

**Board Book: April 23, 2018**

Inspire Learning. Unlock Potential. Empower Achievement.

PATHWAYS		TECHNOLOGY		FACILITIES	
Goal #1 Inspire Learning	Goal #2 Inspire Learning	Goal #3 Unlock Potential	Goal #4 Unlock Potential	Goal #5 Empower Achievement	Goal #6 Empower Achievement
<i>Articulate</i>	<i>Support</i>	<i>Challenge</i>	<i>Success</i>	<i>Involve</i>	<i>Build</i>
Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.	Create effective and agile organization that is individually responsible to the needs of the whole child.	Become an excellent learning organization through a culture of continuous improvement.	Maximize achievement by increasing digital literacy utilizing 21 <sup>st</sup> century digital tools.	Enhance engagement opportunities through focused strategic partnerships.	Construct physical learning environments using fiscally responsible and sustainable practices.

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*Refer to the [Strategic Plan](#) for Year 2 Strategic Initiatives and Measures of Success.*

## Goal #1: Inspire Learning (Articulate)

*Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.*

### Year 1:

Strategic Initiatives	Measures of Success
Develop a framework for students to experience and successfully pursue post-secondary career offerings.	Begin baseline tracking and reporting of % college acceptance rates (2017-18) and graduation rates (2011-2017) in order to establish reliable benchmark targets and enhance program offerings. {Improve college acceptance and college graduation rates (post-secondary student success metrics)}
Review policies to ensure the district's theory of action for teaching and learning is articulated.	By summer 2017: Administration will work with Policy Committee to review, edit, and recommend policy changes, if necessary (Instructional Consistency).
Curricular alignment to essential knowledge and skills supported by a coherent and aligned assessment system.	K-4: In 2017-18, in the area of literacy (reading, foundational, literature, and informational text and writing) we will document unwrapped standards, student "I can" statements, and identification of priority standards (on report card). Once priority standards are determined, we will begin to work on developing assessments and rubrics that ensure priority standards are being learned by students.
	Grades 5-7: In 2017-18, common assessments will be created for each unit of study in all subject areas. The creation of a middle level report card based on standards will be developed. Common assessments and the middle level report card will be used for reporting purposes in the 2017-18 school year.
	Grades 10-12: By the fall of 2017, identification of priority standards will be documented (via PowerSchool) to ensure priority standards are being learned by students.
	High School: By 2017-18 the Linn-Mar High School Program of Studies will be updated to include Innovation Center/Iowa BIG. This allows for a more aligned curriculum for core courses, AP coursework and Kirkwood offerings.
	Special Education Programming: By the end of 2017-18, using Iowa's Specially Designed Instruction Framework, a core special education group will analyze the recommended key components and critical features to operationally define specially designed instruction in our district.

### Updates on Goal #1: Inspire Learning (Articulate)

*Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.*

**Iowa High School Graduation Rates:** The Iowa Department of Education announced the high school graduation rate of 91%. The Linn-Mar Community School District graduation rate was reported slightly above the average at 92.05%. [For more information visit the Iowa Department of Education website.](#)

### Policy Committee Meeting (April 11th):

- Superintendent Shepherd gave a quick update on the development of a gender neutrality policy. High School Principal Jeff Gustason is currently working with student leaders and will also conduct a survey to gather additional input. Administration is also sharing input to ensure compliance with state guidelines.
- Reviewed policies 504.1 and 504.1-E Student Health and Immunization Certificates: Recommendation for minor update to language in accordance with current immunization requirements.
- Reviewed policy 504.2-E-1 Communicable Disease Chart: Recommendation to update to current Iowa Department of Public Health requirements.
- Reviewed policy 504.31 Administration of Medication to Students: Recommendation to add language to require natural supplements be administered at home and not at school.
- Continued review of 600 policy series. Policies 603.2-605.7 were reviewed with the following recommendations:
  - 603.7 Homework: Recommendation for temporary wording change while the homework committees complete their studies to ensure policy is being followed and also so as not to cause undue confusion, especially in regard to pre-k students.
  - 604.1 Guidance and Counseling: Recommendation to change wording from guidance counselor to school counselor.

## Goal #2: Inspire Learning (Support)

*Create effective and agile organization that is individually responsible to the needs of the whole child.*

### Year 1:

Strategic Initiatives	Measures of Success
Individualized and data-driven instruction.	During the 2017-18 school year, all schools will plan for individualized academic interventions (priority standards/content) for all students regardless of need based on an understanding of child development and learning theories within PLCs 100% of the time as measured by team notes. PLCs will develop and implement differentiated classroom instructional opportunities (in specified areas per grade level) for all students. Measure: The use of common formative assessments to differentiate instruction.
	Explore opportunities to better communicate pathway opportunities for students through better articulation during instruction.
Each student enters school healthy and learns about/practices healthy lifestyle.	Develop a Health Curriculum Committee to review health education guidelines and determine district needs. Final recommendations will be made by June of 2017.
	Work with Community Relations on a communications plan to engage parents prior to students entering school regarding wellness and wellbeing of children to be completed in spring 2017.
Each student learns in a physically and emotionally safe environment.	Staff, students, and family members establish and maintain school and classroom behavioral expectations, rules, and routines that teach students how to manage their behavior and help students improve problem behavior.
	Schools teach, model, and provide opportunities to practice social-emotional skills, including effective listening, conflict resolution, problem solving, personal reflection and responsibility, and ethical decision making.
	Mental Health Needs: In 2017-18, continue partnerships and continue to explore additional family/staff education opportunities as they arise.
	Throughout the 2017-18 school year, Board of Education members will serve as PBIS "School Champions" and report school successes as part of regular board meetings in order to facilitate district-wide communication and support of the program.
	In 2017-18, schools will report goals, benchmarks and outcome data regularly through the Board Book to the school board and community.
	As a district, focus on making connections with kids. Progress will be tracked via Gallup Poll and Olweus.
	ALICE Trainings: begin classroom lessons, communication on training w/ staff, families, and community, active trainings to begin spring or early fall.



## Updates on Goal #2: Inspire Learning (Support)

*Create effective and agile organization that is individually responsible to the needs of the whole child.*

**Town Hall for Our Lives Event:** Kevin Drahos, a junior at Linn-Mar High School, spearheaded a Town Hall for Our Lives event on Saturday, April 7th. The event was one of many held across the United States as part of *March for Our Lives* which focuses on increasing safety in our schools. Approximately 11 politicians from both parties participated.

**Safety and Security Advisory Committee:** The first Safety and Security Advisory Committee meeting was held on April 5th. The purpose of the committee is to review the safety audits in order to supply the board with information to make an educated decision on improvements to complete within the buildings in the areas of safety and security, as well as to inform future board policy and/or procedures as appropriate. During the meeting, members worked in groups to analyze the data received from the safety and security audits conducted on each school building as well as the Aquatic Center, Stadium, Learning Resource Center, and Operations and Transportation building. Each group identified positives within the audit results and areas of improvements. The next meeting is scheduled for April 26th.

**ALO Youth Conference:** The Linn-Mar ALO (Accountability, Leadership and Opportunity) will hold the 2018 ALO Youth Conference in the high school main gym on Saturday, April 28th. The theme will be Leading and Thriving.

The conference is designed to enhance the leadership skills and tools of young people so they can thrive personally, socially, and academically. The conference will focus on the following areas: leadership, peer pressure, becoming actively involved in school and community, choosing friends wisely, the minority student experience, texting and driving, social media etiquette, time management, and college preparation.

The event is open to students in grades 6-12 and parents are also encouraged to attend. There will be several workshops specific to parents and guardians. Students are not required to bring anything to the event other than their ticket and parent permission form. If a student has not pre-registered, they will need to bring \$10 for entry to the conference in addition to a parent permission form. To sign up for the event, [visit the ALO Youth Conference website](#). For additional information, contact Janessa Walters at 319-892-4884 or via [email](#).

### Schedule of Events:

- 8:00-8:45 AM: Conference Check-In/Registration
- 8:45-9:20 AM: Conference Welcome and Pep Rally
- 9:25-9:55 AM: Breakout Session 1
- 10:00-10:30 AM: Breakout Session 2
- 10:30-10:40 AM: Break
- 10:45-11:10 AM: Breakout Session 3
- 11:15 AM-12:00 PM: Resource Fair
- 12:00-12:30 PM: Lunch (The meal is free)
- 12:35-1:35 PM: Student Panel Discussion
- 1:40-2:00 PM: Wrap Up, Conference Surveys, and Distribution of Conference T-Shirts



## Goal #3: Unlock Potential (Challenge)

*Become an excellent learning organization through a culture of continuous improvement.*

### Year 1:

Strategic Initiatives	Measures of Success
Promote understanding of total compensation at Linn-Mar and recognize compensation as a competitive tool to drive organizational results.	Conduct a thorough job analysis for each certified and classified position over the 2017-18 school year.
Provide ongoing professional development for teaching staff that supports core instruction, interventions and curriculum implementation.	Create and implement a three-year flexible, professional development plan; thoughtfully allocating state categorical funding to support PD plan. This plan will be shared with the Board of Education in the winter of 2016-17.
	Throughout the 2016-17 school year, provide professional learning at each PDD on measuring the success of specific teaching strategies in an effort to identify and know how to utilize the most 'high impact' learning strategies. (Many resources can be used to do this including Hattie's Visible Learning and Marzano's Art and Science of Teaching).
Effective and efficient use of data.	By March 2017 we will develop a foundational understanding of Smarter Balanced Assessments with staff, students, and community and be prepared to implement Smarter Balanced for the 2017-18 school year.
	Explore dashboard (performance metrics) possibilities for % of students in AP/honors/IB; % of students who show academic growth on NWEA, FAST, Iowa Assessment; % of students who achieve IEP Goals; and other relevant "predictive gateways" for academic success.
Curriculum, instruction and assessment demonstrate high expectations for all students.	Using relevant achievement gap information, identify opportunities to increase the number of students performing at or above grade level in math and reading.
	Expand early literacy within the early childhood programs by using creative curriculum assessment information to drive instruction.
	Provide substantive support to enhance math and reading skills PreK-5.
	During the 2016-17 school year, identify all level 3 and level 4 questions used on all common formative or summative assessments within each course at the high school level.
	During the 2016-17 school year we will closely monitor and update our stakeholders as appropriate, federal and state initiatives including Smarter Balanced, ESSA, ELI and CASA.
	By the end of 2016-17, develop a K-8 standards based report card.

## Goal #3: Unlock Potential (Challenge) *Continued*

*Become an excellent learning organization through a culture of continuous improvement.*

### Year 1:

Strategic Initiatives	Measures of Success
Becoming Deliberately Developmental about our staff as we shift from "Human Resources" to "Talent Management".	Research well-being and insurance models/best practices and explore community partnerships (Ex. Blue Zones) to improve Linn-Mar and community health and well-being, reduce health care claim costs from five-year historical averages, and enhance productivity.
	Reduce employee workers compensation claims from five-year average info.
	By spring 2017, develop integrated marketing and communications programs that position Linn-Mar as the district of choice for world class teaching, learning and student achievement. Develop and begin to execute and assess integrated strategic marketing and communications programs, both internal and external, to strengthen, promote and protect Linn-Mar's brand identity, relevance, accomplishments and excellence.
	Explore opportunities to expand mentor programs for all employee groups and leverage their talent/knowledge to improve our overall performance.
	Work to create and maintain a predictable, respectful, compliant, labor relations environment, alignment and consistency with the overall employee relations strategy based on proactive and open communications.
	Research comprehensive and engaging performance management plans for classified and professional staff.
	Foster a positive, engaging, diverse and inclusive work environment while identifying and responding to the changing needs of the Linn-Mar community.
Cultivate a high achieving performance culture.	Revise recruitment strategy and branding program by late winter (2016-17).
	Always promote a school culture with the belief system of all students can learn.

## Goal #3: Unlock Potential (Challenge) *Continued*

*Become an excellent learning organization through a culture of continuous improvement.*

### Year 1:

Strategic Initiatives	Measures of Success
Strengthen leadership capability throughout Linn-Mar to promote high levels of performance and productivity and sustain excellence.	Make school building-level communication the major focus of the communication efforts.
	Provide training to district leaders to address all aspects of the employee life cycle.
	Begin to develop a leadership ladder (succession planning) throughout Linn-Mar in all employee groups with a focus on recruitment and retention.
	Identify employee skill gaps, provide opportunity for improvement/workout plan or coaching out (coach up or counsel out).
	School Board, district leaders, and building administrators continually seek to improve knowledge of upcoming trends in education and research on school improvement by having memberships to professional organizations, attending relevant conferences, and networking with other administrative professionals.
	Board Policy Committee to develop and deploy board learning plan and work to strategically align all board committee work under the <a href="#">Strategic Plan</a> .

## Updates on Goal #3: Unlock Potential (Challenge)

*Become an excellent learning organization through a culture of continuous improvement.*

**Homework Guiding Coalition Update:** The Elementary Homework Guiding Coalition had a meeting on April 16th. Principals gave an overview of what homework looks like in their buildings and how it aligns to board policy. The Coalition reviewed and discussed the four decisions made during their last meeting and how each aligned with board policy. The four decisions were:

1. Homework will be purposeful, with a clear purpose tied to student learning. (Board Policy: Necessary, useful, and appropriate)
2. Students will have demonstrated competency in the skill being practiced before being asked to complete the skill independently through homework. (Board Policy: Appropriate to the ability and maturity level of the students; clearly understood by the student)
3. Homework will have a parent education component, along with a parent awareness component. (Board Policy: Parents, guardians, or legal custodians should be informed of this homework policy and regulations)
4. Feedback will be provided for homework. (Board Policy: Promptly monitored by licensed personnel including acknowledgement and/or feedback)

In small groups, Coalition members shared thoughts about: What each of these decisions would look like in buildings? How we would know if this decision is achieved? What further actions need to take place on each of these decisions?

The group generated some tentative outcomes for these four topic areas. We plan to review and rewrite these outcomes with the goal of being able to present to the board and staff prior to the end of the school year. The next committee meeting is scheduled for May 14th.

**Employee Benefits:** This year's annual benefits enrollment is underway! We are able to offer the medical plans with no changes to the plans or costs. The vision plan and costs are also the same, but the dental plan pricing did increase slightly. This year's message focuses on the ways employees can save money when purchasing and using their benefits using a variety of means as described below:

1. In-Person Meetings: Cathy Gauger, HR Generalist, has presented information at 11 staff meetings in various buildings. The remaining meetings will be completed by April 25th. During these meetings, information was shared on ways to save money including introducing a new Wellmark "savings" tool.
2. We have worked with Wellmark to develop and pilot an online health plan comparison tool that will show employees what their expected expenses would be on all four of the medical plan offerings. Linn-Mar was selected to test the tool for Wellmark, so we are the only Wellmark client in Iowa who has access to the tool. Staff are being introduced to and shown how to use the tool during the in-person meetings.
3. Life-size Bennie Fits: Working with Linn-Mar Art Teacher Mike Brandt, we created life-size Bennie Fits freestanding information displays based on our mascot that we developed a few years ago. There are six Bennies and each one is at a building in a public area for visibility. Next week, the six Bennies will be rotated to other schools who do not have one at this time.
4. Information has been sent to staff mailboxes, emails, and posted in iVisions.



## Goal #4: Unlock Potential (Success)

Maximize achievement by increasing digital literacy utilizing 21<sup>st</sup> century digital tools.

### Year 1:

Strategic Initiatives	Measures of Success
Digital Content	Explore and clarify LM working definitions related to digital learning (blended learning, digital content, etc.) to establish a shared vision.
	Identify specific areas to provide district, building, and instructional support for technology integration and implementation.
	Review, update and curate our PreK-12 digital curriculum to ensure it is rigorous and relevant.
	Identify and develop an online course option, aimed primarily at LMHS 11th and 12th grade students, in each department area that may or may not be a required course.
Digital Citizenship	During 2016-17 explore PreK-12 Digital Citizenship Curriculum (i.e. CommonSense Media).
	2016-17 TICs provide professional development on digital citizenship.
Digital Equity	Review technology equity procedures to inform future policy decisions.
	Establish a uniform, digital checkout process for students who do not have Wi-Fi or computer outside of school.
	Using assessment information, implement the appropriate assistive technology tools for students with special needs in the general education classroom.
	By increasing understanding of assistive technology, promote a culture of individualizing learning needs.
Digital Pedagogy	Begin a process to ensure all faculty have the qualifications and training necessary to deliver courses in a variety of modes; specifically regarding online instruction.
	Create a faculty mentor program or peer review system as a way to improve online/hybrid courses.
	Explore potential resources and processes for future curriculum.
	Utilize Technology Instructional Coaches (TICs) to provide coaching support for teachers integrating technology into their instruction.
Digital Communication	Use annual staff/student/parent/community survey data to determine effective use of school website for consistent district and building level communication.
	Explore possibilities for better alignment and integration of systems used by parents (i.e. PowerSchool, TouchBase and Total Access).
	Promote current electronic communication services for staff to access relevant information regarding resources.

### Updates on Goal #4: Unlock Potential (Success)

*Maximize achievement by increasing digital literacy utilizing 21<sup>st</sup> century digital tools.*

**Digital Learning Committee:** The Digital Learning Committee held its first meeting on April 17th. The committee is comprised of 32 members, which provide a PK-12 perspective. The purpose of the committee is to set the vision for the Teaching & Learning Department, as well as for Linn-Mar in regard to digital learning. This will encompass:

- Curriculum design: textbooks, open-ed resources, and future adoption options
- Instructional design and expectations for teachers
- Learner Management System (LMS) expectations
- Digital citizenship and digital literacy
- Professional development needs for staff
- Determine types of devices at each level
- Device allocation including possible 1:1 planning

Implementation of technology is not about devices or apps; it is based on the need to enhance learning for all students in our district. Implementation can expand choice for students, provide personalized learning opportunities, and support expansion of Blended Learning. Implementation will be methodically planned to ensure success. The work of this committee aligns with strategic planning, Future Ready Schools, and the Iowa Digital Learning Plan. The first meeting provided foundational knowledge and started the work of specifically defining student-learning outcomes. The next committee meeting will be May 3rd.



## Goal #5: Empower Achievement (Involve)

*Enhance engagement opportunities through focused strategic partnerships.*

### Year 1:

Strategic Initiatives	Measures of Success
Internal Partnerships	Investigate and research district administration practices and processes to enable principals to focus more on instructional leadership.
	Promote opportunities for district employees to volunteer in classrooms.
	Explore and clarify the purpose and structure of district leadership meetings to align with Strategic Plan.
External Partnerships	Create conditions to provide transparent, accurate and accessible information through dashboards.
	Broaden opportunities for local businesses and historically underutilized businesses to work with the district.
	Explore opportunities for the city and local districts to share costs for shared services.
	Develop/nurture relationships and work with community partners and media to define, promote, expand and market signature programs.
	Begin to establish a network of information ambassadors.
	Enhance established partnerships with the business community, as well as nationwide, to broaden recruitment, wellness, volunteer and diversity initiatives.
	Promote external partners to join district committees and district staff participate in outside committee groups.

***No updates at this time.***



## Goal #6: Empower Achievement (Build)

*Construct physical learning environments using fiscally responsible and sustainable practices.*

### Year 1:

Strategic Initiatives	Measures of Success
Facilities Restructure	During the 2016-17 school year the Board of Education, with feedback from community patrons, will approve a long-term facility structure plan that benefits all Linn-Mar students.
	Determine what the most appropriate and cutting edge learning environments look like at each of the grade level configurations and prioritize goals for the physical components for each of the environments.
	Establish a communication campaign to foster support and approval of district restructure needs.
	Develop a funding plan to support 10-year restructure plan, including the outline of a possible bond campaign strategy.
	Engage architects, engineers, demographers and other applicable services to assist in the planning and implementation of the facility restructure plan.
	Identify an off-site facility for Linn-Mar extension of Iowa BIG.
	Occupy Westfield Elementary addition.
Facilities Preservation	Address priority needs to improve district facilities by actively maintaining 10-year facilities and preventative maintenance plan, including identifying energy-saving opportunities.
	Develop a funding plan to support 10-year preventative maintenance schedule.
	Complete walkthroughs with principals, Crisis Committee members, and Operations & Maintenance to determine building needs in reference to safety and security.
Operational Resource Allocation	Work to optimize resources (buildings, personnel, programs, etc.) to ensure they are utilized efficiently and effectively.
	Explore procedures to effectively evaluate programs from a financial aspect to ensure resources are being utilized to full potential.
	Continually review categorical funding streams to ensure resources are being properly spent and that all expenditures are properly allocated.

**Updates on Goal #6: Empower Achievement (Build)**

*Construct physical learning environments using fiscally responsible and sustainable practices.*

**Excelsior Flooring Replacement Project:** Scope of the project includes replacing the carpet in the corridors with VCT and replacing the old carpet in pod areas with new carpet. The district worked with OPN Architects on the project scope and solicited competitive quotes for the project. The results of this process are as follows:

- Randy's Flooring      \$84,632
- Appleby & Horn      \$87,192
- Poindexter Flooring      \$110,994

OPN and the district recommend awarding the work to Randy's Flooring as the lowest, responsive bidder. Note the original cost estimate for this project was \$100,000 to \$125,000. Project costs will be paid using PPEL funds.

**Finance/Audit Committee:** The Finance/Audit Committee discussed the following items when they met on April 19th:

- Reviewed March 2018 financial and cash reports
- Discussed the eligibility requirements for early separation and noted that the FY2019 budget assumes approximately 15 packages will be taken by the Class of 2019. The cost of each package includes 50% of an employee's base salary, plus any unused personal days paid out at the current substitute rate. Costs are paid from the management fund and are generally paid over a two-year time period.
- Reviewed quotes for the Excelsior flooring replacement project. *See above for more details.*
- The committee reviewed the proposed school facilities 10-year Capital Plan. It was noted that this plan is a living document and should be reviewed by the board periodically to ensure priorities, funding, etc., are aligned with district goals.
- Members of the committee briefly discussed the following legislative issues: SAVE extension, tax reform, commercial and industrial valuation backfill dollars, and the lunch shaming bill that was signed by the governor.
- At the end of the meeting, the committee participated in a learning session on the topic of spending authority.

## Achievements and Honors



**Excellence in Teaching Award:** Congratulations to Jeanne Turner, High School AP Psychology Teacher, for being a recipient of the 2018 American Psychological Association Teachers of Psychology in Secondary Schools Charles T. Blair-Broeker Excellence in Teaching Award! This is a national recognition of outstanding teachers in the area of psychology!

**Letters of Intent:** Congratulations to the following students for signing their athletic letters of intent:

- Cameron Bonner (Football): Ellsworth Community College, Iowa Falls
- Trey Baker (Football): Ellsworth Community College, Iowa Falls
- Koby Wesselink (Soccer): University of Northwestern St Paul
- Bailey Jonker (Softball): Dordt College, Sioux City



**Science Olympiad:** Congratulations to the high school Science Olympiad team and their sponsor, Laura Azelborn, for placing 4th at the State Science Olympiad.

- Morgan Lu and Susanth Rao: 1st place in Thermodynamics
- Seth White and Noah Gilkes: 2nd place in Chem Lab
- Srikar Vanavasam and Brody Livermore: 2nd place in Remote Sensing
- Julian DeBrower and Harrison Wynkoop: 2nd place in Rocks and Minerals
- Hoffman Chan and Brody Livermore: 3rd place in Dynamic Planet

**Linn-Mar LIONS & Volunteer Award Recipients:** The 2017-18 LIONS Awards and Volunteer Recognition recipients will be honored on Wednesday, May 2nd at 5:00 PM in the boardroom of the LRC (2999 N 10th Street). All are invited to attend!

LIONS Awards:

- **L**iving Legend Award for Excellence in Leadership: Marilee McConnell, Principal
- **I**nnovator for Excellence in Positive Change: *No recipient this year*
- **O**ptimizer for Excellence in Teamwork: Sean Smith, Special Education Teacher
- **N**ewcomer for Excellence in New Ideas: Bobby Kelley, Aquatic Center Manager
- **S**ervice for Excellence in Superior Performance: Sandy Schneekloth, Fifth Grade Teacher
- Lions Pride Award-Going the Extra Mile: Tom Daubs, School Resource Officer

Volunteer Recognitions:

- Above & Beyond: Beth Morrissey and Karen Daubs
- Making a Difference: Angela and Shawn Burke
- Unsung Hero: Judy Frantz

**Linn-Mar Alum News:** Congratulations to Brady Anderson, Linn-Mar tennis alum and former state champion, for being named Individual Male Athlete of the Year at Coe College!





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**Madison**

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(608) 819-0260

[opnarchitects.com](http://opnarchitects.com)

April 16, 2018

J.T. Anderson, Linn-Mar Community School District, 2999 N 10<sup>th</sup> St, Marion, IA 52302

Re: Recommendation for Bid, Excelsior Flooring Replacement Project

Dear J.T. Anderson:

OPN Architects, Inc. has reviewed the bid tab results from the bids received on April 13, 2018. After review of the three bids submitted, the following was the apparent low bid:

<u>Randy's Flooring</u>	
Base Bid	\$84,632.40

Randy's Flooring base bid was \$2,560 less than the next lowest bid, and all three bids were less than the published budget.

With this we recommend that the Linn Mar Community School District accept Randy's Flooring's bid of \$84,632.40 for the project.

Please contact me if there are any additional items that you need regarding this issue.

OPN ARCHITECTS, INC.

A handwritten signature in black ink, appearing to read 'Susan Bowersox'.

Susan Bowersox, AIA  
Associate

Encl: Bid Tab  
Cc: File

OPN ARCHITECTS  
200 5th Avenue SE Suite 201  
Cedar Rapids, Iowa

The Linn-Mar Community School District has redefined a 10-year, capital projects plan to strategically address capacity, efficiency, safety and building-access issues in its schools.

Implementation of the plan requires a successful bond referendum on September 11th, 2018. The vote would call for the construction of two, new 5th-6th grade intermediate schools and for schools to restructure to a new grade format (PK/K-4; 5-6; 7-8; and 9-12) for the 2020-21 school year.

The plan is dependent upon continued growth in the district, economic conditions in the community, and additional variables that dictate the district's timeline. (The extension of Secure an Advanced Vision for Iowa, SAVE, and the Physical Plant and Equipment Levy, PPEL).

The timeline and key components of the capital projects plan:

**Near-term plan (approximately 1-3 years):**

- Facility, safety, and security upgrades to elementary schools
- Construction of two, new 5th-6th grade intermediate schools for occupancy in 2020 and grade restructure (pending approval of a Sept. 11, 2018 bond referendum)
  - Grade restructuring plan:
    - Elementary PK/K-4
    - Intermediate 5-6
    - Middle 7-8
    - High School 9-12
- Safety and security upgrades to Oak Ridge and Excelsior Middle School
- Completion of a fire suppression system at Learning Resource Center (LRC)
- Continued use of the Learning Resource Center as an addition to the HS campus

**Mid-term plan (approximately 3-5 years):**

- Construction of a new elementary school (pending the extension of SAVE)
- Additional renovations to the LRC allowing complete utilization for class space
- **\*\*Closure of a yet to be determined elementary school to be repurposed as the Learning**

**Resource Center/administration offices\*\***

- Parking lot and traffic flow Improvements to Excelsior Middle School
- Secondary facilities master planning (Second High School)

**Long-term plan (approximately 5-10+ years):**

- Construction of a second high school and additional elementary school
  - The district foresees the need for a second high school when enrollment reaches 2,800. With a current enrollment at the high school of 2,200, a facility analysis has been included in the 10-year plan in 2022-2023 to begin planning for this future need. Enrollment growth, economic conditions, and other variables may affect this timing.

Further details and funding streams are outlined in the Facilities - 10 Year Capital Plan

LINN-MAR SCHOOL FACILITIES - 10 YEAR CAPITAL PLAN  
 Draft - April 2018

	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	Total
<b>New Construction/Buildings:</b>												
-5th & 6th Grade Intermediate (35th Ave) 1		\$ 13,750,000	\$ 13,750,000									\$ 27,500,000
-5th & 6th Grade Intermediate (Echo Hill Rd.) 1		\$ 13,750,000	\$ 13,750,000									\$ 27,500,000
-Elementary Building (35th Ave) 2			\$ 9,000,000	\$ 9,000,000								\$ 18,000,000
-Success Center Location							\$ 350,000					\$ 350,000
-Secondary Facilities Master Planning					\$ 250,000							\$ 250,000
-Elementary Building (Site tbd) 2										\$ 10,000,000	\$ 10,000,000	\$ 20,000,000
												\$ 93,600,000
<b>Bowman Woods:</b>												
-Phase I: Partial Roof, Restrooms, IT Network, Intercom, Corridor Flooring, Doors, Drinking Fountains	\$ 700,000											\$ 700,000
-Phase II: Access Controls/Camera Enhancements, Cafeteria, Flooring, Ceiling, Lighting, Doors, Paint		\$ 700,000										\$ 700,000
-Phase III: Roof, Flooring, Ceiling, Lighting, Doors, Paint			\$ 750,000									\$ 750,000
-Blacktop Resurfacing	\$ 50,000											\$ 50,000
-Playground							\$ 125,000					\$ 125,000
												\$ 2,325,000
<b>Echo Hill:</b>												
-Access Controls/Camera Enhancements			\$ 100,000									\$ 100,000
-Parking Lot Seal/Stripe				\$ 75,000								\$ 75,000
-Carpet Replacement							\$ 200,000					\$ 200,000
												\$ 375,000
<b>Indian Creek:</b>												
-Phase I: Restrooms, Electrical Switchgear, Doors, Drinking Fountains, Clocks	\$ 500,000											\$ 500,000
-Phase II: Access Controls/Camera Enhancements, Lockers, Flooring, Ceiling, Lighting, Doors, Paint, Clocks, HVAC		\$ 600,000										\$ 600,000
-Phase III: HVAC Upgrades, Casework, Flooring, Ceiling, Lighting, Doors, Paint			\$ 500,000									\$ 500,000
-Roof Replacement							\$ 675,000					\$ 675,000

[illegible]



<b>Oak Ridge:</b>																									
-Access Controls/Camera Enhancements		\$	150,000										\$	150,000											
-New Track				\$	750,000								\$	750,000											
-Mechanical (HVAC) Upgrades									\$	400,000			\$	400,000											
<b>High School:</b>																									
-Stadium Turf Resurface				\$	750,000								\$	750,000											
-Partial Roof Replacement				\$	500,000								\$	500,000											
-Tennis Courts						\$	750,000						\$	750,000											
-North Parking Lot Addition									\$	600,000			\$	600,000											
<b>LRC:</b>																									
Phase II- Fire Suppression		\$	75,000										\$	75,000											
High School Transition Improvements						\$	500,000						\$	500,000											
Roof Replacement									\$	500,000			\$	500,000											
<b>Armstrong Field:</b>																									
-Fields Redesign/Bridge									\$	500,000			\$	500,000											
<b>O&amp;M/Transportation:</b>																									
-Facility Parking Expansion										\$	500,000		\$	500,000											
-Purchasing Warehouse										\$	350,000		\$	350,000											
<b>Other Annual Expenditures:</b>																									
-Technology	\$	1,075,000	\$	1,100,000	\$	1,125,000	\$	1,150,000	\$	1,175,000	\$	1,200,000	\$	1,225,000	\$	1,250,000	\$	1,275,000	\$	1,300,000	\$	1,325,000	\$	13,200,000	
-Transportation Equipment	\$	465,000	\$	480,000	\$	495,000	\$	510,000	\$	525,000	\$	540,000	\$	555,000	\$	570,000	\$	585,000	\$	600,000	\$	615,000	\$	5,940,000	
-Annual Preventative Maintenance: (HVAC, Plumbing, Electrical, Roofs, Flooring, Parking Lots, Doors/Windows, etc.)	\$	475,000	\$	490,000	\$	505,000	\$	520,000	\$	535,000	\$	550,000	\$	565,000	\$	580,000	\$	595,000	\$	610,000	\$	625,000	\$	6,050,000	
-Other Equipment/Furniture/Modular Classrooms	\$	430,000	\$	445,000	\$	455,000	\$	465,000	\$	425,000	\$	435,000	\$	445,000	\$	455,000	\$	465,000	\$	475,000	\$	485,000	\$	4,980,000	
-PPEL Notes Debt Principal & Interest	\$	1,214,928	\$	1,219,258	\$	1,223,100	\$	1,226,455	\$	1,229,323	\$	1,231,703	\$	1,233,595	\$	-	\$	-	\$	-	\$	-	\$	8,578,360	
-SAVE Bonds Principal & Interest	\$	5,034,294	\$	6,071,949	\$	6,078,204	\$	6,077,783	\$	6,080,577	\$	6,109,384	\$	6,118,975	\$	6,109,099	\$	6,105,111	\$	6,070,312	\$	6,063,945	\$	65,919,632	
<b>Total Spending</b>		\$	10,644,221	\$	39,856,207	\$	49,931,304	\$	20,749,238	\$	12,044,900	\$	12,816,086	\$	11,992,570	\$	11,964,099	\$	12,400,111	\$	19,905,312	\$	19,113,945	\$	221,417,992

Funding:																
1GO Bond Proceeds	\$	-	\$ 27,500,000	\$ 27,500,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$ 55,000,000	
2SAVE Bond Proceeds	\$	-	\$	-	\$ 9,000,000	\$ 9,000,000	\$	-	\$	-	\$	-	\$	10,000,000	\$ 10,000,000	\$ 38,000,000
SAVE Cash	\$	6,559,294	\$ 8,271,949	\$ 8,553,204	\$ 7,502,783	\$ 7,580,577	\$ 7,809,384	\$ 7,693,975	\$ 7,359,099	\$ 7,380,111	\$ 7,370,312	\$ 7,388,945	\$ 83,469,632			
3PPEL Note Proceeds	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
PPEL Cash	\$	3,984,928	\$ 4,084,258	\$ 4,128,100	\$ 4,121,455	\$ 4,464,323	\$ 4,256,703	\$ 4,298,595	\$ 4,480,000	\$ 4,895,000	\$ 2,535,000	\$ 1,725,000	\$ 42,973,360			
PERL Cash	\$	100,000	\$	-	\$ 750,000	\$ 125,000	\$	-	\$ 750,000	\$	-	\$ 125,000	\$ 125,000	\$	-	\$ 1,975,000
Total Funding		\$ 10,644,221	\$ 39,856,207	\$ 49,931,304	\$ 20,749,238	\$ 12,044,900	\$ 12,816,086	\$ 11,992,570	\$ 11,964,099	\$ 12,400,111	\$ 19,905,312	\$ 19,113,945	\$ 221,417,992			

Major Assumptions:

- 1 Fall 2018 General Obligation Bond Referendum is successful
- 2 SAVE is extended to 2049
- 3 Voted PPEL is extended 10 years beyond 2025
- 4 Annual Taxable Valuation Growth is a minimum of 3%
- 5 Annual Certified Enrollment Growth of 100 students
- 6 Sales Tax Receipts growth is stable

The district foresees the need for a second high school when enrollment reaches 2,800. With a current enrollment at the high school of 2,200, a facility analysis has been included in the 10-year plan in 2022-2023 to begin planning for this future need. Enrollment growth, economic conditions, and other variables may affect this timing.



## Students

### Policy Title: Student Health and Immunization Certificates Code 504.1

Students desiring to participate in athletic activities shall have a physical examination by a licensed physician and provide proof of such examination to the school district. A physical examination is recommended for students enrolling in kindergarten or first grade. A physical examination and proof of such examination may be recommended by the administration for students in other grades enrolling for the first time in the school district.

A ~~certificate of health stating the results of a physical examination and~~ **copy of the physical examination form** signed by the physician shall be on file at the attendance center. Each student shall submit an up-to-date certificate of health upon the request of the superintendent. Failure to provide this information may be grounds for disciplinary action.

Students enrolling for the first time in the school district shall also submit a certificate of immunization against Diphtheria, Pertussis, Tetanus, Poliomyelitis, Rubeola, Rubella, Hepatitis B, Varicella, **the meningococcal vaccine**, and other immunizations required by law. The student may be admitted provisionally to the attendance center if the student has not yet completed the immunization process but is in the process of doing so. Failure to meet the immunization requirement after the provisional period will be grounds for suspension, expulsion, or denial of admission. Upon recommendation of the Iowa Department of Education and the Iowa Department of Public Health, students entering the district for the first time may be required to pass a TB test prior to admission. The district may conduct TB tests of current students.

Exemptions from the immunization requirement in this policy will be allowed only for medical or religious reasons recognized under the law. The student must provide a valid Iowa State Department of Health Certificate of Immunization Exemption to be exempt from this policy.

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Adopted: 6/70

Reviewed: 4/11; 4/12; 7/13; 10/14; 11/17

Revised: 7/07; 11/07; **4/18**

Legal Reference (Code of Iowa): §§ 139.9; 280.13 (1995); 139A.8 (2011); 281 IAC; 33.5; 641; Ch 7



**Policy Title: Immunization Requirements  
Code 504.1-E**

**Attention Parents and Guardians**

All students entering the Linn-Mar Community School District must meet minimum immunization requirements before they will be allowed to attend school. All students are required by state law to meet at least minimum immunization requirements before they are allowed to attend school. A record of these immunizations must be on file at the student's attendance center.

***No student will be allowed to attend school without the minimum immunizations required by state law.***

Minimum immunizations required to enroll in school are **one dose** of the following for elementary or secondary (K-12) students that are four years of age or older:

**If your student was born on or after September 15, 2003:**

1. Diphtheria/Pertussis/Tetanus (DPT): Five doses with at least one dose of DPT received on or after four years of age.
2. Polio: Four doses with at least one dose received on or after four years of age.
3. Measles/Rubella: Two doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose or applicant demonstrates a positive antibody test for measles and rubella from a US laboratory.
4. Hepatitis B: Three doses if the applicant was born on or after July 1, 1994.
5. Varicella (Chickenpox): Two doses received on or after 12 months of age unless the applicant has a reliable history of natural disease.

**If your student was born after September 15, 2000; but before September 15, 2003:**

1. Diphtheria/Pertussis/Tetanus (DPT): Four doses with at least one dose of DPT received on or after four years of age.
2. Polio: Three doses with at least one dose received on or after four years of age.
6. Measles/Rubella: Two doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose or applicant demonstrates a positive antibody test for measles and rubella from a US laboratory.
3. Hepatitis B: Three doses if the applicant was born on or after July 1, 1994.
4. Varicella (Chickenpox): One dose received on or after 12 months of age unless the applicant has a reliable history of natural disease.

**If your student was born on or before September 15, 2000:**

1. Diphtheria/Pertussis/Tetanus (DPT): Three doses with at least one dose of DPT received on or after four years of age.
2. Polio: Four doses with at least one dose received on or after four years of age.
3. Measles/Rubella: Two doses with the first dose received on or after 12 months of age and the second dose received no less than 28 days after the first dose or applicant demonstrates a positive antibody test for measles and rubella from a US laboratory.
4. Hepatitis B: Three doses if the applicant was born on or after July 1, 1994.
5. Varicella (Chickenpox): Two doses received on or after 12 months of age unless the applicant has a reliable history of natural disease.

**If your student was born on or after September 15, 2000:**

1. Tetanus/Diphtheria/Acellular Pertussis: One-time dose containing vaccine (Tdap) for applicants in grades 7 and above regardless of the interval service the last tetanus/diphtheria containing vaccine.

**Also Required – Meningococcal Vaccine:**

1. One dose received on or after 10 years of age for students entering 7<sup>th</sup> grade and above if born on or after September 15, 2004.
2. Two doses received for students entering 12<sup>th</sup> grade if born on or after September 15, 1999.
3. One dose if received when the student is 16 years or age or older.

**Provisional/Conditional Enrollment:** If your student has begun immunizations but has not yet received all the required immunizations they may be able to attend school on a provisional or conditional basis. To qualify for provisional enrollment your student must have received at least one dose of each of the required immunizations. If your student falls into this category you must submit an Iowa Department of Public Health Provisional Certificate of Enrollment to the school. This certificate expires in 60 days, so you must have your student completely immunized during this time or they will not be permitted to attend school until the immunizations have been received. When your student has received all the required immunizations, you must submit a completed Certificate of Immunization to the school.

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Adopted 6/96  
Reviewed 7/13; 11/17  
Revised 4/11; 10/14; 4/18



## Communicable Disease Chart:

Concise descriptions and recommendations for exclusion of cases from school

### Code 504.2-E1

Source: Iowa Department of Public Health

<b>DISEASE</b> <i>*Immunization is available</i>	<b>Usual Interval Between Exposure and First Symptoms of Disease</b>	<b>Main Symptoms</b>	<b>Minimum Exclusion from School</b>
Chickenpox*	<del>13-17</del> 10-21 Days (Average 14-16 days)	Mild symptoms and fever. Pocks are blistery. Develop scabs with most on covered parts of body.	Seven days from onset of rash until all blisters have crusted.
Conjunctivitis (Pink Eye)	24-72 Hours	Tearing, redness, puffy lids, and discharge.	Until treatment begins or physician approves return.
Erythema Infectiosum (5 <sup>th</sup> Disease)	4-20 Days	Usual age is 5-14 years. Unusual in adults. Brief prodrom or low grade fever followed by Erythema (slapped appearance on cheeks), lace-like rash on extremities lasting a few days to three weeks. Rash seems to recur.	After diagnosis, no exclusion from school.
German Measles* (Rubella)	14- <del>23</del> 21 Days	Usually mild. Enlarged glands in neck and behind ears. Brief red rash.	Seven days from onset of rash. Keep away from pregnant women.
Haemophilus Meningitis*	2-4 Days	Fever, vomiting, lethargy, with stiff neck/back.	Until physician approves return.
Hepatitis A*	Varies: 15-50 Days (Average is 28-30 days)	Abdominal pain, nausea, fever. Skin and eyes may/may not turn yellow.	Fourteen days from onset of clinical disease and at least seven days from onset of jaundice.
Impetigo	<del>1-3</del> 4-10 Days	Inflamed sores with pus.	<del>Forty-eight</del> Twenty-four hours after antibiotic therapy has started or until physician approves return. <b>Avoid contact with drainage from lesions. Cover lesions when attending school.</b>
Measles*	10 Days to Fever 14 Days to Rash	Begins with fever, conjunctivitis, runny nose, cough, and then blotchy red rash.	Four days from onset of rash.
Meningococcal Meningitis	2-10 Days (Is commonly 3-4 days)	Headache, nausea, stiff neck, and fever.	Until physician approves return.
Mumps*	12-25 Days ( <del>Is commonly</del> Average 16-18 days)	Fever, swelling, and tenderness of glands at angle of jaw.	<del>Nine</del> Five days after onset of swollen glands or until swelling disappears <b>symptoms have resolved.</b>
Pediculosis (Head/Body Lice)	7 Days for Eggs to Hatch	Lice and nits (eggs) in hair.	<del>If treated, no exclusion from school.</del> <b>No need to send home upon diagnosis. Return to school after initial treatment. No-nit policy is recommended.</b>
Ringworm-of Scalp	<del>10-14</del> 4-10 Days	Scaly <b>red</b> patch on scalp. Usually ring-shaped.	No exclusion from school. Exclude from gymnasiums, pools, and contact sports.
Scabies	2-6 Weeks for Initial Exposure 1-4 Days after Re-Exposure	Tiny burrows in skin caused by mites.	Until 24 hours after treatment.
Scarlet Fever Scarlatina Strep Throat	1-3 Days	Sudden onset, vomiting, and fever. Later a fine rash (not on face). Rash usually only with first infections.	Twenty-four hours after antibiotics started and no fever.

Whooping Cough* (Pertussis)	<del>7-10</del> 6-20 Days (Average 9-10 days)	Head cold, slight fever, cough, and characteristic whoop after 2 weeks.	Five days after start of antibiotic treatment.
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Readmission to School: It is advisable that school authorities require written permission from the health officer, school physician, or attending physician before any student is readmitted to class following any disease which requires exclusion, not mere absence, from school.

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Reviewed 7/13; 11/17 / Revised 4/11; 10/14; 4/18



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

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

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

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

Students who have demonstrated competence in administering their own medications may self-administer their medication. A written, signed, and dated statement by the student's parent/legal guardian shall be on file requesting co-administration of medication when competence has been demonstrated. Students in grades 6-12, with written, signed, and dated authorization from the parent/legal guardian, may bring over-the-counter, non-prescription medications to the nurse's office for administration.

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

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



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

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

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

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Adopted: 5/91

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

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

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

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



## Education Program

### **Policy Title: Class Grouping/Class Size Code 603.2**

It shall be the responsibility of the superintendent, or designee, to make an annual recommendation to the board on class size based upon the financial condition of the school district, available classroom space, the qualifications of and number of licensed employees, and other factors deemed relevant by the board.

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Adopted: 6/70

Reviewed: 7/11; 9/12; 4/15; 4/18

Revised: 9/13

Legal Reference (Code of Iowa): § 282.18(13) (2013); 281 IAC 17.6(3)



## Education Program

### **Policy Title: Excursions and Trips Code 603.3**

The Board of Directors recognizes that a properly planned, well-conducted and carefully supervised curriculum-related excursion/trip is a vital part of the curriculum of any classroom or current activity. Student travel related to co/extra-curricular activities that are a reasonable extension of student experiences are also supported as long as student participation is inclusive of the regular group activity participation.

Excursions/trips shall have the approval of the building principal in advance of the trip. Consent of each student's parent, guardian, or legal custodian is required in advance of any excursion/trip including activities and athletics.

Every effort should be made to confine trips to a single day, but it is recognized that there may be occasions when an educational excursion/trip will be of such distance and/or nature to necessitate students being gone overnight. Such trips shall require the approval of the superintendent, or designee.

Students who have graduated by the time of the school-sponsored, scheduled excursion/trip are not eligible to participate. Sanctioned (Iowa High School Athletic Association or Iowa Girls' High School Athletic Union) athletic competitions and/or tournaments are excepted as long as student conduct is covered by *Policy 502.1 Code of Conduct*.

It shall be the responsibility of the superintendent, in conjunction with building principals, to develop administrative regulations regarding this policy.

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Adopted: 2/78

Reviewed: 7/11; 9/12; 9/13; 2/15; 11/17; 4/18

Revised: 1/10

Related Policy (Code#): 502.1; 503.6; 603.3-R1; 603.3-R2

Legal Reference (Code of Iowa): § 279.8 (2011); 281 IAC 43.9; 390 CFR Pt 390.3(f) (2004)



## Administrative Regulations Regarding Excursions and Trips

Code 603.3-R1

Excursions/trips that relate to the educational development of the students are supported by the Board of Education.

**School sponsored excursions/trips** are those in which only Linn-Mar students participate and are sponsored by a certificated Linn-Mar employee. In contrast to fieldtrips, which must demonstrate a strong alignment to the curriculum, excursions/trips must have a relationship to either the academic activity or athletic programming of the district with a purpose of advancing the development of the student or providing an opportunity for application of the student's education.

### **Requirements of school sponsored excursions/trips include:**

1. Sponsorship by a certified district employee
2. Provision of proper supervision by a qualified person for certain activities such as rock climbing, ropes, beach swimming, surfing, etc.
3. Adherence to the district *Code of Conduct (Policy 502.1)* and completion of appropriate documentation by parents/guardians or students.
4. Completion of a written request to the Chief Financial/Operating Officer at least four weeks in advance of the excursion/trip including the following:
  - ✓ The rationale for the excursion/trip including the purpose and objectives
  - ✓ Clarification if request is dependent upon pre-qualifying for the event
  - ✓ Detailed plans for student supervision
  - ✓ Proposed itinerary
  - ✓ Cost and source of funding
  - ✓ Number of student participants
  - ✓ Copy of required participation paperwork
5. Approval by the building principal and submission of the approved application and materials to the superintendent, or designee, no later than four weeks prior to the start of the excursion/trip.
6. Within three weeks of completion of the excursion/trip, the sponsor shall submit a written summary of the event to the building principal.

*Note: Students who have graduated prior to commencement of the excursion/trip are not eligible to participate unless they are a member of a state sanctioned team or group and governed by the district's Code of Conduct – Policy 502.1.*

**Non-school sponsored excursions/trips** including those involving groups with Linn-Mar students, or groups with Linn-Mar students and other students, will abide by the requirements of the excursion/trip sponsors and sponsoring organization or business. Parents/guardians of the students, the students, and the sponsoring organization are responsible for everything related to the excursion/trip as well as the excursion/trip. If the sponsors or sponsoring organization or business meets with students on campus,

the sponsor or sponsoring organization must reserve the meeting space and pay rent for the use of district facilities related to the excursion/trip meetings, arrangements, or anything else related to the excursion/trip. District resources may not be used for any aspect of a non-school sponsored excursion/trip; this includes bulletin boards, district email, distribution of information in any format, informal meetings, etc.

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Adopted: 1/10

Reviewed: 7/11; 9/12; 2/15; 4/18

Revised: 9/13; 8/16; 11/17

Related Policy (Code #): 502.1; 503.6; 603.3; 603.3-R2



# Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: \_\_\_\_\_

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

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

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

**Excursion/Trip Criteria:** The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

**Group:** \_\_\_\_\_ **Submitted by:** \_\_\_\_\_  
(Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	Purpose of excursion/trip is clearly defined and ". . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	<b>Required</b>	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<b>Recommended</b>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<b>Recommended</b>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date
Chief Financial/Operating Officer Approval			Date
Board of Directors Approval			Date



**Policy Title: Teaching Controversial Issues  
Code 603.5**

A controversial issue is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state, or this nation may hold sincere, conflicting points of view.

It is the belief by the board that controversial issues should be fairly presented in a spirit of honest academic dialog so that students may recognize the validity of other points of view and can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of licensed personnel to present full and fair opportunity and means for students to study, consider, and discuss all aspects of controversial issues including but not limited to political philosophies.

It shall be the responsibility of licensed personnel to protect the rights of the students to study pertinent controversial issues within the limits of good taste and civility, and to allow students to express personal opinions in an appropriate and respectful manner without jeopardizing the students' relationships with the licensed personnel.

It shall be the responsibility of licensed personnel to refrain from advocating partisan causes, sectarian religious views, propaganda, or indoctrination of any kind through any classroom or school activity or device. However, licensed personnel shall not be prohibited from expressing personal opinions in a balanced and respectful manner as long as students are encouraged to reach their own decisions independently.

The board encourages full discussion of controversial issues in a spirit of academic dialog that shows students they have the right to disagree with the opinions of others, but that they also have the responsibility to base their disagreements on facts or reasoned conclusions and to respect the right of others to hold conflicting opinions.

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Adopted: 6/70

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 12/07

Related Policy (Code#): 602.16; 602.16-R



**Policy Title: School Ceremonies and Observances  
Code 603.6**

Student participation in opening and/or closing school day ceremonies or observances of a ceremonial nature shall be of the student's own choosing.

The school shall respect each student's personal beliefs, non-religious or religious, concerning patriotism as it relates to the opening or closing of school programs.

Non-participation of students in ceremonies or observances shall not be cause for exclusion from the classroom, assembly hall, or group meeting place.

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Adopted: 6/70

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 12/07

Related Policy (Code#): 603.11

Legal Reference (Code of Iowa): § 279.8



**Policy Title: Homework  
Code 603.7**

Homework should be an integral and relevant part of a student's instructional program. It should be used consistently throughout the grades and classes. Parents, guardians, or legal custodians should be informed of this homework policy and regulations.

Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning.

Three basic types of homework (practice, preparation, and extension) should be intentionally designed for students with the following purposes considered:

1. Practice: To provide students an opportunity to reinforce newly acquired skills or apply recent learning.
2. Preparation: To have the student obtain sufficient background information to be prepared for the next day's instruction.
3. Extension: To foster student initiative for learning through individual applications, research, and study.

It is the expectation that homework, as described above, shall be given, when appropriate, in all classes in grades PreK-12. For all students, homework assignments should be:

- Necessary and useful
- Appropriate to the ability and maturity level of the students
- Well explained and motivating
- Clearly understood by the student
- Identified as far in advance as possible to assist students in planning their time
- Promptly monitored by licensed personnel including acknowledgement and/or feedback

The time required for homework completion should be appropriate to the student's developmental level and potential. Teachers should consider the following when assigning homework:

1. The number of assignments for which a student may have responsibility
2. The complexity of the assignments
3. The available school time in which homework can be completed
4. The resources available to the student at home

The principals shall collaborate, by level, in the development of homework assignment guidelines that fulfill the intent of this policy and articulate to the next level with the goal to *Inspire Learning, Unlock Potential, and Empower Achievement*.



**Policy Title: Religion in Schools  
Code 603.9**

The board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum or school-sponsored activities. The board does not authorize the practice of religion as part of the curriculum or school-sponsored activities. Religion and religious conviction shall be treated with fairness and respect.

The district is required by law to keep the practice of religion out of the school curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent, or designee, to ensure the study of religion in the schools in keeping with the following guidelines:

1. The proposed activity must have a secular purpose.
2. The primary objective of the activity must not be one that advances or inhibits religion.
3. The activity must not foster excessive governmental entanglement with religion.

District personnel will not discriminate against any person based upon their religious beliefs. District personnel are encouraged to promote among employees and students tolerance of varied religious beliefs or non-belief. District personnel will not denigrate a student's religious beliefs or non-belief. The policy against denigrating religious beliefs and non-belief shall not be interpreted to prohibit academic discussion of religion. This policy has no intent to affect the religious beliefs or practices of district personnel outside of their work environment.

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Adopted: 3/99

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 7/08

Related Policy (Code#): 603.9-R; 603.10

Legal Reference (Code of Iowa): §§ 279.8; 280.6 (2011); US Const Amend I; Lee vs Weisman, 112 S CT 2649 (1992); Lemon vs Kurtzman, 403 US 602 (1971); Graham vs Central CSD of Decatur County, 608 F Supp 531 (SD Iowa 1985)



## Administrative Regulations Regarding Religion in Schools

Code 603.9-R

The Linn-Mar Community School District believes there is value in diversity and appreciates the constitutional context in which schools must function regarding religious liberty and the *First Amendment*.

The following guidelines have been developed to further define *Policy 603.9 Religion in Schools*:

**Teaching about Religion:** Religious holidays offer opportunities to teach about religions. The observance or celebration of a religious holiday in school raises sensitive issues for people who observe the holiday and for those who do not.

District personnel and students are permitted to observe their religious holidays in the schools so long as the observance is not disruptive. By way of example, observing a religious fast or wearing a religious article as part of a holiday observance or celebration is not likely to be disruptive. Other forms of observance that could be disruptive may not be permitted at school or special arrangements for such observance may have to be made.

District personnel may not make the celebration of, as opposed to the study of, a religious holiday part of any curricular or co/extra-curricular activity. District personnel may not coerce students to participate in the celebration or observance of any religious celebration.

**Religious Expression:** The right of students to engage in religious activity and discussion shall be respected. For example, individual students are free to pray, read their scriptures, discuss their faith, and invite others to join their particular religious group as long as such behaviors are not disruptive or coercive. Students shall have the right to express their religious views when those views are relevant to the subject under consideration or meet the requirements of the assignment.

Students may wear clothing with religious significance when the wearing of the clothing during the school day is part of their religious practice. Students may wear religious jewelry and may display religious messages on clothing to the same extent that other messages are permitted.

Students may distribute religious literature on school property following the guidelines of policies 1001.4 and 1001.4-R for distribution of non-curricular materials. Distribution upon the proper approvals of religious, non-curricular literature is to be done at a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the school. The distribution of literature that is obscene, defamatory, or disruptive shall be prohibited.

Students may form religious clubs which shall have access to school facilities and media on the same basis as other non-curriculum-related student clubs. Participation in such clubs must be voluntary and student-initiated. The club may not be sponsored by the school or district personnel. Non-school persons shall not direct, conduct, control, or regularly attend meetings of such clubs. District personnel may be present at religious club meetings in a supervisory capacity, but they shall not participate in club activities. Any club activity that is illegal or that would cause substantial disruption of the school shall be prohibited.

When acting on behalf of Linn-Mar Schools, employees shall be neutral among religions and between religion and non-religion. District personnel shall not organize, mandate, or participate in student religious activities including prayer. District personnel shall be allowed to wear personal, religious jewelry.

**School Activities and Programs:** The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature, and drama having religious themes (including traditional carols, seasonal songs, and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs, and forms of expression. Holiday programs, parties, or performances will not become religious celebrations or be used as a forum for religious worship such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene, or other symbols that are part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies, and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or non-belief initiated by individual students are permitted in composition, art forms, music, speech, and debate. However, teachers may not require projects or activities which indoctrinate or force students to contradict their personal religious beliefs or non-beliefs.

**Accommodations:** Curricular or co/extra-curricular assignments or activities that make students feel excluded or identified with a religion not their own shall be avoided whenever possible.

The Linn-Mar Community School District shall accommodate requests from parents or students to be excused for religious reasons from curricular or co/extra-curricular activities without penalty. When students are excused for religious reasons from curricular activities, teachers shall make available a comparable educational experience.

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Adopted: 3/99

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 7/08

Related Policy (Code#): 502.11; 603.9; 603.10; 1001.4

Legal Reference (Code of Iowa): §§ 279.8; 280.6



**Policy Title: Religion-based Exclusion from School Programs  
Code 603.10**

Parents, guardians, or legal custodians who wish to have their student excluded from a school program because of religious beliefs must inform the superintendent or designee. The board authorizes the administration to allow the exclusion if it is not disruptive to the educational process and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs shall be required to do an alternate activity or study.

In notifying the superintendent, or designee, the parents, guardians, or legal custodians shall abide by the following:

1. The notice shall be in writing.
2. The objection shall be based on religious beliefs.
3. The objection shall state which activities or studies violate their religious beliefs.
4. The objection shall state why the activities or studies violate their religious beliefs.
5. The objection shall state a proposed alternate activity or study.

The superintendent, or designee, shall have sole discretion to make this determination. The factors the superintendent, or designee, shall consider when a student requests to be excluded from a program or activity because of religious beliefs include but are not limited to:

- Staff available to supervise a student who wishes to be excluded.
- Space to house the student while the student is excluded.
- Available superintendent, or designee, approved alternative course of study or activity while the student is excluded.
- Numbers of students who wish to be excluded
- Whether allowing the exclusion places the school in a position that it is supporting a particular religion.
- Whether the program or activity is required for promotion to the next grade level or for graduation.

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Adopted: 8/89

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 603.9; 603.9-R

Legal Reference (Code of Iowa): §§ 256.11(6); 279.8 (2011); US Const Amend I; Lee vs Weisman, 112 S CT 2649 (1992); Lemon vs Kurtzman, 403 US 602 (1971); Graham vs Central CSD of Decatur County, 608 F Supp 531 (SD Iowa 1985)



**Policy Title: Health Education  
Code 603.11**

Students in grades kindergarten through 12 shall receive as part of their health education instruction about personal health, food and nutrition, environmental health, safety and survival skills, consumer health, family life, human growth and development, substance abuse and non-use (including the effects of alcohol, tobacco, drugs, and poisons on the human body), human sexuality, self-esteem, stress management, interpersonal relationships, emotional and social health, health resources, prevention and control of disease and communicable diseases (including sexually transmitted diseases and acquired immune deficiency syndrome), and current crucial health issues.

The purpose of the health education program is to help each student protect, improve, and maintain physical, emotional, and social well-being. The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to the age and maturity level of students to aid in their understanding of the content.

Parents, guardians, or legal custodians who object to health education instruction in human growth and development may file a written request that their student be excused from the instruction. The written request (Refer to Policy 603.11-E) shall include a proposed alternate activity or study acceptable to the superintendent or designee. The superintendent, or designee, shall have the final authority to determine the alternate activity or study.

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Adopted: 6/90

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 7/08

Related Policy (Code#): 603.11-E

Legal Reference (Code of Iowa): §§ 256.11; 279.8; 280.3-14; 281 IAC 11, 12.5(3)(e), .5(4)(e), .5(5)(e)



# Human Growth and Development Student Excuse Form

Code 603.11-E

**Please Print**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Building: \_\_\_\_\_

Parent/Guardian/Legal Custodian: \_\_\_\_\_ Phone: \_\_\_\_\_

Please list the curricular objectives from which you wish to have your student excused and the class/grade in which each is taught. *An example is provided below for you to follow.*

	Objective	Class/Grade	Proposed Alternative Assignment
Ex:	<i>To describe behaviors that will minimize and prevent transmission of HIV</i>	<i>Health Education 6<sup>th</sup> Grade</i>	
1.			
2.			
3.			
4.			
5.			
6.			

I have reviewed the Human Growth and Development program goals, objectives, and materials and wish my student be excused from class when these objectives are taught. I understand my student will incur no penalty but may/shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Signed: \_\_\_\_\_  
(Parent, Guardian, or Legal Custodian)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
(School Administrator)

Date: \_\_\_\_\_



**Policy Title: Technology and Instructional Materials  
Code 603.12**

The board supports the use of innovative methods and the use of technology in the delivery of the education program. The board encourages district personnel to investigate efficient and effective ways to utilize technological advances as a part of the curriculum and instruction practices.

The superintendent, or designee, is responsible for developing guidelines to monitor the use of technology. Any objections to materials used as a result of technology will be processed under Policies 602.27, 602.27-R, 602.28, 602.29, 602.29-R, 602.29-E.

It shall be the responsibility of the superintendent, or designee, to develop a plan for the use of technology in the curriculum and to evaluate it biennially. The superintendent, or designee, shall report the results of this evaluation to the board and make a recommendation regarding the use of technology in the curriculum.

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Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 602.16; 602.16-R; 602.27; 602.27-R; 602.28, 602.29, 602.29-R; 602.29-E; 603.5;  
603.12-R1-E2

Legal Reference (Code of Iowa): § 279.8 (2013); 281 IAC 12.3(12), 12.5(10), .5(4)





## **Administrative Regulations Regarding the Internet**

**Code 603.12-R1**

Technology is a vital part of the district curriculum and the internet will be made available to employees and students. Appropriate and equitable use of the internet will allow employees and students to access resources unavailable through traditional means.

The district provides an electronic mail address to students for academic purposes. The students are required to follow the guidelines for appropriate use.

The internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to access all available information. Because information appears, disappears, and changes constantly it is not possible to predict or control what students may locate.

The district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student internet records and access records are confidential records treated like other student records. Student internet activities will be monitored by the district to ensure students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography, or are harmful to minors. Also, included but not limited to prohibited behavior such as cyber bullying, cheating, and misappropriation of financial instruments and like resources will also be monitored and terminated with appropriate disciplinary procedures enacted.

The district will use technology protection measure to protect students from inappropriate access and from inappropriate behavior. Employees and students will be instructed on the appropriate use of the internet.

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Adopted: 7/03  
Reviewed: 7/11; 4/18  
Revised: 9/12; 10/17; 2/15  
Related Policy (Code#): 603.12; 603.12-R2-E2  
Legal Reference (Code of Iowa): § 279.8 (2013)



## **Administrative Regulations Regarding Internet Acceptable Use**

**Code: 603.12-R2**

### **Responsibility for Internet Acceptable Use:**

1. The authority for appropriate use of electronic internet resources is delegated to licensed employees. For the purpose of this policy, internet is defined as: *A collection of thousands of inter-connected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.*
2. Instruction in the proper use of the internet will be available to employees who will then provide similar instruction to their students.
3. Employees are expected to practice appropriate use of the internet and violations may result in discipline up to and including discharge.

### **Internet Access:**

1. Access to the internet is available to employees and students as a source of information and a vehicle of communication.
2. Students will be able to access the internet with the permission of their teachers.
  - a. Making internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. On a global network it is impossible to control all materials because information on the internet appears, disappears, and changes so it is not possible to predict or control what students may locate.
  - b. It is a goal to allow teachers and students access to rich opportunities on the internet while we protect the rights of students and parents/legal guardians who choose not to risk exposure to questionable materials.
  - c. The smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
  - d. To reduce unnecessary system traffic, users may use real-time conference features such as video/chat/internet relay chat only as approved by the supervising teacher.
  - e. Transmission of material, information, or software in violation of any board policy or regulation is prohibited.
  - f. The district makes no guarantees as to the accuracy of information received on the internet.

**Permission to Use Internet:** Parents/guardians will grant annual permission for their students to use the internet using the prescribed form.

## **Student/Staff Use of the Internet:**

1. Equal opportunity: The internet is available to all students/staff within the district. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
2. Online Etiquette:
  - a. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students/staff may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
  - b. Student access for electronic mail will be through their student account supervised by their teacher. Students should adhere to the following guidelines:
    - Respect all copyright and license agreements
    - Cite all quotes, references, and sources
    - Remain on the system long enough to get needed information
    - Apply the same privacy, ethical, and educational considerations utilized in other forms of communication
  - c. Students/staff should adhere to the following guidelines:
    - Others may be able to read or access emails so private messages should not be sent
    - Delete unwanted messages immediately
    - Use of objectionable language is prohibited
    - Always sign messages
    - Always acknowledge receipt of a document or file
3. Restricted materials: Students/staff will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts, or the violation of lawful school regulations.
4. Unauthorized costs/damages: If a student/staff gains access to any service via the internet which has a cost involved, or if a student/staff incurs any other types of costs due to physical damage, the student/staff incurring such a service/repair will be responsible for the costs.
5. Students/staff should never download or install any unauthorized software.

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Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15; 8/17

Related Policy (Code#): 603.12; 603.12-R1; 603.12-E1-E2



## **Internet Access Permission Letter to Parents/Guardians/Legal Custodians**

**Code 603.12-E1**

Your student has access to electronic communication known as the internet. The vast domain of information contained within internet libraries can provide unlimited opportunities to students.

Students may be permitted to use a school electronic mail (email) address to send and receive email at school under teacher supervision. Students will be expected to abide by the following network etiquette:

1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
2. Students will respect all copyright and license agreements.
3. Students will cite all quotes, references, and sources.
4. Students will only remain on the system long enough to get needed information.
5. Students will apply the same privacy, ethical, and educational considerations utilized in other forms of communication.
6. Whenever accessing electronic mail students should adhere to the following guidelines:
  - Others may be able to read or access the mail so private messages should not be sent;
  - Delete unwanted messages immediately;
  - Use of objectionable language is prohibited, including explicit or inferred harassing or bullying language;
  - Always sign messages; and
  - Always acknowledge receipt of a document or file.
7. Students accessing data services that have a cost involved will be responsible for payment of the costs.
8. Students will use district-provided computer equipment appropriately and for its intended use.

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Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15

Related Policy (Code#): 603.12; 603.12-R1-R2, 603.12-E2



**Linn-Mar Community School District**  
Marion Iowa 52302

**Code 603.12-E2**

**Staff Internet Use Agreement**

**IMPORTANT: Please read before signing.**

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

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

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

Name: \_\_\_\_\_  
*(Please Print)*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Education Program

### **Policy Title: Digital Communication Code 603.13**

The internet provides a valuable learning tool for students and staff and offers another communication vehicle for informing the public about school programs and activities.

The board authorizes the establishment of a district website, Facebook page, Twitter account, and other appropriate digital communication platforms. Only those web pages approved by the superintendent, or designee, and maintained in accordance with board policy and administrative procedures will be recognized as official representations of the school district.

The superintendent, or designee, is responsible for assigning an individual responsible for maintaining the digital communication platforms. The superintendent, or designee, in conjunction with the responsible individual will develop administrative regulations regarding the digital communication platforms.

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Adopted: 7/03

Reviewed: 7/11; 9/12; 10/13; 4/18

Revised: 2/15

Related Policy (Code#): 603.12; 603.12-R1-R2; 603.12-E1-E2; 604.6

Legal Reference (Code of Iowa): § 279.8



## **Administrative Regulations Regarding Digital Communication/Web Page Development**

**Code 603.13-R**

Internet access provides opportunities for students and staff to contribute to the district's presence on the World Wide Web. The district website ([www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)) provides information about district planning, curriculum, instruction, school-authorized activities, programs, and general information relating to our district and its schools. Web page development capability is provided by the Technology Department and the Communications and Media Relations Coordinator.

Creators of web pages need to familiarize themselves with and adhere to the following guidelines. Failure to follow these guidelines may result in the loss of authoring privileges or other stringent disciplinary measures.

**Content Standards:** Web pages may not contain advertisements. However, business logos directly associated with Linn-Mar Community School District programs or departments which meet guidelines and have been approved may be displayed. Web pages may not promote individuals or organizations for the purpose of financial, political, or professional gain. Web pages must be approved by the Executive Director of Technology, or designee, before they can be linked to the Linn-Mar website. Employee-designated, district, Office 365 and Google sites and applications must also comply with the same guidelines of appropriate use and will be monitored by district administration. If prior approval is not possible, a disclaimer page will be inserted before the user links to that site.

**Subject Matter:** All subject matter on web pages must relate to curriculum, instruction, school-authorized activities, programs, general information that is appropriate and of interest to others, and it should relate to the district or the schools within the district. Therefore, neither staff nor students may publish personal home pages as part of the district website or home pages for other individuals or organizations not directly affiliated with the district. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

**Quality:** All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point/link directly to objectionable material. Objectionable material is defined as material that does not meet the standards for instructional resources specified in district policies. Regarding the question of quality or propriety of web page material, appearance, or content the judgment of the Communications and Media Relations Coordinator, or designee, will prevail.

**Ownership and Retention:** All web pages, Office 365, and Google applications on the district website are property of the school district.

**Safeguards:** Web pages may not contain photographs or personal identification information about students, their families, their friends, and/or employees of the Linn-Mar School District without written consent. Email addresses of Linn-Mar employees may be posted. Web pages may not include any information which indicates the physical location of a student at a given time. Web pages may not hinder the loading and general functions of the home page, home page server, and/or computer stations.

**Laws or School Board Policies:** All documents on the Linn-Mar website, Office 365, and Google applications must conform to board policies, state laws, federal laws, and copyright laws as well as established school guidelines. Copies of board policies are available in all media centers and via the district website ([www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)). Persons developing or maintaining web documents are responsible for complying with these and other policies.

Some of the relevant issues and board policies include the following:

1. Electronic transmission of materials is a form of copying. As specified in board policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the district's equipment including its website, Office 365, and Google applications.
2. Web pages are subject to board *Policy 602.29-E Objection to Instructional Materials Reconsideration Request Form* and *603.12 Technology and Instructional Materials* including related administrative rules, regulations, and exhibits.
3. Any information communicated via district web pages, Office 365, and Google applications will comply with board *Policy 505.6 Education Records Access* including related administrative rules, regulations, and exhibits.
4. Any links to district web pages that are not specifically-related will meet the criteria established in board policies. Any other non-curricular materials must be limited to information about youth activities, agencies, or organizations which are known to be non-sectarian, non-profit, exclusively devoted to community interests or child welfare, and non-discriminatory. District web page, Office 365, and Google application links may not include entities whose primary purpose is commercial or political advertising.
5. Any deliberate tampering with or misuse of district network services or equipment will be considered vandalism and will be handled according to board *Policy 603.12 Technology and Instructional Materials*.

**Consistency Technical Standards:** Each web page added to the district website must contain certain elements which will provide general consistency for district web pages:

1. All web pages must be submitted to the Executive Director of Technology, or designee, for review prior to placement on the district server.
2. Users must exhibit care when creating web pages with extensive tiled backgrounds, large graphics, large PDF documents, or any other large file. Such files require extensive download time which take bandwidth away from other users.
3. The authorized staff member who is publishing the final web pages for themselves or for a student will edit and test the pages for accuracy of links and check for conformance with standards outlined in this policy.
4. Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated but not yet developed, the text that will provide the link should be included. However, the actual link to said pages may not be made until the final page is actually in place on the district server.
5. All web pages must be given names which clearly identify them. The names of all documents will coincide with current district naming practices and structures.
6. Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the district.
7. Web pages may not contain student email address links, any survey response links, or any other type of direct-response links.
8. Final decisions regarding access to active web pages for editing content or organization will rest with the Executive Director of Technology, or designee.



**Other Technical Standards:** Material on web pages reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the district nor are they endorsed or sanctioned by the individual school or district. Concern about the content of any pages created by students or staff should be directed to the Executive Director of Technology, or designee.

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the Executive Director of Technology with approval of the superintendent. This policy will be updated on an annual basis or more frequently, if required.

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Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15

Related Policy (Code#): 505.6; 505.6-R; 505.6-E2-E7; 602.29; 602.29-R; 602.29-E; 603.12; 603.12-R1-R2;  
603.12-E1-E2; 603.13



**Policy Title: Copyright Compliance  
Code 603.14**

In order for students to experience a diverse curriculum, the board encourages employees to supplement their regular curricular materials with other resources. In so doing, the board recognizes that federal laws makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism and unauthorized copying or using of media including but not limited to print, electronic, and web-based materials unless the copying or using conforms to fair use doctrine. Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research providing that all fair use guidelines are met.

While the district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the district's copying procedures and obey the requirements in order to perform their duties properly. The district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to and including termination. Violation of the copyright law by students may result in discipline up to and including suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the district received permission to perform a copyrighted work, it does not mean outsiders can copy it and replay it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with district procedures or is permissible under the law should contact the teacher-librarian, who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent, or designee, in conjunction with the teacher-librarians to develop administrative regulation regarding this policy.

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Adopted: 7/07

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 603.14-R

Legal Reference (Code of Iowa): 17 USC § 101; 281 IAC 12.3(12)



## **Administrative Regulations Regarding Copyright Compliance**

**Code 603.14-R**

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the board.

Under the fair use doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship, or research. Under the fair use doctrine, each of the following four standards must be met in order to use copyrighted materials:

1. Purpose and Character of the Use: The use must be for such purposes as teaching or scholarship.
2. Nature of the Copyrighted Work: The type of work to be copied.
3. Amount and Substantiality of the Portion Used: Copying the whole of a work cannot be considered fair use, copying a small portion may be if these guidelines are followed.
4. Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work: If resulting economic loss to the copyright holder can be shown even making a single copy of certain materials may be an infringement and making multiple copies presents the danger of greater penalties.

### **Authorized Reproduction and Use of Copyrighted Material Reminders:**

- Materials on the internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place, and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay, or short poem; or
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil for classroom use or discussion if the copying meets the tests of brevity, spontaneity, and cumulative effect set by the following guidelines. Each copy must include a notice of copyright.

1. Brevity:
  - A complete poem if less than 250 words and two pages long may be copied; excerpts from longer poems cannot exceed 250 words.
  - Complete articles, stories, or essays of less than 2,500 words or excerpts from prose works less than 1,000 words or 10% of the work, whichever is less, may be copied in any event the minimum is 500 words.
  - Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph.
  - One chart, graph, diagram, drawing, cartoon, or picture per book or periodical issue may be copied. Special works cannot be reproduced in full, this includes children's books combining poetry, prose, or poetic prose. Short special works may be copied, up to two published pages containing not more than 10% of the work.
2. Spontaneity: Should be at the instance and inspiration of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
3. Cumulative Effect: Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story, or two excerpts from the same author may be copied and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers, and current news sections of other periodicals.

**Copying Limitations:** Circumstances will arise when employees are uncertain whether or not copying is prohibited. In these circumstances, the teacher-librarian should be contacted.

The following prohibitions have been expressly stated in federal guidelines:

1. Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations, or collective works.
2. Unless expressly permitted by agreement with the publisher and authorized by district action, there shall be no copying from copyrighted, consumable materials such as workbooks, exercises, test booklets, answer sheets, and the like.
3. Employees shall not:
  - a. Use copies to substitute for the purchase of books, periodicals, musical recordings, consumable works such as workbooks, computer software, or other copyrighted material.
  - b. Copy or use the same item from term-to-term without the copyright owner's permission.
  - c. Copy or use more than nine instances of multiple copying of protected material in any one term.
  - d. Copy or use more than one short work or two excerpts from works of the same author in any one term.
  - e. Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: *Notice: This material may be protected by copyright law.*
  - f. Reproduce or use copyrighted material at the direction of someone in higher authority or copy/use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - g. Require other employees or students to violate copyright law or fair use guidelines.

## **Authorized Reproduction and Use of Copyrighted Materials in the Library:**

A library may make a single copy or three digital copies of:

- An unpublished work in its collection.
- A published work in order to replace it because it is damaged, deteriorated, lost, or stolen provided that an unused replacement cannot be obtained at a fair price.
- A work that is being considered for acquisition although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case, the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship, or research. Any other use may subject the person to liability for copyright infringement.

## **Authorized Reproduction and Use of Copyrighted Music or Dramatic Works:**

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction.
- Make multiple copies for classroom use of an excerpt of not more than 10% of a printed musical work if it is to be used for academic purposes other than performance provided that the excerpt does not comprise a part of the whole musical work, which would constitute a performable unit such as a complete section, movement, or song.
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed, or are otherwise not available.
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal.
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions.
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner provided that:

- a. The performance is not for a commercial purpose
- b. None of the performers, promoters, or organizers are compensated
- c. Admission fees are used for educational or charitable purposes only

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright law.

**Recording of Copyrighted Programs:** Television programs, excluding news programs transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this provision, check with the teacher-librarian or the subscription database (e.g. United Streaming).

Off-air recordings may be used once by individual teachers in the course of instructional activities and repeated once only when reinforcement is necessary within a building during the first 10 consecutive school days, excluding scheduled interruptions in the 45 calendar day retention period. Off-air recordings may be made only at the request of, and used by, individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 day retention period only for evaluation purposes (i.e. to determine whether or not to include the broadcast program in the teaching curriculum). Permission must be secured from the publisher before the recording can be used for instructional purposes after the 10-day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

**Authorized Reproduction and Use of Copyrighted Computer Software:** Schools have a valid need for high-quality software at reasonable prices. To ensure a fair return to the authors of software programs, the district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs.

To this end, the following guidelines shall be in effect:

1. All copyright laws and publisher license agreements between the vendor and the district shall be observed.
2. Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment.
3. A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the district shall make a back-up copy that will be used for replacement purposes only.
4. A copy of the software license agreement shall be retained by the Executive Director of Technology, or designee.
5. A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

**Fair Use Guidelines for Educational Multimedia:** Students may incorporate portions of copyrighted materials in producing educational multi-media projects such as videos, Power Points, podcasts, and websites for a specific course and may perform, display, or retain the projects.

Educators may perform or display their own multi-media projects to students in support of curriculum-based instructional activities. These projects may be used:

- In face-to-face instruction.
- In demonstrations and presentations, including conferences.
- In assignments to students.
- For remote instruction if distribution of the signal is limited.
- Over a network that cannot prevent duplication for 15 days. After 15 days a copy may be saved onsite only.
- In their personal portfolios.

Educators may use copyrighted materials in a multi-media project for two years. After that, permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multi-media project:

1. Motion Media: Ten percent or three minutes, whichever is less.
2. Text Materials: Ten percent or 1,000 words, whichever is less.
3. Poetry: An entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology.
4. Music, Lyrics, and Music Video: Up to 10% but no more than 30 seconds. No alterations that change the basic melody or fundamental character of the work.
5. Illustrations, Cartoons, and Photographs: No more than five images by an artist and no more than 10% of 15 images, whichever is less from a collective work.
6. Numerical Data Sets: Up to 10% or 2,500 field or cell entries, whichever is less.

Fair use does not include posting a student's or teacher's work on the internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.

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Adopted: 7/07

Reviewed: 7/11; 9/12; 9/13; 2/15; 4/18

Revised: 1/10

Related Policy (Code#): 603.14



## Education Program

### Policy Title: Guidance and Counseling Code 604.1

The Linn-Mar Community School District shall provide a student guidance and counseling program. The guidance ~~school~~ counselor shall be certified with the Iowa Department of Education and hold the qualifications required by the Board of Education and the Board of Educational Examiners.

The guidance and counseling program will serve grades PK-12. The program will assist students with their personal, educational, and career development. The program shall be coordinated with the education program and will involve licensed personnel.

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Adopted: 6/70

Reviewed: 7/11; 9/12; 2/15

Revised: 10/13; 3/18; 4/18

Related Policy (Code#): 505.6; 505.6-R; 602.1; 604.5

Legal Reference (Code of Iowa): § 622.10; 281 IAC 12.3(6), .5(21)





**Policy Title: Guidelines for Use of  
Professional Therapy Dogs  
Code 604.2**

**Role and Purpose of Certified Assistance Dog Teams:** Professional therapy dogs certified with their owners/handlers as certified assistance dog teams provide emotional and physical support in educational settings. These highly trained dogs model good behavior, tolerance, and acceptance. All certified assistance dog teams in the Linn-Mar Community School District work to support and positively influence student achievement.

**Definition, Certification, and Approval for Use of Therapy Dogs:** Professional therapy dogs are trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as part of the handler's occupation or profession. A professional therapy dog has been temperament tested by a trainer affiliated with an organization recognized as qualified to perform temperament testing. Therapy dogs, along with their handlers, perform services in institutional settings, community-based group settings, or with individuals who have disabilities. Therapy dogs *are not* family pets that have been certified as pet therapy animals. *Refer to page 3: Pet Visitation Dogs.*

Professional therapy dogs have passed a public access test administered by a trainer/evaluator recognized by the Linn-Mar Community School District. Handlers and their dogs are administered the public access test for re-evaluation during their first year of service. The public access test may be administered by a trainer/evaluator recognized by the district.

Professional therapy dogs are owned by a professional educator in the district who wishes to use a therapy dog to augment their educational program. Professional therapy dogs may be used in school settings on a regular basis once the following documentation is in place:

1. Administrative Approval: *Refer to Policy 604.2-E1*
  - Use of a therapy dog must be approved by the building administrator in which the handler works. A letter stating administrator approval should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
2. Vaccination, Health, and Grooming Requirements: *Refer to Policy 604.2-E2*
  - The owner/handler must provide a record of annual vaccinations received by the therapy dog and signed by a licensed veterinarian. These health records should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
  - The therapy dog should receive an annual Bordetella vaccination. Rabies and 5-way Parvo/Distemper (DHPP) shall be administered every three years. *Note: therapy dogs less than one year of age or receiving their rabies and parvo*

*vaccinations for the first time shall receive a follow-up vaccine in one year with administration every three years thereafter.*

- The therapy dog should receive an annual comprehensive wormer or fecal check.
- The therapy dog should be checked for external parasite control.
- Owners/handlers will administer preventative parasite (flea and tick) control and heartworm medication year-round. Annual tests for heartworms is recommended. *Note: Frontline Plus is recommended due to its non-toxic nature which is important in a school environment.*
- The therapy dog should be groomed and bathed regularly. For dogs in a working environment, monthly to bi-monthly baths are recommended as is daily brushing. Good judgment should be used based on the dog's hair, skin, and dander concerns. The owner/handler must also ensure proper health care through regular brushing of the dog's teeth (several times weekly), nail trims as needed, and weekly ear cleaning/checks.

3. Public Access Test Documentation:

- A copy of the public access test certificate of completion should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.
- Certification verifying that both the handler and therapy dog passed the public access test must be sent by the certifying institution directly to the Executive Director of Student Services.
- Records of advanced obedience, agility, or other trainings should be kept on file in the building in which the handler works and a copy sent to the Executive Director of Student Services.

4. Review of Guidelines and Procedures:

- Guidelines and procedures for the use of professional therapy dogs will be reviewed annually with staff and students at the beginning of the academic year.
- Guidelines and procedures for the use of professional therapy dogs will be reviewed as needed throughout the year as determined by the building administrator, handler, and Executive Director of Student Services.

5. The privilege to bring the therapy dog into the school setting may be terminated should the owner/handler or the dog behave in a way deemed unprofessional or unsafe.

6. When a professional educator in the district uses a professional therapy dog according to the above guidelines, the building in which the handler works and the professional educator will be covered by the district's general liability coverage.

**Pet Visitation Dogs:** A pet visitation dog is owned by a volunteer or student who *is not* employed by the Linn-Mar Community School District, but who has received registration and/or recognition for volunteer pet visitation. *These dogs are not considered to be professional therapy dogs.*

For a dog to be used on a *volunteer basis* these guidelines must be followed:

1. If the handler of the dog is an employee of the district, the handler and dog *must be* certified under the professional therapy dog guidelines listed above.

2. The dog may be used no more than one visitation per week for a two-hour interval. Should the dog be used more often or for longer periods the dog must pass all requirements for professional therapy dog status before it may be used in the schools.

The following documentation must be kept on file in the office of the Executive Director of Student Services and in the building in which the pet visitation dog is used:

- a. Current certification/registration from the therapy dog organization administering the evaluation and testing.
- b. Current veterinary records of worming schedules and annual vaccinations for five-way Parvo/Distemper (DHPP) and Bordetella, as well as rabies vaccinations every three years.
- c. Proof of insurance.
- d. Letter of approval from the building administrator.

If you have questions about the therapy dog program please contact:

Executive Director of Student Services  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
319-447-3003

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Adopted: 8/17

Related Policy (Code#): 604.2-E1-E2

Reviewed: 4/18



## Checklist of Documentation Required for Use of Professional Therapy Dogs

*Please Print*

Name of Professional Dog Owner: \_\_\_\_\_

Name of Professional Dog Handler: \_\_\_\_\_

Name of Professional Therapy Dog: \_\_\_\_\_

Building in which therapy dog will work: \_\_\_\_\_

### \_\_\_\_\_ **Administrative Approval:**

A signed statement reflecting administrator approval for use of a professional therapy dog.

### \_\_\_\_\_ **Health Records:**

A copy of annual vaccinations and exams signed by a licensed veterinarian including a photocopy of the rabies certificate. *It is expected that all owners/handlers will use year-round preventative medication for heartworm/external parasites.*

- Rabies, five-way Parvo/Distemper, and Bordetella vaccinations
- Comprehensive wormer or fecal check
- External parasite control (*Frontline Plus is recommended*)

*Note: for dogs less than one year of age, or receiving their first Parvo/Distemper and rabies vaccination, follow-up vaccines will take place in one year. For all other dogs, these vaccinations will take place every three years.*

\_\_\_\_\_ **Public Access Test:** Certificate verifying the owner/handler and dog have passed.

\_\_\_\_\_ **Current Certification Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Professional Dog Owner/Handler

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Executive Director of Student Services

\_\_\_\_\_  
Date Signed

Adopted: 8/17

Related Policy (Code#): 604.2; 604.2-E2

Reviewed: 4/18



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**Vital Information for Use of Professional Therapy Dogs**

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**Please Print**

Name of Professional Dog Owner: \_\_\_\_\_

Name of Professional Dog Handler: \_\_\_\_\_

Name of Professional Therapy Dog: \_\_\_\_\_

Building in which therapy dog will work: \_\_\_\_\_

Therapy Dog and Handler's Certification Date: \_\_\_\_\_

Name of Certifying Organization: \_\_\_\_\_

Date for Re-certification: \_\_\_\_\_

**Emergency Contact Names and Phone Numbers in Case of Issue with Therapy Dog:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Veterinarian Contact Information:**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

**Dates Regarding Therapy Dog's Care:**

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Last Health Check \_\_\_\_\_

Annual Worm Check: \_\_\_\_\_ Parvo/Distemper: \_\_\_\_\_ Rabies: \_\_\_\_\_

*Note: Five-way Parvo/Distemper (DHPP) and rabies vaccinations shall be updated every three years. Dogs less than one year of age or receiving vaccinations for the first time shall receive a follow-up in one year with vaccinations every three years thereafter. Verification that preventative parasite control (fleas and ticks) as well as heartworm medication is given year-round.*

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*Owner's Signature*

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*Date Signed*

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Adopted: 8/17

Related Policy (Code#): 604.2; 604.2-E1

Reviewed: 4/18



## Education Program

### **Policy Title: Talented and Gifted Program Code 604.4**

The board shall provide an education program for students who have been identified as talented and gifted.

It shall be the responsibility of the superintendent, or designee, to develop a talented and gifted program which provides for identifying students, for program evaluation, and training of employees.

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Adopted: 8/89

Reviewed: 7/11; 9/12; 2/15; 4/18

Revised: 10/13

Legal Reference (Code of Iowa): §§ 257.42-49; 281 IAC 12.5(12); 59



## Education Program

### **Policy Title: Program for Students at Risk Code 604.5**

The board shall provide a program which encourages and promotes appropriate opportunities for students at risk to succeed in the education program.

It shall be the responsibility of the superintendent, or designee, to develop a program for students at risk.

It shall also be the responsibility of the superintendent, or designee, to develop a Student At Risk Program which provides for identifying students, for program evaluation, and for the training of district personnel.

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Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18

Revised: 11/07

Legal Reference (Code of Iowa): §§ 256.9; 261C; 262.71; 280.19; 442.51-54; 670 IAC 58; 281 IAC 12.5(13)



## Education Program

### **Policy Title: School Library Code 604.6**

The school district shall maintain a school library in each student attendance center for use by employees and by students during the school day.

Materials for the library will be acquired according to *Policy 602.27 Selection of Instructional Materials*.

It shall be the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the school library.

It shall be the responsibility of the superintendent, or designee, to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

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Adopted: 3/99

Reviewed: 7/11; 9/12; 10/13; 4/18

Revised: 2/15

Related Policy (Code#): 602.16; 602.16-R; 602.27

Legal Reference (Code of Iowa): §§ 256.7(24); 279.8; 280.14; 301 (2013); 281 IAC 12.3(11)-(12)





**Policy Title: Student Progress Reports and Conferences  
Code 605.1**

The following are the objectives of a system of student progress reporting practices:

- a. To inform parents, guardians, or legal custodians of their student's progress.
- b. To clarify the expectations of the instructional program.
- c. To record for students their growth or achievement.
- d. To assist students in evaluating their growth or achievement
- e. To assist the student, parent, guardian or legal custodian, and the school in working cooperatively for the welfare of the student.

Students shall receive a progress report at the end of each regular grading period. Prior to the end of the grading period, a reasonable attempt will be made to notify parents, guardians, or legal custodians of students who are not achieving as expected. The board encourages the notification to the parents, guardians, or legal custodians of students who have made marked improvement prior to the end of the grading period.

The elementary schools, middle schools, and high school will hold conferences at a minimum of once a year.

In addition to the scheduled conference time parents, guardians, legal custodians, teachers, or principals may request a conference. Parents, guardians, legal custodians, and students are encouraged to discuss the student's progress or other matters with the student's teacher.

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Adopted: 6/70

Reviewed: 9/12; 4/18

Revised: 6/11; 10/13; 2/15

Legal Reference (Code of Iowa): §§ 256.11-11A; 280 (2011); 281 IAC 12.3(6), .3(7), .5(16)



## Education Program

### Policy Title: Testing Program Code 605.2

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

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

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

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

It shall be the responsibility of the superintendent, or designee, in conjunction with the principal to develop administrative regulations regarding this policy.

It shall be the responsibility of the superintendent, or designee, to provide the board annual reports on the evaluation and testing program.

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Adopted: 6/70

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

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

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



**Policy Title: Graduation Requirements  
Code 605.3**

Students must successfully complete the courses required by the school board and the Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent, or designee, to ensure that students complete grades 1 through 12 and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

**Early Graduation:** Students meeting all requirements for graduation and electing to graduate early must apply for early graduation at least one month prior to the student's final quarter. Applications can be picked up in the high school guidance office and submitted to the principal's office. The principal will meet with each early graduation applicant prior to recommending candidates to the school board for approval.

**Graduation Requirements:** Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

- English (40 credits): Must include English 9 or English I (10 credits), English II (10 credits). May opt out if passes English I with a 90% or higher grade, English III, or Advanced English and one speech/acting course (5 credits).
- Mathematics (30 credits): Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra I may not take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year math requirement.
- Science (30 credits): Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), and a physical science course (Chemistry, Physics, or Earth and Physical Science (10 credits).
- Social Studies (30 credits): Must include US History 9 or US History 1/AP US History (10 credits), World History/AP World History (10 credits), and American Government/AP American Government (5 credits).
- Health/PE (25 credits): Must include Health (5 credits).

Graduation requirements for students with an Individualized Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. Prior to graduation, the IEP team shall determine whether the graduation requirements have been met.

**COMPASS Credits:** High School credits are available via the COMPASS Alternative High School Program. Linn-Mar will accept credit hours for approved courses that can be applied to requirements for the Linn-Mar High School diploma. Students should visit with their assigned counselor, or the Academic Assistance Counselor, to develop an approved plan for this option.

**Post-Secondary Opportunities (Senior Year Plus):** Credit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by the individual college.

**Advanced Placement:** Linn-Mar High School offers Advanced Placement (AP) courses in Art History, Calculus (AB and BC), Statistics, Biology, Chemistry, Physics (B), English Literature, Music Theory, World History, Psychology, US Government, and US History. A minimal number of AP courses are available thru the Iowa AP Online Academy. Students who complete these courses can take a standard AP exam. Many colleges and universities accept AP courses for college credit depending upon individual AP exam scores. More information is available in the high school guidance and TAG offices.

**Board Recognition:** The Board of Education will recognize students who earn 300 or more credits at graduation as Linn-Mar Board of Education Scholars for exceeding graduation requirements at an exemplary level.

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Adopted: 12/71

Reviewed: 9/12; 4/18

Revised: 6/11; 10/3; 2/15

Legal Reference (Code of Iowa): §§ 256.11-11A; 279.8; 280.3, .14 (2011); 281 IAC 12.2, .3(7), .5; 41.10(9)



## Education Program

### **Policy Title: Early Graduation Code 605.31**

Students who expect to meet the total hourly graduation requirements as specified in *Policy 605.3 Graduation Requirements*, may apply for early graduation.

The superintendent, or designee, will develop and communicate early graduation procedures to be followed.

Recommendations for early graduation will be forwarded to the Board of Education for final approval.

Final approval of early graduation is contingent upon fulfilling the requirements for graduation prescribed by *Policy 605.3 Graduation Requirements*.

Students who graduate early may participate in the regular commencement exercises if they meet the requirements of *Policy 605.32 Participation in Graduation Ceremonies*.

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Adopted: 12/71

Reviewed: 6/11; 9/12; 10/13; 2/15; 4/18

Revised: 12/07

Related Policy (Code#): 605.3; 605.31-R; 605.31-E1-E2; 605.32

Legal Reference (Code of Iowa): 279.8; 280.3 (2011)



## **Administrative Regulations Regarding Early Graduation**

**Code 605.31-R**

Applications for graduation at the end of the junior year must be filed by February 1<sup>st</sup> of the junior year. Applications for graduation at the end of the first semester of the senior year must be filed by September 15<sup>th</sup> of the senior year.

Applications must be filed in the high school principal's office. Applications not filed by the deadline will not be considered that semester unless unusual circumstances are involved. Exceptions must have the approval of the principal.

The procedures below will be followed for the early graduation process:

1. Student fills out application.
2. List of early graduation applicants is given to high school staff for review. Staff members have seven calendar days to communicate any information regarding the applicants.
3. A conference between parents, guardians, legal custodians, and designated school personnel will be held to discuss the student's early graduation request. If the student is 18 years of age or older, the parents, guardians, or legal custodians are not required to attend.
4. Parent, guardian, or legal custodian written approval given after the conference.
5. Review by evaluation committee.

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Adopted: 12/71

Reviewed: 6/11; 9/12; 2/15; 4/18

Revised: 10/13

Related Policy (Code#): 605.3; 605.31; 605.31-E1-E2; 605.32



## Early Graduation Application

**Code 605.31-E1**

I, \_\_\_\_\_, apply for early graduation from Linn-Mar High School at the end of \_\_\_\_\_ semester of the \_\_\_\_\_ school year.

My reasons for wishing to graduate before \_\_\_\_\_ are listed below (*attach additional sheet if needed*):

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I understand that in addition to having met the prescribed requirements for graduation by the time noted in the application, the following procedures will be followed before a diploma is granted:

1. On September 15<sup>th</sup>, or as soon as possible thereafter, and on February 1<sup>st</sup>, or as soon as possible thereafter, all high school licensed personnel will be notified of my application. Any staff member who has information or knowledge bearing upon my application request will have seven calendar days to communicate the information to the principal. These deadlines may be waived by the principal when unusual circumstances arise.
2. A conference between my parents, guardians or legal custodians, and designated school personnel will be held to discuss the ramifications of my early graduation. If I am 18 years of age or older my parents, guardians, or legal custodians are not required to attend.
3. My parents, guardians, or legal custodians must sign their approval after the conference before any further proceedings. This phase is to be completed by November 1<sup>st</sup> for a winter application and February 20<sup>th</sup> for a spring application. If I am 18 years of age my signature is sufficient for completion of Step 3.
4. An evaluation committee consisting of one guidance counselor and one principal will accept or reject my application. Results of the committee's decision will be communicated to me by November 15<sup>th</sup> for winter applicants and by March 7<sup>th</sup> for spring applicants.
5. Final approval for my early graduation request must be given by the Board of Education.
6. Formal commencement exercises will be held only in the spring of each year. I must communication with school officials if I wish to participate.

**Right of Appeal:** If the evaluation committee rejects my application I may appeal the decision to the superintendent.

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Student's Printed Name

Student's Signature

Date

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Reviewed: 2/15; 4/18

Revised: 10/13

Related Policy (Code#): 605.3; 605.31; 605.31-R; 605.31-E2; 605.32



## Parental Permission for Early Graduation

**Code 605.31-E2**

Having conferred with school personnel regarding early graduation for my student,  
\_\_\_\_\_, I agree to let the school proceed with the  
evaluation process.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/Legal Custodian's Signature

\_\_\_\_\_  
Date

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### Evaluation Committee Report

After due consideration, the early graduation application of \_\_\_\_\_  
*Student's Name*

is hereby:   accepted   ☐   rejected   ☐

\_\_\_\_\_  
Guidance Counselor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date





**Policy Title: Participation in Graduation Ceremonies  
Code 605.32**

Only those students who have completed all graduation requirements and who finish their final school year in good standing may participate in the graduation ceremony.

Students who do not meet these conditions prior to the graduation ceremony will be awarded a diploma after the graduation requirements and the requirements for good standing have been completed.

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Adopted: 5/82

Reviewed: 6/11; 9/12; 10/13; 2/15; 4/18

Revised: 7/03

Related Policy (Code#): 605.3; 605.31; 605.31-R; 605.31-E1-E2

Legal Reference (Code of Iowa): 279.8; 280.3 (2011)



**Policy Title: Student Promotion and Retention  
Code 605.5**

Students will be promoted or retained at the end of each school year based on their achievement, age, maturity, emotional stability, and social adjustment.

The promotion or retention of a student will be determined on the judgment of licensed personnel, the principal, and the associate superintendent. When, in the judgment of licensed personnel, a student's academic skill development is inadequate or a student's completion of grade level requirements is unsatisfactory, the possibility of retaining the student shall be discussed with the parents, guardians, or legal custodians. The purpose of this discussion shall be to clarify the concerns about the student's performance and to enlist the support of the parents, guardians, or legal custodians in corrective action.

When, in the judgment of licensed personnel, a student needs to be retained in the same grade or class for another year, parents, guardians, or legal custodians shall be informed as early in the year as possible. Final decisions regarding retention are the responsibility of the associate superintendent. Parents, guardians, or legal custodians and/or students may appeal such decisions to the superintendent or designee.

Each year students in grades 9 through 12 will be informed of the required course work necessary to graduate. When it becomes evident a student in these grades will be unable to meet the graduation requirements the parents, guardians, or legal custodians will be informed. Students who are determined to be unable to meet graduation requirements with their class will receive academic counseling to identify deficiencies and to create a remediating plan.

It shall be the responsibility of the superintendent, in conjunction with the principals, to develop administrative regulations regarding this policy. In developing the regulations, the procedures for promotion and retention shall be included.

Early graduation is allowed in accordance with *Policy 605.31 Early Graduation*.

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Adopted: 6/85

Reviewed: 6/11; 9/12; 2/15; 4/18

Revised: 1/10; 10/13

Related Policy (Code#): 605.31

Legal Reference (Code of Iowa): 256.11-11A; 297.8; 280.3 (2011); 281 IAC 12.3(7); 12.5(16)



## Education Program

### **Policy Title: Student Performance Testing for Course Credit Code 605.6**

In meeting the needs of the students, a student may earn credit through performance testing for course work which is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent, or designee, prior to taking the test.

Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, students must attend the class and complete the required work for credit.

No grade will be given for credit obtained through performance testing and the credit will not be involved in computing the student's grade point average (GPA).

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Adopted: 9/90

Reviewed: 6/11; 9/12; 10/13; 2/15; 4/18

Revised: 12/09

Related Policy (Code#): 605.2; 605.3; 605.31

Legal Reference (Code of Iowa): § 256.11; 281 IAC 12.5(19)



**Policy Title: Multicultural/Gender Fair Education  
Code 605.7**

Students shall have an opportunity for a quality education without discrimination regardless of their race, religion, creed, socio-economic status, color, sex, marital status, national origin, sexual orientation, gender identity, or disability.

The education program shall be free of discrimination and provide equal opportunity for all students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups of both men and women to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, European-Americans, American Indians, and persons with disabilities. It shall also reflect the wide variety of roles open to men and women and provide equal opportunity to both genders.

The district shall support multicultural and gender fairness in the education program through a committee involving parents, guardians, legal custodians, students, employees, and community members appointed by the superintendent. The committee shall be charged with monitoring district programs and reporting annually to the board.

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Adopted: 4/99

Reviewed: 6/11; 9/12; 2/15; 4/18

Revised: 1/10; 10/13

Related Policy (Code#): 103.1; 600.1

Legal Reference (Code of Iowa): §§ 216.9; 256.11 (2013); 281 IAC 12.5(8)



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

**Linn-Mar Community School District Board of Education  
Work Session Minutes  
April 9, 2018**

**100: Call to Order and Determination of a Quorum**

President Nelson called the meeting to order at 5:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Isenberg, Anderson and Weaver.

**200: Adoption of Agenda *Motion 117-04-09***

Motion Abouassaly, second Weaver to approve the agenda. Voice vote, all ayes. Motion carried.

**300: Work Session**

**301: Community Promise**

*Exhibit 301.1*

Nick Glew, President of Marion Economic Development Company (MEDCO) shared updates on the Community Promise and other MEDCO activities. He reviewed the 2017 goals that were met in regard to the Community Promise as well as plans for 2018. This program is meant to be a three way agreement between students, MEDCO and the community to help students get connected with career opportunities.

**302: Blended Learning**

*Exhibit 302.1*

Mark Hutcheson gave an update on the Blended Learning classes for the 2017-18 year. He shared student survey data as well as performance data. Overall, the data is positive. Next year the offerings will be expanded to 28 sections. Students and teachers were present to answer questions from the board.

**303: HS Counseling**

*Exhibit 303.1*

Elizabeth Kreher and Jennifer Thurston gave a presentation on the high school counseling program. They explained that they are in the process of becoming a RAMP certified program which is a designation that no high school in the state currently holds. The program consists of four pillars that they are working on: foundation, delivery, management and accountability. They also shared with the board a list of activities, programs, etc., that are offered in each of the grades through the counseling office.

**304: Bond Campaign Update**

*Exhibit 304.1*

Superintendent Shepherd shared several documents in regard to long range planning and bond information. He informed them that the Facilities Advisory Committee would be meeting on April 10. Shepherd stated that about 800 signatures had been obtained to call the bond election, 1500 are required.

**400: Adjournment *Motion 118-04-09***

Motion Wall, second AbouAssaly to adjourn at 6:35 PM. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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Angie Morrison, Board Secretary



**Linn-Mar Community School District Board of Education  
Regular Meeting Minutes  
April 9, 2018**

**100: Call to Order and Determination of a Quorum**

President Nelson called the meeting to order at 7:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Isenberg, Anderson and Weaver.

**200: Adoption of Agenda *Motion 119-04-09***

Motion Abouassaly, second Anderson to approve the agenda. Voice vote, all ayes. Motion carried.

**300: Special Proclamation**

*Exhibit 300.1*

Sondra Nelson, Board President, read a proclamation designating April 15-21, 2018, as Volunteer Week within the district.

**400: Budget Presentation**

*Exhibits 400.1-2*

Chief Financial/Operating Officer JT Anderson presented information on the proposed certified budget for fiscal year 2019. The overall tax rate will remain at \$17.37; \$1000 of taxable valuation. He shared a comparison of Linn-Mar to the other larger districts within Linn County. Anderson also reviewed the various funds and allowable uses of each, as well as a breakdown of the tax levy for each fund.

**500: Audience Communications:** There were no audience communications.

**600: Public Hearing**

*Refer to Exhibits 400.1-2*

A public hearing was held on the proposed FY2019 certified budget. There was no public comment.

**700: Informational Reports**

**701: Marion City Council**

The board shared highlights of the Marion City Council meetings held in March and April.

**702: Board Visits**

The board recapped their visits to Bowman Woods and Linn Grove. These continue to be a highlight for many board members as they interact with the students and staff.

**703: Finance/Audit Committee**

Restroom bids were reviewed at the last Finance/Audit meeting.

**704: Iowa BIG Advisory Committee**

Isenberg discussed the March 7<sup>th</sup> Iowa BIG Advisory meeting. There will be 67 students at Big on Boyson next year. There are also a lot of schools requesting to visit the program, so the committee is discussing how to best handle these requests.

**705: Board Book**

*Exhibit 705.1*

Superintendent Shepherd shared highlights from the April 9<sup>th</sup> Board Book.

## **800: Unfinished Business**

**801: Application and Certificate for Payment** ***Motion 120-04-09*** *Exhibit 801.1*  
Motion AbouAssaly, second Lausen to approve the application and certificate for payment to Larson Construction for \$64,896.46 in relation to the completion of work on the high school renovation project. Voice vote, all ayes. Motion carried.

**802: Proposed Certified Budget for FY19** ***Motion 121-04-09*** *Refer to Exhibits 401.1-2*  
Motion AbouAssaly, second Anderson to approve the proposed certified budget for fiscal year 2019, as presented. Voice vote, all ayes. Motion carried.

## **900: New Business**

**901: Quote for Indian Creek Electrical Upgrade** ***Motion 122-04-09*** *Exhibit 901.1*  
Motion AbouAssaly, second Lausen to approve the quote from Community Electric for the Indian Creek Elementary electrical upgrade for the base bid of \$79,800. Voice vote, all ayes. Motion carried.

**902: Receive and File Recommendation to Terminate Employment Contract** ***Motion 123-04-09***  
Motion Abouassaly, second Lausen to receive and file with Angie Morrison, Board Secretary, the superintendent's recommendation regarding the termination of an employment contract. Roll call vote, all ayes. Motion carried. The recommendation was received and filed.

**903: Decision on Recommendation to Terminate Employment Contract** ***Motion 124-04-09***  
Motion AbouAssaly, second Lausen that the superintendent's recommendation be accepted and that the nursing contract of Angela Beik regarding services rendered or to be rendered for the 2017-18 school year be terminated effective immediately for the reasons that were set forth in the superintendent's Notice of Recommendation to Terminate Employment Contract. Roll call vote, all ayes. Motion carried.

**904: Early Graduation Requests** ***Motion 125-04-09*** *Exhibit 904.1*  
Motion Wall, second Weaver to approve the early graduation requests as presented. Voice vote, all ayes. Motion carried.

1. Baumhoefener, Levi	8. Rowenhorst, Christopher
2. Bell, Nicholas	9. Quam-Tenney, Valek
3. Brick, Jade	10. Towlerton, Mitch
4. Campbell, Katherine	11. Velazquez, Sarah
5. Carr, Sera	12. Waddell, Sydney
6. Dorgan, Reiley	13. Wright, Jamesen
7. Guerrero, Christian	

**905: Open Enrollment Requests** ***Motion 126-04-09*** *Refer to Exhibit 905.1*  
Motion Wall, second Lausen to approve the list of open enrollment requests as presented in exhibit 905.1. Voice vote, all ayes. Motion carried.

## **1000: Consent Agenda**

**1001: Personnel**

***Certified Staff: Assignment/Reassignment/Transfer***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Fritz, Bridgette	From .5 OR/.5 HS to 1.0 HS Spanish Teacher	8/17/18	Same
Reynolds, Lauren	OR/HS Spanish Teacher	8/15/18	MA Step 1
Sentman, Thad	HS: From .5 to 1.0 Orchestra Teacher	8/17/18	Same

***Certified Staff: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Burns, Tamara	IC: Student Support Services Teacher	6/5/18	<b>Retirement</b>
Christopherson, Jennifer	Elementary Teacher (2017-18 Leave of Absence)	6/1/18	Personal
Hachey, Wylie	NE: Art Teacher	3/29/18	Personal
Larson, Caroline	Elementary Teacher (2017-18 Leave of Absence)	6/1/18	Relocation
Steimel, Sara	OR/EX: TAG Teacher	6/1/18	Personal

***Classified Staff: Assignment/Reassignment/Transfer***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Baumhoefener, Laura	AC: Aquatic Instructor	3/14/18	\$11.00/hour
Geater, Jaye	EH: Student Support Associate	4/9/18	LMSEAA II, Step 10
Heefner, Mark	WE: From Lead Custodian to Custodian	3/19/18	SEIU C, Step 5
Jackson, Markea	AC: Aquatic Instructor	3/19/18	\$11.00/hour
Kelley, Cameron	AC: Swim Lesson Instructor	3/10/18	\$15.00/hour
Kroupa, Jamie	EX: From Custodian to Lead Custodian	3/5/18	SEIU C+.25, Step 6
Kuper, Janea	AC: Aquatic Instructor	3/26/18	\$11.00/hour
McCombs, Corbin	O&M: Athletic Grounds/Facilities Coordinator	4/9/18	SEIU C-1, Step 1
Neihart, Julia	IC: From Gen Ed Assistant to Para-Professional	3/21/18	LMSEAA V, Step 6
Ruh, John	TR: Regular Sub Bus Driver	3/29/18	Step 1
Scherbaum, Nathaniel	WE: From Custodian to Lead Custodian	3/19/18	SEIU C+.25, Step 2
Schultz, Sydney	AC: Aquatic Instructor	3/22/18	\$11.00/hour
Sodawasser, Andrew	WF: Student Support Associate	3/19/18	LMSEAA II, Step 6

***Classified Staff: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Berggren, Cathy	LRC: Nutrition Services Coordinator	8/3/18	<b>Retirement</b>
Bielefeld, Wendy	AC: Academic Aquatic Instructor	3/10/18	Personal
Boyles, Jessica	WE: Student Support Associate	3/19/18	Personal
Harms, Yovonne	EX: Custodian	3/15/18	Termination
Hoffa, Annette	HS: Student Support Associate	6/1/18	<b>Retirement</b>
Johnson, Darlene	HS: Media Assistant	6/1/18	<b>Retirement</b>
Kern, Danielle	WE: Para-Professional	3/29/18	Other Employment
Milbach, Joan	NS: LG Production Manager	6/8/18	<b>Retirement</b>
Reeves, Kortlan	AC: Academic Aquatic Instructor	3/10/18	Other Employment

***Extra-Curricular: Assignment/Reassignment/Transfer***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Salary Placement</b>
Berger, Scott	HS: Assistant Boys' Soccer	3/23/18	\$3,195
Finnerty, Michael	HS: Assistant Cross Country Coach	8/10/18	\$3,195
Haines, Kiley	HS: From Assistant to Head 10 <sup>th</sup> Gr Volleyball Coach	8/6/18	\$4,261
Takaoka, Sho	HS: Assistant Boys' Soccer Coach	3/7/18	\$3,195

***Extra-Curricular: Resignation***

<b>Name</b>	<b>Assignment</b>	<b>Dept Action</b>	<b>Reason</b>
Becker, Kristin	HS: Assistant Varsity Girls' Basketball Coach	3/30/18	Personal



1002: Approval of March 9<sup>th</sup> Special Session Minutes *Exhibit 1002.1*

1003: Approval of March 20<sup>th</sup> Special Session Minutes *Exhibit 1003.1*

1004: Approval of March 26<sup>th</sup> Special Session Minutes *Exhibit 1004.1*

1005: Approval of April 4<sup>th</sup> Special Session Minutes *Exhibit 1005.1*

1006: Approval of Bills *Exhibit 1006.1*

1007: Approval of Contracts *Exhibits 1007.1-14*

1. Coe College 2018-19 student teaching agreement
2. William Penn University 2018-19 student teaching agreement
3. Kirkwood Community College Workplace Learning Connection 2018-19 agreement
4. OPN Architects proposal for professional design services related to the Excelsior corridor flooring replacement project
5. OPN Architects agreement for design services and construction documents relating to the restroom remodels at Bowman Woods, Indian Creek, and Wilkins
6. Tricon Construction Group agreement for the restroom remodels at Bowman Woods, Indian Creek, and Wilkins for a base bid of \$570,000
7. Larson Construction change order for materials and labor associated with the high school renovation project for a decrease of \$47,011.00
8. Marion Columbus Club agreement for reservation and use of facility for AP testing in May 2018
9. Kirkwood Training & Outreach Services agreement for use of facility for AP testing in May 2018; fees to be waived
10. Siteimprove, Inc., software-as-a-service subscription
11. Synovia Solutions: pilot agreement for fleet management services
12. Innovative Modular Solutions operating lease agreement
13. State of Iowa, Department of Administrative Services Retirement Investor's Club administrative services agreement
14. Luke Sanders independent contractor agreement
15. Interagency agreements for special education and related services with Alburnett CSD (2), Aplington-Parkersburg CSD (1), Cedar Rapids CSD (4), Center Point Urbana CSD (1), College CSD (1), Davenport CSD (1), Marshalltown CSD (2), Muscatine CSD (1), and Ottumwa CSD (2). *For student confidentiality, exhibits not provided.*

1008: Fundraisers *Refer to Exhibit 1008.1*

1009: Overnight Excursions/Trips Requests *Exhibits 1009.1-3*

1. FFA - State Nomination Committee: April 17-19 in Ankeny, Iowa
2. FFA - Iowa Jr Academy of Science Competition: April 19-20 in Storm Lake, Iowa
3. FFA - State Leadership Conference: April 22-24 in Ames, Iowa

1010: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and policy 902.6, the district will list for sale obsolete equipment/furnishings on GovDeals.com. *No items at this time.*

1011: Informational Reports *Exhibits 1011.1-2*

1. Financial and cash balance reports as of 2/28/17
2. Financial and cash balance reports as of 2/28/18

1012: Approval of the Consent Agenda **Motion 127-04-09**

Motion AbouAssaly, second Anderson to approve the consent agenda. Voice vote, all ayes.  
Motion carried. The board thanked all of those retiring for their service.

**1100: Communications/Calendar/Committees**

Communication and calendar items were reviewed.

**1200: Adjournment Motion 128-04-09**

Motion Abouassaly, second Anderson to adjourn the regular meeting at 7:52 PM. Voice Vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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Angie Morrison, Board Secretary

*Minutes recorded by Angie Morrison.*

## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/06/2018 - 04/19/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
<b>Fund: GENERAL</b>		
AGVANTAGE FS	GASOLINE	\$3,462.70
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$897.34
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$117.80
ALLIANT ENERGY	ELECTRICITY	\$11,277.60
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$20.60
ANCHOR FRAME & AXLE	VEHICLE REPAIR	\$78.75
ANDERSON, JT	TRAVEL	\$189.15
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$5,880.00
BARANOWSKI BRIANNA	TRAVEL	\$40.95
BARNES & NOBLE	LIBRARY BOOKS	\$61.74
BRECKE	CHEMICALS	\$1,450.00
CALCARA MARILYN	TRAVEL	\$15.21
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$570.81
CAMPBELL JIM	TRAVEL	\$202.80
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$49.91
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$512.68
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$136.96
CENTURYLINK	TELEPHONE	\$2,528.07
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$1,612.03
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$94.82
CITY TREASURER'S OFFICE	INSTRUCTIONAL SUPPLIES	\$75.00
COLTON KRISTI	TRAVEL	\$8.74
COOKSLEY DAWN	TRAVEL	\$32.29
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$155.88
CRANDALL SHERI	TRAVEL	\$35.91
CULLIGAN	INSTRUCTIONAL SUPPLIES	\$43.50
DAFIT-NESS LLC	OTHER PROFESSIONAL	\$500.00
DEMCO	INSTRUCTIONAL SUPPLIES	\$113.03
DEVRIES TAMARA	TRAVEL	\$117.74
DRYSPACE INC	REPAIR/MAINT SERVICE	\$1,369.22
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$95.35
FASSELLUS CASEY	TRAVEL	\$8.39
FRY KEVIN	TRAVEL	\$14.27
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$596.00
GAUGER CATHY	TRAVEL	\$6.63
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$13.98
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$842.05
GRAINGER	MAINTENANCE SUPPLIES	\$939.54
GRANT WOOD AEA	GENERAL SOFTWARE	\$57,686.48
GRIGGS MUSIC INC	EQUIPMENT REPAIR	\$372.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$940.44
HALDEMAN-HOMME, INC	REPAIR PARTS	\$600.00
HALF PRICE BOOKS	LIBRARY BOOKS	\$64.18
HALLS PHOTO	GENERAL SUPPLIES	\$140.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/06/2018 - 04/19/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
HALVERSON GINGER	TRAVEL	\$254.51
HAYES ELIZABETH	TRAVEL	\$32.99
HELMKE SHANNA	TRAVEL	\$15.76
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$3,691.49
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$15.98
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$231.23
IMON COMMUNICATIONS LLC	TELEPHONE	\$7,489.12
INSTRUMENTALIST AWARDS	INSTRUCTIONAL SUPPLIES	\$323.00
IOWA DEPT OF AG & LAND STEWARDSHIP	DUES AND FEES	\$75.00
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$24.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$2,066.02
ISBGA	DUES AND FEES	\$25.00
ISFIS	OTHER PROFESSIONAL	\$237.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$249.99
KELLEY SARAH	TRAVEL	\$202.41
KELVIN TRAN	INSTRUCTIONAL SUPPLIES	\$1,000.00
KEVIN J. WOOD	INSTRUCTIONAL SUPPLIES	\$250.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$486.00
KOENEN KARLA	TRAVEL	\$18.41
LASER RESOURCES, LLC	Copies	\$7,515.73
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$246.55
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$173.03
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$286.82
LYNCH FORD	VEHICLE REPAIR	\$7,240.82
MARION INDEPENDENT SCHOOLS	TUITION OPEN ENROLL	\$1,268,978.70
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$1,429.02
MARION IRON CO.	MAINTENANCE SUPPLIES	\$183.35
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$2,484.54
MARION TIMES	ADVERTISING	\$35.06
MENARDS -13127	GENERAL SUPPLIES	\$86.79
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$196.27
MERCYCARE COMMUNITY PHYSICIANS	OTHER PROFESSIONAL	\$740.00
MIDWEST COMPUTER PRODUCTS	EQUIPMENT >\$1999	\$467.00
MILLENNIUM TECHNOLOGY OF IOWA	HEAT/PLUMBING SUPPLY	\$384.00
MORRISON ANGIE	TRAVEL	\$127.92
MULLER CATHERINE	TRAVEL	\$45.24
NORTHSTAR AV	AUDIO-VISUAL MEDIA	\$172.00
O'BRIEN LYNN	TRAVEL	\$2.26
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$55.94
ORKIN PEST CONTROL	Pest Control	\$425.00
P & D WELDING	REPAIR/MAINT SERVICE	\$500.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$320.42
PERFORMANCE THERAPIES, P.C.	INSTRUCTIONAL SUPPLIES	\$2,110.50
PFEIL, ANGELA	TRAVEL	\$56.08
PHELPS AMY	Professional Educational Services	\$597.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/06/2018 - 04/19/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$1,029.54
PLUMB SUPPLY CO.	MAINTENANCE SUPPLIES	\$260.14
POLAR ELECTRO INC	EQUIPMENT >\$1999	\$799.50
POOL TECH, A WGHK INC, COMPANY	CHEMICALS	\$537.70
QUILL CORPORATION	GENERAL SUPPLIES	\$60.82
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$203.74
QUINTIN SHEPHERD	TRAVEL	\$338.52
RIVERSIDE TECHNOLOGIES, INC	INSTRUCTIONAL SUPPLIES	\$874.00
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$590.72
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$449.10
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$62.60
SCHOLASTIC BOOK FAIR INC	MISC REVENUE	\$1,508.17
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$53.57
SCHOOLMART	INSTRUCTIONAL SUPPLIES	\$23.66
SIOUX CITY COMMUNITY SCHOOLS	TUITION IN STATE	\$3,410.40
SOCIAL THINKING	INSTRUCTIONAL SUPPLIES	\$168.26
STAMP CAROL	TRAVEL	\$48.09
STATE HYGIENIC LABORATORY	CHEMICALS	\$13.00
STRAND ANNA	TRAVEL	\$41.57
THE SHREDDER	OTHER PROFESSIONAL	\$172.00
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS	\$890.46
TRIER KELLY	TRAVEL	\$72.93
U.S. CELLULAR	TELEPHONE	\$698.22
UNITED REFRIGERATION	REPAIR PARTS	\$6.42
VAN METER CO	MAINTENANCE SUPPLIES	\$1,008.72
VEST-FELD-HAZER & ASSOCIATES INC	HEAT/PLUMBING SUPPLY	\$156.02
WALSH DOOR & HARDWARE	REPAIR PARTS	\$830.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$43.27
WEST MUSIC CO	EQUIPMENT REPAIR	\$307.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,905.07
ZIMMERMAN JESSICA	TRAVEL	\$7.64

**Fund Total: \$1,422,089.34**

**Fund: NUTRITION SERVICES**

ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$15,798.50
BARBARO NICK	UNEARNED REVENUE	\$35.00
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$1,453.98
FISH STACY	TRAVEL	\$88.92
GAVIN ANN	UNEARNED REVENUE	\$72.75
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$40.00
KECK, INC.	PURCHASE FOOD	\$14,284.20
LARRIMORE NICK	UNEARNED REVENUE	\$7.35
LASER RESOURCES, LLC	Copies	\$5.09
QUINBY CASSIOPIA	UNEARNED REVENUE	\$38.84

**Fund Total: \$31,824.63**

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/06/2018 - 04/19/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
CARROLL CONSTRUCTION SUPPLY	BLDG. CONST SUPPLIES	\$287.56
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
DESIGN ENGINEERS. P.C.	ARCHITECT	\$10,687.50
DIAMOND ENTERPRISES	CONSTRUCTION SERV	\$1,200.00
DRYSPACE INC	CONSTRUCTION SERV	\$2,731.80
INNOVATIVE MODULAR SOLUTIONS, INC.	MODULAR CLASSROOM LEASE PMTS	\$1,608.00
IOWA FIRE PROTECTION	CONSTRUCTION SERV	\$4,989.00
OPN ARCHITECTS, INC.	ARCHITECT	\$24,050.14
WALSH DOOR & HARDWARE	BLDG. CONST SUPPLIES	\$6,697.00
WASHBURN LAUNDRY EQUIPMENT	EQUIPMENT >\$1999	\$7,697.00
<b>Fund Total:</b>		<b>\$64,473.00</b>
<b>Fund: PUB ED &amp; REC LEVY</b>		
D & K PRODUCTS	GROUNDS UPKEEP	\$19,761.00
<b>Fund Total:</b>		<b>\$19,761.00</b>
<b>Fund: STUDENT ACTIVITY</b>		
AL-YASSIRI LATIF	OFFICIAL/JUDGE	\$120.00
AMES HIGH SCHOOL	DUES AND FEES	\$125.00
BOEHM ROMAN	OFFICIAL/JUDGE	\$235.00
BROWN DAVID	TRAVEL	\$50.31
BULICEK JACOB	OFFICIAL/JUDGE	\$119.20
BURESH RENTAL	INSTRUCTIONAL SUPPLIES	\$276.00
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$250.00
CEDAR VALLEY WORLD TRAVEL	INSTRUCTIONAL SUPPLIES	\$1,090.00
CLEPPER RYAN	OFFICIAL/JUDGE	\$110.00
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$220.80
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$901.60
DAVENPORT COMMUNITY SCHOOL DIST	OTHER ACT INCOME	\$200.00
DECKER EQUIPMENT	INSTRUCTIONAL SUPPLIES	\$1,792.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$354.50
DICK POND ATHLETICS INC	INSTRUCTIONAL SUPPLIES	\$3,789.00
DUBUQUE HEMPSTEAD HIGH SCHOOL	DUES AND FEES	\$85.00
DUNBAR KELLY	OFFICIAL/JUDGE	\$175.00
ENTERPRISE	TRAVEL	\$2,249.66
FALAH AL-YASSERY	OFFICIAL/JUDGE	\$235.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$349.55
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$50.00
HUNTERS RIDGE GOLF COURSE	DUES AND FEES	\$1,761.68
HUNTERS RIDGE GOLF COURSE	INSTRUCTIONAL SUPPLIES	\$20.00
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$78.75
INSTRUMENTALIST AWARDS	INSTRUCTIONAL SUPPLIES	\$135.00
IOWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES	\$44.30
IOWA SPORTS SUPPLY	INSTRUCTIONAL SUPPLIES	\$2,849.00
IRC TEAM SPORTS	INSTRUCTIONAL SUPPLIES	\$149.26
JANKOVIC SRDJAN	OFFICIAL/JUDGE	\$100.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 04/06/2018 - 04/19/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
JYM BAG	INSTRUCTIONAL SUPPLIES	\$367.50
KOLLEGE TOWN SPORTS	INSTRUCTIONAL SUPPLIES	\$600.38
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$66.32
LLOYD BEN	OFFICIAL/JUDGE	\$120.00
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$163.62
MEDICAL SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$51.25
MEIER MICHELLE	INSTRUCTIONAL SUPPLIES	\$350.00
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$812.88
MILBURN JON	OFFICIAL/JUDGE	\$110.00
MODEL UNITED NATIONS	DUES AND FEES	\$320.00
MONTICELLO HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$78.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$1,121.00
MWAMBA DAN DJIBRIL	OFFICIAL/JUDGE	\$110.00
PORTO'JONNY	INSTRUCTIONAL SUPPLIES	\$86.00
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$110.00
SANDERS MATTHEW	INSTRUCTIONAL SUPPLIES	\$150.00
SCHLEGEL SCOTT	OFFICIAL/JUDGE	\$60.00
SOWERS ROBYN	STUDENT FEES	\$650.00
TEE JARED	OFFICIAL/JUDGE	\$100.00
THADEN COURTNEY	OFFICIAL/JUDGE	\$100.00
TRIBBLE ALAN	OFFICIAL/JUDGE	\$60.00
TURNER TYLER	OFFICIAL/JUDGE	\$115.00
UNITYPOINT HEALTH	INSTRUCTIONAL SUPPLIES	\$180.00
VOSATKA MICHAEL	OFFICIAL/JUDGE	\$110.00
WAUKEE COMMUNITY SCHOOL DISTRICT	DUES AND FEES	\$60.00
WEST HIGH MATH CLUB	INSTRUCTIONAL SUPPLIES	\$120.00
WEST HIGH SCHOOL	DUES AND FEES	\$100.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$2,410.00
WESTERN DUBUQUE HIGH SCHOOL	DUES AND FEES	\$255.00
WOOD ERIC	OFFICIAL/JUDGE	\$230.00

**Fund Total: \$27,082.56**

**Fund: Student Store**

BSN SPORTS	GENERAL SUPPLIES	\$1,340.69
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**Fund Total: \$1,340.69**

**Grand Total: \$1,566,571.22**

End of Report

**Iowa State University  
COOPERATIVE AGREEMENT**

Exhibit 804.1

**by and between  
IOWA STATE UNIVERSITY AND LINN-MAR COMMUNITY SCHOOL DISTRICT**

This agreement is made and entered into this \_\_\_\_\_ Day of \_\_\_\_\_, 2018 ("Effective Date") by and between IOWA STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY on behalf of its Teacher Education Services ("University") and LINN-MAR COMMUNITY SCHOOL DISTRICT (hereinafter referred to as the "Clinical Placement Site").

WHEREAS, University seeks to provide students of the Iowa State University ("Students") with experience in a setting in which the Students, while under appropriate supervision, learn to apply the methods, skills and standards of licensed professionals.

WHEREAS, Clinical Placement Site seeks to obtain the assistance of Students and also to establish relationships with and contribute to the education of future licensed professionals.

WHEREAS, University and Clinical Placement Site intend to offer clinical experiences to Students to support the Students' development of applicable knowledge, dispositions, and performances in a variety of settings.

WHEREAS, the purpose of this Agreement is to set forth the terms and conditions of engaging in a cooperative program through which the students of the Iowa State University may obtain appropriate clinical experience.

NOW, THEREFORE, in consideration of the foregoing and the mutual promises set forth herein, the University and Clinical Placement Site agree as follows:

**1.0 Rights and Responsibilities of University.**

1.1 The University's program coordinators shall determine eligibility of Students to participate in the clinical experience.

1.2 The placement of Students shall be accomplished on a cooperative basis involving both the University and the Clinical Placement Site including jointly defined qualifications for Students entering the clinical experience. The University will provide advance information to the Clinical Placement Site concerning the names of Students and dates for the clinical experiences to allow the Clinical Placement Site time and opportunity to reasonably accommodate the Students.

1.3 The University reserves the right to decline the services of any Clinical Placement Site's cooperating staff member, if any, subject to the non-discrimination provisions in Section 6.

1.4 The University's program coordinators, at any time and immediately in the case of an emergency, may terminate or change the assignment of any Student. Prior to doing so, the University's program coordinators shall make reasonable efforts to consult with all parties concerned regarding reasons for termination or changes in assignment. University will provide the Clinical Placement Site written notification of such termination or change.

1.5 The University will explain to the Students that, during the clinical experience at the Clinical Placement Site, they will be subject to the rules and regulations of the Clinical Placement Site, the University and the code(s) of ethics of the profession.

1.6 The University, after consultation with appropriate representatives of the Clinical Placement Site, will plan and conduct the educational program for the Students' experiences. The University will provide the Clinical Placement Site with discipline-specific goals and objectives, including prescribed minimum expectations and responsibilities for the Students, cooperating staff members, the Clinical Placement Site, and individuals supervising the Students.

1.7 The University will provide reasonable opportunities for the staff of the Clinical Placement Site to participate in joint planning and evaluation of Student experiences and to participate in the development of Student schedules at the clinical setting site. The final evaluation of the Student is the responsibility of the University.

1.8 The University will notify Students that they are to comply with all rules, regulations and procedures of the Clinical Placement Site during their clinical experience there.

1.9 The University will maintain communication and cooperation with the Clinical Placement Site and its cooperating teachers and staff to assure implementation of the goals and objectives of the clinical learning experiences contemplated by this Agreement.

1.10 The University shall assign and designate a point of contact that is to be responsible for planning and administering the clinical experience.



## **2.0 Rights and Responsibilities of Clinical Placement Site.**

2.1 The Clinical Placement Site will provide a suitable environment for learning experiences for Students which are planned, organized, and administered by qualified staff in conjunction with designated University personnel, in accordance with mutually agreed upon discipline-specific goals and objectives.

2.2 The Clinical Placement Site and its cooperating teachers and staff shall maintain communication and cooperation with the University to assure implementation of the goals and objectives of the clinical learning experiences contemplated by this Agreement.

2.3 The Clinical Placement Site shall provide any Student assigned under this agreement with an orientation that includes a tour of its facility, an explanation of any applicable rules, regulations and procedures and other topics that will assure the Student a quality clinical experience.

2.2 The Clinical Placement Site reserves the right to decline the assignment of any Student or exclude any Student from its premises subject to non-discrimination as in provisions in Section 6.

2.3 The Clinical Placement Site shall provide an environment for the clinical experiences that supports learning in context and shall facilitate the Student's professional growth through educational assignments.

2.4. The Clinical Placement Site shall assign and designate a point of contact that is to be responsible for planning and administering the clinical experience.

2.5 The Clinical Placement Site shall provide adequate facilities, equipment and supplies to meet the educational objectives of the clinical experience.

2.6 Students shall perform the services contemplated by this Agreement only under the supervision of the Clinical Placement Site employees or agents. Students are trainees and shall not be used as a replacement for teachers, administrators or any other staff member of the Clinical Placement Site.

2.7 The Clinical Placement Site acknowledges that Student education records are protected by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Section 1232(g) and 34 CFR Part 99, and that Student permission must be obtained before releasing directory or non-directory student data to anyone other than University. The Clinical Placement Site agrees to keep education records of Students confidential as required by FERPA.

## **3.0 Liability.**

3.1 The Clinical Placement Site agrees to indemnify and hold harmless University, the Board of Regent's of the State of Iowa, the State of Iowa and their officers, employees and agents from any and all claims arising from activities provided or supervised by the Clinical Placement Site and from any and all liability, loss, damage, cause of action, cost and expenses, arising out of or in connection with any activities undertaken by the Clinical Placement Site, including its employees, in performing their duties and responsibilities under this Agreement or arising from a breach of the terms of this Agreement.

3.2 University agrees to be responsible for any and all claims and liability for injury to persons or property arising out of or caused by the negligence of its agents, employees, or officers in the performance of the duties and obligations contemplated in the Agreement to the extent permitted by the Iowa Tort Claims Act, Chapter 669 of the Code of Iowa. Non-public schools are not covered under the Iowa Tort Claims Act, Chapter 669 of the Code of Iowa.

### **3.3. Student Liability**

3.3.1. Clinical Placement Sites within Iowa agree to indemnify and hold Students participating in a clinical experience harmless from any and all tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their activities under this Agreement to the same extent the Clinical Placement Site shall do so for its officers and employees, as provided under the Code of Iowa, Sections 272.27 and 670.8 (Tort Liability of Governmental Subdivisions Act) .

3.3.2. Professional liability insurance will be encouraged for all Students participating in in-state clinical experiences. Students, other than for those Students subject to the protections provided under Section 3.3.1 above, shall be required by University to obtain professional liability insurance while participating in an in-state clinical experience. Students participating in clinical experiences out of Iowa will be required to obtain professional liability insurance.

## **4.0 Compensation.**

**4.1 Compensation for Cooperating Teachers Supervising Clinical Experiences- Student Teaching.**

4.1.1 The University agrees to compensate a cooperating teacher who satisfactorily serves as a cooperating teacher for a Student teacher for the full duration of a student teacher clinical experience.

4.1.2 If a cooperating teacher serves as a cooperating teacher for less than the full duration of a Student's student teaching clinical experience for any reason, his/her compensation will be prorated when paid to the Clinical Placement Site.

4.1.3 Upon completion of the student teaching assignments, University will make payment for a cooperating teacher's/staff member's services within a reasonable time. This payment will be made to the cooperating teacher.

**4.2 Compensation for Cooperating Staff Supervising Clinical Experiences -Non-Student Teaching**

4.2.1 University agrees to compensate a cooperating teacher in accordance with the Clinical Placement Site's policies and procedures for non-student teaching supervision. The Clinical Placement Site shall direct the cooperating teacher/staff members assigned to serve as a cooperating teacher/staff member for a Student to provide University appropriate documentation, when direct payment is made to cooperating teacher/staff member for a Student.

4.2.2 If a cooperating staff member serves as a cooperating staff member for less than the full duration of a Student's Clinical experience in school psychology or school counseling for any reason, his/her compensation will be prorated accordingly in University's sole discretion.

4.2.3 No compensation will be provided to the Clinical Placement Site or any cooperating staff member for any clinical experience other than those specifically provided for herein.

**4.3 No Compensation for Students**

4.3.1 Both parties agree that no Student in the clinical experience program shall be compensated for the services contemplated under this Agreement. Students are not employees of either University or Clinical Placement Site and are not required nor entitled to be paid any wage, salary or benefits and will not be covered for Worker's Compensation, Social Security, or Unemployment Compensation programs.

**5.0 Term, Revisions and Termination.**

5.1 This Agreement shall commence beginning on the Effective Date of this Agreement, and shall continue for two years and is automatically renewable unless a termination notice is provided.

5.2 This Agreement may be terminated for any reason by either party upon one hundred twenty (120) days written notice. Should notice of termination be given, Students assigned to the Clinical Placement Site shall be allowed to complete any previously scheduled Clinical experience then in progress at the Clinical Placement Site.

5.3 Requests for revision of this Agreement or notice of termination to the Clinical Placement Site shall be directed to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5.4 Requests for revision of this Agreement or notice of termination to the University shall be directed to:

**Jaime Boeckman** [boeckman@iastate.edu](mailto:boeckman@iastate.edu)  
Teacher Education Services Director

**Ann Pierce** [apierce@iastate.edu](mailto:apierce@iastate.edu)  
Field Experiences Coordinator

**Daryl Sackmann** [sackmann@iastate.edu](mailto:sackmann@iastate.edu)  
Field Experience Coordinator

**Kristin Kalcevich** [kmkalcev@iastate.edu](mailto:kmkalcev@iastate.edu)  
Field Experiences Coordinator

**Maranda Van Cleave** [marandav@iastate.edu](mailto:marandav@iastate.edu)  
Field Experiences Coordinator

6.0 **Non-Discrimination.** Each party shall be separately responsible for compliance with all anti-discrimination laws which may be applicable to their respective activities under this Agreement. Neither party will discriminate against any Student on the basis of race, national origin, color, religion, sex, age, marital status, sexual orientation, gender identity, disability, or status as a U.S. Veteran.

7.0 **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Iowa, which shall also be venue for any disputes arising hereunder.

8.0 **Entire Agreement.** This Agreement constitutes the entire understanding between the parties with respect to the subject matter hereof, and supersedes any and all prior understandings and agreements, oral or written, relating hereto. Any amendments hereof must be made in writing and agreed to by the parties.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have executed this Agreement.

**CLINICAL PLACEMENT SITE**

**UNIVERSITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Laura Dunn Jolly

Its: Dean, College of Human Sciences

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Marlene Strathe

Its: Director, School of Education  
College of Human Sciences

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**28E AGREEMENT BETWEEN THE CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT, THE COLLEGE COMMUNITY SCHOOL DISTRICT, AND THE LINN-MAR COMMUNITY SCHOOL DISTRICT.**

THIS 28E AGREEMENT is made and entered into on the 30<sup>th</sup> day of April, 2018, by and between the Cedar Rapids Community School District (CRCSD), the College Community School District (CCSD) and the Linn-Mar Community School District (LMCSD) pursuant to Iowa Code Chapter 28E. The parties agree as follows:

1. **PURPOSE:** The purpose of this agreement is to provide a shared secondary school program option called Iowa BIG (BIG) for the students of CRCSD, CCSD, and LMCSD and to monitor “franchisees” who take the name Iowa BIG.
2. **TERM:** The term of this Agreement shall be from the 1<sup>st</sup> day of July, 2018 to June 30, 2019. The parties hereto agree this Agreement shall be effective upon its execution by all parties and the duration shall be coterminous with the provisions contained herein.
3. **RESPONSIBILITIES OF THE PARTIES:**

**CRCSD, CCSD, and LMCSD agree to mutually provide the following in equal thirds unless otherwise noted:**

- 3.1. .35 FTE Executive Director of Iowa BIG, contracted through the CRCSD. Executive Director will conduct employee evaluations per each District’s requirements and processes. Director also serves as the Curriculum Director for Iowa BIG.
- 3.2. 2.0 FTE Strategic Partner Developer, contracted through the Cedar Rapids Metro Economic Alliance and/or the CRCSD.
- 3.3. Lease, equipment, and space costs for the operation of the Iowa BIG program.
- 3.4. Provide District FTE and/or reimburse District providing FTE to BIG to maintain equitable contribution of 2.66 FTE per District.
- 3.5. 30 student spots per 1.0 FTE teacher provided or funded by the District. Unfilled seats may be filled by partner Districts at no additional cost to those Districts. Current obligation is 2.66 FTE per District, equaling 83 student spots available to each District.
- 3.6. Provide certified staff with a laptop computer.
- 3.7. Allow staff assigned to Iowa BIG to co-develop, co-market, and work with District staff to engage parents, students, and potential strategic business and community partners.
- 3.8. Supervision of the Executive Director by the District Superintendents or their designee.
- 3.9. Actively work together, in conjunction with Iowa BIG staff, to secure the monetary and non-monetary resources, real-world projects, business/community mentors, and other community support for BIG.
- 3.10. To jointly discuss and determine the course of action for future opportunities and costs for BIG that exceeds the budget and allocation provided by each District for Iowa BIG.
- 3.11. Other costs and expenses as mutually agreed upon.

**CRCSD, CCSD, and LMCSD will individually:**

- 3.12. Determine and award appropriate course credit for successful completion by District students in accordance to that District’s program of studies, graduation requirements, and discretion.

- 3.13. Determine if and when funding for and access to college credit work completed at BIG for district-enrolled students will be provided. Each District maintains responsibility for any PSEO or Dual-Option college credit costs.
- 3.14. Provide other district resources as necessary so long as they do not cause undue burden on the district. (e.g. Communications office stories, HR and tech support, etc.)
- 3.15. Provide periodic (at least once annually, more at the discretion of the individual Board) updates to the respective Board of Directors by the Executive Director and/or BIG staff.

**CRCSD agrees to provide the following:**

- 3.16. Act as fiscal agent for the agreement and provide accurate and timely billings to partner Districts.
- 3.17. Provide at least 2.66 FTE for the 2018/2019 school year. These positions will be as follows:
  - 2.0 Certified teachers to serve on the BIG staff, aligned to the certification and skill needs of the BIG program, including 10 added days for each for summer work.  
(Assigned: Mr. Shawn Cornally and Ms. Molly Sofranko)
  - .66 FTE Funding for certified staff (Charlie Goetzinger [CRCSD contract], Mark Matson [CRCSD Contract])
- 3.18. Contribute \$7500 to the Iowa BIG project budget.
- 3.19. Provide 1/3 of the lease payments for Iowa BIG rental spaces and any mutually agreed upon build out costs.
- 3.20. Provide technology for CRCSD enrolled students and CRCSD staff. Technology costs associated with FTE being funded by other Districts will be reimbursed in equal thirds.

**CCSD agrees to provide the following:**

- 3.21. Pay invoices to CRCSD in two semi-annual payments (July & January).
- 3.22. Provide at least 2.66 FTE for the 2018/2019 school year. These positions will be as follows:
  - 1.0 Certified teachers to serve on the BIG staff, aligned to the certification and skill needs of the BIG program, including 10 added days for each for summer work.  
(Assigned: Mr. Nate Pruett and Mr. Dennis Becker)
  - .66 FTE Funding for certified staff (Charlie Goetzinger [CRCSD contract], Mark Matson [CRCSD Contract])
- 3.23. Contribute \$7,500 to the Iowa BIG project budget.
- 3.24. Provide 1/3 of the lease payments for Iowa BIG rental spaces and any mutually agreed upon build out costs.
- 3.25. Provide technology for CCSD enrolled students and CCSD staff. Technology costs associated with FTE being funded by other Districts will be reimbursed in equal thirds.

**LMCSD agrees to provide the following:**

- 3.26. Pay invoices to CRCSD in two semi-annual payments (July & January).
- 3.27. Provide at least 2.66 FTE for the 2018/2019 school year. These positions will be as follows:
  - Certified teachers to serve on the BIG staff, aligned to the certification and skill needs of the BIG program, including 10 added days for each for summer work. (Assigned: Ms. Liz Sheka and Ms. Becky Herman)

- .66 FTE Funding for certified staff (Charlie Goetzinger [CRCSD contract], Mark Matson [CRCSD Contract])
- 3.28. Contribute \$7,500 to the Iowa BIG project budget.
  - 3.29. Provide 1/3 of the lease payments for Iowa BIG rental spaces and any mutually agreed upon build out costs beginning July 1, 2017.
  - 3.30. Provide technology for LMCSO enrolled students and LMCSO staff. Technology costs associated with FTE being funded by other Districts will be reimbursed in equal thirds.

#### **4. USE OF FUNDS PROVIDED BY OUTSIDE ENTITIES AND/OR PROJECTS**

- 4.1. As of this contract date, Iowa BIG has secured funds of \$1,000,000 over a 5-year period beginning January 1, 2017 for the purpose of growing and developing the Iowa BIG model. These funds were awarded and provided by the XQ Super School Project and spending of those funds are done in collaboration and conjunction with the XQ Super School team assigned to Iowa BIG.
- 4.2. Use of any funds secured by and for Iowa BIG through gifts and grants will be held in the Cedar Rapids Community School Foundation tagged specifically to Iowa BIG and expressly for the operation and advancement of the Iowa BIG program.
- 4.3. For the period July 1, 2018 through June 30, 2019, BIG will request that the XQ Super School grant fund 100% of the costs of the .35 Executive Director and a 1.0 FTE teacher in order to provide more students the opportunity to be a part of Iowa BIG. Additional XQ funds may be leveraged for other purposes, including professional and program development work. These will be re-evaluated in conjunction with XQ Super Schools for the periods beyond June 30, 2019. Partner Districts will be responsible, as described above, for these costs if and when outside funding of this work is no longer available.
- 4.4. XQ Funds also provide travel and conference opportunities for staff assigned to Iowa BIG. These expenses will be charged to the Districts employing the staff member and reimbursed by XQ through the Cedar Rapids School Foundation.

#### **5. INSURANCE AND INDEMNIFICATION**

- A. During the duration of this Agreement, CCSD and LMCSO will provide a certificate of insurance, (or equivalent insurance document) naming the District as additional insured with general liability insurance limits of \$2,000,000.
- B. To the extent permitted by law, the District will indemnify and hold harmless CCSD and LMCSO from and against any and all losses, costs, damages and expenses, including reasonable attorney's fees and expenses, occasioned by , or arising out of, the District's negligence or willful misconduct in the performance of its duties under this agreement.
- C. CCSD and LMCSO will indemnify and hold harmless the District from and against any and all losses, costs, damages and expenses, including reasonable attorney's fees and expenses, occasioned by, or arising out of the CCSD or LMCSO negligence or willful misconduct in the performance of its duties under this agreement.

## 6. ADMINISTRATION

- A. No separate legal or administrative entity shall be created by this Agreement. The Associate Superintendent for the District, shall be designated as the administrator of the Agreement for purposes of Iowa Code Chapter 28E.
- B. The site advisory group shall exist in the spirit of cooperation whose purpose is to meet on an as needed basis to proactively address any issues or concerns that may exist from time to time. The site advisory group shall consist of a representative from the parties defined within this agreement and other parties as mutually agreed.
- C. No separate budget shall be established in connection with this Agreement.

## 7. TERMINATION

- A. Termination for Cause. The occurrence of any one or more of the following events shall constitute cause for any of the parties included within this Agreement to declare another party in default of its obligations under the Agreement:
  - 1. Failure to make substantial and timely progress toward performance of the Agreement.
  - 2. Failure of another party's work product and services to conform to any specifications noted herein.
  - 3. Any other breach of the terms of this Agreement.
- B. Notice of Default. If there occurs a default event under Section 6A, the non-defaulting party or parties shall provide written notice to the defaulting party or parties, requesting that the breach or noncompliance be immediately remedied. In the event that the breach or noncompliance continues to be evidenced ten (10) days beyond the date specified in the written notice, the non-defaulting party or parties may either:
  - 1. Immediately terminate the Agreement without additional written notice; or,
  - 2. Enforce the terms and conditions of the Agreement and seek any available legal or equitable remedies.

In either event, the non-defaulting party or parties may seek damages as a result of the breach or failure to comply with the terms of the Agreement.

- C. Disposition of Property. Upon the expiration or earlier termination of this Agreement, each party shall have sole custody and use of its respective property.

- 8. **CONTACT PERSON:** The Contact Persons shall serve until the expiration of the Agreement or the designation of a substitute Contact Person. During the term of this Agreement, each Contact Person shall be available to meet, as otherwise mutually agreed, to plan the services being provided under the Agreement. The Contact Persons are as follows:

Dr. Brad Buck, Superintendent  
Cedar Rapids Community School District  
2500 Edgewood Rd. NW  
Cedar Rapids, IA 52405

John Speer, Superintendent  
College Community School District  
401 76<sup>th</sup> Ave. SW  
Cedar Rapids, IA 52404

Dr. Quintin Shepherd, Superintendent  
Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street  
Marion, IA 52302

**Cedar Rapids Community School District**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary

**College Community School District**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary

**Linn-Mar Community School District**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board President

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary



LICENSE AGREEMENT  
NON-COMMERCIAL

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

1. Definitions

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

2. LICENSE

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

3. LICENSOR'S CONTROL

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

#### 4. USE OF THE TRADEMARK

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

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

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

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

#### 5. TERMINATION

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

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

Trademark in a manner not expressly permitted by this Agreement.

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

## 6. REPORTING AND PAYMENTS

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

## 7. MISCELLANEOUS

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

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

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

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

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

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

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

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

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

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*Please print (except for your signature) and provide all the information requested.*

**Licensee: (Non-Commercial)**

Full Name of Team/Entity: Linn-Mar Red 13U Baseball  
(Example: LM Starz 3<sup>rd</sup> Gr Girls' BB Team)

Contact's Title/Position: Bobbi Larson : Fan Apparel Coordinator  
(Example: Head Coach)

Contact's Printed Name: Bobbi Larson

Contact's Signature: Bobbi Larson Date Signed: 4-12-18

How to Reach Contact: Phone: 319-431-3344

Email: blarson@bimmeridder.com

Full Address: 1205 Acacia Dr NE  
Cedar Rapids, IA 52402

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**Licensors:**

Linn-Mar Community School District  
2999 N 10<sup>th</sup> Street, Marion, IA 52302  
District Contact: Angie Morrison, Business Manager  
Email: [amorrison@linnmar.k12.ia.us](mailto:amorrison@linnmar.k12.ia.us)  
Phone: 319-730-3673

Approver's Printed Name & Title: Sondra Nelson, Board President

Approver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Exhibit A



a)



b)



c)



d)



e)



f)

g) Linn-Mar Community School District

h) Linn-Mar Lions

Exhibit B

Non-commercial

Royalty Rate: 0%

Licensed Markets: 1) Nothing prohibited by the Code of Conduct; 2) Licensor approved clothing for members of the group such as uniforms or event T-shirts; and 3) Licensor approved promotional materials for the group

Customers: Members of the group

Term: 5 years

Reporting Period: Annually

## CODE OF CONDUCT NON-COMMERCIAL

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

**Expected Behavior.** License agrees to abide by, and have their members, parents of members, coaches, and supporters abide by the following standards of behavior:

The use of profane or abusive language is not acceptable. Extreme verbal outbursts show a lack of self-control and immaturity; these reflect negatively on the Licensor, Licensee and the individual and should be avoided.

There is an expectation that all individuals representing the Licensor be courteous, mature, cooperative and respectful at all times. Individuals should conduct themselves with the knowledge that they, alone, are responsible for their own actions.

In all situations, competitors are expected to perform to the best of their ability, within the context of specific rules of their competition. Sportsmanship and fair play to teammates, opponents, and officials, should be in the forefront of a competitor's basic philosophy and attitude.

Students should present a neat appearance at all functions with adults using discretion regarding their appearance.

Realizing that academics are the priority of the high school years, students are expected to maintain acceptable standards of academic achievement. It is understood by all that academic responsibilities include attendance, punctuality, cooperation, general good behavior, respect for teachers and fellow students, and a genuine effort on all homework assignments, tests, projects and examinations.



# Excursions and Trips Request Form

Code 603.3-R2

Date Request Received by CFO/COO: 4-17-18

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

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

The request will include:

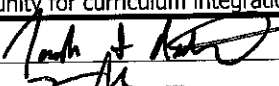
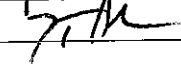
- ✓ Rationale for the excursion/trip including the purpose and objectives
- ✓ Clarification if request is dependent upon pre-qualifying for event
- ✓ Detailed plans for student supervision
- ✓ Proposed itinerary
- ✓ Cost and source of funding
- ✓ Number of student participants
- ✓ Copy of required participation paperwork

1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
2. The building will be responsible for obtaining a substitute teacher if one is needed.
3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

**Excursion/Trip Criteria:** The following checklist must be signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: FBLA  
(Examples: Robotics, FBLA, etc.)

Submitted by: Barbara Schult  
(Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	Purpose of excursion/trip is clearly defined and "... is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	<input checked="" type="checkbox"/>
Pre-Planning	<b>Required</b>	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	<input checked="" type="checkbox"/>
Follow-Up	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	<input checked="" type="checkbox"/>
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	<input checked="" type="checkbox"/>
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	<input checked="" type="checkbox"/>
Common Experience	<b>Recommended</b>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	<input checked="" type="checkbox"/>
Multi-disciplinary	<b>Recommended</b>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	<input checked="" type="checkbox"/>
Building Principal Approval			Date <u>4/11/18</u>
Chief Financial/Operating Officer Approval			Date <u>4/17/18</u>
Board of Directors Approval			Date



## **Overnight Field Trip Request Form**

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

**June 26 - July 2, 2018**

**Baltimore, MD**

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

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

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

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

Students with prejudged projects submitted their projects to the Iowa Professional Division for review. Professional Division members sent feedback and suggests for changes prior to the students final submission for the National Competition.

Students then are to attend a National Prep session organized by the Professional Division of FBLA on Saturday, June 2, 2018. Students will present in front of a volunteer judge and receive feedback and suggestions on what and how to improve. Students will go through at least two rounds of practice performances, with each time making adjustments to their presentation based on the judges' feedback.

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

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

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

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

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

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

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

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

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

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

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

## School Finance Report

### March 31, 2017

75% of the School Year Complete

	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$54,600,000			\$5,525,529	\$4,455,415	\$33,268,261	60.9%		\$21,331,739		
2) Support Services(2000-2999)	\$26,900,000			\$2,031,791	\$1,949,721	\$17,444,028	64.8%		\$9,455,972		
3) Non-Instructional(3000-3999)	\$3,838,000			\$341,648	\$316,719	\$2,534,553	66.0%		\$1,303,447		
4) Other Expenditures((4000-5299)	\$25,395,416			\$1,118,519	\$1,147,008	\$20,590,375	63.5%	w/o transf	\$4,805,041		
<b>Total</b>	<b>\$110,733,416</b>			<b>\$ 9,017,486</b>	<b>\$ 7,868,863</b>	<b>\$ 73,837,217</b>	<b>62.6%</b>	w/o transf	\$36,896,199		
Interfund Transfers	\$7,161,226			\$ 495,935	\$ 495,935	\$4,463,419	62.3%		\$2,697,807		
Operating Fund-10	\$80,197,783	\$10,126,244	\$51,375,158	\$7,748,850	\$6,526,772	\$49,696,450	62.0%		30,501,333	1,678,707	11,804,951
Activity-21	\$1,375,000	\$555,799	\$872,110	\$49,973	\$98,323	\$696,040	50.6%		678,960	176,070	731,869
Management-22	\$1,145,000	\$2,013,570	\$550,770	\$0	\$402	\$1,140,241	99.6%		4,759	(589,472)	1,424,099
PERL-24	\$423,000	\$320,776	\$146,621	\$3,014	\$3,014	\$85,110	20.1%		337,890	61,511	382,287
SAVE-33	\$1,825,000	\$7,031,752	\$4,212,519	\$496,383	\$509,590	\$5,265,313	288.5%		(3,440,313)	(1,052,794)	5,978,958
Other Capitol Projects-35	\$5,000,000	\$4,957,033	\$3,853	\$185,959	\$252,245	\$4,190,023	83.8%		809,977	(4,186,170)	770,863
PPEL-36	\$5,860,000	\$3,478,709	\$2,028,238	\$123,689	\$152,439	\$4,139,754	70.6%		1,720,246	(2,111,516)	1,367,193
Debt Service-40	\$11,022,633	\$4,236,478	\$22,657,261	\$61,374	\$328	\$6,122,883	55.5%		4,899,750	16,534,378	20,770,855
Nutrition-61	\$3,585,000	\$1,153,321	\$2,243,539	\$325,299	\$309,077	\$2,326,602	64.9%		1,258,398	(83,063)	1,070,258
Aquatic Center-65	\$275,000	\$136,654	\$231,610	\$19,813	\$11,620	\$146,522	53.3%		128,478	85,089	221,743
Student Store-68	\$25,000	\$1,811	\$29,023	\$3,133	\$5,054	\$28,278	113.1%		(3,278)	745	2,555
<b>Total</b>	<b>\$110,733,416</b>	<b>\$34,012,147</b>	<b>\$84,350,702</b>	<b>\$9,017,486</b>	<b>\$7,868,863</b>	<b>\$73,837,217</b>	<b>66.7%</b>		<b>36,896,199</b>	<b>10,513,484</b>	<b>44,525,631</b>
Interfund Transfers	\$7,161,226		\$4,463,419	\$495,935	\$495,935	\$4,463,419	0.0%		2,697,807		

# Linn-Mar Community School District

## Cash Balances

Fiscal Year: 2016-2017

Date Range: 03/01/2017 - 03/31/2017

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	13,781,815.02	5,652,498.46	7,547,136.25	11,887,177.23
10.0002.0000.000.0000.101000	CASH IN BANK	2,507.39	3.71	0.00	2,511.10
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	5,633.00	5,633.00	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	715,529.96	229,643.40	215,364.85	729,808.51
22.0006.0000.000.0000.101000	CASH IN BANK	1,398,963.88	25,134.91	0.00	1,424,098.79
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,013.67	3,013.67	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	378,184.75	7,195.30	3,073.97	382,306.08
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	321,500.00	0.00	0.00	321,500.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111011	1.555 RESERVE CD	694,000.00	0.00	0.00	694,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	1,136,140.80	490,877.08	496,560.00	1,130,457.88
35.0003.0000.000.0000.101000	CASH IN BANK	956,710.00	232.84	186,079.83	770,863.01
36.0003.0000.000.0000.101000	CASH IN BANK	1,393,171.73	97,924.41	123,903.21	1,367,192.93
40.0003.0000.000.0000.101000	CASH IN BANK	4,419,659.94	16,399,571.01	48,375.77	20,770,855.18
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	174,639.36	174,639.36	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,407,470.34	328,784.18	325,517.03	1,410,737.49
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	16,823.31	16,823.31	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	160,172.52	61,299.38	20,503.75	200,968.15
68.0002.0000.000.0000.101000	CASH IN BANK	3,218.28	2,874.14	3,237.28	2,855.14
		<u>30,565,128.53</u>	<u>23,496,148.16</u>	<u>9,169,861.28</u>	<u>44,891,415.41</u>

End of Report

# School Finance Report

March 31, 2018

75% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$57,300,000			\$4,632,591	\$4,816,339	\$33,720,944	58.8%		\$23,579,056		
2) Support Services(2000-2999)	\$27,606,000			\$2,073,561	\$2,174,600	\$17,671,258	64.0%		\$9,934,742		
3) Non-Instructional(3000-3999)	\$4,176,000			\$305,654	\$438,310	\$2,457,616	58.9%		\$1,718,384		
4) Other Expenditures(4000-6299)	\$20,131,272			\$782,806	\$756,349	\$15,093,241	55.8%	w/o transf	\$5,038,031		
<b>Total</b>	<b>\$109,213,272</b>			<b>\$ 7,794,612</b>	<b>\$ 8,185,597</b>	<b>\$ 68,943,059</b>	<b>59.6%</b>	w/o transf	<b>\$40,270,213</b>		
Interfund Transfers	\$6,250,690			\$ 419,582	\$ 419,582	\$3,863,840	61.8%		\$2,386,850		
Operating Fund-10	\$83,117,078	\$10,394,825	\$53,967,885	\$6,884,511	\$7,165,173	\$50,433,667	60.7%		32,683,411	3,534,218	13,929,043
Activity-21	\$1,600,000	\$760,424	\$855,465	\$76,389	\$108,414	\$789,756	49.4%		810,244	65,709	826,133
Management-22	\$1,201,000	\$2,021,542	\$598,018	(\$213)	\$0	\$1,004,518	83.6%		196,482	(406,499)	1,615,043
PERL-24	\$466,000	\$450,338	\$160,912	\$3,056	\$4,061	\$110,917	23.8%		355,083	49,995	500,333
SAVE-33	\$5,425,000	\$6,623,707	\$4,588,025	\$416,948	\$442,957	\$6,231,898	114.9%		(806,898)	(1,643,873)	4,979,834
Other Capitol Projects-35	\$0	\$0	\$0	\$0	\$0	\$0	0.0%		0	0	0
PPEL-36	\$2,865,000	\$871,058	\$2,158,443	\$103,680	\$78,462	\$1,788,506	62.4%		1,076,494	369,936	1,240,994
Debt Service-40	\$10,389,194	\$4,339,699	\$5,979,524	\$0	\$2,250	\$6,151,944	59.2%		4,237,250	(172,421)	4,167,278
Nutrition-61	\$3,750,000	\$1,052,889	\$2,472,151	\$289,891	\$357,339	\$2,230,991	59.5%		1,519,009	241,160	1,294,049
Aquatic Center-65	\$350,000	\$148,469	\$238,669	\$17,514	\$22,188	\$163,574	46.7%		186,426	75,095	223,564
Student Store-68	\$50,000	\$1,748	\$40,743	\$2,838	\$4,753	\$37,288	74.6%		12,712	3,455	5,203
<b>Total</b>	<b>\$109,213,272</b>	<b>\$26,664,699</b>	<b>\$71,059,835</b>	<b>\$7,794,612</b>	<b>\$8,185,597</b>	<b>\$68,943,060</b>	<b>63.1%</b>		<b>40,270,212</b>	<b>2,116,775</b>	<b>28,781,474</b>
Interfund Transfers	\$6,250,690		\$3,863,840	\$419,582	\$419,582	\$3,863,840	0.0%		2,386,850		

# Linn-Mar Community School District

## Cash Balances

Fiscal Year: 2017-2018

Date Range: 03/01/2018 - 03/31/2018

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	13,560,950.07	6,150,178.31	6,730,223.15	12,980,905.23
10.0002.0000.000.0000.101000	CASH IN BANK	2,526.75	2.38	0.00	2,529.13
10.0008.0000.000.0000.101000	CASH IN BANK	1,002,487.17	0.00	0.00	1,002,487.17
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	4,480.03	4,480.03	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	816,351.66	273,953.87	263,862.93	826,442.60
22.0006.0000.000.0000.101000	CASH IN BANK	1,588,330.86	26,711.94	0.00	1,615,042.80
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,055.54	3,055.54	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	496,021.07	7,808.64	3,425.90	500,403.81
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12
33.0003.0000.000.0000.101000	CASH IN BANK	597,031.98	990,470.98	419,714.35	1,167,788.61
36.0003.0000.000.0000.101000	CASH IN BANK	1,250,617.62	94,969.09	104,592.85	1,240,993.86
40.0003.0000.000.0000.101000	CASH IN BANK	3,650,166.96	520,176.87	3,065.66	4,167,278.17
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	174,099.01	174,099.01	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,452,409.82	331,360.09	290,976.79	1,492,793.12
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	13,112.74	13,112.74	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	164,544.76	81,472.71	19,949.23	226,068.24
68.0002.0000.000.0000.101000	CASH IN BANK	7,546.04	620.50	2,963.67	5,202.87
		<u>28,385,068.68</u>	<u>8,672,472.70</u>	<u>8,033,521.85</u>	<u>29,024,019.53</u>

End of Report