth the policies and regulations governing the placement and utilization of United Way's 55+ Initiative Volunteers with affiliated agencies. It is the intention of this MOU to promote cooperation, clarify responsibilities and define working relationships between 55+ Initiative and the affiliated station. This MOU may be amended, in writing, at any time with concurrence of both parties. Unless earlier terminated as provided for in 5b, below, this MOU shall expire on the date provided below (the "Expiration Date").

BASIC PROVISIONS OF MEMORANDUM OF UNDERSTANDING

1) United Way's 55+ Initiative Responsibilities:

- a) Recruit, interview and enroll volunteers and refer volunteers to affiliated agencies.
- b) Promote the volunteer needs of affiliated agencies.
- c) Periodically monitor volunteer activities at affiliated agencies to assess and/or discuss needs of volunteers and the agencies.
- d) Instruct volunteers in proper use of monthly reports and program procedures.
- e) Provide orientation and training to affiliated agency staff prior to placement of volunteers, and at other times, as the need arises.
- f) Provide affiliated agency staff with timesheets, volunteer request forms and other documents as needed.
- g) Furnish accident, personal liability and excess automobile insurance coverage as required by program policies. Insurance is secondary coverage and is not primary coverage.

2) Affiliated Agency Responsibilities:

- a) Request volunteers in accordance with the following federal guidelines:
 - i) Volunteers cannot displace employed workers.

317 7th Avenue SE, Suite 401 • Cedar Rapids, IA 522401-1604 • 319.398.5372 • fax
319.398.5381 • www.uweci.org

110 South Williams St. • Anamosa, IA 52205 • 319.560.0811

- ii) Volunteers cannot be used to conduct or engage in religious, sectarian or political activity.
 - iii) The affiliated agency cannot discriminate against volunteers or in the operation of its program on the basis of race; color; national origin, including limited English proficiency; sex; age; political affiliation; religion; or on the basis of disability (if the volunteer is a qualified individual with a disability).
 - iv) The affiliated agency will comply with ADA regulations.
 - v) Volunteers shall not receive a fee for service from service recipients, their legal guardian and/or members of their family or friends. No person, organization, or agency shall request any compensation for services of volunteers.
- b) Notify United Way staff when additional volunteers are needed and provide a detailed position description (can be a standard agency one or a 55+ Initiative Position Description Form is available). After a referral is made by United Way the volunteers will still have to go through affiliated agency's interview and placement process.
 - c) When requested, the affiliated agency's supervisor will provide data needed for United Way's 55+ Initiative to measure the outcomes and impact of the volunteer's activities.
 - d) Provide orientation, in-service instruction, or special training of volunteers, as needed.
 - e) Provide supervision of volunteers on assignments.
 - f) Participate in reviewing and/or reporting volunteer hours (please check your preferred involvement):
 - () Report hours monthly via fax, mail or email
 - () Report hours quarterly via fax, mail, or email (due Jan. 5th, April 5th, July 5th, Oct. 5th)
 - (✓) Verify hours (based on volunteer self-reports) quarterly
 - g) Provide for adequate safety of volunteers on assignment. Any volunteer injury or accident must be reported immediately to United Way to ensure insurance coverage. All investigations and reports will be submitted in writing.
 - h) Criminal background checks and reference checks are NOT done for all volunteers by United Way. It is the responsibility of the affiliated agency to determine the need for such screening and to follow through with a criminal background and/or reference check if they deem it necessary.
 - i) The affiliated agency will recognize volunteers through publicity, annual reports, recognition events and written acknowledgements.
 - j) **Affiliated agency agrees to indemnify and hold harmless United Way's 55+ Initiative and their sponsor, United Way of East Central Iowa of and from any and all claims, demands, losses, causes of action, damage, lawsuits, judgments, including attorney's fees and costs, arising out of or relating to the work of volunteers, except for acts of gross negligence by United Way's 55+ Initiative.**
- 3) **Meals** (If you do not regularly provide meals to volunteers while volunteering please check Not Applicable.)
- () Contributed meals are **federally funded** under
 - () Title III of the Older Americans Act or () Other federal funding source
 - () Contributed meals are **not provided by federal funds**. Meals will be provided to volunteers at a free of reduced rate when scheduled for a _____ hour shift.
 - (✓) Not Applicable
- 4) **In-Home Services Agreement** (If no services are provided in the client(s)'s home check Not Applicable.)
- () RSVP Volunteers will provide In-Home Services for clients
 - (✓) Not Applicable
- 5) **General Information and Policy**
- a) The parties to this MOU understand that the services of all volunteers are provided for on a voluntary basis. The affiliated agency may terminate the service of an individual volunteer for any reason with or without cause at any time without prior notice to United Way. A volunteer may withdraw from the affiliated agency at any time. In the event that affiliated agency terminates the services of a volunteer or otherwise decide that a volunteer is not a good fit, the affiliated agency will notify United Way and provide a basis for its decision so that United Way may consider the affiliated agency's input for future placement of the volunteer.

b) United Way or the affiliated agency may terminate this MOU at any time on thirty (30) days written notice

I have read the information and understand that participation and placement of a 55+ Initiative volunteer is voluntary. By signing this, I agree to uphold this Memorandum of Understanding and am in agreement with all the guidelines, policies and procedures outlined in this MOU. I also understand that the volunteers referred to our agency from 55+ Initiative are referrals only. Final decision on placement rests with the affiliated agency.

The person signing this MOU hereby certifies that the affiliated agency is a public agency, private non-profit organization, or proprietary healthcare agency/organization and is licensed or otherwise certified, if required, by the appropriate state or local government.

Today's date (Effective Date): _____
Expiration Date: 1/30/2017

Printed Name and Signature of Agency/Organizational Director:

Name

Signature

Date

Agency-wide Volunteer Coordinator Name: _____

Karla Terry

Phone: (319) 447-3110

Email: kterry@linnmar.k12.ia.us

Program: _____ Volunteer Supervisor Name: _____

Phone: _____ Email: _____

Program: _____ Volunteer Supervisor Name: _____

Phone: _____ Email: _____

Program: _____ Volunteer Supervisor Name: _____

Phone: _____ Email: _____

Program: _____ Volunteer Supervisor Name: _____

Phone: _____ Email: _____

Please notify United Way's RSVP, a 55+ Initiative if any contacts change.

to the other party.

RSVP Director Signature: _____

Date: _____

Please return to:

United Way's 55+ Initiative
317 7th Avenue SE, Suite 401

or kpaulson@uweci.org

Additional opportunities to connect with United Way's Volunteer Engagement Department on the back.

United Way of East Central Iowa Volunteer Center

United Way's Volunteer Engagement offers a variety of services to volunteers, non-profits and companies. If your agency is interested in taking advantage of additional services or learning more about them please check the appropriate box below and a member of the United Way Volunteer Engagement Team will follow-up with you.

☐ **Volunteer Now - an Online Volunteer Matching Tool**

Volunteer Now acts like a clearing house for volunteer opportunities. Agencies are able to post episodic, ongoing and skill-based volunteer opportunities on Volunteer Now. Active and potential community volunteers can view and connect with volunteer opportunities in the system. United Way often features volunteer opportunities in our E-newsletters and in social media that are on Volunteer Now.

☐ **Skills-based Volunteer Program**

As you are looking at areas of opportunity think beyond having volunteers on advisory committees, providing clerical assistance, and doing direct service. An easy way to reframe Skills-based Volunteering is to think if you were to hire a consultant or contract employee (not having to worry about the budget) who would you want, what would they do, how long would you need them? Skilled volunteers can bring important resources to your organization.

☐ **Corporate/Team-building Volunteer Projects & Opportunities**

Many companies are encouraging their departments and teams to look at ways they can facilitate team-building and socialization within their team by serving the community together. These opportunities can be physical/manual labor, skill-based, the sky is the limit. United Way helps connect companies with area non-profits that have a need at that given time.

☐ **Youth/Family Volunteer Project & Opportunities**

Volunteerism and social responsibility are taught to children at a young age and there is an increased interest in families and youth groups giving back to the community. As the local volunteer center United Way is often contacted with requests for placement assistance.

☐ **Day of Caring and other Days of Service**

United Way provides multiple community-wide Days of Service over the year; all your agency needs to do is submit a request volunteers for a project. In the past projects have ranged from physical/manual labor, gardening, cleaning, hosting drives, reading, building wheelchair ramps, skill-based projects, and more.

☐ **Resources/Trainings for Volunteer Managers**

If your agency has a new Volunteer Coordinator or Program Staff Member that is going to be managing volunteers United Way can help connect them with Leaders in Volunteerism, trainings, resources, and possibly a mentor.

☐ **Other** (please specify your request)

Iowa Cash Rent Farm Lease (Short Form)Owner: Linn-Mar Community School District Operator: RJ Carson Year: 2015**1. Legal Description:**

15 acres in a subdivision located in the W ½ of the NW ¼ of Section 34-84-6, Linn County, Iowa, and known as Waterlinn Park Addition in the City of Marion, Linn County, Iowa.

2. Terms Of Lease: Beginning March 1, 2015, and ending the last day of February, 2016. Continuing thereafter from year to year, unless terminated by either party according to Iowa Law on or before September 1 effective the following March 1.**3. There are 15 contract acres available** according to county FSA records (FSA form 578).

The following housing, buildings and storage structures located on the Real Estate may be used by the Operator for the following purposes:

<u>Structure</u>	<u>Purpose</u>
<u>N/A</u>	<u>N/A</u>

In the event of damage or destruction of buildings or structures listed above, the Owner will have the option to replace them or provide their functional equivalent operator for the purpose described above within a reasonable period of time, or make adjustments to the terms of this lease in lieu of replacement.

4. Cash Rent Operator agrees to pay the Owner cash rent for the use of part or all of the Real Estate as follows:

<u>Description</u>	<u>Amount</u>
Cropland	<u>15</u> acres @ \$ <u>280</u> \$ <u>4,200</u>
Cropland	<u> </u> acres @ \$ <u> </u> \$ <u> </u>
Established hay land	<u> </u> acres @ \$ <u> </u> \$ <u> </u>
Pasture	<u> </u> acres @ \$ <u> </u> \$ <u> </u>
Buildings & storage structures, housing	\$ <u> </u>
Total annual rent	\$ <u>4,200</u>

The cash rent shall be due and payable as follows: 12-30-14 Due Date \$4,200 Amount

5. USDA Commodity Program Payments: Payments shall be paid to the Operator unless otherwise agreed on with the Farm Service Agency.**6. Hunting Rights:** Hunting rights belong to the X Owner Operator (No Hunting Allowed)**7. Division Of Expense:** All crop production expenses are the responsibility of the Operator. Cost of lime and application will be treated as follows: Operator Expense

- 8. Expenses:** No expense shall be incurred by the Operator for or on an account of the Owner without first obtaining written permission from the Owner. The Operator agrees to take no actions that might cause a mechanic's or other lien to be imposed upon the Real Estate and agrees to indemnify the Owner if actions are taken by the Operator that result in such a lien being imposed.
- 9. Repair and Maintenance:** Buildings and Fences for minor repairs: Owner will furnish all materials and Operator will provide the labor at no charge. New Fence: Owner to furnish all materials and one-half of the cost of labor. Operator to provide one-half of the labor and all of the equipment to construct fence. Owner will pay 100% of the cost to clear fence row when necessary.
- 10. Operator's Duties:** Operator agrees to operate the farm in an efficient and workmanlike manner, control weeds and brush in the fields, fence rows, road ditches, provide proper maintenance to control erosion and maintain waterways and tiles, and building lots and all other areas of the farm where access is possible. Operator agrees, on termination of the lease, to yield prompt possession of the farm to the owner.
- 11. Owner's Duties:** Owner agrees to warrant and defend the Operator's possessions against all persons as long as this lease remains in effect. The Owner will promptly pay taxes and carry insurance on his/her interest in the property.
- 12. Compensation:** Operator shall have the right to take away from the farm any movable buildings and fixtures which he/she has replaced upon the farm at his/her own expense. Such moving must be done within 60 days after termination of the lease. The Operator must leave the premises from which such improvements are removed in as good condition as they were before said removal or compensate the Owner for damages. Each party shall present to the other all such claims for compensation in writing at the termination of the lease. The Operator shall receive compensation from the Owner for the unprotected value for the following items upon termination of the lease provided that the value and date of completion are documented:
Item a. N/A Item b. N/A Item c. N/A Item d. N/A
- 13. Transfer of Interest:** The Operator agrees not to lease or sublet any part of the Real Estate nor assign this lease to any other person, nor sublease any or all of the property described herein without prior written permission of the Owner. This lease shall be binding upon the heirs, assignees, or successors in interest of both parties. The Owner should sell or otherwise transfer title to the Real Estate, the Owner will do so subject to the provisions of this lease.
- 14. Changes In Lease Terms:** The conduct, representation, or statement of either party, by act or omission shall not be construed as a material alteration of this lease until such provision is reduced to writing and executed by both parties as an addendum to this lease.
- 15. Rights of Entry:** The owner reserves the right to enter the premise at any time for any reason. Upon notice of the lease termination, the Operator agrees to permit the Owner or the Owner's lessee or agent to enter the premise to do customary tillage and operations on any land from which the current crops have been removed.

16. Violation of Terms: If the Operator fails to keep any agreement contained in this lease, the lease shall then terminate and the Owner or legal representative shall have the right to take immediate possession of the premises.

17. Other Provisions:

18. Arbitration: Any disputes between the Owner and Operator not covered by the terms this lease may be submitted by either party for arbitration at a reasonable fee by three disinterested persons, one of whom shall be selected by the Owner, one by the Operator, and the third by the previously named two. If and when disputes are submitted, a majority decision of the arbitrators shall be binding upon the parties to the lease.

In Witness whereof, we agree to the terms and conditions of this lease and we affix our signatures this ____ day of _____, 20____.

Operator

RJ Carson

For (business entity)

2830 Brandon Court, Marion IA 52302

Address

319-377-9559

Telephone

Board President

Board Secretary

Linn-Mar Community School District

By (owners representatives)

2999 North 10th Street, Marion, IA 52302

Address

319-447-3000

Telephone

2014 CASH RENTAL SURVEY FOR CROP REPORTING DISTRICT 6

County	District Average	Benton	Cedar	Clinton	Iowa	Jackson	Johnson	Jones	Linn	Muscatine	Scott
Number of responses*	186	23	28	19	21	20	16	16	19	12	12
2009 - 2013 Avg. Corn Yield	165	163	176	174	163	159	164	168	167	158	162
2009 - 2013 Avg. Bean Yield	52	51	55	53	51	51	50	53	50	51	55
Avg. Row Crop CSR2 Index	82	85	87	73	80	71	86	79	87	84	89
Typical Cash Rent for Corn and Soybeans, \$ per tillable acre											
Overall average	\$273	\$294	\$267	\$275	\$264	\$266	\$249	\$269	\$280	\$252	\$318
Irrigated land average	\$338									\$338	
High quality third											
Average response	\$337	\$350	\$326	\$331	\$320	\$322	\$318	\$337	\$360	\$318	\$388
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Average response	\$272	\$301	\$257	\$272	\$261	\$267	\$251	\$269	\$284	\$250	\$307
Range of responses		226 - 375	150 - 350	185 - 350	150 - 365	200 - 350	155 - 338	190 - 350	240 - 375	150 - 375	205 - 375
Low quality third											
Average response	\$212	\$230	\$220	\$223	\$211	\$210	\$178	\$202	\$197	\$188	\$260
Range of responses		189 - 300	112 - 300	150 - 300	115 - 325	150 - 275	110 - 225	150 - 280	125 - 265	110 - 285	175 - 325
Typical Corn Yield, bu. per acre											
High third	182	183	195	191	176	172	172	180	181	182	186
Middle third	161	164	176	169	158	150	147	161	158	156	169
Low third	132	135	153	139	129	126	110	131	132	131	137
Average Rents per 5 Year Average Yield or CSR2											
Rent per bu. of corn yield	\$1.65	\$1.80	\$1.52	\$1.58	\$1.62	\$1.67	\$1.52	\$1.60	\$1.68	\$1.59	\$1.96
Rent per bu. of soybean yield	\$5.26	\$5.76	\$4.85	\$5.19	\$5.18	\$5.22	\$4.98	\$5.08	\$5.60	\$4.94	\$5.78
Rent per CSR2 index point	\$3.34	\$3.46	\$3.07	\$3.77	\$3.30	\$3.75	\$2.90	\$3.41	\$3.22	\$3.00	\$3.57
Typical Cash Rent for Oats, Hay, and Pasture, \$ per acre**											
Alfalfa hay, established	\$213		\$220	\$237	\$182	\$200					
Grass hay, established	\$167				\$129	\$191		\$178		\$155	
Oats	\$170				\$158	\$186					
Improved permanent pasture	\$83				\$79	\$78				\$87	
Unimproved perm. pasture	\$56	\$44	\$55	\$64	\$59	\$53		\$79		\$48	
Pasture, \$/AUM	\$24					\$20					
Cornstalk grazing	\$9					\$9					
Hunting rights	\$13										

* Number of responses is the number of individuals who provided information about typical rental rates in the county. Rental data was not collected by individual farm.

** No values are reported if fewer than 5 responses were received.

FARM LEASE

THIS LEASE ("Lease") is made between Linn-Mar Community School District ("Landlord"), whose address for the purpose of this Lease is 2999 N. 10th Street, Marion, Iowa, 52302 and John J. Airy and Janet K. Airy ("Tenant"), whose address for the purpose of this Lease is 2618 Old Center Road, Alburnett, IA 52202.

THE PARTIES AGREE AS FOLLOWS:

1. **PREMISES AND TERM.** Landlord leases to Tenant the following real estate situated in Linn County, Iowa (the "Real Estate"):

**SW SW Section 14; That part of E ½ NE NE Section 22 East of the Road;
and NW NW Section 23, all in 84-7, Linn County, Iowa, except the Public Highway,**

and containing 77.94 tillable acres, more or less, with possession by Tenant for a term of one (1) year to commence on March 1, 2015, and ending on February 28, 2016. The Tenant has had or been offered an opportunity to make an independent investigation as to the acres and boundaries of the premises. In the event that possession cannot be delivered within fifteen (15) days after commencement of this Lease, Tenant may terminate this Lease by giving the Landlord notice in writing.

2. **RENT.** Tenant shall pay to Landlord as rent for the Real Estate (the "Rent"), total annual cash rent of \$21,823 (\$280 per acre), payable in full, unless otherwise agreed, no later than December 30, 2015.

All Rent is to be paid to Landlord at the address above or at such other place as Landlord may direct in writing. Rent must be in Landlord's possession on or before the due date. Participation of this farm in any offered program by the U.S. Department of Agriculture or any state for crop production control or soil conservation, the observance of the terms and conditions of this program, and the division of farm program payments, requires Landlord's prior written consent. Payments from participation in these programs shall belong to Tenant. Crop disaster payments shall belong to Tenant.

3. **LANDLORD'S LIEN AND SECURITY INTEREST.** As security for all sums due or which will become due from Tenant to Landlord, Tenant hereby grants to Landlord, in addition to any statutory liens, a security interest as provided in the Iowa Uniform Commercial Code and a contractual lien in all crops produced on the premises and the proceeds and products thereof, all contract rights concerning such crops, proceeds and/or products, all proceeds of insurance collected on account of destruction of such crops, all contract rights and U.S. government and/or state agricultural farm program payments in connection with the above described premises whether such contract rights be payable in cash or in kind, including the proceeds from such rights, and any and all other personal property kept or used on the real estate that is not exempt from execution. Tenant shall also sign any additional forms required to validate the security interest in government program payments.

Tenant shall not sell such crops unless Landlord agrees otherwise. Tenant shall notify Landlord of Tenant's intention to sell crop at least three (3) business days prior to sale of the crop (with business days being described as Monday through Friday, except any Iowa or federal holidays). Tenant shall pay the full rent for the crop year in which the crop is produced, whether due or not, at the time of sale pursuant to Landlord's consent to release Landlord's security interests. Upon payment in full Landlord shall release Landlord's lien on the crop produced in that crop year on the premises. The parties agree that by the Landlord releasing the lien as to the crop in one year, the Landlord in no way releases the lien or agrees to release the lien in any prior or subsequent year.

Tenant shall sign and deliver to Landlord a list of potential buyers of the crops upon which

Landlord has been granted a security interest in this lease. Unless Landlord otherwise consents, Tenant will not sell these crops to a buyer who is not on the potential list of buyers unless Tenant pays the full rent due for the crop year to the Landlord at or prior to the date of sale. Landlord may give notice to the potential buyers of the existence of this security interest.

Landlord is further granted the power, coupled with an interest, to sign on behalf of Tenant as attorney-in-fact and to file one or more financing statements under the Iowa Uniform Commercial Code naming Tenant as Debtor and Landlord as Secured Party and describing the collateral herein specified. Tenant consents to the financing statement being filed immediately after execution of this Lease.

4. INPUT COSTS AND EXPENSES. Tenant shall prepare the Real Estate and plant such crops in a timely fashion. Tenant shall only be entitled to pasture or till those portions of the Real Estate designated by Landlord. All necessary machinery and equipment, as well as labor, necessary to carry out the terms of this lease shall be furnished by and at the expense of the Tenant. All necessary materials, in the amounts required by good husbandry, shall be acquired and paid for by Tenant.

5. PROPER HUSBANDRY; HARVESTING OF CROPS; CARE OF SOIL, TREES, SHRUBS AND GRASS. Tenant shall farm the Real Estate in a manner consistent with good husbandry, seek to obtain the best crop production that the soil and crop season will permit, properly care for all growing crops in a manner consistent with good husbandry, and harvest all crops on a timely basis. In the event Tenant fails to do so, Landlord reserves the right, personally or by designated agents, to enter upon the Real Estate and properly care for and harvest all growing crops, charging the cost of the care and harvest to the Tenant, as part of the Rent. Tenant shall timely control all weeds, including noxious weeds, weeds in the fence rows, along driveways and around buildings throughout the premises. Tenant shall comply with all terms of the conservation plan and any other required environmental plans for the leased premises. Tenant shall do what is reasonably necessary to control soil erosion including, but not limited to, the maintenance of existing watercourses, waterways, ditches, drainage areas, terraces and tile drains, and abstain from any practice which will cause damage to the Real Estate.

Upon request from the Landlord, Tenant shall by August 15 of each lease year provide to the Landlord a written listing showing all crops planted, including the acres of each crop planted, fertilizers, herbicides and insecticides applied showing the place of application, the name and address of the applicator, the type of application and the quantity of such items applied on the lease premises during such year.

Tenant shall distribute upon the poorest tillable soil on the Real Estate, unless directed otherwise by Landlord, all of the manure and compost from the farming operation suitable to be used. Tenant shall not remove from the Real Estate, nor burn, any straw, stalks, stubble, or similar plant materials, all of which are recognized as the property of Landlord. Tenant may use these materials, however, upon the Real Estate for the farming operations. Tenant shall protect all trees, vines and shrubbery upon the Real Estate from injury by Tenant's cropping operation or livestock.

Tenant shall maintain accurate yield records for the real estate, and upon request, during or after the lease term, shall disclose to Landlord, all yield base information required for participation in government programs.

6. DELIVERY OF GRAIN. Not applicable.

7. LANDLORD'S STORAGE SPACE. Not applicable.

8. ENVIRONMENTAL. Tenant shall comply with all applicable environmental laws concerning application, storage and handling of chemicals (including, without limitation, herbicides and insecticides) and fertilizers. Tenant shall apply any chemicals used for weed or insect control at levels not to exceed the manufacturer's recommendation for the soil types involved. Farm chemicals shall not be stored on the premises for more than one year. Farm chemicals for use on other properties shall not be stored on this

property. Chemicals stored on the premises shall be stored in clearly marked, tightly closed containers. No chemicals or chemical containers will be disposed of on the premises. Application of chemicals for agricultural purposes per manufacturer's recommendation shall not be construed to constitute disposal.

Tenant shall employ all means appropriate to insure that well or ground water contamination does not occur, and shall be responsible to follow all applicator's licensing requirements. Tenant shall install and maintain safety check valves for injection of any chemicals and/or fertilizers into an irrigation system (injection valve only, not main well check valve). Tenant shall properly post all fields (when posting is required) whenever chemicals are applied by ground or air. Tenant shall haul and spread all manure on appropriate fields at times and in quantities consistent with environmental protection requirements. Tenant shall not dispose of waste oil, tires, batteries, paint, other chemicals or containers anywhere on the premises. Solid waste shall not be disposed of on the premises. Dead livestock shall not be buried on the premises. If disposal of solid waste or burial of dead animals is permitted as stated in the previous two sentences, the disposal or burial shall be in compliance with all applicable environmental laws. Tenant shall not use waste oil as a means to suppress dust on any roads on or near the premises. No underground storage tanks, except human waste septic systems that meet current codes, rules, and regulations, shall be maintained on the premises.

Tenant shall immediately notify Landlord of any chemical discharge, leak, or spill which occurs on premises. Tenant shall assume liability and shall indemnify and hold Landlord harmless for any claim or violation of standards which results from Tenant's use of the premises. Tenant shall assume defense of all claims, except claims resulting from Landlord's negligence, in which case each party shall be responsible for that party's defense of any claim. After termination, Tenant shall remain liable for violations which occurred during the term of this Lease.

9. TERMINATION OF LEASE. This Lease shall automatically renew upon expiration from year-to-year, upon the same terms and conditions unless either party gives due and timely written notice to the other of an election not to renew this Lease. If renewed, the tenancy shall terminate on March 1 of the year following, provided that the tenancy shall not continue because of an absence of notice in the event there is a default in the performance of this Lease. All notices of termination of this Lease shall be as provided by law.

10. POSSESSION AND CONDITION AT END OF TERM. At the termination of this Lease, Tenant will relinquish possession of the Real Estate to the Landlord. If Tenant fails to do so Tenant agrees to pay Landlord \$ 100 per day, as liquidated damages until possession is delivered to Landlord. At the time of delivery of the Real Estate to Landlord, Tenant shall assure that the Real Estate is in good order and condition, and substantially the same as it was when received by Tenant at the commencement of this Lease, excusable or insurable loss by fire, unavoidable accidents and ordinary wear, excepted.

11. LANDLORD'S RIGHT OF ENTRY AND INSPECTION. In the event notice of termination of this Lease has been properly served, Landlord may enter upon the Real Estate or authorize someone else to enter upon the Real Estate to conduct any normal tillage or fertilizer operation after Tenant has completed the harvesting of crops even if this is prior to the date of termination of the lease. Landlord may enter upon the Real Estate at any reasonable time for the purpose of viewing or seeding or making repairs, or for other reasonable purposes.

12. VIOLATION OF TERMS OF LEASE. If Tenant or Landlord violates the terms of this Lease, the other may pursue the legal and equitable remedies to which each is entitled. Tenant's failure to pay any Rent when due shall cause all unpaid Rent to become immediately due and payable, without any notice to or demand upon Tenant.

13. **REPAIRS.** Tenant, at Tenant's own expense, shall maintain the fences on the leased premises in good and proper repair. Tenant shall haul the materials to the repair site without charge to Landlord.

14. **NEW IMPROVEMENTS.** No improvements whatsoever shall be made to the Real Estate without the Landlord's prior written consent. All buildings, fences and improvements of every kind and nature that may be erected or established upon the Real Estate during the term of the Lease by the Tenant shall constitute additional rent and shall inure to the Real Estate, becoming the property of Landlord unless the Landlord has agreed in writing prior to the erection that the Tenant may remove the improvement at the end of the lease.

15. **WELL, WINDMILL, WATER AND SEPTIC SYSTEMS.** Tenant shall maintain all well, windmill, water and septic systems on the Real Estate in good repair at Tenant's expense. Landlord does not guarantee continuous or adequate supplies of water for the premises.

16. **EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD.** No expense shall be incurred for or on account of the Landlord without first obtaining Landlord's written authorization. Tenant shall take no actions that might cause a mechanic's lien to be imposed upon the Real Estate.

17. **NO AGENCY.** Tenant is not an agent of the Landlord.

18. **TELEVISION AND RADIO.** Tenant may install and remove, without causing material injury to the premises, Tenant's television reception antennas, microwave dishes, and radio reception and transmission antennas.

19. **ACCOUNTING.** Not applicable.

20. **ATTORNEY FEES AND COURT COSTS.** If either party files suit to enforce any of the terms of this Lease, the prevailing party shall be entitled to recover court costs and reasonable attorneys' fees and expenses.

21. **CHANGE IN LEASE TERMS.** The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by both parties as addendum to this Lease.

22. **CONSTRUCTION.** Words and phrases herein, including the acknowledgment, are construed as in the singular or plural and as the appropriate gender, according to the context.

23. **NOTICES.** The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the U.S. mail, certified mail to the recipient's last known mailing address, except for the notice of termination set forth in Section 9, which shall be governed by the Code of Iowa.

24. **ASSIGNMENT.** Tenant shall not assign this Lease or sublet the Real Estate or any portion thereof without prior written authorization of Landlord.

25. **CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly

or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

DATED: _____, 2014.

TENANT

John J. Airy

LANDLORD

Linn-Mar Community School District

By: _____
Title: Board President

By: _____
Title: Board Secretary

2014 CASH RENTAL SURVEY FOR CROP REPORTING DISTRICT 6

County	District Average	Benton	Cedar	Clinton	Iowa	Jackson	Johnson	Jones	Linn	Muscatine	Scott
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Range of responses		189 - 300	112 - 300	150 - 300	115 - 325	150 - 275	110 - 225	150 - 280	125 - 265	110 - 285	175 - 325
Typical Corn Yield, bu. per acre											
High third	182	183	195	191	176	172	172	180	181	182	186
Middle third	161	164	176	169	158	150	147	161	158	156	169
Low third	132	135	153	139	129	126	110	131	132	131	137
Average Rents per 5 Year Average Yield or CSR2											
Rent per bu. of corn yield	\$1.65	\$1.80	\$1.52	\$1.58	\$1.62	\$1.67	\$1.52	\$1.60	\$1.68	\$1.59	\$1.96
Rent per bu. of soybean yield	\$5.26	\$5.76	\$4.85	\$5.19	\$5.18	\$5.22	\$4.98	\$5.08	\$5.60	\$4.94	\$5.78
Rent per CSR2 index point	\$3.34	\$3.46	\$3.07	\$3.77	\$3.30	\$3.75	\$2.90	\$3.41	\$3.22	\$3.00	\$3.57
Typical Cash Rent for Oats, Hay, and Pasture, \$ per acre**											
Alfalfa hay, established	\$213		\$220	\$237	\$182	\$200					
Grass hay, established	\$167				\$129	\$191		\$178		\$155	
Oats	\$170				\$158	\$186					
Improved permanent pasture	\$83				\$79	\$78				\$87	
Unimproved perm. pasture	\$56	\$44	\$55	\$64	\$59	\$53		\$79		\$48	
Pasture, \$/AUM	\$24					\$20					
Cornstalk grazing	\$9					\$9					
Hunting rights	\$13										

* Number of responses is the number of individuals who provided information about typical rental rates in the county. Rental data was not collected by individual farm.

** No values are reported if fewer than 5 responses were received.

**AGREEMENT FOR STATEWIDE VOLUNTARY PRESCHOOL PROGRAM BETWEEN
THE LINN-MAR COMMUNITY SCHOOL DISTRICT AND
HAND IN HAND EARLY CARE AND EDUCATION CENTER**

This Contract is entered into between the Linn-Mar Community School District, 2999 North 10th Street, Marion, Iowa 52302, hereinafter referred to as District, and Hand In Hand Early Care and Education Center, located at 905 Barrington Parkway, Marion, Iowa 52302, hereinafter referred to as Center.

Program: The Linn-Mar Community School District and Hand In Hand Early Care and Education Center are entering into this Contract for the purpose providing space for an educational four-year-old program. Programs will be held at both the Barrington Parkway location and 3524 35th Avenue. The Program shall consist of a half-day class providing services to students in a morning session from 8:30 a.m. to 12:00 a.m., Monday through Friday, and an afternoon session from 12:30 to 3:30 p.m., Monday thru Friday, per the agreed upon preschool calendar.

Term: The term of this Contract shall be from August 18, 2014, to June 15, 2015. The parties may renew this contract for subsequent school years upon the written agreement of the parties. Either party may terminate the contract with or without cause upon sixty (60) days written notice to the other. Notice shall be deemed to have been given if delivered or mailed to a representative of the party at the address set forth below.

Center Responsibilities

The District will provide classrooms in an off-site Facility which shall have access to appropriate bathroom facilities and to the Facility's playground area.

Center is an approved and licensed child development center by the Department of Human Services (DHS). Center agrees that during the term of this contract and any subsequent renewal it shall maintain such approval and licensing and will abide by all licensing requirements of DHS. If at any time Center shall no longer be DHS approved or licensed, District may terminate this Contract.

The Center agrees to provide a full-time appropriately licensed teacher and associate with program qualifications to teach in the Program. The Center shall be responsible for all cost, including salary and benefits, for the teacher. Any employee of the Center assigned to teach at the facility will remain an employee of the Center and shall not be considered an employee of the District for any purpose. District shall be entitled to supervise and observe any assigned teacher during the hours of operation of the program. District will support the Center classroom through collaboration and weekly visits to Center classroom and staff.

The Center will provide the District audit-quality documentation of expenditures allocated to Statewide Voluntary Preschool Programming. At a minimum, such documentation will be provided to the District on a quarterly basis. However, the District reserves the right to request such documentation at any time during the term of this agreement.

At the end of the agreement term (June 15, 2015), the Center will return any unused SWVPP funds to the District.

District Responsibilities

The District shall provide an approved curriculum for such class and shall provide any necessary supporting materials for the curriculum. The District's coordinator assigned to the Program shall be responsible for ensuring that the approved curriculum is taught and for overseeing the implementation of the curriculum.

The District shall be responsible for determining special education and related services categorization and placement in accordance with state and federal law and shall be responsible for any special costs or programming involved for students enrolling with an individual education plan (IEP).

District shall not be responsible for providing transportation for any students enrolled in the program. Transportation for field trips planned by the Center will be provided by the Center.

Students: Students shall be required to complete the District enrollment process in order to be enrolled in the Program and shall be subject to all of District policies, practices, and procedures. District shall be responsible for monitoring attendance requirements.

Calendar: The Program shall conduct classes according to District's school calendar for each day that classes are in session for other students enrolled in District schools with a starting date of September 2, 2014.

School Records: District and Center shall cooperate regarding student records for students enrolled in the Program, and District shall maintain all educational records as required by law. Each party and its employees shall be responsible for

maintaining the confidentiality of any education records as required by law. The parties shall furnish each other with any educational records as required by law. The parties will furnish each other with any necessary documentation needed to comply with each party’s federal and state standards, regulations, and requirements, including, but not limited to, free and reduced lunch applications, enrollment reports, and attendance reports.

Financial Arrangements:

The Center agrees not to charge tuition or fees for the District instructional portion of the day for any four-year-old who is receiving child care services.

Equipment and materials purchased with the Statewide Voluntary Preschool Program Funds are the property of the district. The District will provide 75 subscriptions to Teaching Strategies GOLD for use by the Center.

Hand In Hand Early Care and Education Center will invoice Linn-Mar Community School District on a monthly basis, stating a per pupil cost. Hand In Hand can be reimbursed for up to 75 children, (based on the October 15, 2013 enrollment data) but not to exceed 20 students per session per IQPPS Guidelines. Linn-Mar Community School District will make payments within 20 days after receipt of Hand in Hand Early Care and Education Center invoice. This is based on the nine months from September to May.

The monthly per pupil cost at which Linn-Mar Community Schools will pay Hand In Hand Early Care and Education Center is \$335.40. For this agreement, the total annual distribution to Hand in Hand will not exceed \$226,395.

Representatives: The contact person for each party shall be as follows:

District: Kristi Hicks, Early Childhood Director
Center: Kathy Pruitt, Director, Hand in Hand Early Care and Education Center

Amendment of Contract: This contract may not be modified, changed, or varied, except by a written instrument signed by the parties. This Contract shall not be assigned by either party unless the other party agrees to assignment in writing.

The foregoing terms are agreed to, and accepted by, Linn-Mar Community School District and Hand in Hand Early Care and Education Center.

Hand in Hand Early Care and Education Center

Linn-Mar Community School District

Kathy Pruitt
Director

_____ Date

Kristi Hicks
Early Childhood Director

_____ Date

Dr. Kathleen Mulholland
Superintendent

_____ Date

Barry Buchholz
Board President

_____ Date



August 4, 2014

Mr. J.T. Anderson
Linn Mar CFO
Linn Mar Community School District
2999 North Tenth Street
Marion, IA 52302

Subject: Adult Guards

Dear Mr. Anderson:

The FY14 28E Agreement for Adult Guards expired June 30, 2014. There will need to be an approved 28E Agreement before the City can approve invoices for the 2014/2015 school year. Attached for approval are the following:

- FY15 28E Agreement
- Draft City Council Resolution

Please facilitate approval of the enclosed 28E Agreement at your earliest convenience. I have enclosed three copies of the document. You may make any additional copies necessary to be returned to you as originals. All copies must have original notarized signatures by the appropriate party and mailed back to me at the address listed below. All fully-executed originals in excess of the three originals required for our records, will be returned to Linn Mar School District to your attention.

If you have any questions concerning the enclosed documents, please do not hesitate to contact me by phone at 319-286-5802 or by email at c.pauli@cedar-rapids.org.

Sincerely yours,

THE CITY OF CEDAR RAPIDS PUBLIC WORKS DEPARTMENT

A handwritten signature in black ink that reads "Cari Pauli".

Cari Pauli, P.E.
Traffic Engineering Project Coordinator

Enclosures

CRP/shh

cc: Tom Peterson, P.E., PTOE, City Traffic Engineer

\\citycr.local\sharedocs\PWEng\PROJECTS\Non-CIP\2015\6015 Traffic Division\011 Adult Guard Program\Correspondence\LTR CRP LINN
MAR 01.doc

Public Works Department

500 15th Avenue S.W. • Cedar Rapids, Iowa 52404-5837 • (319) 286-5802 • FAX (319) 774-5653

LINN MAR COMMUNITY SCHOOL DISTRICT

CITY OF CEDAR RAPIDS

MEMORANDUM OF AGREEMENT

WHEREAS, the City of Cedar Rapids, hereinafter called the CITY, and the Linn Mar Community School District, hereinafter called the DISTRICT, desire to enter into an agreement pursuant to the Code of Iowa, Chapter 28E, for the purpose of establishing and operating an adult guard program at designated school crossings within the City of Cedar Rapids,

IT IS THEREFORE MUTUALLY AGREED:

1. The adult crossing guard program shall be operated by the DISTRICT with partial funding by the CITY as provided in this Memorandum of Agreement. The CITY shall be the administrator of the Memorandum of Agreement.
2. The CITY agrees to provide adult guard training on an annual basis and periodic in-service training upon request of the DISTRICT and to provide local agency criminal history checks for adult crossing guards upon request of the DISTRICT.
3. The DISTRICT agrees to interview, select, and hire the guards; and to maintain the guards on their payroll as DISTRICT employees.
4. Each location shall be reimbursed for a maximum of 1.6 hours each day that students are required to attend school. Each location is one (1) approved intersection for one (1) specific school. One (1) intersection may have two (2) approved locations if the intersection has been approved for two (2) schools with different dismissal times. Specific hours shall be determined by DISTRICT. DISTRICT shall require guards to record the number of students utilizing each crossing in both the morning and afternoon time periods for an entire non-holiday week (Monday – Friday) during September, October, November, March, April and May as specified by the CITY. DISTRICT shall provide the CITY a summary report in December and May summarizing the number of students utilizing each crossing during those specific periods. DISTRICT and CITY shall cooperate to de-authorize locations that do not meet established criteria.
5. Guards shall be expected to report to designated DISTRICT principals/designee as scheduled and complaints regarding guards shall be processed through them.
6. The City Traffic Engineer or his/her designee shall be responsible for determining those locations where adult guards are to be placed, based on the established criteria.
7. An Appeals Board shall be mutually established by the CITY and the DISTRICT as a recommending body to the CITY and the DISTRICT as needed. Membership to the Appeals Board shall be as follows:
 - a. Two (2) CITY employees to be designated by the CITY; one (1) DISTRICT employee to be designated by the DISTRICT; three (3) other persons as shall be mutually agreed between CITY and DISTRICT.

8. Initial requests for placement of an adult guard shall be addressed to the City Traffic Engineer by a written request from the school principal, the PTA President, or by a petition signed by parents from fifteen (15) different households of students who are required to cross at the location being appealed. The request shall be forwarded to the Appeals Board. Upon hearing the request, the Appeals Board shall forward recommendations to CITY. Upon review by the CITY, recommendations shall be forwarded to the DISTRICT.
9. CITY agrees to purchase one MUTCD-compliant vest and stop paddle for each FY15 adult guard location at no cost to the DISTRICT. DISTRICT agrees to maintain all adult guard equipment for each location. DISTRICT and CITY agree to share equally all mutually agreed upon costs for equipment upgrades necessary to meet Manual on Uniform Traffic Control Devices standards as well as MUTCD-compliant equipment for new adult guard locations as determined by Appeals Board.
10. DISTRICT and CITY agree to share equally all mutually agreed upon costs of the program, including salaries and fringes up to a maximum amount. DISTRICT maximum for FY15 is \$1,847.94, which is an equitable distribution of the FY15 adult guard budget according to percentage of approved crossing guard locations for DISTRICT to total approved locations for all school entities in the adult guard program. CITY will reimburse DISTRICT 50% of a maximum \$11.40 hourly wage with the remaining DISTRICT maximum reimbursing fringes, equipment for new adult guard locations, and equipment upgrades. DISTRICT shall invoice CITY monthly for CITY's share of program costs, which CITY agrees to remit within fifteen (15) days after receipt of the invoice. DISTRICT shall submit final invoice for FY15 by June 15, 2015 to be reimbursed through the City's FY15 budget.
11. The term of this agreement shall be from the date of consummation of this agreement by the CITY to the end of June 2015. This Agreement may be renewed for an ensuing one (1) year upon mutual agreement of the parties at least ninety (90) days before expiration of the Agreement.
12. Termination of Agreement: This agreement may be terminated at any time by giving of ninety (90) days written notice to the other party of a party's intention to terminate this agreement.

LINN MAR COMMUNITY SCHOOL
DISTRICT

CITY OF CEDAR RAPIDS

Barry Buchholz
Linn Mar School Board President

Jeffrey A. Pomeranz, City Manager

Date _____

Date _____

Attest:

Amy Stevenson, City Clerk

ALL-PURPOSE ACKNOWLEDGMENT

STATE OF _____
COUNTY OF _____ } ss:

On this _____ day of _____, A.D. 20____, before me, the undersigned, a Notary Public in and for said State, personally _____

_____ To me personally known
Or _____ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity(ies) upon behalf of which the person(s) acted, executed the instrument.

_____(Sign

Name) _____(Print

Name) _____
Notary Public in and for the State of _____

(SEAL)

CAPACITY CLAIMED BY SIGNER:

____INDIVIDUAL
____CORPORATE
Titles of Corporate Officer(s): _____

____Corporate Seal is affixed
____No Corporate Seal procured
____PARTNERSHIP: Limited Gen'l
____ATTORNEY-IN-FACT
____EXECUTOR(s) or TRUSTEE(s)
____GUARDIAN(s) or
____CONSERVATOR(s)
____OTHER: _____

SIGNER IS REPRESENTING:
Names of entity(ies) or person(s)

