



ImagiNEXT

Marion's Toolkit



The Mission of “ImagiNEXT” is to engage the greater Marion area in an open, all-inclusive discussion to develop great ideas that reinforce the fact that Marion, Iowa is the best place to raise a family and grow a business.

Dear Friend of Marion,

Where do we go from here? That question is at the heart of ImagiNEXT, the community visioning process designed to generate a list of great ideas that can be put into action to enhance our already thriving community.

ImagiNEXT will kick off in October 2017 and will continue into the spring of 2018. During this time members of the community will form groups and brainstorm ideas that they think could become the next projects to move the Marion area forward...and to make it an even better place to raise a family and grow a business.

ImagiNEXT is a grass roots effort where citizens gather together to envision the future. Special thanks to Farmers State Bank, KCRG TV9, the City of Marion and Blue Sky Productions for generously funding this process. The Marion Chamber of Commerce will serve as facilitators and provide information to the community groups in the coming months.

This ImagiNEXT Visioning Tool Kit contains simple instructions for anyone who wants to form a group and discuss their ideas. Plus, it serves as a place to collect information about the visioning process as the months pass by.

Thank you for getting involved! Your participation will have a positive impact on our future.

Thank you to our Sponsors!

Sincerely,

Jill Ackerman
President, Marion Chamber of Commerce





Gather a Group, Brainstorm and Submit Your Group's Ideas!

Step 1: Gather a Group

To help you prepare to form a group and share your ideas, ask people in the community that may already have formed a group that you belong to or know about, such as:

- Non-profit organizations
- Church groups
- School groups/ parents/ PTAs
- Service clubs & civic groups
- Businesses/departments/ employee
- Teen student organizations
- Girl and Boy Scout troops / 4-H clubs

Or, you may want to gather a group of your own with a variety of citizens in a more informal way, such as: Family members, Neighbors, Social Circles, Parent groups, Card clubs and Coffee groups.

There is no limit to the number of people who can be in a group. You can meet wherever and whenever it works best for your group. You can meet as many times as you like to discuss your ideas and prepare a list.

Step 2: Brainstorm

Brainstorming is a technique for gathering a wide variety of ideas from a group of three or more people. With any group who brainstorms together, it is wise to discuss some group guidelines. As a facilitator or a group leader, you should explain to the group the “guidelines” for generating ideas for Community Visioning. Share these guidelines with the group, either by reading these aloud, making a handout for each person, or posting these on a large piece of paper in your meeting room/space.

Guidelines:

- All ideas will be written down
- There are no “bad” ideas
- Don't worry about what it would cost
- Don't worry about who would do it
- Discourage the use of “No” and “Can't” in the group's discussion
- Move quickly, to get as many ideas as possible
- Don't get bogged down in discussing or evaluating any one idea
- Brainstorming is not about evaluating; it is about generating ideas
- “Wild” ideas are OK, and can often lead to other ideas
- Don't worry about or keep track of who offered which idea
- Don't categorize the ideas into groups; just let them happen
- Don't sift through the list. Keep everything that is mentioned
- No one “owns” an idea, either for discussion or for later implementation

Here are some questions for your group to consider as you begin your brainstorming session(s). You may want to ask these questions of your group at the beginning of a meeting to put them in a community visioning “frame of mind.”

Questions to Consider:

- What would make the Marion area an ideal place to live and work?
- Where is the best place you have ever visited? What did you like about it?
- What did it look like? Feel like? How could those images fit here?
- What is missing here?
- What would make you stay here as a citizen?
- If you were “mayor for a day,” and could do anything you wanted, what would it be?

Step 3: Submit Your Group's Ideas

Collect all ideas your group discusses. Write them down on the sheet provided and mail or e-mail them to info@marionimaginext.org, or log onto MarionImagiNEXT.org to submit them electronically.

Your group's ideas will be added into a large list of all the ideas from every group in the community. You can submit ideas until January 15, 2018.



ImagiNEXT

Submit Your Group's Ideas!

1.

2.

3.

4.

5.

6.

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9.

10.

About Your Group

Submitted by: _____ Number of Participants: _____

Company / Organization / Group: _____

Address: _____

Phone Number _____ Email: _____

Submit ideas no later than January 15, 2018 by one of three ways:

1. Website:

MarionImagiNEXT.org

2. Email:

info@marionimaginext.org

3. Mail:

ImagiNEXT
1225 6th Avenue, Ste. 100
Marion, IA 52302





Visioning Timeline & Selection Process

Visioning Timeline

| | |
|----------------|--|
| Oct 4 | Kick Off- Chamber Annual Meeting |
| Oct 4 - Jan 15 | Brainstorming sessions organized by community members - Locations times and group size will be determined by the groups themselves |
| Nov 4 | Selection Committee Applications Due - MarionImagiNEXT.org |
| Jan 12 | Night of Ideas - Meetings held throughout Marion to continue to gather ideas for the future |
| Jan 15 | Deadline for Submission of Ideas |
| Jan week 3 | Selection Committee Announced |
| Feb week 4 | Community Voting - Access to narrow our list of 100 ideas down to 30 |
| Mar week 1 & 2 | Selection Committee narrows 30 ideas to the final 3-5 |
| Mar week 3 | Celebration of Ideas - Announcement of ideas |
| Next Steps | Community groups step forward to take ownership of the final projects and begin to move them ahead |

The Selection Committee & the Idea Selection Process

The Selection Committee

The Selection Committee will consist of 18-21 people who care about Marion and want to be part of the process of narrowing the lists of ideas down to the final 3-5 best ideas.

Applications will be available on October 4th, on the Marion Chamber website or by calling the Chamber office to request one. We encourage anyone who is interested in this process to fill out an application. Applications are due on November 4th, 2017.

All applications will be reviewed by the ImagiNEXT Steering Committee. No member of the ImagiNEXT Steering Committee will be a member of the Selection Committee.

Selection will be based upon achieving a balanced representation of the community. The Selection Committee will be announced to the public through local media channels and via the website by week three of January.

Idea Selection Process

Selection Committee members will meet 7-10 times between January week 4 and February week 3 to develop criteria for the selection of ideas, and to discuss the ideas to narrow the list to the top 100 ideas. We will then hold a community vote to further narrow the list and the Selection Committee will narrow that list to the final 3-5 ideas.

The Selection Committee will make decisions that will shape the future of the Marion area for years to come. Selection Committee members may face public scrutiny and will make, perhaps, tough decisions. At the same time, participants will have the opportunity to be a part of a rewarding civic process and will receive the support of the ImagiNEXT Steering Committee.



Brainstorm

Community Wheel

As you brainstorm for ideas that can make our area a better place to live, work and play, consider the Community Wheel on this page. It can help you to think about a wide variety of segments of Marion.



Initiative Foundation 2004

Let the Brainstorming Begin!

Meeting Notes:



#MarionImagiNEXT

| 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> |
| <i>Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.</i> | <i>Create effective and agile organization that is individually responsible to the needs of the whole child.</i> | <i>Become an excellent learning organization through a culture of continuous improvement.</i> | <i>Maximize achievement by increasing digital literacy utilizing 21st century digital tools.</i> | <i>Enhance engagement opportunities through focused strategic partnerships.</i> | <i>Construct physical learning environments using fiscally responsible and sustainable practices.</i> |

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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. |

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

Updates on Goal #1: Inspire Learning (Articulate)

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

Elementary Homework Committee: On December 4th the Elementary Homework Committee met. The notes from the meeting are listed below as well as some historical background information about the committee. *Please note that the committee will now be called the Elementary Homework Guiding Coalition.*

Meeting Outcomes:

Revisit consensus and answer...what does it look like for our group?

- It was determined the consensus is: This is where we, as a group, are heading on the topic of homework and what we are willing to agree upon, support, and share with others throughout the district. This is something we can all live with.

Review and Discussion of Literature Submitted by Committee Members:

- The group discussed the assigned three articles. The discussion focused on the 3 Q's: **q**uotes that stood out from the article, **q**uestions that still remain from the reading, and **q**uality of the reading.
- Discussion and documentation of themes from the literature read and discussed which included:
 - Professional development opportunities to understand what meaningful homework is.
 - Differentiating homework for students/individualized homework based on student goals. This could look different from building to building or classroom to classroom based on student needs.
- What impact does homework have on our students?
- What does K-5 homework look like for each grade level?

Historical Background of the Group:

- It was observed that teachers were putting a lot of work into tracking and grading homework. Knowing how much time teachers were spending on this, it lead to questions about:
 - What is the purpose of the homework?
 - What is the impact of homework on student learning?
- With approval, a committee was formed to meet and research the topic of homework at the elementary level and the main purpose/focus of answering: Are we doing what is best for students?
- Information about this newly formed committee was shared with the elementary principals. The principals were asked to share this information with building staff members and invite staff members to participate in the committee whose purpose would be to explore homework at the elementary level.
- This committee had its first meeting in November of 2016 and its members had varying opinions on homework at the elementary level. By the end of the year, the committee had come to consensus, based on research and discussion, as to how they would like to see homework implemented at the elementary level.
- This was not a change in policy, as the intent was never to get rid of homework but to define what it would look like districtwide at the elementary level. Recommendations from last year's committee:
 - Encourage daily literacy activities (reading, spelling lists, sight words, etc.)
 - Occasional additional work such as study guides
 - Math links would not be printed at the district level
 - Math links could be used at school and *if* they were sent home there would not be any expectation that they would be returned.
 - Removal of consequences for homework not being completed and/or returned.
 - Expectations for homework completion removed from the report card.
 - The Homework Committee would provide a list of ideas and resources for parents.

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

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

Progress Update on the English Language Arts Standards at the Elementary Level: The elementary staff have worked to unwrap and write "I Can" statements and prioritize the English Language Arts (ELA) standards in the areas of foundational skills, literacy, informational text, and writing. Staff have also unwrapped and written "I Can" statements for the ELA speaking and listening standards.

The speaking and listening standards will be prioritized in December during the curriculum facilitators meeting. Staff will go through the same process with the last set of ELA standards for language. This work ties directly to the Multi-Tiered Systems of Support core instruction building block entitled, Standards and Enacted Curriculum.

Curriculum facilitators and coaches have been developing proficiency scales as well. The goal is to complete the writing of proficiency scales for foundational skills, literacy, information text and writing standards and then, in January, this group will develop a grade level pacing calendar, begin updating curriculum maps to align with the priority standards that have been identified, and develop a plan for piloting the implementation of the new proficiency scales.

2018-19 High School Program of Studies - Final Additions, Deletions, and Changes:

- **Change in Science graduation requirements for Class of 2022 and later:**
 - **Why:** State Department of Education requirement to implement new Iowa Core science standards in 2018-2019.
 - **What:** Change *from* 30 credits with a minimum of one ten-credit life science course requirement (General Biology), one ten-credit physical science course requirement (several choices), and ten credits of elective science coursework (several choices).
 - Change *to* 30 credits to include at least one selection from each of four categories (earth science, life science, physics, and chemistry). Two courses have been built expressly to meet requirements in two categories simultaneously. Engineering, Technology, and Applications of Science will be infused in each of the four categories.

- **Change in Social Studies and Financial Literacy graduation requirements for Class of 2022 and later:**
 - **Why:** State Department of Education requirement to implement new Iowa Core Social Studies standards in 2020-2021.
 - **What:** Change *from* 30 credits to include credits in US History, World History, and American Government. Addition of Personal Finance requirement.
 - Change *to* a minimum of 30 credits to include US History, World History, American Government, and a behavioral science course (Introductory Psychology or Sociology).
 - Personal Finance (or certification) is required to meet Social Studies Financial Literacy requirement.

HS Program of Studies continued on next page

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

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

| | |
|---|--|
| Course Additions | Course Drops |
| ART420 Graphics Two | SCI115 Physical Science |
| IND 680 PLTW Engineering Design and Development | SCI135 Physical and Earth Science |
| SCI340 Earth and Space Science | SCI205 Biology Fundamentals I |
| SCI360 Applied Chemistry and Physics | SCI215 Biology Fundamentals II |
| ENG390 Communications | SCI310 General Chemistry |
| SSS331 Executive Functioning II | SSS131 Mathematics III |
| MUS150A Symphony Band | |
| MUS150B Symphonic Winds | Course Changes (pre-reqs, length, etc.) |
| IND645 Computer Science Essentials | ART145 3-D Mixed Media |
| STU004 Achievement Studies | ART235 2-D Mixed Media |
| | ENG205 Academic Literacy II |
| Blended Sections Available | FOR530 Spanish V |
| English III, Advanced English III, Spanish IV, Algebra IIA, | HPE260 Health II |
| General Biology, World History, and Intro to Psychology | SCI125 Earth Science |

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 well-being 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. |

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

Updates on Goal #2: Inspire Learning (Support)

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

Parent University: The first Parent University was hosted by Student Services on November 16th. The Special Education Advisory created a parent resource binder for special education families. At the Parent University, the families were able to attend a workshop on how to put the binders together as well as reaching out to each other on additional topics of their choosing. Topics the families wanted more information on included: free and/or cheap apps to use with their student at home, community providers recommended for students with disabilities, how to keep their homes safe, good parenting resources, play groups for students with behavior concerns, and community activities for students with special needs. The next Parent University will be held on January 11th at 6:30 PM in the boardroom of the Learning Resource Center.

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 |
|---|---|
| <p>Becoming Deliberately Developmental about our staff as we shift from "Human Resources" to "Talent Management".</p> | <p>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.</p> |
| | <p>Reduce employee workers compensation claims from five-year average info.</p> |
| | <p>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.</p> |
| | <p>Explore opportunities to expand mentor programs for all employee groups and leverage their talent/knowledge to improve our overall performance.</p> |
| | <p>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.</p> |
| | <p>Research comprehensive and engaging performance management plans for classified and professional staff.</p> |
| | <p>Foster a positive, engaging, diverse and inclusive work environment while identifying and responding to the changing needs of the Linn-Mar community.</p> |
| <p>Cultivate a high achieving performance culture.</p> | <p>Revise recruitment strategy and branding program by late winter (2016-17).</p> |
| | <p>Always promote a school culture with the belief system of all students can learn.</p> |

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

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

Year 1:

| Strategic Initiatives | Measures of Success |
|--|--|
| <p>Strengthen leadership capability throughout Linn-Mar to promote high levels of performance and productivity and sustain excellence.</p> | <p>Make school building-level communication the major focus of the communication efforts.</p> |
| | <p>Provide training to district leaders to address all aspects of the employee life cycle.</p> |
| | <p>Begin to develop a leadership ladder (succession planning) throughout Linn-Mar in all employee groups with a focus on recruitment and retention.</p> |
| | <p>Identify employee skill gaps, provide opportunity for improvement/workout plan or coaching out (coach up or counsel out).</p> |
| | <p>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.</p> |
| | <p>Board Policy Committee to develop and deploy board learning plan and work to strategically align all board committee work under the Strategic Plan.</p> |

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

Updates on Goal #3: Unlock Potential (Challenge)

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

Board Visit to Wilkins: The Linn-Mar Board of Education had the opportunity to visit Wilkins Elementary on December 1st. Board members were provided the opportunity to interact with staff during lunch and tour several classrooms.

Elementary Reporting Periods: Beginning with the 2018-19 school year, Linn-Mar elementary schools will move from a trimester reporting period to a quarters reporting timeframe. Parent-teacher conferences will be held at the end of the first and third quarters. Report cards will be completed at the end of the second and fourth quarters. This will align the elementary reporting periods with the middle school and high school levels.

2018-19 School Calendar: The proposed school calendar for the 2018-19 school year is being brought to the board for approval on December 11th. A couple of calendar highlights include:

- First Day of School...August 23rd: This is the first day that school can begin according to Iowa Code.
- Winter Break: December 22nd through January 1st
- End of the Third Quarter before Spring Break: We were able to tweak a few things on the calendar, including the placement of professional development days and teacher comp days, to allow the third quarter to be completed before spring break.
- Graduation: Sunday, May 26th
- Final Day of School: Friday, May 31st

Goal #4: Unlock Potential (Success)

Maximize achievement by increasing digital literacy utilizing 21st 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 tool(s) 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. |

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

Updates on Goal #4: Unlock Potential (Success)

Maximize achievement by increasing digital literacy utilizing 21st century digital tools.

Career & Technical Education Committee: The CTE Committee met on December 6th.

Highlights of the meeting included:

- Touring the four service areas that comprise the high school CTE department: Ag Science; Business; Family Consumer Science; and Design, Engineering, and Manufacturing (DEM)
- Review of the Perkins Desk Audit
- Began the process of creating an action plan for each service area

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. |

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

Updates on Goal #5: Empower Achievement (Involve)

Enhance engagement opportunities through focused strategic partnerships.

MEDCO-Sponsored Community Social: MEDCO and the City of Marion hosted a community social at the Indian Creek Country Club on November 30th to introduce themselves, share information on planned development activity, and offer an opportunity for the community to meet new city and school-elected officials.

Linn-Mar School Foundation: On *#GivingTuesday* the Linn-Mar Foundation presented the district with a check in the amount of \$71,800, which represents classroom and program grants submitted by teachers this fall which include:

- Music In The Schools programming including Opera Iowa, Orchestra Iowa, and Pan American Steel Drum Ensembles which will visit each elementary building
- Makerstation or "Make to Learn" STEM learning centers, now in each Linn-Mar building
- Google Expeditions virtual reality units
- Student iPad technology
- First grade Reading Fluency listening stations
- MimioTeach bars for staff instruction
- 3D printer for the high school
- Iowa BIG Makerstation: Virtual reality equipment, 3D printer, 360 camera, drone, GoPro
- College campus tour experiences for juniors and seniors
- Visual Arts pottery wheels for the high school
- Music Connects instruments and lessons for students facing financial barriers
- Advanced Placement exams for students facing financial barriers



The Foundation was established over 30 years ago by engaged community leaders who wanted to set up a support system for the district. The Foundation's mission remains the same today: *To help bridge funding gaps which exist in school budgets and support educational excellence throughout the district.*

Thank you to the staff, students, families, and community members that continually support the Foundation with monetary donations. [Click here to find out more about the Linn-Mar School Foundation.](#)

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. |

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

Updates on Goal #6: Empower Achievement (Build)

Construct physical learning environments using fiscally responsible and sustainable practices.

Facilities Advisory Committee: The FAC met on November 21st and discussed the following:

- 2018 Summer Construction Projects (*Refer below*).
- Future Bond Campaign: Discussion continues about targeting either September or December 2018 for the next bond campaign. We have not set a date at this time as we are not ready to make a recommendation to the Board of Education. Further discussion is needed before we will be ready to make a recommendation.
- The committee discussed ways to engage the community in the great work happening at the Stadium, Aquatics Center, and High School. We believe some misperceptions exist within the community about the functional use of these spaces so we want to make certain our community is fully informed of the great educational opportunities happening through their programs on a regular basis.
- The committee discussed how an extension of SAVE could impact a future bond request of our community. An extension of SAVE would be a benefit to our district and we will advocate strongly for the extension when the bill is proposed.
- Lastly, the committee discussed the need for a 10-year facilities plan with more detail than has been previously provided. We talked about various strategies for soliciting input and various strategies for presenting the information once collected.

2018 Summer Projects: Based on feedback from the Facilities Advisory Committee and OPN Architects, the administration is recommending the following capital projects for summer 2018:

| Location | Description | Est. Cost | Fund |
|--------------|--|-----------|------|
| Excelsior | Flooring- Corridors | \$125,000 | PPEL |
| Bowman Woods | Phase I- Partial Roof, Restrooms, IT Network, Intercom, Corridor Flooring, Ceiling, Doors, Paint | \$600,000 | PPEL |
| Bowman Woods | Blacktop Resurfacing | \$50,000 | PERL |
| Indian Creek | Phase I- Restrooms, Electrical Switchgear, Doors, Clocks, Ceiling, Paint | \$600,000 | PPEL |
| Wilkins | Phase I- Restrooms, IT Upgrade, Access Controls, Doors, Ceiling, Paint | \$450,000 | PPEL |
| Wilkins | Blacktop Resurfacing | \$50,000 | PERL |
| LRC | Phase II- Fire Suppression | \$75,000 | PPEL |

The major project for each of the historical buildings in Phase I is the remodeling of bathrooms. Currently, OPN is performing walkthroughs of all the bathrooms at Bowman Woods, Indian Creek, and Wilkins to determine the exact scope of this project. The goal would be to address ADA compliance along with any needed updates to these existing bathrooms. Anticipated bid date for this project is February/March 2018.

Updates on Goal #6: Empower Achievement (Build) ... CONTINUED

Construct physical learning environments using fiscally responsible and sustainable practices.

Finance/Audit Committee: The Finance/Audit Committee met on December 7th and their discussion focused on:

- Farm Leases: The district rents out three different parcels and the cash rent rate is based on the Linn County overall average as stated in the 2017 Iowa State Survey. This year the rate is \$239 per acre.
- Reviewed change order for the Westfield classroom addition in the amount \$4,869.74. The change order is for the replacement of actuators on the existing dampers in order to stabilize and better control the building pressure.
- Reviewed the list of 2018 summer capital projects and other expenditures in PPEL and SAVE for the 2018-19 fiscal year.
- Discussed various school finance topics from the IASB Convention and talked about next steps regarding board member orientation to school finance.
- Briefly reviewed the FY2017 CAFR noting that a representative from the audit firm will be at the meeting on December 11th to report out.
- Discussed an indexed money market account offered by Kerndt Brothers Bank whereby deposits would earn 80% of the 26-week US Treasury Bill rate (currently at 1.4%). The account would also provide complete liquidity and have no monthly maintenance fees. Minimum deposit would be \$250,000 and maximum deposit would be \$2.5 million.
- Discussed the At Risk/Dropout Prevention Application and noted that the maximum modified supplemental amount requested cannot exceed 2.5% *times* our certified enrollment *times* our district cost per pupil. In this case that amount is \$1,239,057, which is the amount recommended for board approval.

FY2017 Certified Annual Financial Report (CAFR): The FY2017 financial audit report has been completed by Nolte, Cornman, & Johnson, PC. A representative of their firm will be at the December 11th board meeting to summarize the report and inform the board of any audit findings. Once the audit is approved by the board, it will be submitted to ASBO International for consideration for the *Certificate in Excellence for Financial Reporting* award.

Achievements and Honors:

Volleyball News: Congratulations to Junior Megan Renner on being named to the Class 5A Volleyball All-State/First Team. Megan has committed to play volleyball for Purdue University in 2019!



Swimming News: Congratulations to Coach Tom Belin and the LM Boys Swim Team for being mentioned in *The Gazette* as swimmers and team to watch this winter season. Last season the team placed 14th at state as well as ended Cedar Rapids-Washington's 53-year district title winning streak. The following swimmers were listed in the article to watch based on their State finishes last year:



- Nick Cavanah: Finished 16th in 500 freestyle
- Matt Peng: Finished third in the 100 butterfly and sixth in the 50 freestyle
- Brycen Snell: Tied for 12th in the 100 freestyle

Basketball News: Trey Hutcheson has been named as one of *The Gazette's 16 Area Players to Watch*. During last season, Trey, then a sophomore, was one of the team's best players averaging 15.8 points and 7.2 rebounds per game as well as shooting 87.4% from the free-throw line. Congratulations, Trey!



Community Outreach: Several members of the boys' basketball team recently helped out The Salvation Army with their Red Kettle Campaign. Players that participated in "ringing the bell" were: Jacob Robertson, Nolan Ruff, Nate Annis, Hayden Passmore, Tyler Oberbroeckling, Garrett Friday, Cole Martin, Jack Gertsen, Jaren Nelson, Greg Hall, and Eli Havlik.

Kudos to the Aquatic Center: A special kudos to Bobby Kelley, Manager of the Aquatic Center, and his staff for meeting the last-minute needs of a college-level swim meet when the facility they were supposed to use had an issue with their pool. Greg Fleming, Head Swimming Coach for Nebraska Wesleyan University, sent an email to Superintendent Shepherd sharing a special thank you and said, "The community should be very proud of the facility they built, the great job Kelley and the staff did in hosting the event, and how impressed he was with how every student in the district uses the pool throughout the year."



Future Business Leaders of America: Congratulations to Kartik Sivakumar and Kung Patel for placing third in the FBLA Junior Achievement Titan Challenge. The Titan Challenge is a day-long competition which places students in the CEO seat to help increase their awareness and understanding of business operations. Participants were challenged to outperform the competition in profit, sales, and markets shares with the support of a volunteer mentor.





Student of the Week: Congratulations to Emily Wolfe for recently being chosen as *The Marion Times* Student of the Week. Emily's academic interests include English, math, Spanish, and art. Emily has been involved in Student Council, the Student Advisory Council, TRY/SODA, concert band, tennis, and the Linn-Mar Buddies program. Emily also tutored at the high school Writing Center. Emily received academic letters with distinction for three years, was part of the National Honor Society, and her future pursuits include earning a degree in business.



Student of the Week: Congratulations to Daniel Low for recently being chosen as *The Marion Times* Student of the Week. Daniel's academic focus includes math, science, writing, and tutoring at the high school Writing Center. Daniel received an academic letter with three-year distinction and participated in tennis, orchestra, Key Club, Math Team, and The Riff Room. Daniel's future pursuits include earning a degree in medicine.



theROARstore: Hours for [theROARstore](#) for second quarter have been set. Be sure to stop by to purchase Linn-Mar gear Tuesday, Thursday, or Friday between 8:00 AM to 4:00 PM. *theROARstore also began offering online shopping on Cyber Monday...[check it out by clicking here.](#)*

Book Drive: Students and staff of Iowa BIG are hosting a book drive in conjunction with Barnes & Nobles through December 31st. The goal is collect 8,000 books that will be donated to organizations like Four Oaks, Waypoint, Grateful Grannies, Families Helping Families, Henry Davidson Youth Center, and the Boys & Girls Clubs of Cedar Rapids. Donations can be new or gently used. Donations can be dropped off at Barnes & Nobles on Collins Road or at Iowa BIG (upstairs of Kerndt Bank on Boyson Road). *A second part of the book drives is periodic monetary donations by Barnes & Nobles of 20% of each purchase. So, be sure to mention the Iowa BIG book drive when checking out! These additional funds will be used to purchase new books for the drive.*



Iowa All-State Music Festival: Congratulations to the 50 student musicians that represented Linn-Mar during the Iowa All-State Music Festival!



Green Bandana Project: Kudos to Alexa Gormley and the high school students involved in spearheading the Green Bandana Project to raise awareness of mental health issues and to grow the high school into a more conducive environment for talking about mental health. [The Green Bandana Project](#) is a nationwide suicide prevention and mental health awareness campaign.

Poms Take Top Honors at State: The Linn-Mar Varsity Poms placed first in all three of the biggest classes at the State Competition in Des Moines. Our team took the top spot in Class 3 Contemporary, Class 3 Lyrical, and Class 14 Pom along with a Judge's Choice Award for the Pom routine. Claiming the three first place finishes at state is considered a Triple Crown, an accomplishment that has eluded our team for more than a decade. The Poms plan to continue their hard work for their next two upcoming events. They will compete in Regionals in Minneapolis in January and Nationals in Orlando in February.



Linn-Mar Band Students and Directors Participate in NEIBA Festival: Thirty-seven Linn-Mar band students and their directors participated in the NEIBA District Honor Band Festival held recently at the 54th Annual Northeast Iowa Bandmasters Association (NEIBA) Honor Band Festival in Oelwein. Representing Linn-Mar were 18 middle school students selected to participate in one of two middle school bands and 19 high school students selected to participate in one of two high school bands. More than 500 students from 64 middle schools and 62 high schools participated in the event. As part of the festival, middle school students auditioned for acceptance into the All Iowa 8th Grade Honor Band to be held in Des Moines in May 2018 with Linn-Mar having eight students selected with three alternates.

Linn-Mar High School Band Director Aaron Nuss was one of the two NEIBA middle school guest directors this year. In addition, Excelsior Middle School Band Director Steve King and the NEIBA Middle School Honor Band Chairman oversaw all activities of the two, 132 piece middle school groups.

Oak Ridge Middle School Band Director Brett Dupree received the 2017 Phillip Seemann Excellence in Teaching Award for middle school directors.

High School students selected were: Mikayla Langhurst, flute; Haley Kleymann, flute; Kalliopi Katsiris, flute; Megan Wolfe, clarinet; Elizabeth Pauly, clarinet; Madison Kuhlman, clarinet; Patricia Redington, clarinet; Erica Ly, clarinet; Sophie Wilbanks, clarinet; Jaslyn Riherd, clarinet; Katie Greiner, alto sax; Garrett Powell, baritone sax; Matt Helberg, trumpet; Ben Lepsch, trumpet; Nathan Wylie, trumpet; Sushanth Rao, French horn; Caleb Almasi, tuba; Sierra Christensen, percussion; and Cadin Evans, percussion.

Oak Ridge Middle School students selected were: Hanna Langley, flute; Hannah Gralund, clarinet; Madison Marcus, clarinet; Nikhil Reuben, trumpet; Moosa Hamad, French horn; Vivian Shanley, French horn, Brendan Brook, trombone; Braeden Dupree, trombone; and Eliana Francis, percussion.

Excelsior Middle School students selected were: Aadarsh Kumar, flute; Maddie Nuss, clarinet; Julia Brough, clarinet; Sophia Gardner, alto sax; Caleb Brown, baritone sax, Peter Kamp, trumpet; Colin Gillund, trombone; Kimmy Moore, percussion; and Nastya Radionova, percussion.

The following middle students were selected for the All Iowa Honor Band: Hanna Langley, flute; Hannah Gralund, clarinet; Maddie Nuss, clarinet; Nikhil Reuben, trumpet; Moosa Hamad, French horn, Brendan Brooks, trombone; Braeden Dupree, trombone; and Kimmy Moore, percussion.

The following middle school students were selected as alternates for the All Iowa Honor Band: Caleb Brock, baritone sax; Peter Kamp, trumpet; and Vivian Shanley, French horn.

Congratulations to all our band students and staff!



Students

Policy Title: Foreign Exchange Students Code 501.7

Qualified foreign exchange students may be enrolled and attend school without charge if they are recommended by the high school building principal and reside within the boundaries of this district **or whose host family is open enrolled into the district.**

It is the responsibility of the superintendent, or designee, to review and approve organizations that wish to place foreign exchange students in the high school.

Adopted: 6/70

Reviewed: 5/11; 3/12; 7/13; 10/14; 1/15; 10/17

Revised: 8/02; 11/17

Related Policy (Code #): 500.1; 501.1



Students

Policy Title: High School Academic Eligibility for Co/Extra-Curricular Activities Code 502.6

Those students not academically eligible may be allowed to participate in practices at the discretion of the coach, director, or sponsor with the approval of the high school principal or designee. **Academically ineligible students may travel with co/extra-curricular activity groups at the discretion of the athletic director or administrator, but may not participate.**

Students must pass all courses during the preceding grading period in order to be eligible to participate in co/extra-curricular activities. Students who do not pass all courses during the preceding grading period shall be ineligible for a 30-day consecutive calendar period. For co/extra-curricular activities, this 30-day period shall begin in the next grading period the day after grades are available.

For athletics, this ineligible period shall follow the guidelines of the Scholarship Rule, 281 IAC 36.15(2). The Scholarship Rule states that the student is ineligible for a 30-day consecutive calendar period in the next (or current) interscholastic athletic team in which the student is a contestant. This 30-day period begins on the first date competition in that sport is allowed, as determined by the Scholarship Rule. There is no requirement that the student competed in the sport previously.

In order to fulfill the requirements of a loss of competition penalty, the student must complete the entire activity/sport season in good standing as well as be withheld from the prescribed number of competition dates. To be considered a member in good standing, the student must follow all behavioral, attendance, and team expectations; be an active team member at the end of the season; and their name must be listed on the end-of-season report for their sport. If a student quits an activity/sport team or is removed from an activity/team because of disciplinary reasons, they will not receive credit for time served.

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

Students who receive incomplete grades shall be ineligible until all course work is satisfactorily completed. The courses must be completed within 10 days after the conclusion of the previous grading period. Students who qualify for credit recovery shall be ineligible for a minimum of 30 days pending the completion of all course work at a

passing level. This work will be monitored by the academic assistance counselor with final approval by the principal.

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

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

Adopted: 5/90

Reviewed: 5/11; 4/12; 10/14; 1/15

Revised: 7/13; 4/16; 10/17; 11/17

Related Policy (Code #): 502.5; 502.5-R1-R3

Legal Reference (Code of Iowa): 281 IAC 36.15(2)



Administrative Regulations Regarding Excursions and Trips

Code 603.3-R1

Excursions/trips that relate to the educational development of the student 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 **building principal 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
 - ✓ **Justification for an overnight excursion/trip, if applicable**
 - ✓ **Clarification if request is dependent upon pre-qualifying for the event**
 - ✓ Detailed plans for student supervision
 - ✓ **Complete Proposed** itinerary
 - ~~✓ Resource manual with emergency contacts for participants; situational protocols including administrative contacts; and procedures for first aid, health, and emergency contacts at the location~~
 - ✓ Cost and source of funding
 - ✓ **List of the 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 for the following action:
 - **High school: approval required by the superintendent, or designee, for overnight excursions/trips**
 - **Middle school and elementary school: approval by the Board of Education for overnight excursions/trips**
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.

Adopted: 1/10

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

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

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



Administrative Regulations Regarding 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 **building principal Chief Financial/Operating Officer** not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

- Overnight fieldtrips **involving high school students will** require the prior approval of **a high school** the building administrator, the superintendent or designee, **and the Board of Directors.**
- ~~Overnight trips for the middle and elementary school students will require the prior approval of 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
 - ✓ **Justification for an overnight excursion/trip if applicable**
 - ✓ **Clarification if request is dependent upon pre-qualifying for event**
 - ✓ Detailed plans for student supervision
 - ✓ **Complete Proposed** itinerary
 - ✓ ~~Resource manual with emergency contact information and protocols~~
 - ✓ Cost and source of funding
 - ✓ ~~List of~~ **Number of student** participants
 - ✓ Copy of required participation paperwork
- Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
 - The ~~district~~ **building** will be responsible for obtaining a substitute teacher if one is needed.
 - Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

Fieldtrip Criteria: The following checklist **must be signed and** submitted **to the Chief Financial/Operating Officer** for overnight excursions/trips 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 | Yes | No |
|--------------|-----------------|---|-----|----|
| Purpose | Required | 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 | Required | Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this excursion/trip is an initial common experience or a culminating experience. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if | | |

| | | | | |
|--|--------------------|---|------|--|
| | | <i>request is dependent upon pre-qualifying for an event, etc.)</i> | | |
| Follow-up | Required | Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip. | | |
| Assessment | Required | Evidence that students will be required to demonstrate their understanding of the learning expected from this experience. | | |
| Funding | Required | Source of funding has been determined that meets Department of Education and district guidelines. <i>Reference Board Policy 603.3</i> | | |
| Common Experience | <i>Recommended</i> | This excursion/trip is a common experience that all students at this grade level or activity group should have. | | |
| Multi-disciplinary | <i>Recommended</i> | 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 | |

Adopted: 2/99

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

Revised: 1/0; 8/16; 11/17

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



Students

Policy Title: Emergency Drills Code 504.10

Students will be informed of the action to take in an emergency. Emergency drills for fire, weather, **intruders**, and other disasters shall be conducted each school year. Fire and tornado drills will be conducted regularly during the academic school year with a minimum of two before December 31st and two after January 1st. **Intruder drills will be conducted regularly during the academic school year with a minimum of one before December 31st and one after January 1st.**

Each attendance center will develop and maintain a written plan containing emergency and disaster procedures. The plan will be communicated to and reviewed with employees. Employees will participate in emergency drills. Licensed employees are responsible for instructing the proper techniques to be followed during the drills.

Adopted: 6/70

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

Revised: 7/07; 11/17

Legal Reference (Code of Iowa): § 100.31 (2011); 281 IAC 41.27(3); 41.25



Students

Policy Title: Wellness Code 504.12

The board promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The school district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district shall provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The Linn-Mar Community School District encourages healthy school district goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Foods offered by Linn-Mar Nutrition Services shall meet or exceed the district's nutritional standards. Foods shall be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals.

The Linn-Mar Community School District recognizes that school meals shall be available for all students in attendance.

The district will develop a local wellness committee comprised of representatives from the Board of Education, staff members, parents/guardians, and community members with appropriate expertise. The local wellness committee will develop a plan to implement and monitor the effectiveness of this policy. The Linn-Mar Board of Education shall be provided a report on an annual basis.

The superintendent, and/or designee, will be responsible in developing administrative regulations and wellness goals.

Adopted: 8/06

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

Revised: 11/17

Legal Reference (Code of Iowa): § 279.8 (2011); 256.7(29); 256.11(6); 281 IAC 12.5(19); 12.5(26); 58.11



**Policy Title: Fines, Fees, and Charges
Code 505.3**

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, fees, or charges for the materials needed in a course, for overdue school materials, for participating in activities, or for misuse or damage of school property.

The superintendent, or designee, shall inform the board of the dollar amount to be charged to students or others for fines, fees, or charges on an annual basis and the information will be posted on the district website.

Legal custodians or students who complete the official district Free and Reduced Application and meet the specific financial eligibility standards as set by the Department of Education Bureau of Food and Nutrition, or by direct certification from the Department of Human Services through Student Reporting in Iowa (SRI) shall automatically be granted full or partial fee waivers depending on their qualification. Legal custodians or students who do not participate in the district's Free and Reduced Meal Program may qualify for full, partial, or temporary waivers by completing the Temporary Standard Fee Waiver Application.

Fines or charges assessed for damage or loss to school property are not fees and will not be waived.

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

Adopted: 9/96

Reviewed: 4/12; 7/13

Revised: 4/11; 10/14; 11/17

Related Policy (Code #): 802.3

Legal Reference (Code of Iowa): §§ 256.7(20); 279.8; 280.10-11; 282.6; 285.1; 301.1 (2011);
281 IAC 18; 1994 Op Atty Gen 23; 1990 Op Atty Gen 79



**Policy Title: Child and Dependent Adult Abuse
Reporting by Licensed Personnel
Code 505.52**

It is the policy of the Board of Directors in compliance with the Code of Iowa to provide for the greatest possible protection of victims of child and dependent adult abuse and to encourage immediate reporting of suspected cases directly to the Department of Human Services.

The administration shall develop reporting procedures that comply with legal requirements and shall instruct members of the professional staff of their obligations with regard to reporting child and dependent adult abuse.

~~Each and every certified staff member~~ All licensed school employees, teachers, coaches, school nurses, and para-educators are is required to orally report any suspected cases of child and dependent adult abuse to the Department of Human Services within 24 hours of observation followed up by a written report within 48 hours of the oral report. Reports must be made by all observers and not a third party.

Adopted: 7/79

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

Revised: 8/02; 11/17

Related Policy (Code #): 505.52-R

Legal Reference (Code of Iowa): 232.67-77; 232A; 235A; 280.17 (2011); 441 IAC 9.2; 155; 175;
1982 Op Atty Gen 390; 417; 1980 Op Atty Gen 275



Administrative Regulations Regarding Child and Dependent Adult Abuse Reporting by Licensed Personnel

Code 505.52-R

The Code of Iowa requires **all** licensed school employees, **teachers, coaches, school nurses, and para-educators** to report to the Department of Human Services all instances of suspected child and dependent adult abuse involving students. The law further specifies that all licensed school employee, **teachers, coaches, school nurses, and para-educators** who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor and may also leave the employee open to civil liability for the damages caused by their failure to report.

The Iowa Code provides immunity from any liability, civil or criminal, to anyone participating in good faith in the making of a report or in judicial proceedings that may result from the report.

Child Abuse Defined

Child abuse or abuse means harm occurring through:

****Any non-accidental physical injury or injury that is at variance with the history given of it suffered by a child (any person under 18 years of age) as a result of the acts or omissions of a person responsible for the care of the child.**

****The commission of any sexual abuse with or to a child as defined by Chapter 709 of the Iowa Code as a result of the acts or omissions of the person responsible for the child.**

The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

A parent/legal guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child; however, a court may still order that medical services be given to the child if the child's health requires it.

****Teachers in public schools are not considered persons responsible for the care of the child under these clauses. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.**

Reporting Procedures: The Iowa Code establishes reporting and investigation procedures for alleged cases of child abuse. **All** licensed school employees **including** teachers, **and** coaches, school nurses, **and para-educators** are required to orally report within 24 hours to the Department of Human Services when the person reasonably

believes a child has suffered from abuse. Within 48 hours of the oral report, a written report must be forwarded to the Department of Human Services.

Each report should contain as much of the following information as can be obtained within the time limit:

1. Name, age, and address of the suspected abused child
2. Name and address of parents/guardians or persons legally responsible for care
3. Description of injuries including evidence of previous injuries
4. Names, ages, and condition of other children in the home
5. Child's whereabouts if different from parents/guardians or persons legally responsible for the child
6. Any other information considered helpful
7. Name and address of person making the report

The law specifies that a report will be considered valid even if it does not contain all of the above information.

Board policy states that it is not the responsibility of school employees to prove that a child has been abused or neglected and that school employees should not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The Department of Human Services has the responsibility to follow up on the report (Cedar Rapids Office: 892-6800).

Adopted: 7/79

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

Revised: 8/02; 11/17

Related Policy (Code #): 505.52

Legal Reference (Code of Iowa): Chapters 232; 235A; 709

| Building | Activity | Sponsor Group | Start Date | End Date | Contact | Est Profit | Purpose of Funds |
|------------------------------------|-------------------------|------------------|------------|----------|--------------|-------------|------------------------------|
| Oak Ridge | 8th Grade Class Shirt | Oak Ridge | 12/12/17 | 3/9/18 | B. Peyton | \$500.00 | class project |
| Bowman Woods | Book Fair | Bowman Woods | 10/9/17 | 10/12/17 | C. Clanin | \$1,000.00 | books |
| Linn Grove | Art To Remember | Linn Grove | 12/17/17 | 1/31/18 | T. Boyle | \$900.00 | art supplies |
| Wilkins | Book fair | Wilkins | 11/3/17 | 11/17/18 | T. Miller | \$1,200.00 | books |
| | Book fair | Wilkins | 2/26/18 | 3/9/18 | T. Miller | \$1,200.00 | books |
| Westfield | Book Fair | Westfield | 10/8/17 | 10/13/17 | D. Wegmann | \$2,000.00 | books |
| | Book Fair | Westfield | 2/27/18 | 3/2/18 | D. Wegmann | \$2,000.00 | books |
| | Barnes/Noble | Westfield | 12/12/17 | 12/12/17 | D. Wegmann | \$500.00 | books, supplies |
| High School Fine Arts | Sponsorship | Speech | 2/3/18 | 2/3/18 | A. Fry | \$1,850.00 | defray state speech costs |
| High School Girls Athletics | Cookie Dough | Soccer | 3/20/18 | 3/28/18 | M. DeLeon | \$6,000.00 | supplies, equipment |
| | Jr. Clinic | Soccer | 3/31/18 | 3/31/18 | M. DeLeon | \$1,000.00 | supplies, equipment |
| High School Boys Athletics | Summer camp | Boys Tennis | 6/1/18 | 8/10/18 | C. Wundram | \$5,000.00 | windscreens, shade structure |
| | Apparel | Football | 6/18 | 8/18 | P. James | \$500.00 | supplies |
| | Camps | Football | 2/18 | 3/18 | P. James | \$10,000.00 | coaches, equip |
| | Discount Cards | Football | 8/18 | 8/18 | P. James | \$30,000.00 | coaches, equip, uniforms |
| | Discount Cards | Baseball | 4/18 | 5/18 | K. Rodenkirk | \$10,000.00 | coaches, equip, uniforms |
| | Poster Sponsors | Golf | 2/18 | 2/18 | C. James | \$2,000.00 | supplies |
| | Clothing | Track | 2/18 | 3/18 | K. Hoffman | \$2,000.00 | uniforms, supplies |
| High School Clubs | Hurricane Relief | Student council | 9/6/17 | 9/8/17 | H. Heater | \$2,000.00 | send for hurricane relief |
| | Business Sponsors | FBLA | 12/15/17 | 3/15/18 | D. Lampe | \$1,000.00 | conf expenses |
| | March of Dimes | FBLA | 11/1/17 | 12/1/18 | D. Lampe | \$600.00 | donation |
| | Spread the Word Tshirts | Project Unify | 1/22/18 | 2/16/18 | G. Halverson | \$100.00 | activities |
| | Alzheimers Donation | TAG | 11/9/17 | 12/1/17 | A. Hajek | \$300.00 | donation |
| | Sponsorships | Key Club | 1/1/18 | 5/1/18 | C. Dill | \$100.00 | activities |
| | Dance Marathon | Key Club | 4/6/18 | 4/6/18 | C. Dill | \$2,000.00 | donation |
| | Selling Flowers | Key Club | 2/5/18 | 2/13/18 | C. Dill | \$300.00 | activities |
| | Shoe Drive | HOSA | 2/1/18 | 2/28/18 | J. Johnson | \$1,000.00 | conf expenses |
| | Tshirts | HOSA | 12/17 | 1/18 | J. Johnson | \$40.00 | conf expenses |
| | Sponsorships | Magazine Club | 1/18 | 4/18 | J. Turner | \$2,500.00 | publishing costs |
| | Magazine Sales | Magazine Club | 5/18 | 5/18 | J. Turner | \$2,000.00 | printing costs |
| | WPA Dance | Student council | 2/24/18 | 2/24/18 | H. Heater | \$6,000.00 | activities, conf expenses |
| | Robo Fair | Robotics | 5/19/18 | 5/19/18 | D. Niemitalo | \$1,000.00 | registration exp |
| | Tshirts | ALO Club | 2/18 | 2/18 | J. Walters | \$1,000.00 | activities |
| | Youth Conference | ALO Club | 4/28/18 | 4/28/18 | J. Walters | \$500.00 | activities |
| | Open Mic Night | ALO Club | 2/18 | 2/18 | J. Walters | \$1,000.00 | activities |
| | Green Bandana | STOP/Iowa BIG | 12/17 | 12/17 | L. Mooney | \$200.00 | donation |
| | Family Feud Night | Missionary Minds | 1/26/18 | 2/9/18 | K. Woerner | \$200.00 | activities for donations |



2018-2019 School Calendar

Start-Finish
August 23 – May 31

Summary of Calendar
Days in classroom: 178/176
Hours: 1167/1131

| | |
|------------|--------|
| Q1 = 45 | Oct 25 |
| Q2 = 44 | Jan 11 |
| Q3 = 43/42 | Mar 15 |
| Q4 = 46/45 | May 31 |

Calendar Legend

- Start/End
- Q Quarter
- Holidays
- Vacation
- New Teacher Orientation
- Comp Day/Work Day Combo
- Early Childhood Prof Learning
- PreK-8 Teacher Comp Day
- PreK-12 Professional Learning
- PreK-12 Teacher Comp Day
- PreK-12 Teacher Work Day
- PreK-12 Student Non-Attendance
- PreK-8 Student Non-Attendance
- 9-12 Student Non-Attendance

Linn-Mar Days

Elementary & Middle School (PreK-8)

- 176 School Days
- 6 Teacher Work Days
- 5 Professional Learning Days
- 4 Comp Days
- 191 Total**

High School (9-12)

- 178 School Days
- 6 Teacher Work Days
- 5 Professional Learning Days
- 2 Comp Days
- 191 Total**

Make Up Days for Cancellations

- First June 3
- Second June 4
- Subsequent June 5+

| M | T | W | Th | F | HS/Prek-8 Student Days | Teacher Days |
|---------------------|----|----|----|----|------------------------|--------------|
| August 2018 | | | | | | |
| | | 1 | 2 | 3 | | |
| 6 | 7 | 8 | 9 | 10 | | |
| 13 | 14 | 15 | 16 | 17 | | 1 |
| 20 | 21 | 22 | 23 | 24 | 2 | 6 |
| 27 | 28 | 29 | 30 | 31 | 7 | 11 |
| September | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 11 | 15 |
| 10 | 11 | 12 | 13 | 14 | 16 | 20 |
| 17 | 18 | 19 | 20 | 21 | 21 | 25 |
| 24 | 25 | 26 | 27 | 28 | 26 | 30 |
| October | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 31 | 35 |
| 8 | 9 | 10 | 11 | 12 | 36 | 40 |
| 15 | 16 | 17 | 18 | 19 | 41 | 45 |
| 22 | 23 | 24 | Q | 26 | 45 | 50 |
| 29 | 30 | 31 | | | 47 | 53 |
| November | | | | | | |
| | | | 1 | 2 | 49 | 55 |
| 5 | 6 | 7 | 8 | 9 | 54 | 60 |
| 12 | 13 | 14 | 15 | 16 | 59 | 65 |
| 19 | 20 | 21 | 22 | 23 | 61 | 68 |
| 26 | 27 | 28 | 29 | 30 | 66 | 73 |
| December | | | | | | |
| 3 | 4 | 5 | 6 | 7 | 71 | 78 |
| 10 | 11 | 12 | 13 | 14 | 76 | 83 |
| 17 | 18 | 19 | 20 | 21 | 81 | 88 |
| 24 | 25 | 26 | 27 | 28 | | |
| 31 | | | | | | |
| January 2019 | | | | | | |
| | 1 | 2 | 3 | 4 | 84 | 91 |
| 7 | 8 | 9 | 10 | Q | 89 | 96 |
| 14 | 15 | 16 | 17 | 18 | 93 | 101 |
| 21 | 22 | 23 | 24 | 25 | 97 | 106 |
| 28 | 29 | 30 | 31 | | 101 | 110 |
| February | | | | | | |
| | | | | 1 | 102 | 111 |
| 4 | 5 | 6 | 7 | 8 | 107 | 116 |
| 11 | 12 | 13 | 14 | 15 | 112 | 121 |
| 18 | 19 | 20 | 21 | 22 | 117/116 | 126 |
| 25 | 26 | 27 | 28 | | 121/120 | 130 |
| March | | | | | | |
| | | | | 1 | 122/121 | 131 |
| 4 | 5 | 6 | 7 | 8 | 127/126 | 136 |
| 11 | 12 | 13 | 14 | Q | 132/131 | 141 |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | 136/135 | 146 |
| April | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 141/140 | 151 |
| 8 | 9 | 10 | 11 | 12 | 146/145 | 156 |
| 15 | 16 | 17 | 18 | 19 | 150/148 | 161 |
| 22 | 23 | 24 | 25 | 26 | 155/153 | 166 |
| 29 | 30 | | | | 157/155 | 168 |
| May | | | | | | |
| | | 1 | 2 | 3 | 160/158 | 171 |
| 6 | 7 | 8 | 9 | 10 | 165/163 | 176 |
| 13 | 14 | 15 | 16 | 17 | 169/167 | 181 |
| 20 | 21 | 22 | 23 | 24 | 174/172 | 186 |
| 27 | 28 | 29 | 30 | Q | 178/176 | 190 |
| June | | | | | | |
| 3 | 4 | 5 | 6 | 7 | | 191 |
| 10 | 11 | 12 | 13 | 14 | | |
| 17 | 18 | 19 | 20 | 21 | | |
| 24 | 25 | 26 | 27 | 28 | | |

August 2018

- 15, 16 New Teacher Orientation
- 17 First Day for PreK-12 Teachers
- 20 Professional Learning Day
- 21, 22 PreK-12 Teacher Work Days
- 23 *First Day of School K-9*
- 24 *First Day of School 10-12*

September

- 3 No School PreK-12 (Labor Day)
- 5 No School ECBP and LL Preschool (Early Childhood Professional Learning)

October

- 3 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 15-25 K-8 Conference Window
- 25 End 1st Quarter
- 26 No School PreK-12 (PreK-8 Teacher Comp Day) (9-12 Teacher Work Day)
- 29 No School PreK-12 (Professional Learning Day)

November

- 7 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 21 No School PreK-12 (Teacher Comp Day)
- 22-23 No School PreK-12 (Thanksgiving Break)

December

- 5 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 24-31 No School PreK-12 (Winter Break)

January 2019

- 1 No School PreK-12 (Winter Break)
- 2 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 11 End 2nd Quarter
- 14 No School PreK-12 (Teacher Work Day)
- 21 No School PreK-12 (Professional Learning Day)

February

- 6 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 18 No School PreK-8 (Teacher Comp Day)

March

- 4-15 K-8 Conference Window
- 6 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 15 End 3rd Quarter
- 18-22 No School PreK-12 (Spring Break)
- 25 No School PreK-12 (Teacher Work Day)

April

- 3 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 19 No School PreK-8 (Teacher Comp Day)
- 22 No School PreK-12 (Professional Learning Day)

May

- 1 No School ECBP and LL Preschool (Early Childhood Professional Learning)
- 13 No School PreK-12 (Professional Learning Day)
- 26 High School Graduation
- 27 No School PreK-12 (Memorial Day)
- 31 *Last Day of School & Quarter (2-Hour Early Dismissal)*

June

- 3 No School (PreK-8 Teacher Work Day) (9-12 Teacher Comp Day)

2018 Summer Projects: Based on feedback from the Facilities Advisory Committee and OPN Architects, the administration is recommending the following capital projects for summer 2018:

| Location | Description | Est. Cost | Fund |
|--------------|--|-----------|------|
| Excelsior | Flooring- Corridors | \$125,000 | PPEL |
| Bowman Woods | Phase I- Partial Roof, Restrooms, IT Network, Intercom, Corridor Flooring, Ceiling, Doors, Paint | \$600,000 | PPEL |
| Bowman Woods | Blacktop Resurfacing | \$50,000 | PERL |
| Indian Creek | Phase I- Restrooms, Electrical Switchgear, Doors, Clocks, Ceiling, Paint | \$600,000 | PPEL |
| Wilkins | Phase I- Restrooms, IT Upgrade, Access Controls, Doors, Ceiling, Paint | \$450,000 | PPEL |
| Wilkins | Blacktop Resurfacing | \$50,000 | PERL |
| LRC | Phase II- Fire Suppression | \$75,000 | PPEL |

The major project for each of the historical buildings in Phase I is the remodeling of bathrooms. Currently, OPN is performing walkthroughs of all the bathrooms at Bowman Woods, Indian Creek, and Wilkins to determine the exact scope of this project. The goal would be to address ADA compliance along with any needed updates to these existing bathrooms. Anticipated bid date for this project is February/March 2018.

Linn-Mar Community Schools Dropout Prevention Budget—Breakdown 2018/19

| Description | Amount |
|--|--------------------|
| STAFF SALARIES/FICA/IPERS | \$1,513,684 |
| BENEFITS | \$243,992 |
| | |
| PROGRAM OPERATION | \$42,000 |
| PURCHASED ADMINISTRATIVE AND EDUCATIONAL SERVICES | |
| Apex = \$21,000 | |
| Mental Health Screenings = \$1,000 | |
| Crisis Counseling Contract with Mercy Family Counseling = \$20,000 | |
| | |
| PROFESSIONAL DEVELOPMENT | \$20,000 |
| | |
| BOOKS, PERIODICALS, SUPPLIES | |
| Mentoring and Academic Support Supplies: | \$14,850 |
| High School = \$3,000 | |
| Middle School – 2 Buildings @ \$800 = \$1,600 | |
| Elementary – 7 buildings @ \$750 = \$5,250 | |
| Office Supplies = \$1,000 | |
| Books and Periodicals = \$1,000 | |
| Family Resource Library = \$3,000 | |
| | |
| DUES AND FEES | \$1,000 |
| | |
| TUITION, TRAVEL, SHARED CONTRACTS | \$6,000 |
| Travel for Professional Development = \$2,000 | |
| Tuition/PMIC Payment = \$4,000 | |
| | |
| TOTAL STUDENT ASSISTANCE 18-19 BUDGET | \$1,841,526 |
| | |
| Carryover | 0 |
| | |
| Requested State Application Amount | \$1,239,057 |



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

**Linn-Mar Community School District Board of Education
Work Session Minutes
November 20, 2017**

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, Anderson, Isenberg, and Weaver.

200: Adoption of Agenda *Motion 41-11-20*

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

300: Work Session

301: Motion to Move into Exempt Session *Motion 42-11-20*

Motion AbouAssaly, second Weaver to move into exempt session at 5:01 PM pursuant to Iowa Code 20.17(3), for the board to hold a strategy session of public employer strategies for negotiations. Voice vote, all ayes. Motion carried.

302: Motion to Return to Open Session *Motion 43-11-20*

Motion AbouAssaly, second Anderson to return to open session at 5:41 PM. Voice vote, all ayes. Motion carried.

303: Student Services Update

Exhibit 303.1

Leisa Breitfelder, Executive Director of Student Services, shared an update on the Special Education data profile and Student Services. Mrs. Breitfelder discussed the ELL program, Student Assistance Team, and the Dropout Prevention application among other items.

400: Adjournment *Motion 44-11-20*

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

Sondra Nelson, Board President

Angie Morrison, Board Secretary



**Linn-Mar Community School District
Board of Education Regular Meeting Minutes
November 20, 2017**

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, Weaver, Anderson, and Isenberg.

200: Adoption of the Agenda *Motion 45-11-20*

Motion Anderson, second AbouAssaly to approve the agenda as presented. Voice vote, all ayes.
Motion carried.

300: Audience Communications

400: Resolutions/Opening Bids/Public Hearings

500: Informational Reports

501: Iowa BIG Open House

Board members shared highlights of the November 8th Iowa BIG open house. They enjoyed the excitement of the students and how well they presented themselves. Dr. Shepherd thanked Tim Isenberg for serving on the Iowa BIG Advisory Committee.

502: School Improvement Advisory Committee

Associate Superintendent Shannon Bisgard gave an update on the November 9th SIAC meeting that included the reporting of test scores for the special education students and the discussion of federal and state initiatives currently on the horizon.

503: Marion City Council

Nelson updated the board on the November 9th Marion City Council meeting.

504: Iowa Association of School Boards Annual Conference

Board members discussed sessions that they attended at the November 15th-16th IASB Annual Conference. The board felt the conference was worth the time and money spent and that they received valuable information at the various sessions.

505: Board Book

Exhibit 505.1

Superintendent Shepherd shared highlights from the November 20th Board Book that included updates on standards based grading (pg. 3) and elementary homework (pg. 8). Shepherd also pointed out information on the Indian Creek Trail Project (pg. 12) as well as achievements and honors on pages 15-16. It was confirmed that no changes have been made to the homework policy and that all staff should be following the policy as is until further notice.

600: Unfinished Business

700: New Business

701: Approval of SBRC Application Motion 46-11-20 *Exhibit 701.1*
Motion AbouAssaly, second Lausen to approve the School Budget Review Committee application with the amounts of: \$824,460.50 for on-time funding for increased enrollment, \$179,275.20 for open enrolled out students not on previous count, and \$13,196.70 for English Language Learner students served beyond five years. Voice vote, all ayes. Motion carried.

702: Approval of Letting of Bus Bids Motion 47-11-20
Motion AbouAssaly, second Weaver to approve the letting of bus bids for a total cost not to exceed \$450,000. Voice vote, all ayes. Motion carried.

703: First Reading of Policy Recommendations Motion 48-11-20 *Exhibit 703.1*
Motion AbouAssaly, second Anderson to approve the first reading of the policy recommendations as presented. Voice vote, all ayes. Motion carried.

(Recommendations for the following policies)

- **501.7 Foreign Exchange Students**
- **502.6 High School Academic Eligibility for Co/Extra-Curricular Activities**
- **603.R1-R2 Excursions and Trips**

- **504.1-504.12 Student Health and Safety Series**
(Full series reviewed with recommendations for following policies)
 - 504.10 Emergency Drills
 - 504.12 Wellness

- **505.2-505.10 Student Miscellaneous Matters Series**
(Full series reviewed with recommendations for following policies)
 - 505.3 Fines, Fees, and Charges
 - 505.52 Child/Dependent Adult Abuse Reporting by Licensed Personnel
 - 505.52-R Administrative Regulations Regarding Child/Adult Abuse Reporting

704: Open Enrollment Requests Motion 49-11-20
Motion AbouAssaly, second Lausen to approve the open enrollment requests as presented. Voice vote, all ayes. Motion carried.

Approved IN

| Name | Grade | Resident District | Reason |
|------------------------|------------------|--------------------------|---------------|
| Black Bear, Jerry Alec | 11 th | Marion Independent | Good Cause |

Approved OUT

| Name | Grade | Receiving District | Reason |
|------------------|------------------|---------------------------|---------------|
| Christy, Makayla | 9 th | Marion Independent | Good Cause |
| Henricksen, Will | 10 th | Marion Independent | Good Cause |
| Roskop, Colby | 10 th | Marion Independent | Good Cause |

800: Consent Agenda

801: Personnel

Classified Staff: Assignment/Reassignment/Transfer

| Name | Assignment | Dept Action | Salary Placement |
|--------------------|-------------------------------|--------------------|-------------------------|
| Alvey, Brandi | NE: Student Support Associate | 11/27/17 | LMSEAA II, Step 9 |
| Balster, Janet | WF: Student Support Associate | 11/13/17 | LMSEAA II, Step 10 |
| Hunt, Christina | NE: Student Support Associate | 11/27/17 | LMSEAA II, Step 6 |
| Jochimsen, Melanie | NE: Student Support Associate | 11/13/17 | LMSEAA II, Step 6 |

| Name | Assignment | Dept Action | Salary Placement |
|-----------------|---|-------------|--------------------|
| Kumoto, Rachael | NE: Student Support Associate | 10/31/17 | LMSEAA II, Step 9 |
| Neihart, Julia | IC: General Ed Assistant/Paraprofessional | 11/13/17 | LMSEAA I, Step 6 |
| Rose, Jacob | WE: Student Support Associate | 11/8/17 | LMSEAA II, Step 6 |
| Williams, Nancy | Success: Student Support Associate | 11/13/17 | LMSEAA II, Step 10 |

Classified Staff: Resignation

| Name | Assignment | Dept Action | Reason |
|------------------|-------------------------------|-------------|------------------|
| Banks, Christine | WE: Student Support Associate | 11/21/17 | Personal |
| Bonazza, Stormie | HS: Student Support Associate | 11/21/17 | Other Employment |
| Vogel, Caleb | NS: Assistant Driver | 11/21/17 | Other Employment |

Extra-Curricular: Assignment/Reassignment/Transfer

| Name | Assignment | Dept Action | Salary Placement |
|--------------------|---|-------------|------------------|
| Naaktgeboren, Erik | EX: Volunteer Assistant Wrestling Coach | 1/19/18 | Volunteer |

Extra-Curricular: Resignation

| Name | Assignment | Dept Action | Reason |
|-------------|--------------------------------------|-------------|----------|
| Heald, John | HS: Assistant Varsity Baseball Coach | 11/3/17 | Personal |

802: Approval of November 3rd Board Visit Minutes *Exhibit 802.1*

803: Approval of November 6th Board Meeting Minutes *Exhibit 803.1*

804: Approval of Bills *Exhibit 804.1*

805: Approval of Contracts *Exhibits 805.1-5*

1. Independent contractor agreement with Steve Vavra.
2. Independent contractor agreement with Richard Wagor.
3. Agreement with Iowa DOT for environmental review in connection with City of Marion Indian Creek Trail project.
4. Iowa cash rent farm lease with RJ Carson for 39 acres.
5. Iowa cash rent farm lease with RJ Carson for 15 acres.
6. Interagency agreements for Special Education services with Cedar Rapids CSD (3), East Buchanan CSD (1), and Marion Independent (4). *To protect student confidentiality, no exhibits provided.*

806: Disposition of Obsolete Equipment

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

807: Informational Items *Exhibits 807.1-2*

1. Financial and Cash Balance reports as of October 31, 2016.
2. Financial and Cash Balance reports as of October 31, 2017.

808: Approval of the Consent Agenda ***Motion 50-11-20***

Motion AbouAssaly, second Wall to approve the consent agenda as presented. Voice vote, all ayes. Motion carried.

900: Communications

901: Board Communications

Calendar and communication items were reviewed.

902: Calendar

| Date | Time | Event | Location |
|---------------------------|--------------------|---|----------------------------------|
| November 30 th | 4:30 PM | MEDCO/City/Board Social | Indian Creek Country Club |
| Date | Time | Event | Location |
| December 1 st | 11:30 AM | Board Visit | Wilkins Elementary |
| December 6 th | 3:30 PM | Career & Technical Education Advisory | LRC - Boardroom |
| December 7 th | 7:30 AM | Finance/Audit Committee | LRC – Room 203 |
| December 7 th | 5:30 PM | Marion City Council (Rachel) | City Hall |
| December 8 th | 11:50 AM | SODA Holiday Luncheon | HS Auxiliary Gym |
| December 11 th | 5:00 PM | Board Regular Meeting ONLY | LRC - Boardroom |
| December 13 th | 11:30 AM | Board Visit | Success Center |
| December 21 st | 5:30 PM | Marion City Council (Bob) | City Hall |
| Date | Time | Event | Location |
| January 4 th | 5:30 PM | Marion City Council (Clark) | City Hall |
| January 8 th | 5:00 PM 7:00 PM | Board Work Session Board Regular Meeting | LRC - Boardroom |
| January 10 th | 11:30 AM | Board Visit | Compass |
| January 11 th | 4:30 PM | Special Education Advisory | LRC - Boardroom |
| January 11 th | 6:30 PM | Parent University | LRC - Boardroom |
| January 17 th | 11:30 AM | Policy Committee | Superintendent's Conference Room |
| January 18 th | 7:30 AM | Finance/Audit Committee | LRC – Room 203 |
| January 18 th | 5:30 PM | Marion City Council | City Hall |
| January 22 nd | 5:00 PM 7:00 PM | Board Work Session Board Regular Meeting | LRC - Boardroom |
| January 26 th | Noon | Board Visit | Oak Ridge Middle School |

903: Committees/Advisories

| Committees/Advisories | Board/Administrative Participants |
|---|--|
| Finance/Audit Committee | Anderson, Shepherd, Morrison, AbouAssaly, Lausen, Wall |
| Policy/Governance Committee | Shepherd, Morrison, Anderson, Isenberg, Weaver |
| Career & Technical Education Advisory Committee | Bisgard, Wall |
| School Improvement Advisory Committee | Bisgard, AbouAssaly |
| Community Collaboration Advisory Committee | Shepherd, Nelson |
| Iowa BIG Board | Shepherd, Isenberg |

1000: Adjournment ***Motion 51-11-20***

Motion AbouAssaly, second Anderson to adjourn at 7:47 PM. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

Angie Morrison, Board Secretary

Minutes submitted by Angie Morrison.

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 11/17/2017 - 12/07/2017

Fiscal Year: 2017-2018

| Vendor Name | Description | Check Total |
|-------------------------------------|--------------------------------|---------------------|
| Fund: Aquatic Center | | |
| BMO MASTERCARD | GENERAL SUPPLIES | \$513.61 |
| DAKTRONICS, INC | GENERAL SUPPLIES | \$2,040.00 |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$6,220.79 |
| HY-VEE FOOD STORE-8556 | GENERAL SUPPLIES | \$800.00 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$120.30 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$514.41 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$120.30 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$514.41 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX WITHHOLDING | \$721.06 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$440.88 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$661.75 |
| IOWA SWIMMING, INC (DES MOINES) | GENERAL SUPPLIES | \$50.00 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$5.46 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$13.01 |
| METRO INTERAGENCY INS PROG. | EE LIAB-DENTAL INSURANCE | \$4.66 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$479.07 |
| SUN LIFE FINANCIAL EBG | EE LIAB-VOL/SUN LIFE INS | \$3.00 |
| TREASURER ST OF IA | STATE INCOME TAX WITHHOLDING | \$231.03 |
| USA SWIMMING/IOWA SWIMMING, INC | GENERAL SUPPLIES | \$244.00 |
| Fund Total: | | \$13,697.74 |
| Fund: DEBT SERVICE | | |
| BANKERS TRUST COMPANY | INTEREST | \$24,305.00 |
| BANKERS TRUST COMPANY | OTHER PROFESSIONAL | \$250.00 |
| FARMERS STATE BANK | INTEREST | \$87,603.75 |
| Fund Total: | | \$112,158.75 |
| Fund: GENERAL | | |
| 3D UNIVERSE | COMP/TECH HARDWARE | \$3,766.75 |
| 95 PERCENT GROUP INC | INSTRUCTIONAL SUPPLIES | \$108.90 |
| ADAPTIVATION INCORPORATED | INSTRUCTIONAL SUPPLIES | \$357.00 |
| ADVANTAGE | GENERAL SUPPLIES | \$118.34 |
| AHLERS AND COONEY, P.C. | GENERAL SUPPLIES | \$1,449.00 |
| AHLERS AND COONEY, P.C. | LEGAL SERVICES | \$8,050.59 |
| AIRGAS NORTH CENTRAL | INSTRUCTIONAL SUPPLIES | \$58.26 |
| AKERS KYLE | OFFICIAL/JUDGE | \$57.00 |
| ALL INTEGRATED SOLUTIONS | MAINTENANCE SUPPLIES | \$167.40 |
| ALLIANT ENERGY | ELECTRICITY | \$8,399.71 |
| ALTORFER | RENTALS EQUIPMENT | \$841.10 |
| AMERICAN SPECIALTIES | GENERAL SUPPLIES | \$5.15 |
| AMERICAN SPECIALTIES | INSTRUCTIONAL SUPPLIES | \$20.60 |
| ANDERSON ROBERT | TRAVEL | \$28.69 |
| APPLE COMPUTER INC | COMP/TECH HARDWARE | \$10,016.00 |
| APPLE COMPUTER INC | INSTRUCTIONAL SUPPLIES | \$598.00 |
| ARNOLD MOTOR SUPPLY | MAINTENANCE SUPPLIES | \$387.78 |
| ARNOLD MOTOR SUPPLY | TRANSP. PARTS | \$434.45 |

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|-------------------------------|------------------------|-------------|
| ASCD | GENERAL SUPPLIES | \$89.00 |
| ASIFLEX | EE LIAB-FLEX DEP CARE | \$26,039.17 |
| ASIFLEX | EE LIAB-FLEX HEALTH | \$17,824.03 |
| ATLANTIC COCA-COLA | INSTRUCTIONAL SUPPLIES | \$385.44 |
| BADER MATTHEW | OFFICIAL/JUDGE | \$65.00 |
| BARNES & NOBLE | LIBRARY BOOKS | \$314.78 |
| BMO MASTERCARD | AUDIO-VISUAL MEDIA | \$149.70 |
| BMO MASTERCARD | COMP/TECH HARDWARE | \$4,193.03 |
| BMO MASTERCARD | COMPUTER SOFTWARE | \$188.55 |
| BMO MASTERCARD | DUES AND FEES | \$240.00 |
| BMO MASTERCARD | EQUIPMENT >\$1999 | \$326.41 |
| BMO MASTERCARD | GENERAL SOFTWARE | \$291.99 |
| BMO MASTERCARD | GENERAL SUPPLIES | \$3,150.39 |
| BMO MASTERCARD | HEAT/PLUMBING SUPPLY | \$3.96 |
| BMO MASTERCARD | INSTRUCTIONAL SUPPLIES | \$26,435.56 |
| BMO MASTERCARD | LIBRARY BOOKS | \$1,475.86 |
| BMO MASTERCARD | MAINTENANCE SUPPLIES | \$1,997.04 |
| BMO MASTERCARD | PROF SERV: EDUCATION | \$934.08 |
| BMO MASTERCARD | REPAIR PARTS | \$67.94 |
| BMO MASTERCARD | STAFF WORKSHP/CONF | \$11,413.71 |
| BMO MASTERCARD | TECH REPAIRS | \$18.82 |
| BMO MASTERCARD | TEXTBOOKS | \$772.23 |
| BMO MASTERCARD | TRAVEL | \$10,538.74 |
| BOOKHOUSE | GENERAL SUPPLIES | \$311.44 |
| BRIGHTLINES PAPER | INSTRUCTIONAL SUPPLIES | \$29.85 |
| C.H. McGUINNESS CO., INC | HEAT/PLUMBING SUPPLY | \$116.72 |
| CAMPBELL SUPPLY | MAINTENANCE SUPPLIES | \$11.88 |
| CAPITAL SANITARY | MAINTENANCE SUPPLIES | \$12,912.70 |
| CAROLINA BIOLOGICAL SUPPLY | INSTRUCTIONAL SUPPLIES | \$140.56 |
| CARROLL CONSTRUCTION SUPPLY | REPAIR PARTS | \$579.81 |
| CEDAR RAPIDS COMM. SCHOOL/RW | INSTRUCTIONAL SUPPLIES | \$10,182.48 |
| CENTURYLINK | TELEPHONE | \$713.42 |
| CENTURYLINK | TELEPHONE | \$2,087.31 |
| CHAPMAN ALLEN | INSTRUCTIONAL SUPPLIES | \$1,500.00 |
| CHIROPRACTIC OF IOWA | PHYSICALS | \$180.00 |
| CITY OF MARION. | OTHER PROFESSIONAL | \$2,612.25 |
| CITY OF ROBINS | WATER/SEWER | \$1,007.40 |
| COE COLLEGE | Building Repairs | \$1,200.00 |
| COE COLLEGE | TUITION-COMM COLLEGE | \$500.00 |
| COLLECTION | EE LIAB-GARNISHMENTS | \$4,089.71 |
| COMMUNICATIONS ENGINEERING CO | RADIOS | \$679.00 |
| COMMUNITY HEALTH CHARITIES | EE LIAB-CHARITY | \$10.00 |
| CONNOLLY, WILLIAM | OFFICIAL/JUDGE | \$65.00 |
| COPE PLASTICS INC | INSTRUCTIONAL SUPPLIES | \$137.10 |
| CRESCENT ELECTRIC | MAINTENANCE SUPPLIES | \$620.75 |

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| Vendor Name | Description | Check Total |
|---------------------------------------|-----------------------------------|----------------|
| CROELL REDI-MIX INC | GROUNDS UPKEEP | \$3,264.82 |
| CULLIGAN | GENERAL SUPPLIES | \$535.45 |
| CULLIGAN | INSTRUCTIONAL SUPPLIES | \$53.00 |
| CUMMINS CENTRAL POWER LLC | VEHICLE REPAIR | \$7,148.26 |
| CUSTOM HOSE & SUPPLIES, INC. | MAINTENANCE SUPPLIES | \$9.30 |
| DAFIT-NESS LLC | OTHER PROFESSIONAL | \$400.00 |
| DECKER EQUIPMENT | INSTRUCTIONAL SUPPLIES | \$382.72 |
| DENNIS COMPANY | REPAIR PARTS | \$346.29 |
| DEPARTMENT OF EDUCATION | BUS INSPECTION FEES | \$40.00 |
| DVORAK JOHN | OFFICIAL/JUDGE | \$57.00 |
| EC ICDA YOUTH CHOIR CLINIC | INSTRUCTIONAL SUPPLIES | \$30.00 |
| EDGEWOOD LOCKER INC | INSTRUCTIONAL SUPPLIES | \$120.00 |
| EMPLOYEE RESOURCE SYSTEMS, INC | OTHER PROFESSIONAL | \$1,683.00 |
| EMSLRC | INSTRUCTIONAL SUPPLIES | \$33.00 |
| FAIRFAX GREENHOUSE & LANDSCAPING INC. | INSTRUCTIONAL SUPPLIES | \$4,700.00 |
| FAMILY VIDEO | FACILITY RENTAL | \$3,687.04 |
| FAREWAY STORES | INSTRUCTIONAL SUPPLIES | \$308.02 |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$3,029,613.85 |
| FEDEX | GENERAL SUPPLIES | \$12.72 |
| FEINER SUPPLY | INSTRUCTIONAL SUPPLIES | \$192.00 |
| FLOOD KEVIN | OFFICIAL/JUDGE | \$130.00 |
| FOLLETT SCHOOL SOLUTIONS, INC | COMPUTER SOFTWARE | \$11,174.25 |
| FOLLETT SCHOOL SOLUTIONS, INC | INSTRUCTIONAL SUPPLIES | \$702.50 |
| FOLLETT SCHOOL SOLUTIONS, INC | LIBRARY BOOKS | \$190.70 |
| GARMENT DESIGN | INSTRUCTIONAL SUPPLIES | \$400.00 |
| GASWAY CO, J P | GENERAL SUPPLIES | \$1,152.64 |
| GENTZSCH ANDREW | PROF SERV: EDUCATION | \$437.50 |
| GIRDNER JOEL | OFFICIAL/JUDGE | \$65.00 |
| GOODWIN TUCKER GROUP | REPAIR PARTS | \$856.34 |
| GRAINGER | MAINTENANCE SUPPLIES | \$836.51 |
| GRANT WOOD AEA | DUES AND FEES | \$185.00 |
| GRANT WOOD AEA | INSTRUCTIONAL SUPPLIES | \$1,726.00 |
| GRANT WOOD AEA | STAFF WORKSH/CONF | \$676.00 |
| GRIFFITHS FRED | OFFICIAL/JUDGE | \$65.00 |
| GRIGGS MUSIC INC | EQUIPMENT REPAIR | \$570.00 |
| HACKBARTH PAM | MISC REVENUE | \$8.00 |
| HALVORSON BUILDING SOLUTIONS | HEAT/PLUMBING SUPPLY | \$158.15 |
| HAND-IN-HAND PRESCHOOL | PROF SERV: EDUCATION | \$56,179.20 |
| HAPPY JOE'S PIZZA | INSTRUCTIONAL SUPPLIES | \$163.92 |
| HARRINGTON, CARMEN | INSTRUCTIONAL SUPPLIES | \$31.25 |
| HARRISON, JACOB | Professional Educational Services | \$500.00 |
| HEARTLAND HOME CARE, INC | PROF SERV: EDUCATION | \$7,582.00 |
| HIGGINS SUPPLY CO., INC | INSTRUCTIONAL SUPPLIES | \$196.00 |
| HOGLUND BUS CO. INC | TRANSP. PARTS | \$3,899.09 |
| HOUGHTON MIFFLIN HARCOURT | INSTRUCTIONAL SUPPLIES | \$1,529.00 |

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| Vendor Name | Description | Check Total |
|--|--------------------------------|--------------|
| HY-VEE FOOD STORE-8555 | INSTRUCTIONAL SUPPLIES | \$60.24 |
| HY-VEE FOOD STORE-8556 | GENERAL SUPPLIES | \$75.29 |
| HY-VEE FOOD STORE-8556 | INSTRUCTIONAL SUPPLIES | \$438.30 |
| ICONNECT CORP | PROF SERV: EDUCATION | \$252.00 |
| IMON COMMUNICATIONS LLC | TELEPHONE | \$7,574.88 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$63,058.87 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$267,597.72 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$63,038.81 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$267,597.72 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX WITHHOLDING | \$443,576.82 |
| INVOLTA | OTHER TECH SER | \$345.00 |
| IOWA DEPT OF HUMAN SERVICES | MEDICAID REIMBURSE | \$94,419.11 |
| IOWA DEPT OF REVENUE - ADMIN WAGE LEVY | EE LIAB-GARNISHMENTS | \$133.16 |
| IOWA PRISON INDUSTRIES | MAINTENANCE SUPPLIES | \$1,920.54 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$274,743.92 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$412,346.60 |
| IOWA SCHOOL FOR THE DEAF | PROF SERV: EDUCATION | \$2,531.40 |
| IOWA SHARES | EE LIAB-CHARITY | \$28.00 |
| IOWA STATE UNIVERSITY | INSTRUCTIONAL SUPPLIES | \$80.00 |
| IPEVO INC. | INSTRUCTIONAL SUPPLIES | \$282.15 |
| ISFIS | OTHER PROFESSIONAL | \$210.00 |
| JERACH TOOL SUPPLY | GENERAL SUPPLIES | \$75.99 |
| JOHNSTONE SUPPLY | REPAIR PARTS | \$230.74 |
| JUICEBOX INTERACTIVE | GENERAL SUPPLIES | \$93.75 |
| KIRKWOOD COMM COLLEGE | TUITION-COMM COLLEGE | \$3,170.00 |
| L.L. PELLING CO | GROUNDS UPKEEP | \$131.75 |
| LASER RESOURCES, LLC | Copies | \$10,998.76 |
| LASER RESOURCES, LLC | GENERAL SUPPLIES | \$246.45 |
| LASER RESOURCES, LLC | INSTRUCTIONAL SUPPLIES | \$174.76 |
| LEARNING A-Z | INSTRUCTIONAL SUPPLIES | \$259.90 |
| LINN CO-OP OIL | GASOLINE | \$14,959.98 |
| LINN CO-OP OIL | MAINTENANCE SUPPLIES | \$1,512.10 |
| LINN COUNTY REC | ELECTRICITY | \$24,218.85 |
| LINN-MAR NUTRITION SERVICES | GENERAL SUPPLIES | \$87.94 |
| LINN-MAR NUTRITION SERVICES | INSTRUCTIONAL SUPPLIES | \$341.19 |
| LITERACY RESOURCES, INC | INSTRUCTIONAL SUPPLIES | \$84.99 |
| LMEA | EE LIAB-UNION DUES | \$296.40 |
| LONG RANDY | OFFICIAL/JUDGE | \$65.00 |
| LYNCH FORD | TRANSP. PARTS | \$267.60 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$4,769.24 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$12,803.06 |
| MADISON NATIONAL LIFE INS. CO., INC | RETIREE INSURANCE | \$152.00 |
| MAJOR RONALD | OFFICIAL/JUDGE | \$57.00 |
| MARION CHAMBER OF COMMERCE | PROF SERV: EDUCATION | \$400.00 |
| MARION IRON CO. | INSTRUCTIONAL SUPPLIES | \$1,511.99 |

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| Vendor Name | Description | Check Total |
|----------------------------------|-----------------------------------|--------------|
| MARION IRON CO. | MAINTENANCE SUPPLIES | \$330.91 |
| MARION JANITORIAL SUPPLY CO | MAINTENANCE SUPPLIES | \$337.52 |
| MARION TIMES | ADVERTISING | \$927.27 |
| MARION WATER DEPT | WATER/SEWER | \$4,480.67 |
| MATHESON-LINDWELD | INSTRUCTIONAL SUPPLIES | \$199.17 |
| MCGRAW-HILL SCHOOL EDUCATION | INSTRUCTIONAL SUPPLIES | \$231.37 |
| MCGRAW-HILL SCHOOL EDUCATION | TEXTBOOKS | \$5,315.11 |
| MCMASTER-CARR | REPAIR PARTS | \$184.82 |
| MENARDS -13127 | GENERAL SUPPLIES | \$39.92 |
| MENARDS -13127 | INSTRUCTIONAL SUPPLIES | \$327.87 |
| MERCY EAP SERVICES | PROF SERV: EDUCATION | \$975.00 |
| METRO INTERAGENCY INS PROG. | EE LIAB-DENTAL INSURANCE | \$34,473.30 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$455,399.51 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$2,393.84 |
| METRO INTERAGENCY INS PROG. | ER LIAB-MEDICAL INSURANCE | \$25,520.00 |
| METRO INTERAGENCY INS PROG. | RETIREE INSURANCE | \$20,914.09 |
| MID AMERICAN ENERGY | NATURAL GAS | \$5,312.97 |
| MIDAMERICAN ENERGY SERVICES, LLC | NATURAL GAS | \$6,136.51 |
| MOBYMAX, LLC | INSTRUCTIONAL SUPPLIES | \$1,328.00 |
| MORAN, SHIRLEY | INSTRUCTIONAL SUPPLIES | \$230.91 |
| MORRISON DALE | OFFICIAL/JUDGE | \$114.00 |
| MOVIE LICENSING USA | INSTRUCTIONAL SUPPLIES | \$419.00 |
| NEIBA | PROF SERV: EDUCATION | \$513.00 |
| NORTHSTAR AV | AUDIO-VISUAL MEDIA | \$320.00 |
| OBERBROECKLING CHRIS | OFFICIAL/JUDGE | \$65.00 |
| OFFICE EXPRESS | GENERAL SUPPLIES | \$164.67 |
| OFFICE EXPRESS | INSTRUCTIONAL SUPPLIES | \$1,539.35 |
| OLSON DAVID | TRAVEL | \$180.57 |
| ORIENTAL TRADING CO | ADVERTISING | \$55.92 |
| ORKIN PEST CONTROL | Pest Control | \$470.00 |
| P & K MIDWEST | REPAIR PARTS | \$38.13 |
| PAUL REVERE LIFE INS. CO. | DISTRICT LIFE INSURANCE | \$234.00 |
| PEEPLS JAMAAL | OFFICIAL/JUDGE | \$57.00 |
| PEPPER J.W. & SON, INC | INSTRUCTIONAL SUPPLIES | \$578.14 |
| PHELPS AMY | Professional Educational Services | \$280.50 |
| PHONAK | EQUIPMENT >\$1999 | \$2,708.75 |
| PHONAK | INSTRUCTIONAL SUPPLIES | \$2,617.39 |
| PIZZA RANCH | INSTRUCTIONAL SUPPLIES | \$72.97 |
| PLUMBERS SUPPLY COMPANY | HEAT/PLUMBING SUPPLY | \$896.32 |
| POLAR ELECTRO INC | INSTRUCTIONAL SUPPLIES | \$959.40 |
| PROJECT LEAD THE WAY | STAFF WORKSH/CONF | \$2,400.00 |
| PROVIDENT LIFE/ACCIDENT INS. CO. | DISTRICT LIFE INSURANCE | \$1,927.43 |
| QUILL CORPORATION | GENERAL SUPPLIES | \$64.10 |
| QUILL CORPORATION | INSTRUCTIONAL SUPPLIES | \$1,100.06 |
| QUINN STORAGE | FACILITY RENTAL | \$160.00 |

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|-----------------------------------|-----------------------------------|--------------|
| READ NATURALLY | INSTRUCTIONAL SUPPLIES | \$805.00 |
| REALLY GOOD STUFF INC | INSTRUCTIONAL SUPPLIES | \$35.99 |
| REAMS SPRINKLER SUPPLY | REPAIR PARTS | \$236.61 |
| RECOVER HEALTH | PROF SERV: EDUCATION | \$3,253.46 |
| REINHART INSTITUTIONAL FOODS INC | INSTRUCTIONAL SUPPLIES | \$165.54 |
| ROCHESTER ARMORED CAR CO INC | GENERAL SUPPLIES | \$391.04 |
| RONALD BENJAMIN ROYBAL | STAFF WORKSH/CONF | \$8,000.00 |
| ROYAL IMAGING SUPPLIES | INSTRUCTIONAL SUPPLIES | \$122.00 |
| SCANTRON | INSTRUCTIONAL SUPPLIES | \$89.74 |
| SCHAEFFER MANUFACTURING COMPANY | MAINTENANCE SUPPLIES | \$683.15 |
| SCHOLASTIC BOOK FAIR INC | LIBRARY BOOKS | \$834.55 |
| SCHOOL BUS SALES | TRANSP. PARTS | \$1,422.42 |
| SCHOOL HEALTH CORP | GENERAL SUPPLIES | \$683.53 |
| SCHOOL HEALTH CORP | INSTRUCTIONAL SUPPLIES | \$532.20 |
| SCHOOL-TECH, INC | MAINTENANCE SUPPLIES | \$57.94 |
| SEIU LOCAL 199 | EE LIAB-UNION DUES | \$668.36 |
| SPECIAL OLYMPICS IOWA INC | DUES AND FEES | \$300.00 |
| STANDARD BEARINGS | MAINTENANCE SUPPLIES | \$336.56 |
| STANDARD BEARINGS | REPAIR PARTS | \$601.21 |
| SUN LIFE FINANCIAL EBG | EE LIAB-VOL/SUN LIFE INS | \$3,259.65 |
| SUPER DUPER PUBLICATIONS | INSTRUCTIONAL SUPPLIES | \$124.70 |
| SYSTEMS UNLIMITED, INC. | PROF SERV: EDUCATION | \$1,813.50 |
| TEACHER'S TOOLBOX LLC | INSTRUCTIONAL SUPPLIES | \$46.14 |
| TEXTBOOK WAREHOUSE | INSTRUCTIONAL SUPPLIES | \$91.00 |
| THE SHREDDER | OTHER PROFESSIONAL | \$477.00 |
| THOMAS DANIEL | OFFICIAL/JUDGE | \$65.00 |
| TIMBERLINE BILLING SERVICE LLC | DATA PROCESSING AND | \$7,979.35 |
| TOBII DYNAVOX LLC | INSTRUCTIONAL SUPPLIES | \$233.00 |
| TRALAU CAROL A. | INSTRUCTIONAL SUPPLIES | \$900.00 |
| TREASURER ST OF IA | STATE INCOME TAX WITHHOLDING | \$192,975.10 |
| TRI-CITY ELECTRIC COMPANY OF IOWA | COMP/TECH HARDWARE | \$2,100.00 |
| UNITED ART & EDUCATION | INSTRUCTIONAL SUPPLIES | \$270.93 |
| UNITED WAY OF EAST CENTRAL IOWA | EE LIAB-CHARITY | \$1,140.61 |
| UNUM LIFE INS. CO. | ER LIAB-DISTRICT DISABILITY | \$922.32 |
| US Department of Education | EE LIAB-GARNISHMENTS | \$192.56 |
| VAN METER CO | MAINTENANCE SUPPLIES | \$763.10 |
| VAVRA STEVEN | INSTRUCTIONAL SUPPLIES | \$100.00 |
| VERNIER SOFTWARE & TECHNOLOGY | INSTRUCTIONAL SUPPLIES | \$120.00 |
| VOYA RETIREMENT INSURANCE | EE LIAB-403 (B) | \$56,234.74 |
| WADDLE JACOB D. | OFFICIAL/JUDGE | \$65.00 |
| WADE CADENHEAD | OFFICIAL/JUDGE | \$65.00 |
| WAGNER, STEVEN | OFFICIAL/JUDGE | \$65.00 |
| WAGOR, RICHARD | Professional Educational Services | \$350.00 |
| WALL RACHEL | TRAVEL | \$429.76 |
| WALMART | GENERAL SUPPLIES | \$233.43 |

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| WALMART | INSTRUCTIONAL SUPPLIES | \$911.37 |
| WALSH DOOR & HARDWARE | REPAIR PARTS | \$5.00 |
| WASHBURN LAUNDRY EQUIPMENT | REPAIR/MAINT SERVICE | \$479.18 |
| WASHINGTON PATRONS OF PERFORMING ARTS | INSTRUCTIONAL SUPPLIES | \$300.00 |
| WEAVER, CLARK | TRAVEL | \$132.17 |
| WENDLING QUARRIES | GROUNDS UPKEEP | \$335.42 |
| WEST MUSIC CO | EQUIPMENT >\$1999 | \$2,473.70 |
| WEST MUSIC CO | EQUIPMENT REPAIR | \$40.00 |
| WEST MUSIC CO | INSTRUCTIONAL SUPPLIES | \$1,548.70 |
| WINDSTREAM | TELEPHONE | \$783.79 |
| YUSKA BILLY | OFFICIAL/JUDGE | \$65.00 |
| Fund Total: | | \$6,181,023.00 |
| Fund: LOCAL OPT SALES TAX | | |
| RATHJE CONST | CONSTRUCTION SERV | \$36,272.99 |
| TRI-CITY ELECTRIC COMPANY OF IOWA | CONSTRUCTION SERV | \$2,430.00 |
| Fund Total: | | \$38,702.99 |
| Fund: NUTRITION SERVICES | | |
| BANOWETZ CINDY | GENERAL SUPPLIES | \$45.00 |
| BEHEL CHELSEA | UNEARNED REVENUE | \$44.10 |
| BMO MASTERCARD | GENERAL SUPPLIES | \$23.96 |
| EARTHGRAINS | PURCHASE FOOD | \$4,687.81 |
| EMS DETERGENT SERVICES | GENERAL SUPPLIES | \$1,864.94 |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$86,678.09 |
| HUDSON JENNIFER | UNEARNED REVENUE | \$72.15 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$1,725.27 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$7,376.86 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$1,725.27 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$7,376.86 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX WITHHOLDING | \$8,512.38 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$7,941.19 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$11,918.35 |
| LASER RESOURCES, LLC | Copies | \$8.98 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$145.00 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$205.42 |
| MAYFIELD HOLLIE | UNEARNED REVENUE | \$25.00 |
| METRO INTERAGENCY INS PROG. | EE LIAB-DENTAL INSURANCE | \$251.84 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$16,513.18 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$1,056.60 |
| OFFICE EXPRESS | GENERAL SUPPLIES | \$67.16 |
| RAPIDS WHOLESALE EQUIP CO | GENERAL SUPPLIES | \$244.20 |
| REINHART INSTITUTIONAL FOODS INC | GENERAL SUPPLIES | \$269.02 |
| REINHART INSTITUTIONAL FOODS INC | PAPER PRODUCT SUPPLY | \$5,673.80 |
| REINHART INSTITUTIONAL FOODS INC | PURCHASE FOOD | \$112,396.09 |
| SCHOOL NUTRITION ASSOCIATION | DUES AND FEES | \$83.00 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 11/17/2017 - 12/07/2017

Fiscal Year: 2017-2018

| Vendor Name | Description | Check Total |
|--------------------------------------|--------------------------------|---------------------|
| SEIU LOCAL 199 | EE LIAB-UNION DUES | \$16.41 |
| SUN LIFE FINANCIAL EBG | EE LIAB-VOL/SUN LIFE INS | \$64.20 |
| TREASURER ST OF IA | STATE INCOME TAX WITHHOLDING | \$3,665.35 |
| U.S. DEPARTMENT OF TREASURY--FMS | EE LIAB-GARNISHMENTS | \$159.44 |
| VOYA RETIREMENT INSURANCE | EE LIAB-403 (B) | \$780.00 |
| Fund Total: | | \$281,616.92 |
| Fund: PHY PLANT & EQ LEVY | | |
| ACOUSTICS BY WASHBURN, LLC | CONSTRUCTION SERV | \$15,875.00 |
| CARROLL CONSTRUCTION SUPPLY | BLDG. CONST SUPPLIES | \$477.20 |
| DE LAGE LANDEN PUBLIC FINANCE | COMPUTER/COPIER RENT | \$4,525.00 |
| FORECAST5 ANALYTICS, INC | COMPUTER SOFTWARE | \$7,500.00 |
| IN TOUCH RECEIPTING | COMPUTER SOFTWARE | \$5,290.00 |
| IOWA FIRE PROTECTION | CONSTRUCTION SERV | \$21,432.00 |
| MIDWAY OUTDOOR EQUIPMENT INC | EQUIPMENT >\$1999 | \$1,727.19 |
| SHIVE-HATTERY INC. | ARCHITECT | \$1,000.00 |
| VAN METER CO | BLDG. CONST SUPPLIES | \$1,345.75 |
| Fund Total: | | \$59,172.14 |
| Fund: PUB ED & REC LEVY | | |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$1,531.04 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$30.57 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$130.67 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$30.57 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$130.67 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX WITHHOLDING | \$201.04 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$147.92 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$221.99 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$2.50 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$7.28 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$437.16 |
| TREASURER ST OF IA | STATE INCOME TAX WITHHOLDING | \$83.93 |
| ULINE, INC | GROUPS UPKEEP | \$2,151.48 |
| Fund Total: | | \$5,106.82 |
| Fund: STUDENT ACTIVITY | | |
| AKERS KYLE | OFFICIAL/JUDGE | \$60.00 |
| ALI'S WEEDS | INSTRUCTIONAL SUPPLIES | \$101.00 |
| AMBROSY TODD | OFFICIAL/JUDGE | \$150.00 |
| ANAMOSA COMMUNITY SCHOOLS | INSTRUCTIONAL SUPPLIES | \$30.00 |
| B & H PHOTO | INSTRUCTIONAL SUPPLIES | \$1,599.96 |
| BEACON ATHLETICS | INSTRUCTIONAL SUPPLIES | \$1,338.64 |
| BMO MASTERCARD | DUES AND FEES | \$1,225.00 |
| BMO MASTERCARD | INSTRUCTIONAL SUPPLIES | \$5,469.72 |
| BMO MASTERCARD | TRAVEL | \$7,530.78 |
| BRANDT BLAKE | OFFICIAL/JUDGE | \$57.50 |
| BRASHAW TIMOTHY | OFFICIAL/JUDGE | \$52.50 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 11/17/2017 - 12/07/2017

Fiscal Year: 2017-2018

| Vendor Name | Description | Check Total |
|---------------------------------------|--------------------------------|-------------|
| BURDT SAM | OFFICIAL/JUDGE | \$60.00 |
| BURESH RENTAL | INSTRUCTIONAL SUPPLIES | \$310.00 |
| CEDAR AMATEUR ASTRONOMERS | DUES AND FEES | \$30.00 |
| CITY OF MARION. | INSTRUCTIONAL SUPPLIES | \$301.00 |
| COMPOUND CLOTHING, LLC | INSTRUCTIONAL SUPPLIES | \$3,932.50 |
| COPYWORKS | INSTRUCTIONAL SUPPLIES | \$118.00 |
| COTTON GALLERY LTD. | INSTRUCTIONAL SUPPLIES | \$2,185.84 |
| DONNER, MATTHEW | OFFICIAL/JUDGE | \$125.00 |
| DVORAK JOHN | OFFICIAL/JUDGE | \$117.50 |
| ELSMORE SWIM SHOP/AQUATIC | INSTRUCTIONAL SUPPLIES | \$2,035.00 |
| FAREWAY STORES | INSTRUCTIONAL SUPPLIES | \$3.34 |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$6,605.20 |
| FLOOD KEVIN | OFFICIAL/JUDGE | \$60.00 |
| FORNEY MARK | OFFICIAL/JUDGE | \$131.80 |
| FRIDAY MATT | OFFICIAL/JUDGE | \$60.00 |
| FULLER, TRAVIS | OFFICIAL/JUDGE | \$57.50 |
| GARMENT DESIGN | INSTRUCTIONAL SUPPLIES | \$117.50 |
| GIRDNER JOEL | OFFICIAL/JUDGE | \$60.00 |
| GRIGGS MUSIC INC | INSTRUCTIONAL SUPPLIES | \$818.90 |
| GRINNELL HIGH SCHOOL | DUES AND FEES | \$90.00 |
| HANIGAN LISA | INSTRUCTIONAL SUPPLIES | \$825.00 |
| HANSEN PEGGY | OFFICIAL/JUDGE | \$50.00 |
| HEYING KENNETH | OFFICIAL/JUDGE | \$60.00 |
| HOYT BOB | OFFICIAL/JUDGE | \$50.00 |
| HY-VEE FOOD STORE-8555 | INSTRUCTIONAL SUPPLIES | \$90.76 |
| HY-VEE FOOD STORE-8556 | INSTRUCTIONAL SUPPLIES | \$247.97 |
| INDEPENDENCE COMM SCHOOL DIST | DUES AND FEES | \$150.00 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$119.66 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$511.55 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$119.66 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$511.55 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX WITHHOLDING | \$621.06 |
| IOWA ASSOC.OF TRACK COACHES | INSTRUCTIONAL SUPPLIES | \$45.00 |
| IOWA GIRLS HIGH SCHOOL ATHLETIC UNION | DUES AND FEES | \$7,188.00 |
| IOWA GIRLS HIGH SCHOOL ATHLETIC UNION | INSTRUCTIONAL SUPPLIES | \$97.00 |
| IOWA HIGH SCHOOL ATHLETIC ASSOC | INSTRUCTIONAL SUPPLIES | \$132.90 |
| IOWA PRISON INDUSTRIES | INSTRUCTIONAL SUPPLIES | \$342.10 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$290.95 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$436.66 |
| IOWA STATE UNIVERSITY | INSTRUCTIONAL SUPPLIES | \$80.00 |
| JEFFERSON HIGH SCHOOL | INSTRUCTIONAL SUPPLIES | \$150.00 |
| JOHNSON BRADLEY DAVID | OFFICIAL/JUDGE | \$57.50 |
| KEY CLUB INTERNATIONAL. | DUES AND FEES | \$949.00 |
| LETTER PERFECT | INSTRUCTIONAL SUPPLIES | \$359.93 |
| MEDICAL SPECIALTIES | INSTRUCTIONAL SUPPLIES | \$30.79 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 11/17/2017 - 12/07/2017

Fiscal Year: 2017-2018

| Vendor Name | Description | Check Total |
|----------------------------|------------------------------|-----------------------|
| MENARDS -13127 | INSTRUCTIONAL SUPPLIES | \$40.93 |
| MH ADVERTISING SPECIALTIES | INSTRUCTIONAL SUPPLIES | \$640.63 |
| MINN-TEX CITRUS | DUES AND FEES | \$3,059.40 |
| MIXEMONG CHRISTINA | INSTRUCTIONAL SUPPLIES | \$176.00 |
| NJENGA DANA | MISC REVENUE | \$20.00 |
| PAPA JOHNS PIZZA | INSTRUCTIONAL SUPPLIES | \$67.76 |
| PEIFFER RON | OFFICIAL/JUDGE | \$57.50 |
| PHEASANT RIDGE PRO SHOP | DUES AND FEES | \$80.00 |
| PHELPS AMY | INSTRUCTIONAL SUPPLIES | \$242.00 |
| RABEY TODD | OFFICIAL/JUDGE | \$75.00 |
| RIMA DAVE | OFFICIAL/JUDGE | \$150.00 |
| SHANLEY STEVE | INSTRUCTIONAL SUPPLIES | \$3,850.00 |
| SOCCER INNOVATIONS | INSTRUCTIONAL SUPPLIES | \$35.88 |
| STEKL ALLEN | OFFICIAL/JUDGE | \$95.00 |
| STERN, INK | INSTRUCTIONAL SUPPLIES | \$120.00 |
| SUBWAY | INSTRUCTIONAL SUPPLIES | \$66.50 |
| THOMAS DANIEL | OFFICIAL/JUDGE | \$52.50 |
| THUL DAVID | OFFICIAL/JUDGE | \$40.00 |
| TIPTON HIGH SCHOOL | DUES AND FEES | \$50.00 |
| TREASURER ST OF IA | STATE INCOME TAX WITHHOLDING | \$225.81 |
| TURNER TERRY | OFFICIAL/JUDGE | \$52.50 |
| UNICEF | INSTRUCTIONAL SUPPLIES | \$181.54 |
| VAN HOECK RON | OFFICIAL/JUDGE | \$57.50 |
| VARSITY SPIRIT | INSTRUCTIONAL SUPPLIES | \$1,378.15 |
| WAGNER, STEVEN | OFFICIAL/JUDGE | \$75.00 |
| WALMART | INSTRUCTIONAL SUPPLIES | \$114.94 |
| WERNKE ERIC | OFFICIAL/JUDGE | \$95.00 |
| WIELAND CREATIVE | INSTRUCTIONAL SUPPLIES | \$252.99 |
| WISE STEVE | OFFICIAL/JUDGE | \$500.00 |
| ZIO JOHNNO'S | INSTRUCTIONAL SUPPLIES | \$220.00 |
| Fund Total: | | \$60,423.75 |
| Fund: Student Store | | |
| ANNIE YOUNG | MISC REVENUE | \$10.00 |
| BMO MASTERCARD | GENERAL SUPPLIES | \$36.66 |
| BSN SPORTS | GENERAL SUPPLIES | \$3,242.48 |
| CHANDA MOONEY | MISC REVENUE | \$55.00 |
| Fund Total: | | \$3,344.14 |
| Grand Total: | | \$6,755,246.25 |

End of Report

FARM LEASE

THIS LEASE ("Lease") is made between Linn-Mar Community School District ("Landlord"), whose address for the purpose of this Lease is 2999 N. 10th Street, Marion, Iowa, 52302 and John J. Airy and Janet K. Airy ("Tenant"), whose address for the purpose of this Lease is 2618 Old Center Road, Alburnett, IA 52202.

THE PARTIES AGREE AS FOLLOWS:

1. **PREMISES AND TERM.** Landlord leases to Tenant the following real estate situated in Linn County, Iowa (the "Real Estate"):

**SW SW Section 14; That part of E ½ NE NE Section 22 East of the Road;
and NW NW Section 23, all in 84-7, Linn County, Iowa, except the Public Highway,**

and containing 77.94 tillable acres, more or less, with possession by Tenant for a term of one (1) year to commence on March 1, 2018, and ending on February 28, 2019. The Tenant has had or been offered an opportunity to make an independent investigation as to the acres and boundaries of the premises. In the event that possession cannot be delivered within fifteen (15) days after commencement of this Lease, Tenant may terminate this Lease by giving the Landlord notice in writing.

2. **RENT.** Tenant shall pay to Landlord as rent for the Real Estate (the "Rent"), total annual cash rent of \$18,628 (\$239 per acre), payable in full, unless otherwise agreed, no later than December 30, 2018.

All Rent is to be paid to Landlord at the address above or at such other place as Landlord may direct in writing. Rent must be in Landlord's possession on or before the due date. Participation of this farm in any offered program by the U.S. Department of Agriculture or any state for crop production control or soil conservation, the observance of the terms and conditions of this program, and the division of farm program payments, requires Landlord's prior written consent. Payments from participation in these programs shall belong to Tenant. Crop disaster payments shall belong to Tenant.

3. **LANDLORD'S LIEN AND SECURITY INTEREST.** As security for all sums due or which will become due from Tenant to Landlord, Tenant hereby grants to Landlord, in addition to any statutory liens, a security interest as provided in the Iowa Uniform Commercial Code and a contractual lien in all crops produced on the premises and the proceeds and products thereof, all contract rights concerning such crops, proceeds and/or products, all proceeds of insurance collected on account of destruction of such crops, all contract rights and U.S. government and/or state agricultural farm program payments in connection with the above described premises whether such contract rights be payable in cash or in kind, including the proceeds from such rights, and any and all other personal property kept or used on the real estate that is not exempt from execution. Tenant shall also sign any additional forms required to validate the security interest in government program payments.

Tenant shall not sell such crops unless Landlord agrees otherwise. Tenant shall notify Landlord of Tenant's intention to sell crop at least three (3) business days prior to sale of the crop (with business days being described as Monday through Friday, except any Iowa or federal holidays). Tenant shall pay the full rent for the crop year in which the crop is produced, whether due or not, at the time of sale pursuant to Landlord's consent to release Landlord's security interests. Upon payment in full Landlord shall release Landlord's lien on the crop produced in that crop year on the premises. The parties agree that by the Landlord releasing the lien as to the crop in one year, the Landlord in no way releases the lien or agrees to release the lien in any prior or subsequent year.

Tenant shall sign and deliver to Landlord a list of potential buyers of the crops upon which

Landlord has been granted a security interest in this lease. Unless Landlord otherwise consents, Tenant will not sell these crops to a buyer who is not on the potential list of buyers unless Tenant pays the full rent due for the crop year to the Landlord at or prior to the date of sale. Landlord may give notice to the potential buyers of the existence of this security interest.

Landlord is further granted the power, coupled with an interest, to sign on behalf of Tenant as attorney-in-fact and to file one or more financing statements under the Iowa Uniform Commercial Code naming Tenant as Debtor and Landlord as Secured Party and describing the collateral herein specified. Tenant consents to the financing statement being filed immediately after execution of this Lease.

4. INPUT COSTS AND EXPENSES. Tenant shall prepare the Real Estate and plant such crops in a timely fashion. Tenant shall only be entitled to pasture or till those portions of the Real Estate designated by Landlord. All necessary machinery and equipment, as well as labor, necessary to carry out the terms of this lease shall be furnished by and at the expense of the Tenant. All necessary materials, in the amounts required by good husbandry, shall be acquired and paid for by Tenant.

5. PROPER HUSBANDRY; HARVESTING OF CROPS; CARE OF SOIL, TREES, SHRUBS AND GRASS. Tenant shall farm the Real Estate in a manner consistent with good husbandry, seek to obtain the best crop production that the soil and crop season will permit, properly care for all growing crops in a manner consistent with good husbandry, and harvest all crops on a timely basis. In the event Tenant fails to do so, Landlord reserves the right, personally or by designated agents, to enter upon the Real Estate and properly care for and harvest all growing crops, charging the cost of the care and harvest to the Tenant, as part of the Rent. Tenant shall timely control all weeds, including noxious weeds, weeds in the fence rows, along driveways and around buildings throughout the premises. Tenant shall comply with all terms of the conservation plan and any other required environmental plans for the leased premises. Tenant shall do what is reasonably necessary to control soil erosion including, but not limited to, the maintenance of existing watercourses, waterways, ditches, drainage areas, terraces and tile drains, and abstain from any practice which will cause damage to the Real Estate.

Upon request from the Landlord, Tenant shall by August 15 of each lease year provide to the Landlord a written listing showing all crops planted, including the acres of each crop planted, fertilizers, herbicides and insecticides applied showing the place of application, the name and address of the applicator, the type of application and the quantity of such items applied on the lease premises during such year.

Tenant shall distribute upon the poorest tillable soil on the Real Estate, unless directed otherwise by Landlord, all of the manure and compost from the farming operation suitable to be used. Tenant shall not remove from the Real Estate, nor burn, any straw, stalks, stubble, or similar plant materials, all of which are recognized as the property of Landlord. Tenant may use these materials, however, upon the Real Estate for the farming operations. Tenant shall protect all trees, vines and shrubbery upon the Real Estate from injury by Tenant's cropping operation or livestock.

Tenant shall maintain accurate yield records for the real estate, and upon request, during or after the lease term, shall disclose to Landlord, all yield base information required for participation in government programs.

6. DELIVERY OF GRAIN. Not applicable.

7. LANDLORD'S STORAGE SPACE. Not applicable.

8. ENVIRONMENTAL. Tenant shall comply with all applicable environmental laws concerning application, storage and handling of chemicals (including, without limitation, herbicides and insecticides) and fertilizers. Tenant shall apply any chemicals used for weed or insect control at levels not to exceed the manufacturer's recommendation for the soil types involved. Farm chemicals shall not be stored on the premises for more than one year. Farm chemicals for use on other properties shall not be stored on this

property. Chemicals stored on the premises shall be stored in clearly marked, tightly closed containers. No chemicals or chemical containers will be disposed of on the premises. Application of chemicals for agricultural purposes per manufacturer's recommendation shall not be construed to constitute disposal.

Tenant shall employ all means appropriate to insure that well or ground water contamination does not occur, and shall be responsible to follow all applicator's licensing requirements. Tenant shall install and maintain safety check valves for injection of any chemicals and/or fertilizers into an irrigation system (injection valve only, not main well check valve). Tenant shall properly post all fields (when posting is required) whenever chemicals are applied by ground or air. Tenant shall haul and spread all manure on appropriate fields at times and in quantities consistent with environmental protection requirements. Tenant shall not dispose of waste oil, tires, batteries, paint, other chemicals or containers anywhere on the premises. Solid waste shall not be disposed of on the premises. Dead livestock shall not be buried on the premises. If disposal of solid waste or burial of dead animals is permitted as stated in the previous two sentences, the disposal or burial shall be in compliance with all applicable environmental laws. Tenant shall not use waste oil as a means to suppress dust on any roads on or near the premises. No underground storage tanks, except human waste septic systems that meet current codes, rules, and regulations, shall be maintained on the premises.

Tenant shall immediately notify Landlord of any chemical discharge, leak, or spill which occurs on premises. Tenant shall assume liability and shall indemnify and hold Landlord harmless for any claim or violation of standards which results from Tenant's use of the premises. Tenant shall assume defense of all claims, except claims resulting from Landlord's negligence, in which case each party shall be responsible for that party's defense of any claim. After termination, Tenant shall remain liable for violations which occurred during the term of this Lease.

9. TERMINATION OF LEASE. This Lease shall automatically renew upon expiration from year-to-year, upon the same terms and conditions unless either party gives due and timely written notice to the other of an election not to renew this Lease. If renewed, the tenancy shall terminate on March 1 of the year following, provided that the tenancy shall not continue because of an absence of notice in the event there is a default in the performance of this Lease. All notices of termination of this Lease shall be as provided by law.

10. POSSESSION AND CONDITION AT END OF TERM. At the termination of this Lease, Tenant will relinquish possession of the Real Estate to the Landlord. If Tenant fails to do so Tenant agrees to pay Landlord \$ 100 per day, as liquidated damages until possession is delivered to Landlord. At the time of delivery of the Real Estate to Landlord, Tenant shall assure that the Real Estate is in good order and condition, and substantially the same as it was when received by Tenant at the commencement of this Lease, excusable or insurable loss by fire, unavoidable accidents and ordinary wear, excepted.

11. LANDLORD'S RIGHT OF ENTRY AND INSPECTION. In the event notice of termination of this Lease has been properly served, Landlord may enter upon the Real Estate or authorize someone else to enter upon the Real Estate to conduct any normal tillage or fertilizer operation after Tenant has completed the harvesting of crops even if this is prior to the date of termination of the lease. Landlord may enter upon the Real Estate at any reasonable time for the purpose of viewing or seeding or making repairs, or for other reasonable purposes.

12. VIOLATION OF TERMS OF LEASE. If Tenant or Landlord violates the terms of this Lease, the other may pursue the legal and equitable remedies to which each is entitled. Tenant's failure to pay any Rent when due shall cause all unpaid Rent to become immediately due and payable, without any notice to or demand upon Tenant.

13. **REPAIRS.** Tenant, at Tenant's own expense, shall maintain the fences on the leased premises in good and proper repair. Tenant shall haul the materials to the repair site without charge to Landlord.

14. **NEW IMPROVEMENTS.** No improvements whatsoever shall be made to the Real Estate without the Landlord's prior written consent. All buildings, fences and improvements of every kind and nature that may be erected or established upon the Real Estate during the term of the Lease by the Tenant shall constitute additional rent and shall inure to the Real Estate, becoming the property of Landlord unless the Landlord has agreed in writing prior to the erection that the Tenant may remove the improvement at the end of the lease.

15. **WELL, WINDMILL, WATER AND SEPTIC SYSTEMS.** Tenant shall maintain all well, windmill, water and septic systems on the Real Estate in good repair at Tenant's expense. Landlord does not guarantee continuous or adequate supplies of water for the premises.

16. **EXPENSES INCURRED WITHOUT CONSENT OF LANDLORD.** No expense shall be incurred for or on account of the Landlord without first obtaining Landlord's written authorization. Tenant shall take no actions that might cause a mechanic's lien to be imposed upon the Real Estate.

17. **NO AGENCY.** Tenant is not an agent of the Landlord.

18. **TELEVISION AND RADIO.** Tenant may install and remove, without causing material injury to the premises, Tenant's television reception antennas, microwave dishes, and radio reception and transmission antennas.

19. **ACCOUNTING.** Not applicable.

20. **ATTORNEY FEES AND COURT COSTS.** If either party files suit to enforce any of the terms of this Lease, the prevailing party shall be entitled to recover court costs and reasonable attorneys' fees and expenses.

21. **CHANGE IN LEASE TERMS.** The conduct of either party, by act or omission, shall not be construed as a material alteration of this Lease until such provision is reduced to writing and executed by both parties as addendum to this Lease.

22. **CONSTRUCTION.** Words and phrases herein, including the acknowledgment, are construed as in the singular or plural and as the appropriate gender, according to the context.

23. **NOTICES.** The notices contemplated in this Lease shall be made in writing and shall either be delivered in person, or be mailed in the U.S. mail, certified mail to the recipient's last known mailing address, except for the notice of termination set forth in Section 9, which shall be governed by the Code of Iowa.

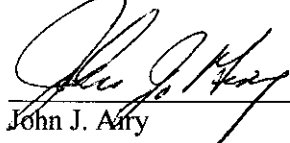
24. **ASSIGNMENT.** Tenant shall not assign this Lease or sublet the Real Estate or any portion thereof without prior written authorization of Landlord.

25. **CERTIFICATION.** Tenant certifies that it is not acting, directly or indirectly, for or on behalf of any person, group, entity or nation named by any Executive Order or the United States Treasury Department as a terrorist, "Specially Designated National and Blocked Person" or any other banned or blocked person, entity, nation or transaction pursuant to any law, order, rule or regulation that is enforced or administered by the Office of Foreign Assets Control; and it is not engaged in this transaction, directly

or indirectly on behalf of, or instigating or facilitating this transaction, directly or indirectly on behalf of, any such person, group, entity or nation. Tenant hereby agrees to defend, indemnify and hold harmless Landlord from and against any and all claims, damages, losses, risks, liabilities and expenses (including attorney's fees and costs) arising from or related to any breach of the foregoing certification.

DATED: _____, 2017.

TENANT



John J. Aary

LANDLORD

Linn-Mar Community School District

By: _____

Sondra Nelson

Title: Board President

By: _____

Angie Morrison

Title: Board Secretary

AIA[®] Document G701[™] – 2017

Change Order

| | | |
|---|---|---|
| PROJECT: <i>(Name and address)</i> Linn Mar Westfield Elementary 901 East Main Street Robins, IA 52329 | CONTRACT INFORMATION: Contract For: General Construction Date: March 08, 2016 | CHANGE ORDER INFORMATION: Change Order Number: 003 Date: November 10, 2017 |
| OWNER: <i>(Name and address)</i> Linn-Mar Community School District 2999 North 10 Street Marion, Iowa 52302 | ARCHITECT: <i>(Name and address)</i> OPN Architects, Inc. 200 Fifth Ave, SE, Suite 201 Cedar Rapids, Iowa 52401 | CONTRACTOR: <i>(Name and address)</i> Larson Construction 600 17th Street SE Independence, Iowa 50644 |

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

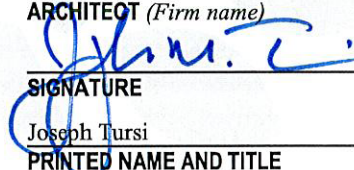

CR 13 - Replace Actuators on Existing Dampers \$4,869.74

| | |
|--|-----------------|
| The original Contract Sum was | \$ 2,176,000.00 |
| The net change by previously authorized Change Orders | \$ 10,762.80 |
| The Contract Sum prior to this Change Order was | \$ 2,186,762.80 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 4,869.74 |
| The new Contract Sum including this Change Order will be | \$ 2,191,632.54 |

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

| | | |
|---|---|---|
| OPN Architects, Inc. ARCHITECT <i>(Firm name)</i> | Larson Construction CONTRACTOR <i>(Firm name)</i> | Linn-Mar Community School District OWNER <i>(Firm name)</i> |
|  SIGNATURE |  SIGNATURE | SIGNATURE |
| Joseph Tursi PRINTED NAME AND TITLE | Ann Schwartz PRINTED NAME AND TITLE | PRINTED NAME AND TITLE |
| DATE | 11/11/17 DATE | DATE |

Apex Learning Price Quote

Linn-Mar Community School District
2999 N 10th St
Marion, IA 52302



1215 4th Ave, Suite 1500
Seattle, WA 98161

Attention: Leisa Breitfelder

Linn-Mar Community School District has requested a price quote from Apex Learning® for a digital learning solution. Apex Learning proposes the following digital curriculum and services to meet your goals and objectives.

| Digital Curriculum | Unit | Unit Price | Volume Discount | Discounted Unit Price | Quantity | Extended Price |
|-------------------------------------|--|------------|-----------------|-----------------------|----------|--------------------|
| Comprehensive Courses | 12-month Unlimited Enrollment Subscription | \$250.00 | 40% | \$150.00 | 155 | \$23,250.00 |
| Digital Curriculum Sub-Total | | | | | | \$23,250.00 |

| | |
|--------------------|--------------------|
| Total Price | \$23,250.00 |
|--------------------|--------------------|

Prices above do not include any applicable sales or other taxes. The above prices are valid for 60 days from 11/28/2017 unless stated otherwise.

If you choose to complete this purchase, Apex Learning requires a signed copy of this price quote and a purchase order for the total price, credit card payment, or an executed Apex Learning contract. Please fax or e-mail the signed quote and a valid purchase order to the attention of **Ben Stavros at (206) 381-5601 or salesdocs@apexlearning.com**.

Payment of all invoices is due within 30 days of the invoice date. Payments via credit card are subject to a processing fee, equal to 3% of the amount charged to such card.

Please see Attachment A for information regarding the purchase of Apex Learning digital curriculum and services.

Thank you for your consideration of an Apex Learning digital learning solution.

Signature

Date

Printed Name

Title

GWAEA Imagine Learning Agreement

Our district would like to access Imagine Learning licenses provided by GWAEA through Title III funding.

We will assure that the licenses are only used for identified English Learners.

We understand that by not using licenses for an average of 80 minutes per week (excluding school holidays), GWAEA has the right to reallocate licenses within our district or to another district.

The availability of licenses will be reviewed on an annual basis and are not guaranteed beyond the 2017-18 school year.

Teachers overseeing the program will participate in required training supported by GWAEA.

The district, by signatures affixed below, assures the Department of Education and Grant Wood AEA that the district is operating in compliance with all applicable FEDERAL, STATE and LOCAL statutes, rules and regulations.

| Title | Signature | Date |
|------------------------------|------------------|-------------|
| Superintendent or designee | _____ | _____ |
| ELL Coordinator | _____ | _____ |
| GWAEA ELL Consultant | _____ | _____ |
| GWAEA Regional Administrator | _____ | _____ |



THREE YEAR SALES CONTRACT

8894

777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404
www.ixl.com

Date: **December 5, 2017**
Quote #: **1831739-1217**
Rep: **Cristina Bacon**

PURCHASER INFORMATION

Leisa Breifelder
Linn-Mar High School
2999 N. Tenth St.
Marion, IA 52302
Email: lbreifelder@linnmar.k12.ia.us

PRODUCT DESCRIPTION

| Quantity | Description | Unit Price | Total |
|----------|---|---------------------|----------|
| 1 | IXL Site License (25 students: grades 9-12) Subjects: ELA | \$33.60 | \$840.00 |
| | 10% Multi-Year Discount | | -\$84.00 |
| | -First Installment (50%) <u>due now</u> | | \$378.00 |
| | -Second Installment (25%) due upon start of <u>second year</u> + \$608 from original purchase | | \$189.00 |
| | -Third Installment (25%) due upon start of <u>third year</u> + \$607 from original purchase | | \$189.00 |
| | | SUBTOTAL | \$756.00 |
| | | SALES TAX | |
| | | SHIPPING & HANDLING | |
| | | TOTAL DUE | \$756.00 |

Price Valid Until January 5, 2018

ACCEPTANCE OF SALES CONTRACT

This is a binding agreement of payment between IXL Learning and the Purchaser. Your signature indicates that you have received, reviewed, and accepted the attached Terms and Conditions of Sale and that you agree to pay the full license price listed above within 60 days of the invoice date. Without a signature, your order may not be processed.

ACKNOWLEDGED AND AGREED TO:

AUTHORIZED SIGNATURE _____ DATE _____

Please contact IXL Learning with any questions regarding this Sales Contract:
Toll-free 1.855.255.8800 | Direct 1.650.372.4300 | E-mail orders@ixl.com

Completed Sales Contract should be faxed to 1.650.372.4301 or e-mailed to orders@ixl.com.



TERMS AND CONDITIONS OF SALE

THIS IS A LEGAL DOCUMENT ("SALES CONTRACT") BETWEEN THE PURCHASER SHOWN ABOVE ("YOU") AND IXL LEARNING ("SELLER"). PLEASE READ THIS AGREEMENT CAREFULLY. YOU AGREE TO BE BOUND BY ALL OF THE TERMS AND CONDITIONS OF THE AGREEMENT, AS WELL AS BY THE WEBSITE TERMS OF SERVICE, WHICH ARE INCORPORATED BY REFERENCE. NO VARIATION OF THESE TERMS AND CONDITIONS ARE BINDING ON SELLER UNLESS AGREED TO IN WRITING SIGNED BY AN AUTHORIZED REPRESENTATIVE OF IXL LEARNING.

1. **PRICING:** The quoted purchase price of the license is valid through the "Price Valid Until" date on page 1. This price is not binding on IXL unless you have accepted it by sending us an executed Sales Contract by that date.
2. **PAYMENT:** If IXL decides to accept your Sales Contract, we will issue you an invoice. Complete payment of the amount of the stated purchase price is due within sixty (60) days of the invoice date. If payment is not received by the Seller within 60 days, the invoice is considered past due. IXL licenses with past due payments will be put on hold and are subject to termination. Termination does not relieve the Purchaser of the obligation to pay fees due to the Seller.

The full invoice amount must be paid either by check or by credit card. We accept Visa, MasterCard, American Express, and Discover.

All checks should be mailed to:

IXL Learning
777 Mariners Island Blvd., Suite 600
San Mateo, CA 94404 (USA)

Credit card payments may be made by phone at (650) 372-4300.

Any late payment will incur interest at the rate of the lesser of 1% a month or the maximum permissible by law.

3. **CANCELLATION AND REFUND:** No cancellation will be accepted, and no refund issued, if it is more than thirty (30) days beyond the date of purchase for the license referenced in this Sales Contract. For cancellations and refunds of the license tendered under this Sales Contract to be accepted, the Seller must receive written notification of the cancellation within 30 days of purchase. Cancellations requested outside of the 30-day period will not be refunded, and the Purchaser will be responsible for completing the purchase as stated in the Sales Contract.
4. **LICENSES:** IXL grants you the right to provide access, through unique log-in IDs, to no more individuals than the quantity indicated on the first page. The terms and conditions of use for each of these individuals are governed by our website's Terms of Service. You agree to be responsible for their accounts, to monitor their use of their accounts, and to indemnify, defend and hold us harmless for any claims arising out of or related to their use of IXL Learning's website and services. To the extent that these individuals are minors, you consent to our collection of their personal information as described in our Privacy Policy.

Classroom and Site licenses will be activated immediately upon receipt of your payment unless another date is specified or agreed to by IXL. Activation confirmation will be sent to the e-mail address provided by the school or individual completing the purchase.

If an individual who has an IXL account through a Classroom or Site license purchased by you is no longer affiliated with you, you may request that we deactivate the individual's account, or no longer associate it with your license, so that that license can be reassigned to another individual associated with your institution.

If you are a teacher, you represent and warrant that you have permission and authorization from your school and/or district to use the Services as part of your curriculum, and for purposes of Children's Online Privacy Protection Act ("COPPA") compliance, you represent and warrant that you are entering into these Terms on behalf of your school and/or district.

5. **PRIVACY:** If you are a school, district, or teacher, you acknowledge and agree that you are responsible for complying with COPPA, meaning that you must obtain advance written consent from all parents or guardians whose children under 13 will be accessing the website and services and you represent and warrant that you have obtained that consent. When obtaining consent, you must provide parents and guardians with our Privacy Policy. You are to keep all consents on file and provide them to us if we request them.
6. **DISCLAIMER OF WARRANTIES. YOU EXPRESSLY UNDERSTAND AND AGREE THAT:**
 - a. YOUR USE OF THE SERVICE IS AT YOUR SOLE RISK. THE SERVICE IS PROVIDED "AS IS," "AS AVAILABLE" AND WITH ALL FAULTS. IXL EXPRESSLY DISCLAIMS ALL WARRANTIES OF ANY KIND, WHETHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NON-INFRINGEMENT.
 - b. IXL MAKES NO WARRANTY THAT (i) THE SERVICE WILL MEET YOUR REQUIREMENTS, (ii) THE SERVICE WILL BE UNINTERRUPTED, TIMELY, SECURE, OR ERROR-FREE, (iii) THE RESULTS THAT MAY BE OBTAINED FROM THE USE OF THE SERVICE WILL BE ACCURATE OR RELIABLE, (iv) THE QUALITY OF ANY PRODUCTS, SERVICES, INFORMATION, OR OTHER MATERIAL PURCHASED OR OBTAINED BY YOU THROUGH THE SERVICE WILL MEET YOUR EXPECTATIONS, AND (V) ANY ERRORS IN THE SERVICE WILL BE CORRECTED.
 - c. ANY MATERIAL DOWNLOADED OR OTHERWISE OBTAINED THROUGH THE USE OF THE SERVICE IS DONE AT YOUR OWN DISCRETION AND RISK AND THAT YOU WILL BE SOLELY RESPONSIBLE FOR ANY DAMAGE TO YOUR COMPUTER SYSTEM OR LOSS OF DATA THAT RESULTS FROM THE DOWNLOAD OF ANY SUCH MATERIAL.
 - d. NO ADVICE OR INFORMATION, WHETHER ORAL OR WRITTEN, OBTAINED BY YOU FROM IXL OR THROUGH OR FROM THE SERVICE SHALL CREATE ANY WARRANTY NOT EXPRESSLY STATED IN THE TOS.
Some states do not allow certain limitations on warranties, so certain of the above limitations may not apply to you.
7. **LIMITATION OF LIABILITY:** YOU EXPRESSLY UNDERSTAND AND AGREE THAT IXL SHALL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL OR EXEMPLARY DAMAGES, INCLUDING BUT NOT LIMITED TO, DAMAGES FOR LOSS OF PROFITS, GOODWILL, USE, DATA OR OTHER INTANGIBLE LOSSES RESULTING FROM THE USE OR INABILITY TO USE THIS SERVICE. IN ALL INSTANCES, DAMAGES SHALL BE CAPPED AT ONE MONTH'S FEES.
8. **SEVERABILITY:** If any provision of this agreement is deemed invalid, illegal, or unenforceable, then that provision shall be deemed severable from these terms and shall not affect the validity and enforceability of any remaining provisions of this Sales Contract, which shall remain in full force and effect.
9. **ARBITRATION:** You agree that any dispute or claim you may have against IXL arising out of or related to this Sales Contract or the use of Services must be submitted to arbitration, before a single arbitrator appointed by JAMS/Endispute and conducted according to their rules in San Francisco, CA, USA, and that the determination of any such arbitrator shall be binding. The courts located in San Francisco, CA, USA, have exclusive jurisdiction over any judicial proceedings related to this agreement, and you waive any claim that such a court is an improper venue, inconvenient or lacks jurisdiction over you.

ALL CLAIMS MUST BE BROUGHT IN YOUR INDIVIDUAL CAPACITY, AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING, AND, UNLESS WE AGREE OTHERWISE, THE ARBITRATOR MAY NOT CONSOLIDATE MORE THAN ONE PERSON'S CLAIMS. YOU AGREE THAT, BY ENTERING INTO THESE TERMS, YOU AND IXL ARE EACH WAIVING THE RIGHT TO A TRIAL BY JURY OR TO PARTICIPATE IN A CLASS ACTION.
10. **GOVERNING LAW:** The Sales Contract and the relationship between you and IXL are governed by the laws of the State of California without regard to conflict of law provisions.

11. **ENTIRE AGREEMENT:** This Sales Contract, which incorporates the Terms of Service by reference, is the final expression of the agreement between Purchaser and Seller and supersedes all prior representations, understandings, and agreements between the Purchaser and Seller relating to its subject matter. This Sales Contract cannot be modified, amended, or changed except in writing and signed by IXL.

Independent Contractor Agreement Linn-Mar Community School District

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Dina Else, Independent Contractor ("IC"), for the performance of certain services, with the goal being to provide Judging and Clinicing to or for the District or the District's Mileage.

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following Judging and Clinic services which shall generally involve Teaching. The services to be provided shall be performed within the phases (or timeline or dates) outlined below:

1/10-1/20

2. **TERMS OF PAYMENT:**
The sum is to be paid at the close of the _____ session.

The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this Agreement. As compensation for the services rendered by IC under this Agreement, District shall pay IC a total of \$ 800-1400 for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Total fees for services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC upon completion of all services on January 20. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

- A. Mileage
- B. Mileage
- C. Mileage
- D. Mileage
- E. Mileage

4. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

5. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

6. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.

7. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

8. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.

9. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

10. **TERM:** This Agreement shall begin on _____, 20____ and shall continue in effect until _____, 20____, unless earlier terminated by either party in accordance with Section 11.

11. **TERMINATION.** This Agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.

12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC's duties or obligations under this Independent Contractor Agreement without the prior written consent of District.

13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.

14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this _____ day of _____, 20____.

Independent Contractor

Linn-Mar Community School District

By:

By:

Title: _____

Title: _____

Board President

Independent Contractor Agreement Linn-Mar Community School District

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with LISA HANIGAN Independent Contractor ("IC"), for the performance of certain services, with the goal being to provide

yoga to or for the District or the District's football team.

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following teaching services which shall generally involve yoga. The services to be provided shall be performed within the phases (or timeline or dates) outlined below:

2. **TERMS OF PAYMENT:**

The sum is to be paid at the close of the _____ session. Any visits that are not completed in the above calendar can not be rescheduled. The sum of \$ 75/HR will not be paid for missed visits.

The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this Agreement. As compensation for the services rendered by IC under this Agreement, District shall pay IC a total of \$ _____ for any and all planning time and \$ 75/HR for each site visit. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District. The site visit fee of \$ _____ will not be paid for missed site visits. Total fees for services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC upon completion of all services on _____. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

- A.
- B.
- C.
- D.
- E.

4. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

5. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

6. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.

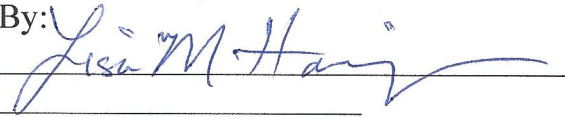
7. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

8. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.
9. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
10. **TERM:** This Agreement shall begin on Sept. 1, 2017 and shall continue in effect until Oct. 27, 2017, unless earlier terminated by either party in accordance with Section 11.
11. **TERMINATION.** This Agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.
12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC's duties or obligations under this Independent Contractor Agreement without the prior written consent of District.
13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.
14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 27th day of December, 2017.

Independent Contractor

Linn-Mar Community School District

By: 

By: _____

Title: Yoga Instructor

Title: _____

Board President

INVOICE:

October 19, 2017

LinnMar Football Yoga

11 sessions 9/2, 9/7, 9/9, 9/13, 9/15, 9/23, 9/27, 9/29, 10/12, 10/14, 10,19

Lisa Hanigan
7133 High Point Lane
Cedar Rapids, IA 52411

| <u>Description</u> | <u>quantity</u> | <u>unit price</u> | <u>total</u> |
|--------------------|-----------------|-------------------|--------------|
| 1 hr session | 11 | 75.00 | \$ 825.00 |

I have really enjoyed working with the boys! Thank you for the opportunity to teach them about yoga.

Namaste, Lisa

Independent Contractor Agreement

Linn-Mar Community School District

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Craig Boche, Independent Contractor ("IC"), for the performance of certain services to or for the District or the District's high school music program.

THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES AND REPRESENTATIONS SET FORTH HEREIN THE PARTIES AGREE AS FOLLOWS:

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following music and performance services which shall generally involve a rehearsal and performance. The Services to be provided shall be performed within the phases (or timelines or dates) outlined below:

Thursday November 30th and Thursday December 7th

2. **TERMS OF PAYMENT:** The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this agreement. As compensation for the services rendered by the IC under this Agreement, District shall pay IC a total of \$ 150.00 OR at a rate of \$ _____, not to exceed \$ _____ for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Fees for the services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:


Music, rehearsal facilities, PA system

4. **TERM:** This Agreement shall begin on November 30, 2017 and shall continue in effect until November 30, 2017, unless earlier terminated by either party in accordance with section 11.

- 12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC duties or obligations under this Independent Contractor Agreement without the prior written consent of District.
- 13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.
- 14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
- 15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 20th day of November, 2017.

Independent Contractor

By: 
Printed Name
Craig Boche
Title: Vocalist

Linn-Mar Community School District

By: _____
Printed Name: _____
Title: _____
Board President



ADMINISTRATIVE REGULATIONS REGARDING
FIELDTRIPS AND EXCURSIONS – REQUEST FORM

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

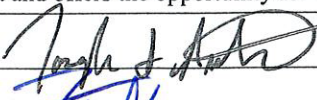
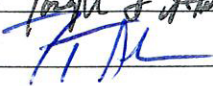
- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent, or designee.
- Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Fieldtrip Criteria:

The following checklist *must be* submitted for overnight trips along with the required documentation:

Fieldtrip Group: Special Olympics Submitted by: Ginger Halverson
(Examples: Robotics, FBPA, etc.) (Name)

| Criteria | | Description | Yes | No |
|---------------------------------|-------------|--|------|---------|
| Purpose | Required | The purpose of the fieldtrip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3 | y | |
| Pre-Planning | Required | There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience. | y | |
| Follow-up | Required | There is evidence of planning for follow-up in order to maximize the learning experiences of students on this fieldtrip/work site visit or excursion. | y | |
| Assessment | Required | There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience. | y | |
| Funding | Required | A source of funding has been determined that meets Department of Education and District guidelines. Reference: Board Policy 603.3 | y | |
| Common Experience | Recommended | This fieldtrip/work site visit is a common experience that all students at this grade level or activity group should have. | y | |
| Multi-disciplinary | Recommended | This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration. | y | |
| School Administrator Approval | |  | Date | 12/4/11 |
| District Administrator Approval | |  | Date | 12/5/11 |
| Board Approval | | | Date | |

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



Linn-Mar Community Schools

Overnight Field Trip Request Form

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

Sponsor: Ginger Halverson Date of Request: 12/3/17

Purpose of the Trip: Special Olympics - Winter Games

Departure Date: 1/8/18 Return Date: 1/10/18

Destination: Dubuque, Iowa

Chaperones: Ginger Halverson, Jan Hess, Micheal Finnerty, Annette Mohling, Annette Hoffa, Sean Smith, Mel Ramos, Steve Wampler, Amanda Barron

Please attach these required items:

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

Purpose-In Special Olympics the power and joy of sport, shifts focus to what our athletes CAN do, not what they can't.

Through Special Olympics, students with intellectual disabilities are able to reach their full potential, experience life-changing inclusion, and enhance schools, communities, families, and the lives of those around them. The acronym PIE stands for potential, inclusion and enhancement-words that are at the heart of Special Olympics.

Through the power of sports, students with intellectual disabilities discover new strengths and abilities, skills and success. Our athletes find joy, confidence and fulfillment—on the playing field and in life. They also inspire people in their communities and elsewhere to open their hearts to a wider world of human talents and potential.

This is a state competition for a diverse group of Linn Mar athletes. The purpose of this trip is to provide equal opportunity for all students. This opportunity is sports related. These are Linn Mar students who will be going on this trip. My athletes should receive equal opportunity as other Linn Mar athletes receive. It is a MYTH that Special Olympic athletes just try and participate. My athletes work just as hard as any other athlete and when a race is started, they COMPETE for the gold medal.

I know the odds our athletes must overcome and the barriers they face every single day. I see this at training events and competitions as our athletes push to beat their personal bests—and exceed them. Their stories and successes inspire us all.

The chaperones attending this trip and myself believe in a world where there are millions of different abilities but not disabilities. And we are spreading this message everywhere – at many different Special Olympic events and within our community.

Pre-Planning-Students are practicing snow shoeing at Linn Mar High School. They get practice time in their physical education class and will have practice time offered during the holiday break. Families are encourage to come and try the sport during vacation to enhance opportunity for family fun and also the understanding of the sport that their son/daughter will be competing in.

The athletes are practicing all skills that are involved in learning a new activity and also perfecting the skill to move to a higher level of competition. During the event, athletes learn physical skills and also work on social and cognitive skills. What students have focused on in classes, this trip gives the opportunity to experience new life skills and new methods of incorporating social skills in life settings. Social stories and strategies that are used in the classroom are also used on the trip. Teachers and adults write social stories for the schedule and for new experiences on the trip.

Practice is held on snow if possible. IF there is no snow, practice is conducted on the grass.

Downhill skiing is learned and practiced at Sundown Mountain. Beginners will start in a ski school.

Unified Partners-6 General Education Students will be attending this event. They are a part of LM Buddies and have set a wonderful example of what friendships are all about. They are also going as athletes who are competing in a Unified Relay with some Special Olympics athletes. They have all had paperwork turned into Special Olympics Iowa. Their parents have also given permission to attend this trip. Unified Partners and Special Olympic Athletes will be required to fill out all paperwork to let their teachers know about time missed in classes.

As a Linn Mar Team, we do most activities as a group. We all sit together at all meals, we have team time in our rooms or in a meeting room in the hotel. We go to all activities as a team, eat as a team, and most importantly compete and cheer each other on as a team. We pride ourselves on showing up as a unit. We cheer "We are ...Linn Mar" in elevators, outside at the parade, and even yell it out on a chairlift. I want our athletes to feel the sense of belonging to a team, relying on friends, and supporting our teammates 100% of the time.

Our athletes are chaperoned at all times. Our athletes may not be in a hotel room without an adult. Athletes change in the bathrooms. Adult chaperones have the keys to the rooms. We follow the guidelines within Special Olympics Volunteer protocol. Every chaperone and/or volunteer is screened through the Special Olympics Volunteer Application.

Follow-Up-Students will receive many pictures from this event. A CD will be given to each athlete so that they have many pictures to take home. We will also attend a basketball game so that our athletes will be recognized at half time. This is a wonderful opportunity for our Linn Mar athletes to feel and be recognized by their peers and community.

Assessment-Students are not expected to complete an extra assessment for this trip. Their competition is their assessment. We do have expectations for our athletes that are spelled out clearly in oral and written forms. At all practices, competitions and meetings they know need to behave and represent Linn Mar High School in a positive way. I have taken athletes for many years on this trip and they are proud to represent Linn Mar and our community. If needed, an athlete will be corrected or redirected on the trip.

Funding-The cost of the trip is \$50. Athletes are asked to pay \$50. This includes rental, meals and lodging. Athletes pay the \$50 to Special Olympics Iowa. If an athlete cannot afford the trip, on the sign up form there is a place for an athlete to state if they need a scholarship. This year we will have 5 athletes on scholarship. We have a local church that donates money to help create this opportunity for our athletes. We also have individuals who donate money to the Foundation for Special Olympics. Dr. Gustason pays for the chaperones to attend the event.

Transportation-We will be taking rented vans/suburbans on this trip. They will be picked up and returned by Linn Mar Staff.

Payment-Cost of Entries which includes rentals, food, lodging, and entertainment

Amount of payments from the following groups

Student Checks-\$650

Staff Cost-Covered by Jeff Gustason -\$300

Hus Memorial Presbyterian Church-\$200

Foundation-\$350

Any athlete can sign up for a full scholarship.

Common Experiences-Different Abilities, Not Disabilities

Special Olympics is raising awareness about the abilities of people with intellectual disabilities. Through sports, we showcase the skill and dignity of our athletes. We also bring together communities to see and take part in the transformative power of sports.

Sports are a powerful force. It can shift the focus from disability to ability, from isolation to involvement. Our athletes are offered the highest quality Olympics-style sports training and competition for people with intellectual disabilities all around the world. This changes attitudes and changes lives.

Multi-Disciplinary-The mission of Special Olympics Winter Sports Competition is to provide training and athletic competition in a variety of winter Olympic-type sports for students with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of their personal individuality, skills and friendship with their school, other Olympic athletes and the community. The Winter State Games is one of the opportunities for our Linn Mar Special Olympics Athletes.