



Equipping students to be successful in our 21<sup>st</sup> century workforce requires a **two-way partnership** between educators and employers. The **goals of educational programming must align with business community needs**. In the same way, **the business community must be actively engaged in owning a solution** to their workforce challenges. Existing project based learning experiences provide priceless opportunities for students to acquire workplace learning experiences, engage students in real world projects, and provide authentic interactions that benefit both the personal and professional development of the student.

Marion Economic Development Corporation is developing a complementary student pathway that aligns new CTE strategies with real long term career opportunities. This approach will accelerate traditional project based learning experiences by cultivating immediate employment opportunities for students who we equip to be immediately career ready after high school. We are committed to advancing business engagement opportunities from experience to authentic career pursuit.

**Community Promise** is a strategy that redefines how the business community invests in our talent pipeline. Our commitment through Community Promise is that students are connected with immediate job opportunities and equipped with skills to succeed both personally and professionally.

The framework of Community Promise streamlines business engagement activities to create intentional pathways for students seeking an authentic career opportunity. It provides a track for students to leverage elevated relationships between education, business, the community, and themselves. It is a unique tool that invests in students who are the future workforce and future leaders of our community.

Through experience, exposure, and pursuit, our home grown talent will reach higher and achieve more in business and in life. Community Promise capitalizes on a five step pathway that provides student exposure, experience, and pursuit towards real careers that ignite their unique passions.

The outcomes to be achieved through community promise include the following:

- Our community promise is to equip 70 percent of our graduating seniors with education and training beyond a traditional high school experience.
- Our community promise is invest \$250,000 in our own talent by 2022 to address the employment needs of our Marion business community.
- Our community promise is to create an environment that builds community loyalty and is contagious to talent recruitment.
- Our community promise is to be a national leader in creating an insulated talent pipeline that is a competitive advantage for our community.

# **Operations Manual for the Linn-Mar Board of Education**

*A Guide for Board  
Operations and Functions*



2999 N 10th Street  
Marion IA 52302

*Created: 1993  
Revised: 2017*

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# Introduction

In order to provide the necessary and appropriate leadership for the district the Board of Education, both collectively and individually, is committed to governing as a professional Board of Directors. This means a commitment to the principles and practices of professional governance, the sharing of common understanding of board policies, practices, procedures and principles, a focus on continuous learning and improvement, and a willingness to serve as a model of effective moral leadership for students, staff, and the community.

The Board Operations Manual explains the duties, structure, and responsibilities of the Linn-Mar Community School District Board of Education as per the Iowa Association of School Boards (IASB) recommendations and State of Iowa Code. This manual is a living document and is in no way meant to be the final word as to how the Board will direct its business. Each iteration of the Board will reflect the personality of that board and may result in additions or revisions to this manual.

## Board Authority

Board authority is derived from State of Iowa Code, which includes many different powers and duties of school boards. As a corporate body, the Board may transact business only with a quorum of its membership present during a regular or special meeting.

According to Dillon's Law, a local school board can only do what it is authorized to do per Code as opposed to Home Rule where action can be taken unless it is stated in Code that the action is not allowed. The Linn-Mar Community School District Board of Education Policy Manual includes a listing of the Board's general powers and duties in Policy Series 200.

The following is a *partial listing* of the duties and powers the Board has the authority to carry out and reflects the authority vested in local boards of education.

1. Determine major educational needs and develop plans to meet those needs.
2. Fix time and place of regular and special meetings.
3. Fill by appointment any vacancies occurring between elections.
4. Employ a superintendent.
5. Approve the employment of teachers; principals; other licensed, professional personnel and other personnel; and approve their salaries.
6. Terminate the contract or immediately discharge any employee subject to the provisions of any applicable law.

7. Become members of the Iowa Association of School Boards and pay dues.
8. Utilize funds received through gifts, devises, and bequests in the general or schoolhouse fund, unless limited by the terms of the grant.
9. Employ legal counsel and bear the cost of litigation.
10. Allow all just claims against the school corporation.
11. Insure against loss of property.
12. Appoint a board secretary and treasurer.
13. Require bonds for individuals having custody of school corporation funds, funds from extracurricular activities or other sources, and pay premiums from the general fund.
14. Determine district attendance centers and the particular school each student will attend.
15. Provide transportation services.
16. Acquire, hold, convey, lease, rent, and manage property; real and personal.
17. Incur indebtedness when authorized by the voters of the school corporation.
18. Make rules for its own government.
19. Maintain adequate administration, school staffing, personnel assignment policies, teacher qualifications and licensing requirements, facilities, equipment, grounds, graduation requirements, instructional requirements and materials, maintenance procedures, and policies on extra-curricular activities.
20. Expel students from school for violation of rules established by the Board or when their presence is detrimental to the best interests of the school.
21. Enforce laws prohibiting public school students from becoming members of any fraternity or society which is not sanctioned by the Board.
22. Maintain attendance centers based upon the needs of school-age students and may include in the educational program additional courses, subjects, or activities that fit the needs of the students.

## Board Member Responsibilities

Board member responsibilities include attending board meetings; being prepared in advance by reading agendas, supporting documentation, presentation materials, and other informational documents; seeking information that is necessary; and suspending all judgement prior to the decision-making process at the board table. Effective board members also resist presenting surprises at board meetings by abiding by board policies and rules and holding off personal decisions until all evidence is in and all board discussion has occurred.

The Board is made up of seven members of the Linn-Mar Community School District with each member assuming responsibility for the total Board's effectiveness, functions, and efficiency. No individual can speak for or act on behalf of the Board. The Board acts only when a quorum is present and when a majority of that quorum reaches a decision.

The Linn-Mar Community School District Board of Education strives to be unified and professional at all times. This does not mean, however, that board members cannot have disagreements or open discussions about district issues. Open discussions are encouraged in order to thoroughly examine each issue. Disagreements are to be handled in a respectful manner at all times with board members displaying courtesy for each other and for differing points of view.

## Board Ethics

Board member actions, verbal and nonverbal, reflect the attitudes and beliefs of the Linn-Mar Community School District. Therefore, board members must conduct themselves in accordance with the Iowa Association of School Board's Code of Ethics as outlined in Policy Series 200.

Board members must avoid conflicts of interest, either real or perceived, related to serving on the Board. Both Iowa law and board policy describe limitations placed on board members in carrying out their duties, but these limitations cannot address every situation where a conflict of interest may arise. Therefore, board members must be vigilant in avoiding any actions that may be perceived as creating a conflict of interest.

Iowa law states that all actions of the Board shall be conducted in public, while at the same time the law allows for specific situations and procedures wherein the Board may meet in private to discuss confidential information. Board members are privy to confidential information in the course of their service to the district. It is imperative that each board member respect the confidentiality of information shared with them.

## Board Guiding Principles

1. Deliberate in many voices, but govern in one voice.
2. Cultivate a sense of group responsibility with the understanding that it is the Board, not the staff or administration, that is responsible for excellence in governance.
3. Be an active part of the district's leadership team striving to lead the district through a clear mission statement, an articulated vision for the district, shared and commonly understood goals, broad and clearly written policies, and continual monitoring of the performance of the schools and students.
4. Be willing to hold itself to the highest standards of excellence in governance and professional responsibility, including a willingness to hold individual board members and the Board as a whole accountable for its actions.
5. Continually monitor its own processes, performance, and progress.

6. Vigorously and intelligently advocate for the district and its students on the local, state, and national levels.
7. Commit both individually and collectively to being well-informed and educated on local, state, and national educational issues, initiatives, and practices.
8. Regularly communicate as one voice while exercising confidentiality, when appropriate, to all stakeholders about district performance, direction, initiatives, issues, and ideas.
9. Formally and informally recognize and celebrate school, staff, and student success.
10. Insist on the pursuit of excellence on the part of all with a role in the district; staff, students, and board members.
11. Always strive to act in the interest of what is best for all students believing that all students can learn and succeed at a high level.
12. Serve as a model of positive, professional, and ethical conduct.

## Board Meetings

### Work Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Revision and/or Adoption of the Agenda
- 300: Discussion/Information
- 400: Adjournment

### Work sessions will have the following characteristics:

1. No formal board action or decisions will take place.
2. Discussions are informational or for data analysis.
3. Are for building Board awareness and learning.
4. Are for board team building.

### Regular Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Revision and/or Adoption of the Agenda
- 300: Recognitions/Proclamations
- 400: Audience Communications
- 500: Resolutions/Opening Bids/Public Hearings
- 600: Informational Reports
- 700: Unfinished Business
- 800: New Business
- 900: Consent Agenda
- 1000: Communications/Announcements/Legislative/Civic Updates
- 1100: Adjournment

The Board shall make rules for its own governance. The Board may make and enforce reasonable rules for the conduct of its meetings to assure they are orderly and free from interference or interruption by spectators. The Linn-Mar Board of Education has chosen to follow *Robert's Rules of Order* as a procedural model for operational purposes.

Board meetings are held *IN* the public, but not *FOR* the public. Meetings are to conduct district business in an open and transparent manner, not to engage in dialogue with the public. Public comments are allowed at the start of each open, regular meeting but not during the order of business.

Meetings shall be held at a place accessible to the public and at a time reasonably convenient to the public, unless such a place or time is impossible or impractical which shall be stated in the minutes. The public may use cameras or recording devices at any open meeting.

The public will have an opportunity to address the Board at the start of each open meeting. Guidelines for addressing the Board are outlined in the agenda and shared with the public prior to the audience communications section of the meeting. *The guidelines are also found in Policy Series 200.*

When participating in discussion, the Board directs the superintendent and administration. The directive will be restated for clarity and conciseness by the board president to assure that there is common agreement and consensus from the entire board. Board meetings should allow business to be transacted efficiently, protect individual rights, and maintain the working relationship amongst members.

The role of the superintendent during board meetings will be that of advisor and facilitator in helping the Board work through its business and reach decisions. As the chief executive officer of the district and the chief advisor to the Board, the superintendent will provide timely information, materials, adequate time for deliberation, and recommendations given prior to board meetings and prior to board deliberations when making decisions. Reports, presentations, and documentation will follow a format developed by the superintendent and shared with the Board.

Reports to the Board will be concise and will not exceed 15 minutes, including questions. Written materials will be provided to the Board in advance for their review and preparation for the presentations. All visual aids will be of a quality that the Board and audience can view from their seats. The preferred format is electronic projection.

The Board is to come prepared and ready to participate in the discussion and decision-making process. The Board will also be given advance notice as to whether or not presentations or reports are for information only or if they are for deliberations and/or action.

## Board Advisory Committees

The administration will inform all advisory committees to the Board of requirements as stated in legislation regarding open meetings. The Board of Education will be aware that any committee that it appoints is under the open meetings law requirement. Care will be taken to assess whether a committee already functioning in the district may be used for the purposes of the Board rather than the creation of a new committee.

Board members are encouraged to be active on committees and other advisory groups that function within the district. Board member participation is to be advisory only since it might be construed that a board member may have the potential to persuade others with their vote. Therefore, no board member will be a committee chairperson or a voting member of a committee or advisory group within the district.

## Schedules

Board members are expected to attend board meetings, school and site visits, special meetings for community input, and other meetings and events throughout the district and community. A rotating schedule will allow board members to attend Marion City Council meetings in order to facilitate communication between the two entities.

Schedules for board meetings, school/site visits, and committee/advisory meetings are developed at the beginning of each school year. Ongoing calendars can be found at the end of each board meeting agenda.

## Policy

A school board fulfilling its policy-making duties fulfills the Board's most important function. Written board policy represents the school district is managed in a business-like manner and informs everyone of the Board's intent, goals, and objectives. Written policy fosters stability and continuity whenever board members or district personnel changes. Written policy also disarms critics by providing clear cut, thoroughly researched, and planned solutions.

Written board policies have the same force and effect in a school district as Iowa laws have in the state and as federal laws have in the country.

Iowa Code places the authority to develop and adopt policy for a school district in the hands of the school board. The Iowa State Department of Education educational standards, which set the requirements for an accredited education program, require the

Board to adopt and maintain a Board Policy Manual. The Board Policy Manual can be accessed via the district's website ([www.linnmar.k12.ia.us](http://www.linnmar.k12.ia.us)).

If an issue or area of concern is one that only the Board can change and determine, it is policy. If an issue or area of concern is one that the administration can change, it is administrative regulation.

### **Policy Development**

The policy development process has been designed so that several sources of input can be given to the Board regarding review and development of its policies. By law each board policy must be reviewed at least once every five years.

A Policy Committee made up of board members, the superintendent, and key administrators will be used to review board policies and make recommendations to the Board. The Policy Committee will meet regularly during the school year to review the policies.

It will be the duty of this committee to review the policies for accuracy, content, appropriateness, timelines, and necessity. In order to accomplish this, each member of the committee will review current board policies and recommendations for changes that have been communicated to the district by the Iowa Association of School Boards (IASB) along with state and federal requirements and changes.

Policy Committee recommendations will be presented to the Board during regular meetings for discussion, first and second readings, and adoption upon board approval.

## **Relationships and Communications**

There are two types of communications that board members will incur, internal (owner/district) and external (customer/patron). Board members should assess, and be aware of, which type of communication they are being engaged in at all times.

*As board members engage in communication with various patrons, they should remember that patron concerns should be addressed from the lowest level of authority first and then, if not satisfied, patrons should work upward to the superintendent or board level. (Ex: teacher>building administrator>Human Resources>superintendent>Board) Patrons should be directed to contact the superintendent regarding an issue only after exhausting the appropriate channels of communication.*

### **Internal Communications and Relationships**

Board members are encouraged to interact and communicate with staff members as a means of gathering information and knowledge of the workings of the district.

If staff members want board members to solve managerial issues, or when a board member is not satisfied with staff performance, these situations should be directed to the superintendent for resolution, supervision, or evaluation.

Board members need to separate their role as a board member from their role as a parent when dealing with staff and administrators, and should clarify which role they are in when communicating with staff and administrators. Administrators or staff may be hesitant to speak openly with board members for fear of retribution, especially if the conversation includes a complaint about district operations.

Staff should reflect respect for the district and its employees when stating concerns or opinions, and their concerns and opinions should be based on factual information not rumors. When listening to and speaking with staff members, conversations should be mutually respectful of the district, Board, and all employees. All board members and staff are governed by the board policies which prohibit retaliation, bullying, or discrimination.

The Board needs to exercise caution in personnel issues. Board members must always keep in mind that they are the final hearing officers in any personnel disputes. If a board member becomes involved in a personnel issue, they may need to recuse themselves from a hearing due to the possibility of being prejudiced. For that reason, personnel issues should be handled only by administrators hired for that purpose.

Any discussion by the Board that could be interpreted as evaluative must be done in a meeting with the employee given the opportunity to be present to give their side of the issue, as well as the option of a closed session. Staff members may try to have board members solve problems outside board meetings, or a board member may not be satisfied with staff performance, but according to board procedure and policy these situations should be directed to the superintendent for resolution, supervision, or evaluation.

The Board and staff members (certified and classified) will engage in a variety of communication strategies. Board retreats are one option that has been successfully used to further interaction and open communication. Current and new recognitions of staff members will be continued and created.

### **Internal Board and Superintendent Relationship/Communications**

Because of the relationship the Board and superintendent must have to conduct the work of the district it is imperative that they keep each other informed of current issues. There should not be surprises at board meetings from either the Board or superintendent. Board members will refrain from lobbying efforts with other board members outside of meetings.

The superintendent will publicly support the Board of Education and its decisions and the Board will publicly support the superintendent and his/her decisions. Additionally, each board member is expected to publicly support decisions reached by the Board as a whole, even if the board member voted with the minority on an issue.

The superintendent may utilize past board members who are in the community for input and information about the perception of the district.

Board members will be charged with maintaining relationships within the Board in accordance with board standards per the Iowa Association of School Boards (IASB).

**External (Public) Relationships and Communications**

*Reminder: There are two types of communications that board members will incur, internal (owner) and external (customer). Board members should assess and be aware of which type of communication they are being engaged in at all times. Patron concerns should be addressed from the lowest level of authority first and then, if not satisfied, patrons should work upward to the superintendent or board level. Patrons should be directed to contact the superintendent regarding an issue only after exhausting the appropriate channels of communication.*

On controversial issues, the Board will have a public statement drafted by the superintendent that board members may utilize for any public comment that needs to be made. As individuals, board members should support the actions and statements of the Board. It is board procedure that the entire Board be polled by the president prior to any public statement being made on behalf of the Board as a whole. The board president shall be the official spokesperson for the Board. The superintendent may also speak publicly on behalf of the Board. If any board member wishes to address a point of view before the public, it is imperative that each board member communicates that they are speaking from their own personal viewpoint versus a board viewpoint.

The Board’s strategic planning process will include a plan for district public relations and marketing developed by and implemented by the administration and relevant departments.

Board Member Signatures:

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

| PATHWAYS   |  | TECHNOLOGY  |   | FACILITIES  |   |
|--|--|---|---|---|---|
| Goal #1<br>Inspire Learning  | Goal #2<br>Inspire Learning  | Goal #3<br>Unlock Potential   | Goal #4<br>Unlock Potential   | Goal #5<br>Empower Achievement  | Goal #6<br>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 21<sup>st</sup> 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 and 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.*

**IASB Policy Primer:** Per the Iowa Association of School Boards, “the *Policy Primer* is an online, subscription-based service that provides a detailed description of changes that have been made to IASB sample policy documents contained in the *IASB Policy Reference Manual*. The *Policy Primer* is issued to reflect changes or clarifications in federal and state law or when a new policy is added because of demand regarding new issues in the field.”

The Board will host a second reading of the current *Policy Primer* recommendations and the Policy Committee’s recommendations for policies 403.1-403.16-R during their March 6th meeting. [Refer to Exhibit 701.1.](#)

**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 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.*

**ALICE Lessons:** The Linn-Mar Schools have started student ALICE lessons. The lessons are teaching the students the acronym **A**lert **L**ockdown **I**nform **C**ounter and **E**vacuate. All the lessons are written for age-appropriate audiences. After spring break the schools will hold two controlled drills to practice evacuating (walking) to their safe spot. We would like to thank the Marion Police Department for their support with ALICE. We would also like to thank the Center Point-Urbana Community School District for allowing our administrators to watch their ALICE lessons and assisting us as we move forward in becoming an ALICE-trained district. Anyone with questions about ALICE are encouraged to contact their building administrator.

**Parent University:** Student Services will be hosting a Parent University at the High School on March 7th. The focus of the event will be *Making Connections in the Community*. The event begins at 6:00 PM and attendees should enter via Door #3 on the north side of the High School. Everyone is welcome, so plan on attending!

The evening's presentation will include a welcome and introduction followed by break-out sessions. Guest speakers will discuss: mental health, transitions and guardianship, autism strategies for at home, and the parents role in the IEP process.

**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 Assessment 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 5 year historical averages, and enhance productivity.</p>   |
|   | <p>Reduce employee workers compensation claims from 5-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>School 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.*

**February Professional Development Day:**

The February 20th professional development day was highlighted by the following activities:

- Elementary: ALICE training, unwrapping standards, and content team work
- Middle School: Mental health awareness, Standards Based Grading, ALICE training, PBIS, technology, and content team work
- High School: Mental health awareness, professional goal writing, ALICE training, and PLC work

**Teacher Leadership Professional Development:** The teacher leaders continually participate in professional development opportunities focusing on Cognitive Coaching, the work of Pete Hall, Growth Mindset, Visible Learning, and more. Recently the coaches implemented chat sessions focusing on efficacy and the efficacy in our schools. [To check out more information on the Teacher Leadership Program visit their website.](#)

**Teacher Job Fair:** On Saturday, February 18th, the district hosted a Teacher Job Fair for secondary and special education applicants. Human Resources invited 25 teachers to come learn why Linn-Mar should be their "District of Choice". There were several informational sessions including, At-Risk programming, how to get involved as a Linn-Mar teacher, volunteer and community information, benefits, Teacher Leadership, and a panel discussion with topics such as culture, PBIS, BIG, Riff Room, PLC, etc. In addition, each teacher had the opportunity to interview with a Linn-Mar administrator. The event was a success and principals have or will be calling back several attendees for formal interview opportunities.

HR sent out a survey to the attendees and received positive feedback regarding the event and the timing (on a Saturday so there was no need to take a personal day). Our favorite quote from the survey: "I was thoroughly impressed with the fair in general. We're relocating and still house hunting. It confirmed that Linn-Mar is the district I want to send my children to even if you don't hire me. From a parent's point of view, you were very professional, appeared to always be striving to do better, and made me feel like my children would be pushed towards excellence."

A big thank you goes out to all of the staff who took time out of their Saturday: Dr. Shepherd, Kim Buelt, John Christian, Leisa Breitfelder, Kristi Hicks, Shannon Bisgard, Kevin McCauley, Erica Rausch, Karla Terry, Erin Watts, Debra Barry, and Matthew May.

**Staff Safety Committee:** During the February 14th meeting to the following topics were discussed:

- Safety snippets for March (de-escalation) and April (reporting of unsafe conditions)
- Safety Shout Outs: a video is being put together to promote with staff
- Snow and ice removal
- Building trainings on safety
- Review of staff safety rewards

**Staff Wellness Committee:** February topics focused on a staff kindness challenge (*Refer to kindness calendar on next page*), CPR classes, Live Healthy Iowa, and a class on making mason jar salads.

## February 2017: KINDNESS

| Monday  | Tuesday   | Wednesday   | Thursday   | Friday   | Sat / Sun   | Sunday |
|---|---|---|--|--|---|--------|
|   |   | 1<br>Smile and say hello to a total stranger<br> | 2<br>Sincerely ask someone what you can do to help       | 3<br>Sing a co-worker's praises to their boss<br><i>They deserve it!</i>         | 4 / 5<br>Donate clothes to a local shelter<br>         | 5      |
| 6<br>Put your phone away and be fully present   | 7<br>Introduce yourself to someone you always see around  | 8<br>Collect spare change from your home/car and donate to a worthy cause   | 9<br>Text someone just to say good morning or good night | 10<br>Bring your co-workers a special treat                                      | 11 / 12<br>Make winter survival kits for loved ones (teas, tissues, hand sanitizer)   | 12     |
| 13<br>Leave treats on your neighbor's doorstep  | 14<br>Send Valentines to your single friends<br> | 15<br>Pick up trash at a park or a playground   | 16<br>Compliment someone who you interact with every day | 17<br>Invite the person behind you in line to go first<br><i>Make their day!</i> | 18 / 19<br>Leave your server a big tip when dining out  | 19     |
| 20<br>Leave your favorite book in a public place with a note  | 21<br>Make two lunches and give one away  | 22<br>Send someone a handwritten note of appreciation   | 23<br>Offer a homeless person your leftovers             | 24<br>Make sure everyone in a group convo feels included                         | 25 / 26<br>Send flowers to a friend- just because!<br> | 26     |
| 27<br>Eat lunch with someone new<br> | 28<br>Join the bone marrow registry<br><a href="http://bethematch.org">bethematch.org</a>   | <i>Pay it Forward!</i>  |  |  |   |        |

**District Handwashing Campaign:** On January 20th HR started a handwashing campaign to help reduce absenteeism. Handwashing flyers were hung in staff bathrooms, and every week principals were sent a handwashing tip to share with their staff via newsletters, announcements and/or staff meetings, and Oak Ridge LMTV put together a video for staff regarding the proper way to use hand sanitizer. Due to another wave of illness making its way through Linn-Mar, we are extending the campaign through March 10th. Below seemed to be the staff's favorite flyer:

### ***DID YOU KNOW...???***

*A recent study showed that only 31% of men and 65% of women washed their hands after using a public restroom. Every time a toilet is flushed with the lid up a fine mist containing bacteria such as E. Coli and Staph is spread over an area of six square meters. The area around sinks in public bathrooms is 90% covered in such bacteria.*

*Tip: Use your forearm to lift the faucet handle and/or push the lever for the paper towel dispenser. It's also a good idea to take your paper towel with you to the door to cover the door handle on the way out (germs are lurking on those touch points!).*

**Goal #4: Unlock Potential (Success)**

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

**Year 1:**

| Strategic Initiatives | Measures of Success   |
|-----------------------|---|
| Digital Content       | Explore and clarify LM working definitions related to digital learning (blended learning, digital content, etc.) to establish a shared vision.                            |
|                       | Identify specific areas to provide district, building, and instructional support for technology integration and implementation.   |
|                       | Review, update and curate our PreK-12 digital curriculum to ensure it is rigorous and relevant.   |
|                       | Identify and develop an online course option, aimed primarily at LMHS 11th and 12th grade students, in each department area that may or may not be a required course.     |
| Digital Citizenship   | During 2016-17 explore PreK-12 Digital Citizenship Curriculum (i.e. CommonSense Media).   |
|                       | 2016-17 TICs provide professional development on digital citizenship.   |
| Digital Equity        | Review technology equity procedures to inform future policy decisions.  |
|                       | Establish a uniform, digital checkout process for students who do not have Wi-Fi or computer outside of school.   |
|                       | Using assessment information, implement the appropriate assistive technology 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 21<sup>st</sup> century digital tools.*

**Teacher Leadership Supports Classroom Technology:** A recent collaboration between a classroom teacher, Technology Integration Coach (TIC), and Instructional Coach led to the successful implementation of additional technology in a first grade classroom at Linn Grove Elementary. Due to the collaboration of these three instructors, students are now using iPads during reading rotations, using Bee-Bot (robots) to enhance writing lessons, and the classroom teacher has benefited from the Teacher Leadership coaching model that she now uses to focus each aspect of her lesson planning. [View the full story by visiting the Teacher Leadership Blog Spot.](#)

**Huntley Learning Initiative:** Several teachers and administrators from around the district have, or will soon, travel to Illinois to visit the Huntley Community School District 158 to learn about their *Always Initiative* that focuses on 1:1 technology implementation, Blended Learning and PBIS at the high school level, and collaborative learning spaces. The Huntley 158 *Always Initiative* centers on authentic learning, anytime and anyplace, has become so well known as a pioneering effort that they have developed educational opportunities for other districts to visit and gain a deeper understanding of their process, what they offer the students, and roadblocks and successes along the way. [Check out more information by visiting their website.](#)

**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.*

**Board Visit to Compass Alternative High School Program:** During the February 22nd visit to Compass the Board heard about the initial stages of Compass adopting PBIS this year. Compass Supervisor Dawn Young and staff explained that they are just beginning the program. They have completed one round of training and have plans to incorporate more training and student leadership options as they move forward.

**Board Visit to Wilkins Elementary:** The Board heard about the following during their visit:

- Therapy Dog: Nick Mohwinkle, School Counselor
- PBIS: Katie Jackson, 3rd Gr Teacher, and Jessica Kozloski, Special Education Teacher
- Data-based Decision Making: Lori Manley, Instructional Coach, and Lisa Drinkall, 5th Gr Teacher

**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 Applied Innovation Center.  |
|                                 | Occupy Westfield 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 Committee:** The next Facilities Committee meeting will be held Wednesday, March 8th in the cafeteria of Excelsior Middle School at 5:30 pm. The committee will tour Excelsior and discuss our progress with grade restructuring and facilities plans. On March 22nd the committee will tour our historic buildings (Bowman Woods, Indian Creek and Wilkins Elementary). The committee will assess and prioritize building improvement needs in April 12th. We continue our recruiting efforts seeking more parents to join the committee and have reached out to school administrators.

**Program Placement Changes for 2017-18:**

Due to the district’s continued growth and challenges with space at each building, we have several programs that will be moved to best utilize what space we have available across the district. The new addition at Westfield Elementary will give us some much needed space at the elementary level. Boundary changes have been Board approved and about 120 students will move from Echo Hill Elementary to Westfield Elementary because of the additional space. The boundary change will open up additional space at Echo Hill for next year. To help address space issues at our other elementaries, the following changes will be made for 2017-18:

- One Early Childhood Blended Program at Linn Grove Elementary will move to Echo Hill
- One Early Childhood Blended Program at Novak Elementary will move to Echo Hill
- A new elementary autism program will be housed at Novak

**FY2018 Certified Budget:**

For the first time in several years the State Supplemental State Aid (SSA) percent growth was approved by the State Legislature prior to the district’s budget certification date. Therefore, Linn-Mar’s fiscal year 2018 proposed certified budget is based on a 1.11% SSA growth rate and a certified budget enrollment of 7,312.54 students, which is an increase of 114.6 students from the previous year. One of the main purposes of the certified budget is to establish a maximum tax rate for the District. For FY2018, the district is proposing a tax rate of \$17.37 per \$1,000 of valuation, which is consistent with the last two fiscal years. A public hearing and final approval of the FY2018 certified budget is set for April 10th. Iowa law requires the budget to be approved and filed by April 15th.

**Construction Updates:**

- ❖ High School: All major construction is complete. Work will continue on the punch list and some items on hold until contractors can schedule or obtain material.
  - Areas near completion:
    1. New Lecture Hall: Electrical connections to tables scheduled for March 2nd, overhead projectors will be installed by district, punch list items continue (carpet, vinyl tile, paint)
    2. Signage: Installation started on February 27th with completion scheduled for March 1st. Several signs need to be reordered due to room number changes.
    3. Conference Room: Completed.
    4. Print Shop: Completed. Some punch list work exists in the hallway/foyer near entrance.
    5. Speech Classroom: Completed and the room is now occupied.
    6. Door 16: New doors have been installed. Vestibule flooring is back ordered.
- ❖ Westfield: All work is completed in the five classrooms, technology lab, and reading and special needs classrooms. Punch list work continues with minor paint touch-ups, roof flashing, cabinet repairs, and cleaning. Occupancy of the classrooms will start prior to the spring break.

**Achievements and Honors:**



**Good Citizens Honored:** The Daughters of the American Revolution honored 11 high school students on February 19th with their Good Citizens Award. The award is given to students who model service, leadership, patriotism and dependability. Congratulations to Senior Annmarie Abodeely for being one of the 11 recipients!

**Robotics Honors:** Nolan and Sarah Velazquez were honored as two out of four Robotics Dean’s List finalists from Iowa. There were hundreds of applicants, 72 semifinalists, and 4 finalists. They are the first two ever to move on from Linn-Mar. The winners will be announced at the World Championship in St. Louis in April.

**United Way Recognition:** Congratulations to Jessi Pfaff, Administrative Assistant to the Superintendent, for receiving a special recognition from United Way of East Central Iowa. Jessi was recognized for the time and effort she puts into supporting the UWECI donation drive for the Linn-Mar Community School District!



**KHAK Teacher of the Week:** Congratulations to Kris Peterson, Music Teacher at Wilkins Elementary, for being named KHAK’s Teacher of the Week!

**FFA Celebrates National FFA Week:** Congratulations to the Linn-Mar FFA students for celebrating National FFA Week February 18-25. The students participated in PSA announcements on LMTV, decorated the High School with FFA posters, and sold FFA shirts in theROARstore. The students also attended the Alumni Conference in Ankeny on January 21st, the Leadership Workshop at Kirkwood Community College on January 12th, the Program of Activities Workshop in Ankeny on January 14th, the Temple Grandin Speaking Event in New Hampton on January 12th, and the FFA Legislative Symposium in Des Moines on January 31st.



**LMHS Jazz Bands:** The Colton Center Jazz Ensemble and Jazz I participated in the Tallcorn Jazz Band Festival on February 17th. CCJE finished 4th out of 16, 4A bands and special solo certificates were awarded to Nick House (alto sax), Riley Higgins (guitar), and Alex Stadtmueller (drum set). Jazz I won the second band class out of nine in their class. All four of our jazz bands participated in the Coe Jazz Summit on February 25th. CCJE finished 2nd out of 12, 4A bands with special solo acknowledgements being awarded to Riley Higgins (guitar). Jazz I won their classification and special solo acknowledgements were awarded to Adam Bergen (trombone).

**Success Center Achievement:** Congratulations to the Success Center students and staff for hosting the following events this year: Marion Chamber of Commerce Wake-Up Marion, their second annual Chili Cook Off, and their annual open house. [Check out more information on the Success Center by clicking on this link.](#)



**MVC Conference Standings:** Congratulations to the following teams!

- Girls' Basketball: 4th Place (7-6 Conference, 11-10 Overall)
  - Kamryn Finley named First Team-Mississippi Division Conference and All-Metro
  - Carly Spies named Second Team-Mississippi Division Conference and All-Metro
  - Ally Johnson and Lexi Freese received Conference Honorable Mentions
  - Lexi Freese and Haley Chmelicek received Conference All-Academic Honors
- Girls' Bowling: 1st Place (9-2 Conference, 9-2 Overall)
  - Congratulations to McKena Diercks who finished 4th at State
- Boys' Basketball: 4th Place (7-9 Conference, 10-12 Overall)
- Boys' Wrestling: 1st Place (6-0 Conference, 18-8 Overall)
- Boys' Swimming: 2nd Place (5-1 Conference, 5-1 Overall)
- Boys' Bowling: 4th Place (5-6 Conference, 5-6 Overall)
  - Congratulations to Alex Diercks who finished 2nd at State

**Linn-Mar Speech Team:** The Speech Team traveled to College Community High School on February 25th to participate in the IHSSA District Individuals Contest. Linn-Mar had 32 entries, with several students entered in more than one category. Nineteen students will move on to the State Contest in Vinton on March 11th.

Students who received a Division I rating:

- Grace Wensch in Prose and Literary Program
- Allie Mersch in Solo Musical Theatre and Literary Program
- Emma Geneser in Acting
- Gloria Hunt in Storytelling
- Katie Hidlebaugh in Expository Address and Radio news
- Cheyenne Mann in Storytelling and Poetry
- Sierra Christensen in Poetry
- Akash Gururaja in Spontaneous Speaking
- Jasmine Aquino in Improvisation
- McKenna Flood in Prose
- Maddie DeJong in Storytelling
- Alexander Pfaff in Radio News
- Sadie Staker in Storytelling
- Megan Hoppe in Poetry
- Erin O'Hara in Literary Program

**Middle School Show Choir:** The Excelsior Double Time Show Choir was awarded Grand Champion - Best Vocals at the February 24th Marion Masquerade Middle School Competition. Oak Ridge Ovation placed third runner up! Great job to our middle school Show Choirs!



**Linn-Mar Foundation MANE Event:** Don't forget to purchase your tickets for the annual LM Foundation MANE Event to be held at the Cedar Rapids Marriott on March 24th. [Click here to purchase tickets.](#)



## MEETINGS OF THE BOARD

**Policy Title: Meetings of the Board**

**Code 204.1**

The regular meeting time and dates of the month shall be set by the Board at its annual meeting will be set by the Board at the organizational meeting in odd numbered years or at the annual meeting in even numbered years.

Board meetings are normally scheduled for the second and fourth Monday of the month, when the school calendar allows. The Board shall adhere to the established meeting dates unless the additional meetings are required or, due to circumstances beyond the Board's control, the meetings cannot be held on the regular meeting dates and the meetings will then be rescheduled at the Board's convenience in accordance with law and policy. Work sessions will begin promptly at 5:00 PM followed by the regular meetings at 7:00 PM. Public notice of the meetings will be given and board meeting dates are posted on the district website upon board approval.

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

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date, and tentative agenda of board meetings. The official public notice shall be posted on public display at the Learning Resource Center at least three days before it is scheduled but, at the minimum, 24-hour notice needs to be given. A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the secretary. A copy of the public notice will also be accessible electronically.

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

It shall be the responsibility of the board secretary, or designee, to give public notice of board meetings and work sessions. The district's website is used to inform the public of future meetings and agendas.

Adopted: 9/85 Reviewed: 10/11; 9/16 Revised: 4/13; 8/14; 3/17

Related Policy Code #: 204.3; 204.4

Legal Reference (Code of Iowa): §§ 21.3-4; 279.1 (2013); 1980 Op Atty Gen 148



## MEETINGS OF THE BOARD

**Policy Title: Annual and Organizational Meetings Code 204.4**

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### Annual Meeting of the Board

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

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

1. Appointment of secretary and treasurer.
2. Determine compensation of secretary and treasurer. Both secretary and treasurer shall post bond in such an amount as the Board may require, but no less than that required in Chapter 291.2 of Iowa Code.
3. Designate depository banks and maximum deposits.
4. Receive affidavits from depository banks from the treasurer.
5. Approve meeting dates for the following 12-month period.
6. Elect board officers in even numbered years.

### Organizational Meeting Procedures:

~~The organizational meeting is the first meeting following the election of school board members. It is set by statute as the first regular meeting after a regular school election, at a time and suitable place to be designated by the secretary.~~

~~The election of board officers will take place at the first organizational meeting in odd numbered years following the seating of newly elected board members. Unless changes by a 2/3 vote of those present, the order of business for the organizational meeting shall be as follows:~~

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

The purpose of the meeting is to transfer materials and responsibilities from the outgoing board to the new board. At the meeting the Board will elect a president and vice president who will hold office for one year. Once elected, the president and vice president will be entitled to vote on all matters before the Board.

## Meeting Procedure:

The organizational meeting will be held in two parts:

1. The final meeting of the outgoing board; and
2. The organizational meeting of the new board.

## Final Meeting of the Retiring Board:

- a. Call to Order
- b. Roll Call
- c. Approval of Minutes of Previous Meeting(s)
- d. Audience Communications
- e. Unfinished Business (current claims/accounts for the retiring board to authorize)
- f. Examine and Settle Books for Previous Year
- g. Review of Election Results (secretary presents county auditor's official report on elections and records results in the minutes)
- h. Adjournment of the Retiring Board

## Organizational Meeting of the New Board:

- a. The board secretary, as president pro tem, will preside over the meeting until a new board president is elected.
- b. Call to Order
- c. Roll Call
- d. Oath of Office: The board secretary will administer the oath to new members.
- e. Election of Board President: The president pro tem (secretary) calls for nominations; nominations need not be seconded. The Board will then vote on the nominations. The secretary will announce the results of the vote and administer the oath of office to the president. The newly elected president will assume the chair.
- f. Election of Vice President: The president will call for nominations; nominations need not be seconded. The Board will then vote on the nominations. The president will announce the results of the vote and administer the oath of office to the vice president.

## Other Items of Business at the Organizational Meeting May Include:

- a. Board resolution of appreciation recognizing public service rendered by retiring board members.
- b. Determination of dates, times, and places for regular meetings of the board.
- c. Board resolution to define the operating rules and practices that will be followed by the new board.
- d. Additional business items, as needed.
- e. Board resolution to authorize the interim payment of bills pursuant to Policy 705.3.
- f. Approve minutes of previous meeting(s).
- g. Audience communications.
- h. Superintendent's Report. Board Book.
- i. Adjournment.

Adopted 6/15/70 \_\_\_\_\_ Reviewed: 8/05; 4/13; 8/14 \_\_\_\_\_ Revised: 11/08; 10/10; 10/11; 9/13; 9/16; 2/17 \_\_\_\_\_

Related Policy Code: 204.1; 204.5

Legal Reference (Code of Iowa): §§ 274.2; 275.23A; 277; 281 IAC 12.3



## FISCAL MANAGEMENT

New Policy

### **Policy Title: Financial Records**

**Code 801.8**

Financial records of the school district are maintained in accordance with generally accepted accounting principles (GAAP) as required or modified by law. School district monies are received and expended from the appropriate fund and/or account. The funds and accounts of the school district will include, but not be limited to:

#### **Governmental Fund Type:**

- General Fund
- Special Revenue Fund
  - Management Levy Fund
  - Public Education and Recreation Levy Fund (PERL)
  - Student Activity Fund
- Capital Projects Fund
  - Physical Plant and Equipment Levy Fund (PPEL)
  - Secure and Advanced Vision for Education (SAVE)

#### **Proprietary Fund Type:**

- Enterprise Fund
  - School Nutrition Fund
  - Aquatic Center Fund
  - Student Store Fund
- Internal Service Fund

#### **Fiduciary Funds:**

- Trust
  - Expendable Trust Funds
  - Non-expendable Trust Funds
  - Pension Trust Funds
- Agency Funds

#### **Account Groups:**

- General Capital Assets Account Group
- General Long-Term Debt Account Group

The general fund is used primarily for the education program. Special revenue funds are used to account for monies restricted to a specific use by law. Capital project funds are used to account for financial resources to acquire or construct major capital facilities (other than those of proprietary funds and trust funds) and to account for revenues from SAVE. A debt service fund is used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. Proprietary funds account for operations of the school district operated similar to private business, or they account for the costs of providing goods and services provided by one department to other departments on a cost reimbursement basis. Fiduciary funds are used to account for monies or assets held by the school district on behalf of, or in trust for, another entity. The account groups are the accounting records for capital assets and long-term debt.

The Board may establish other funds in accordance with general accepted accounting principles and may certify other taxes to be levied for the funds as provided by state law. The status of each fund must be included in the annual report.

It is the responsibility of the superintendent to implement this policy and bring necessary changes in the maintenance of the school district's financial records to the attention of the Board.

Adopted 2/17 Reviewed: \_\_\_\_\_ Revised: \_\_\_\_\_  
Related Policy Code: 801.1  
Legal Reference (Code of Iowa): §§ 291; 298; 298A; 281 IAC 98



## STAFF PERSONNEL

**Policy Title: Physical Examination/Fitness for Duty**

**Code 403.1**

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~~All full time and regular part time employees are to present evidence of good physical health after the initial job offer and prior to the start of employment or within 30 work days, whichever is earlier. The Verification of Physical Fitness forms shall be provided by the school district. Completed examination forms are to be kept on file in the superintendent's or designee's office.~~

Bus drivers shall be required to take an initial physical examination, ~~one annually~~ **every other year** thereafter and shall meet all other medical and fitness requirements specified by state and federal transportation regulations.

~~Employees~~ **Drivers** shall successfully complete a physical examination by a physician or clinic designated by the district as the Board's designated provider **or at any DOT certified physician**. The district will pay the entire cost of the examination **up to the allowable amount as designated in the Transportation agreement**.

~~All persons shall be required to undergo a check for tuberculosis when employed and file the results with the superintendent or designee.~~

Fitness-for-duty examinations **for any employee** may be required following an absence from work due to illness or injury, **or in other circumstances**, if there is a reasonable belief that the employee is unable to perform the essential functions of the job or if there is a reasonable belief that the employee poses a direct threat to themselves or others because of a health condition.

Adopted: 6/23/70 Reviewed: 1/11; 12/11; 9/14 Revised: 5/01; 1/06; 2/09; 2/10; 4/13; 3/17

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

Legal Reference: (Code of Iowa) 29 CFR Pt 1910.1030; §§ 20.9; 279.8; 321.376; 281 IAC. 12.4 (14); 43.15-.20



## STAFF PERSONNEL

**Policy Title: Employee Recognition**

**Code 403.2**

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Employees of the Linn-Mar Community School District may receive recognition incentives and service awards based on exemplary job performance and years of service to the district.

These incentives and service awards are for employment performance; active participation in safety and wellness initiatives; and years of service and, therefore, are presented with proper circumstances, proper motive, and for public purpose.

Service awards may be presented at various intervals as specified by the district.



## STAFF PERSONNEL

### **Policy Title: Violence in the Workplace**

**Code 403.3**

The Linn-Mar Community School District is committed to providing a safe, professional work environment that is free of violence by employee against employee, employee against student, by third parties against employees, or by employees against third parties. Workplace violence includes, but is not limited to, the following when such conduct is committed on Linn-Mar property, at a school district event or activity, or in connection with a school district activity or event:

- The offensive and/or unlawful touching by one person against another;
- Threats of harm, bodily or otherwise, to another;
- The use of abusive language, threatening, or intimidating comments;
- The possession of unauthorized firearms or weapons while on district property;
- Conduct detrimental to district personnel which may cause undue disruption of work or endanger the safety of persons or property;
- Stalking; and
- Causing or encouraging another to commit conduct as listed above.

Such conduct by employees, depending on the level of severity, may result in removal from the premises as quickly as safety permits and remaining off district premises pending the outcome of an investigation. In addition, the employee will be subject to disciplinary action up to and including termination of employment and legal action. Such conduct by third parties will be subject to legal action.

Allegations of workplace violence shall be investigated and, if substantiated, disciplinary action shall be taken. Legal action will also be taken if appropriate.

#### **Complaint Procedures:**

Employees or third parties who believe they have been subjected to violence in the workplace, or believe they have witnessed such behavior as defined in this policy, should immediately terminate all contact and communication with the offending party and file a written complaint with the superintendent or chief officer of human resources who will determine if an investigation is warranted. The investigator may request the individual complete a signed, written complaint form and submit other evidence of the violent act including, but not limited to, letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate disciplinary action up to and including termination will be

taken promptly against any employee engaging in acts of violence and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against employees who in good faith report bona fide acts of violence, assist with or conduct an investigation regarding such complaints, or appear as a witness. Initiating a complaint under this policy shall not cause any negative impact on complainants or participants in the investigation nor shall it affect their employment, compensation, or work assignments. If an employee feels they have been subjected to any form of retaliation the employee should report the conduct to the chief officer of human resources within three calendar days of the offense.

Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.



## STAFF PERSONNEL

**Policy Title: Substance-Free Workplace**

**Code 403.4**

The Board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law.

*Workplace* includes school district facilities; school district premises; school district vehicle; or non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event, or function such as fieldtrips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is arrested or cited for a criminal substance offense the employee shall notify their supervisor before reporting to regular duties or within 48 hours of arrest or citation. If an employee is convicted of a violation of any criminal substance offense committed in the workplace the employee will notify their supervisor within five days of the conviction.

Employees shall abide by the terms of this policy respecting a substance-free workplace. An employee who violates the terms of this policy may be required to successfully participate in an alcohol or drug abuse assistance or rehabilitation program approved by the Board.

If administration, directors, managers, or supervisors have reasonable cause to believe an employee has violated this policy they will immediately contact the superintendent or chief officer of human resources who will determine if an investigation is warranted. The investigator may request the individual complete a signed, written complaint form and submit other evidence of the violation including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowed by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. If at the conclusion of the investigation it is found that an employee has violated this policy the superintendent, or designee, will make the determination whether to require the employee to undergo substance abuse treatment and/or to discipline the employee. If the employee fails to successfully participate in such a program the employee's contract shall not be renewed or

employment may be suspended or terminated at the discretion of the Board. Sanctions against employees including non-renewal, suspension, and termination shall be in accordance with prescribed school district administration regulations and procedures.

In addition, appropriate disciplinary action up to and including termination will be taken promptly against any employee who is found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The superintendent, or designee, is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent, or designee, will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

Adopted: 3/4/91 Reviewed: 2/10; 12/11; 4/13; 9/14; 3/17 Revised: 3/06; 2/09

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

Legal Reference (Code of Iowa): 41 USC §§ 701-707 (1994); 42 USC §§ 12101 *et seq* (1994); 34 CFR Pt 85 (2002); §§ 123.46; 124; 279.8 (2005)



**Notice to Employees Regarding Substance-Free Workplace Code 403.4-E**

**You are hereby notified** that it is a violation of the substance-free workplace policy of the Linn-Mar Community School District for any employee to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor; or to unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in schedules I through V of Section 202 of the Controlled Substances Act (21 USC § 812) and as further defined by Regulation 21, Code of Federal Regulations 1300.11 through 1300.15 and Iowa Code Chapter 204; before, during, or after school hours; at school; or in any other workplace location as defined below.

*Workplace* is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises, or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored; school-approved; or school-related activity, event, or function such as fieldtrips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the substance-free workplace policy may be required to successfully participate in a substance abuse treatment program approved by the Board. The superintendent retains the discretion to discipline an employee for violation of the substance-free workplace policy. If the employee fails to successfully participate in such a program, the employee is subject to discipline up to and including termination.

**You are notified** that if you are arrested or cited for a criminal substance offense you shall notify your supervisor before reporting to regular duties or within 48 hours of arrest or citation.

**You are further notified** that you are required to notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace no later than five days after such conviction.

I, \_\_\_\_\_, have read and understand the substance-free workplace policy. I understand that if I violate the substance-free workplace policy I may be subject to discipline up to and including termination [*or I may be required to participate in a substance abuse treatment program*]. If I fail to successfully participate in a substance abuse treatment program I understand that I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace I must report the conviction to my supervisor within five days of the conviction.

I have received and read the above notice.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

*This notice should be returned within 10 working days of the employee's initial date of employment.*



## STAFF PERSONNEL

**Policy Title: Tobacco-Free and Nicotine-Free Campus**

**Code 403.5**

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School district premises including school vehicles shall be off limits for smoking and the use of other tobacco products including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation as well as vaping with E-cigarettes or any electronic smoking device such as, but not limited to, cigarette, cigar, cigarillo, or pipe.

This requirement extends to all employees, students, patrons, and visitors. This policy applies at all times including school-sponsored and non-school-sponsored events. Persons failing to abide by this request shall be required to dispose of all tobacco products, nicotine products, and materials or leave the school district premises immediately. Any employee or student failing to abide with this policy will be subject to disciplinary action.

Adopted: 4/18/88 Reviewed: 1/06; 2/09; 2/10; 1/11; 12/11; 3/17 Revised: 4/15/13; 9/14

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

Legal Reference (Code of Iowa): 142B; 279.9; 197 (1993)



## ADMINISTRATIVE REGULATIONS FOR ACCOMPLISHING A TOBACCO-FREE AND NICOTINE-FREE ENVIRONMENT

Code 403.5-R

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The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and assisting in compliance of this policy.

**Visitors:** Community members who rent school facilities will be asked to sign a statement indicating their assumption of the responsibility of adhering to the tobacco-free and nicotine-free environment policy. It will be their responsibility to supervise their own activities to accomplish a tobacco-free, nicotine-free environment. Visitors attending school functions will be asked by staff members in authority to not use nicotine products and/or tobacco on school grounds and in school vehicles. Persons willfully refusing to comply will be considered trespassers and reported to police.

**Students:** Students will be treated in accordance with *Policy 502.4 Search and Seizure*.

**Employees:** Employees who willfully violate the policy will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures.



## STAFF PERSONNEL

**Policy Title: Exit Comment**

**Code 403.6**

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Every full-time or regular part-time Linn-Mar employee will be asked to complete an exit interview and/or complete an exit comment form when leaving the employment of the Linn-Mar Community School District.

The chief officer of human resources, or designee, shall have the responsibility of distributing, collecting, and tabulating data from the exit comment forms and shall process the information as appropriate.

Adopted: 6/9/77 Reviewed: 2/09; 2/10; 12/1; 9/14; 3/17 Revised: 5/01; 1/06; 1/11; 4/13

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

Legal Reference (Code of Iowa): \_\_\_\_\_



## STAFF PERSONNEL

**Policy Title: Family and Medical Leave**

**Code 403.7**

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The Family and Medical Leave Act of 1993 (FMLA) provides that unpaid family and medical leave will be granted up to 12 weeks per year to employees who meet certain conditions.

An eligible Linn-Mar Community School District employee shall be entitled to family and medical leave for one or more of the following:

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of any qualifying exigency (determined by regulation) arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- Servicemember Family Leave: In addition, an eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a total of 26 work weeks of leave during a 12-month rolling period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month rolling period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

While on leave designated as FMLA, employees are not expected nor required to perform work duties for or on behalf of Linn-Mar Community School District. An employee is required to substitute applicable and available paid leave for unpaid family and medical leave if such leave is provided in the employee's collective bargaining agreement or terms and conditions of employment. Leave for an employee's serious health condition including workers' compensation leave (to the extent that it qualifies) will be designated as FMLA leave and will run concurrently with FMLA leave. The district will not provide paid leave in any situation in which the district would not normally provide any such paid leave.

Employees eligible for family and medical leave must comply with the family and medical leave administrative rules and regulations prior to starting family and medical leave.

If an employee has been absent for one calendar week or more due to the employee's personal injury or illness the employee is required to present a fitness-for-duty certificate from their physician prior to reporting back to work.

For purposes of this policy, *year* is defined as a 12-month period measured forward from the date the employee's first FMLA leave commenced.

Adopted: 3/4/91 Reviewed: 2/10; 1/11; 12/11; 3/17 Revised: 3/06; 2/09; 4/15/13; 9/14  
Related Policy (Code#): \_\_\_\_\_  
Legal Reference (Code of Iowa): PL 103-3; Act 102 (a) (1), 107 Stat 6, 9 (1993) §§ 20; 85.33-34, .38(3); 216;  
279.40; PL 110-181; Section 565, 585



## Administrative Regulations Regarding Employee Family and Medical Leave

Code 403.7-R1

### I. School District Notice:

1. The district will post the notice in exhibit 403.7-E9 regarding family and medical leave.
2. Information on the Family and Medical Leave Act (FMLA) and board policy on family and medical leave including leave provisions and employee obligations will be **available** on the district Intranet **website** and through Human Resources.
3. When an employee requests family and medical leave the district will provide them with information listing the employee's obligations and requirements. Such information will include:
  - a. A statement clarifying whether the leave qualifies as family and medical leave and will therefore be deducted from the employee's annual 12-week entitlement; **or 26 weeks if military, depending on the purpose of the leave.**
  - b. A reminder that employees requesting family and medical leave for their own serious health condition, for that of an immediate family member, or due to any qualifying exigency must furnish medical certification of the serious health condition and the consequences for failing to do so; **or proof of call to active duty in the case of military family and medical leave.**
  - c. An explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the district requires substitution of paid leave and the conditions related to the substitution.
  - d. A statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

### II. Eligible Employees:

Employees are eligible for family and medical leave if two criteria are met:

1. The employee must have one year of service which need not be continuous provided that a break in service does not exceed seven years. Separate stints of employment will be counted for breaks in service of seven years or longer if one of the following applies:
  - a. Break in service due to National Guard or Reserve military service obligation.
  - b. Written agreement reflecting employer's intention to rehire the employee after the break in service.
2. The employee has worked 1,250 hours for the district over the previous 12 months. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, they are not eligible for family and medical leave and the district will provide information as to the reason why they are not eligible:

- a. The employee fails to meet the 12-month service requirement and the number of months the employee has been employed by the district.
- b. The employee fails to meet the 1,250-hour requirement and the number of hours of service worked for the district during the appropriate 12-month period.

### **III. Employee Requesting Leave:**

Two Types of Leave:

1. Foreseeable Family and Medical Leave:
  - a. Definition: leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
  - b. Employee must give at least 30-days-notice for foreseeable leave including planned medical treatment for a serious injury or illness of a covered military service member unless not practicable. Failure to give notice may result in the district counting the absences during the delay as non-FMLA absences.
  - c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the district. Scheduling is subject to the approval of the health care provider.
  - d. In any case in which the necessity for a qualifying exigency leave is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on active duty in the military, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable, regardless of how far in advance leave is foreseeable.
2. Unforeseeable Family and Medical Leave:
  - a. Definition: leave is unforeseeable in such situations as emergency medical treatment or premature birth.
  - b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
  - c. A spouse or family member may give notice if the employee is unable to personally give notice.

### **IV: Eligible Family and Medical Leave Determination:**

*The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship.*

1. Six Purposes:
  - a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth.
  - b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement.
  - c. To care for the spouse, son, daughter, or parent of the employee if the spouse, son, daughter, or parent has a serious health condition; or
  - d. The employee's serious health condition makes the employee unable to perform the essential functions of their position.
  - e. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
  - f. Because the employee is the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

## 2. Medical Certification:

### When Required:

- Employees shall be required to present medical certification of their serious health condition and inability to perform the essential functions of their job.
- Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
- Employees shall be required to present certification issued by the health care provider of the military service member being cared for by the employee, in the case of an employee unable to return to work because of a condition specified as military service member family leave.
- Employees shall be required to present certification of next of kin of an individual in the case of leave taken under military service member family leave.

### A. Employee's Medical Certification Responsibilities:

- The employee must obtain certification from the health care provider who is treating the individual with the serious health condition.
- The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the district on a regular basis.
- If the second health care provider disagrees with the first health care provider, the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the district. The certification, or lack of certification, is binding upon both the employee and the school district.
- Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.

B. Medical certification must be submitted within 15 days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every 30 days as follows:

- Upon expiration of period of incapacity specified on certification.
- If an extension to the leave is requested.
- If there is significant change in certification (complications, duration/frequency of absences, nature/severity of illness).
- If the district received information casting doubt upon continuing validity of certification.

C. Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification may be denied until such certification is provided.

D. The district may require a request for a qualifying exigency be supported by a military active duty or call to active duty certification issued at such time and in such manner as the regulation prescribes. If a military regulation requiring such certification is issued the employee shall provide, in a timely manner, a copy of the certification to the district.

## **V. Spouses Employed by the Same Employer:**

In any case in which a husband and wife entitled to leave are both employed by the district, the aggregate number of work weeks of leave to which both may be entitled may be limited to 12 work weeks during any rolling 12-month period if such leave is taken for:

- Birth of a son or daughter of the employees or in order to care for such son or daughter.
- Because of the placement of a son or daughter with the employees for adoption or foster care or to care for the child after placement.
- To care for the employee's parent with a serious health condition or military service member family leave.

The aggregate number of work weeks of leave to which both the husband and wife may be entitled may be limited to 26 work weeks during the single 12-month rolling period if it is military service member family leave or a combination of military service member leave and other leave as described in items 1-3 above. If the leave taken by the husband and wife includes other leave defined in items 1-3 above the limitation of 12 work weeks in a 12-month rolling period applies to that leave.

## **VI. Entitlement:**

1. Employees are entitled to 12 weeks unpaid family and medical leave per year. Employees who are the spouse, son, daughter, parent, or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a combined total of 26 work weeks of leave per year to care for the service member and for other types of FMLA leave.
2. Year is defined as rolling: measured forward from the first day leave is used.
3. If insufficient leave is available the school district may:
  - Deny the leave if entitlement is exhausted.
  - Award leave available.
  - Award leave in accordance with other provisions of board policy or the collective bargaining agreement.

## **VII. Type of Leave Requested:**

1. Continuous: employee will not report to work for set number of days or weeks.
2. Intermittent: employee requests family and medical leave for separate periods of time.
  - Intermittent leave is available for:
    - Birth, adoption, or foster care placement of child only with the school district's agreement.
    - Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
    - Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
    - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member to care for the military service member who is recovering from a serious illness or injury sustained in the line of duty on active duty.
  - In the case of foreseeable intermittent leave the employee must schedule the leave to minimize disruption to the school district operation.

- During the period foreseeable intermittent leave the district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see VIII below.)*
  - The district may require fit for duty certification every 30 days if the employee has used intermittent leave and reasonable safety concerns exist regarding the employee's ability to perform his or her duties.
3. Reduced Work Schedule: employee requests a reduction in their regular work schedule.
- Reduced work schedule family and medical leave is available for:
    - Birth, adoption, or foster care placement and subject to the district's agreement.
    - Serious health condition of the employee, spouse, parent, or child when medically necessary.
    - Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
    - An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member to care for the service member who is recovering from a serious illness or injury sustained in the line of duty on active duty.
  - In the case of foreseeable reduced work schedule leave based on planned medical treatment for the employee, the employee must schedule the leave to minimize disruption to the school district operation. The district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see VIII below.)*
  - During the period of foreseeable reduced work schedule leave based on planned medical treatment for the family member, the district may move the employee to an alternative position with equivalent pay and benefits. *(For instructional employees, see VIII below.)*

### **VIII. Special Rules for Instructional Employees:**

1. Definition: an instructional employee is one whose principal function is to teach and instruct students in a class, small group, or individual setting. This includes, but is not limited to, **school administrators**, teachers, coaches, driver's education instructors, and special education assistants.
2. Instructional employees who request foreseeable, medically necessary intermittent or reduced work schedule family and medical leave greater than 20% of the work days in the leave period may be required to:
  - Take leave for the entire period or periods of the planned medical treatment; or
  - Move to an available alternative position with equivalent pay and benefits but not necessarily equivalent duties for which the employee is qualified.
3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks such as summer, winter, or spring break.

- If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
  - If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
  - If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the district may require the employee to continue taking leave until the end of the semester.
4. The entire period of leave taken under the special rules is credited as family and medical leave. The district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

**IX. Employee Responsibilities while on Family and Medical Leave:**

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless the employee elects not to continue the benefits.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the district at a time set by the superintendent or designee.
3. An employee who fails to make the health care contribution payments within 30 days after they are due will be notified that their coverage may be canceled if payment is not received within an additional 15 days.
4. An employee may be asked to recertify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every 30 days or sixth month in the condition of an absence and return the certification within 15 days of the request.
5. The employee must notify the school district of their intent to return to work at least once each month during their leave and at least two days prior to the conclusion of the family and medical leave.
6. If the employee has been absent for more than one calendar week or more, the employee is required to present a fitness-for-duty certificate from their physician stating their ability to perform the essential job functions prior to reporting back to work. If an employee fails to provide a certificate they will lose their right to reinstatement under the law unless they have requested additional FMLA leave.
7. If an employee intends not to return to work the employee must immediately notify the district in writing of their intent not to return. The district will cease benefits upon receipt of the notification.

**X. Use of Paid Leave for Family and Medical Leave:**

An employee is required to substitute unpaid family and medical leave with any applicable paid leave available to them under board policy, individual contracts, or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave, and professional leave. When the district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee that the paid leave will be counted as FMLA leave.



## ADMINISTRATIVE REGULATIONS REGARDING LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Code 403.7-R2

**Active Duty:** The term active duty means duty under a call or order to active duty in support of a contingency operation pursuant to specific enumerated provisions of Section 688 of Title 10 of the United States Code. Such active duty or call/order to active duty is only made to members of the National Guard, Reserve components, or a retired member of the regular Armed Forces or Reserve. Therefore, an employee may not take exigency leave if the servicemember is a member of the regular Armed Forces.

**Common Law Marriage:** According to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

**Contingency Operation:** The term contingency operation has the same meaning given such term in section 101(a)(13) of Title 10, United States Code.

**Continuing Treatment:** A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment for, or recovery from) of more than three full consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
  - in-person treatment by a health care provider at least once within seven days of the first day of incapacity; and
  - a regimen of continuing treatment under the supervision of a health care provider or;
  - a second in-person visit to the health care provider for treatment (the necessity of which is determined by the health care provider) within 30 days of the first day of incapacity; or
  - any period of incapacity due to pregnancy or for prenatal care. (Father may take FMLA leave for pregnant spouse's prenatal care and appointments including providing transportation and to provide care after birth if spouse has serious health condition).
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - requires periodic visits for treatment by a health care provider, nurse, or physician's assistant at least twice a year under direct supervision of a health care provider; and
  - continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of or on referral by a health care provider either for restorative surgery after an accident or other injury, for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention, or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).

**Covered Servicemember:** The term covered servicemember means a current member of the Armed Forces, including the National Guard and Reserves, and those on the temporary disability retired list (TDRL), but not including former members or member on the permanent disability retired list who are undergoing medical treatment, recuperation, therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. Generally, a former member of the military whose injury or illness manifests itself after the member's discharge from military service (except for those on the TDRL) is not a covered servicemember.

**Eligible Employee:** The district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the school district for one year of service which need not be continuous provided that a break-in-service does not exceed seven years. Separate stints of employment will be counted for breaks-in-service of seven years or longer if one of the following applies:

- a) Break-in-service due to National Guard or Reserve military service obligation; or
- b) Written agreement reflecting an employer's intention to rehire the employee after the break-in-service; or
- c) The employee has worked 1,250 hours for the district over the previous 12 months.

**Essential Functions of the Job:** Those functions which are fundamental to the performance of the job. It does not include marginal functions.

**Employment Benefits:** All benefits provided or made available to employees by an employer including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions regardless of whether such benefits are provided by a practice or written policy of an employer or through an employee benefit plan.

**Family Member:** Individuals who meet the definition of son, daughter, spouse, or parent including parent of a covered servicemember, son or daughter of a covered servicemember, next of kin of a covered servicemember, and son or daughter on active duty or call to active duty status.

**Group Health Plan:** Any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employees, former employees, or the families of such employees or former employees.

**Health Care Provider:**

- a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and

- physician assistants, nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts; and
- any health care provider from whom an employer or a group health plan's benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and
- a health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

**In loco parentis:** Individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

**Incapable of Self-Care:** The individual requires active assistance or supervision to provide daily self-care in several of the activities of daily living (ADLs). Activities of daily living include adaptive activities such as caring appropriately for one's grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

**Instructional Employee:** An employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, small group, or an individual setting and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

**Intermittent Leave:** Leave taken in separate periods of time due to a single illness or injury rather than for one continuous period of time and may include leave or periods from an hour or more to several weeks.

**Medically Necessary:** Certification for medical necessity is the same as certification for serious health condition.

**Need to Care For:** The medical certification that an employee is needed to care for a family member encompasses both physical and psychological care. For example: where, because of a serious health condition, the family member is unable to care for their own basic medical, hygienic, or nutritional needs or safety or is unable to transport themselves to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care. The employee does not need to be the only individual or family member available to provide the care nor is the employee required to provide actual care (e.g., someone else is providing inpatient or home care) as long as the employee is providing at least psychological comfort and reassurance.

**Next of Kin:** The term next of kin, used with respect to an individual, means the nearest blood relative of that individual.

**Outpatient Status:** The term outpatient status, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to:

- a) a military medical treatment facility as an outpatient; or
- b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

**Parent:** A biological parent or an individual who stands in loco parentis to a child or stood in loco parentis to an employee when the employee was a child. Parent does not include parent-in-law.

**Physical or Mental Disability:** A physical or mental impairment that substantially limits one or more of the major life activities of an individual.

**Qualifying Exigency:** A non-medical activity that is directly related to the covered military member's active duty or call to active duty status. For an activity to qualify as an exigency it must fall within one of seven categories of activities or be mutually agreed to be the employer and employee. The seven categories of qualifying exigencies are short-notice deployment (leave permitted up to seven days if the military member received seven or less days' notice of a call to active duty), military events and related activities, certain temporary childcare arrangements and school activities (but not ongoing childcare), financial and legal arrangements, counseling by a non-medical counselor (such as a member of the clergy), rest and recuperation (leave permitted up to five days when the military member is on temporary rest and recuperation leave), and post-deployment military activities.

**Reduced Leave Schedule:** A leave schedule that reduces the usual number of hours per work week or hours per workday of an employee.

**Serious Health Condition:**

- An illness, injury, impairment, or physical or mental condition that involves:
  - inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility including any period of incapacity (for purposes of this section defined to mean inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment for, or recovery from) or any subsequent treatment in connection with such inpatient care; or
  - Continuing treatment by a health care provider that either prevents the employee from performing the functions of their job or prevents the qualified family member from participating in school or other daily activities.
  - A serious health condition involving continuing treatment by a health care provider includes:
    - A period of incapacity (i.e., inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment for, or recovery from) of more than three full consecutive calendar days including any subsequent treatment or period of incapacity relating to the same condition that also involves:
      - in-person treatment by a health care provider at least once within seven days of the first day of incapacity; and
      - initiated by the health care provider during the first treatment; or
      - a second in-person visit to the health care provider for treatment (the necessity of which is determined by the health care provider) within 30 days of the first day of incapacity.
  - Any period of incapacity due to pregnancy or for prenatal care. (Father may take FMLA leave for pregnant spouse's prenatal care and appointments including

providing transportation and to provide care after birth if spouse has serious health condition).

- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
  - Requires periodic visits for treatment by a health care provider, nurse, or physician's assistant at least twice a year under direct supervision of a health care provider;
  - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
  - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.
  - Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider either for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), and kidney disease (dialysis).
- Treatment for purposes of this definition includes but is not limited to examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Under this definition a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not serious health conditions unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, flu, earaches, upset stomach, ulcers, headaches other than migraines, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from

a health care provider during the absence and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

**Serious Injury or Illness:** The term serious injury or illness, in the case of a member of the Armed Forces including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating.

**Son or Daughter:** A biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing in loco parentis. The child must be under age 18 or, if over 18, incapable of self-care because of a mental physical disability.

**Spouse:** A husband or wife recognized by Iowa law including common law marriages.



**Linn-Mar Community School District  
FMLA Leave Request and Employee Obligation /  
Requirement Form**

I, \_\_\_\_\_, request family and medical leave for the following reason(s):

(Check all that apply)

- For the birth of my child (employees will be required to use the following leaves if available and applicable: personal illness, family illness, personal days, and paid vacation).
- For the placement of a child for adoption or foster care (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
- To care for my child who has a serious health condition (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).
- To care for my spouse who has a serious health condition (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).
- To care for my parent who has a serious health condition (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).
- Because I am seriously ill and unable to perform the essential functions of my position (employees will be required to use the following leaves if available and applicable: personal illness, personal days, and paid vacation).
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
- Because I am the \_\_\_spouse; \_\_\_son or daughter; \_\_\_parent; \_\_\_next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

I understand that when the required paid leave has been used the remainder of the 12 weeks under the Family Medical Leave Act shall be unpaid.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the district.

I request that my family and medical leave begin on \_\_\_\_\_, and I request leave as follows: (check one)

- Continuous: I anticipate that I will be able to return to work on \_\_\_\_\_
- Intermittent leave for the:
  - Birth of my child or adoption or foster care placement subject to agreement by the district.
  - Serious health condition of myself, child, spouse, or parent when medically necessary.
  - Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
  - For the care of my \_\_\_spouse; \_\_\_son or daughter; \_\_\_parent; \_\_\_next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of the needed intermittent leave:

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I anticipate returning to work at my regular schedule on \_\_\_\_\_

\_\_\_\_ Reduced work schedule for the:

- \_\_\_\_ Birth of my child or adoption or foster care placement subject to agreement by the district.
- \_\_\_\_ Serious health condition of myself, child, spouse, or parent when medically necessary.
- \_\_\_\_ Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
- \_\_\_\_ For the care of my \_\_ spouse; \_\_ son or daughter; \_\_ parent; \_\_ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of needed reduction in work schedule as follows:

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I anticipate returning to work at my regular schedule on \_\_\_\_\_.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize the impact on school district operations.

While on family and medical leave I agree to pay my regular contributions to employer-sponsored benefit plans. My contributions shall be deducted from monies owed me during the leave period. If no monies are owed me I shall reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement for payments of my contributions in court.

I acknowledge my obligation to provide medical certification within 15 days of filing this request for my serious health condition or that of a family member in order to be eligible for family and medical leave and that I have received the appropriate medical form.

I acknowledge that if this request for leave qualifies as family and medical leave it will be deducted from my annual 12-week entitlement.

I acknowledge that the above information is true to the best of my knowledge.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Return to:**  
**Linn-Mar Community School District**  
**Office of Human Resources**  
**2999 North 10<sup>th</sup> Street**  
**Marion, IA 52302**  
**FAX: 319-377-9252**

Linn-Mar Community School District  
Notice of Eligibility and Rights and  
Responsibilities  
(Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration Wage  
and Hour Division



OMB Control Number: 1235-0003  
Expires: 5/31/2018

In general, to be eligible an employee must have worked for an employer for at least 12 months, meet the hours of service requirement in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

**[Part A – NOTICE OF ELIGIBILITY]**

TO: \_\_\_\_\_  
Employee  
FROM: Linn-Mar Office of Human Resources  
Employer Representative  
DATE: \_\_\_\_\_

On \_\_\_\_\_, you informed us that you needed leave beginning on \_\_\_\_\_ for:

- \_\_\_\_\_ The birth of a child, or placement of a child with you for adoption or foster care;
- \_\_\_\_\_ Your own serious health condition;
- \_\_\_\_\_ Because you are needed to care for your \_\_\_\_\_ spouse; \_\_\_\_\_ child; \_\_\_\_\_ parent due to his/her serious health condition.
- \_\_\_\_\_ Because of a qualifying exigency arising out of the fact that your \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent is on covered active duty or call to covered active duty status with the Armed Forces.
- \_\_\_\_\_ Because you are the \_\_\_\_\_ spouse; \_\_\_\_\_ son or daughter; \_\_\_\_\_ parent; \_\_\_\_\_ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

- \_\_\_\_\_ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)
- \_\_\_\_\_ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):
  - \_\_\_\_\_ You have not met the FMLA’s 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately \_\_\_\_\_ months towards this requirement.
  - \_\_\_\_\_ You have not met the FMLA’s hours of service requirement.
  - \_\_\_\_\_ You do not work and/or report to a site with 50 or more employees within 75-miles.

If you have any questions, contact Cathy Gauger, Benefits and Leave Specialist or view the FMLA poster located in the labor law poster in your building.

**[PART B-RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE]**

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by \_\_\_\_\_.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

- \_\_\_\_\_ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request \_\_\_\_\_ is/\_\_\_\_\_ is not enclosed.
- \_\_\_\_\_ Sufficient documentation to establish the required relationship between you and your family member.
- \_\_\_\_\_ Other information needed (such as documentation for military family leave): \_\_\_\_\_

\_\_\_\_\_ No additional information requested

If your leave does qualify as FMLA leave you will have the following responsibilities while on FMLA leave (only checked blanks apply):

If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave. Board provided insurance contribution per current contract:

|   |                                     |
|---|-------------------------------------|
| Health and major medical insurance premium: | Up to \$ _____/month toward premium |
| Long-term disability insurance premium:     | District paid                       |
| Basic life insurance premium:               | District paid                       |
| Full single dental insurance premium:       | If applicable                       |

\_\_\_\_\_ Contact the \_\_\_\_\_ Linn-Mar Office of Human Resources \_\_\_\_\_ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse. We will not pay your share of health, dental or additional life insurance premiums while you are on leave.

\_\_\_\_\_ You will be required to use your available paid \_\_\_\_\_ sick leave, \_\_\_\_\_ personal leave, and/or \_\_\_\_\_ other leave: \_\_\_\_\_ during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

\_\_\_\_\_ Due to your status within the company, you are considered a "key employee" as defined in the FMLA. As a "key employee," restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We \_\_\_\_\_ have/\_\_\_\_\_ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

\_\_\_\_\_ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every \_\_\_\_\_. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

\_\_\_\_\_ You will be required to furnish recertification relating to a serious health condition. *Explain below, if necessary, including the interval between certifications as prescribed in § 825.308 of the FMLA regulations.*

**If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.**

If your leave does qualify as FMLA leave you will have the following rights while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as a "rolling" 12-month period measured forward from the date of any FMLA leave usage. This 12-month period commenced on \_\_\_\_\_.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on \_\_\_\_\_.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember's serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have \_\_\_\_\_ sick leave, \_\_\_\_\_ personal leave, and/or \_\_\_\_\_ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

**Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:**

\_\_\_\_\_ Cathy Gauger, Benefits and Leave Specialist \_\_\_\_\_ at \_\_\_\_\_ 319-447-3011 \_\_\_\_\_.

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.

**DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Linn-Mar Community School District  
Designation Notice  
(Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration  
Wage and Hour Division

Code 403.7-E3



Form WH-382 *Revised 11/16; 3/17*

OMB Control Number: 1235-0003

Expires: 5/31/2018

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: \_\_\_\_\_

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

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on \_\_\_\_\_ and decided:

Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: \_\_\_\_\_

Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

You have requested to use paid leave during your FMLA leave. Any paid leave taken for this reason will count against your FMLA leave entitlement.

We are requiring you to substitute or use paid leave during your FMLA leave.

You will be required to present a fitness-for-duty certificate to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position \_\_\_\_\_ is \_\_\_\_\_ is not attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

Additional information is needed to determine if your FMLA leave request can be approved:

The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than \_\_\_\_\_, unless it is not  
(Provide at least seven calendar days)  
practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.

\_\_\_\_\_  
(Specify information needed to make the certification complete and sufficient)

We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

Your FMLA Leave request is Not Approved.

The FMLA does not apply to your leave request.

You have exhausted your FMLA leave entitlement in the applicable 12-month period.

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 – 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Form WH-382 January 2009

Linn-Mar Community School District  
Certification of Health Care Provider for  
Employee's Serious Health Condition  
(Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration Wage  
and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003  
Expires: 5/31/2018

**SECTION I: For Completion by the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: Linn-Mar Community School District - Karla Christian, Chief Human Resources Officer

Employee's job title: \_\_\_\_\_ Regular work schedule: \_\_\_\_\_

Employee's essential job functions: \_\_\_\_\_

Check if job description is attached: \_\_\_\_\_

**SECTION II: For Completion by the EMPLOYEE**

**INSTRUCTIONS to the EMPLOYEE:** Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: \_\_\_\_\_  
First Middle Last

**SECTION III: For Completion by the HEALTH CARE PROVIDER**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**PLEASE PRINT**

Provider's name: \_\_\_\_\_

Provider's business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

**PART A: MEDICAL FACTS**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

**Mark below as applicable:**

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No  Yes. If so, dates of admission: \_\_\_\_\_

Date(s) you treated the patient for condition:

\_\_\_\_\_

Will the patient need to have treatment visits at least twice per year due to the condition?  No  Yes.

Was medication, other than over-the-counter medication, prescribed?  No  Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

No  Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy?  No  Yes. If so, expected delivery date: \_\_\_\_\_

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition?  No  Yes.

If so, identify the job functions the employee is unable to perform:

\_\_\_\_\_  
\_\_\_\_\_

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART B: AMOUNT OF LEAVE NEEDED**

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? \_\_\_ No \_\_\_ Yes.

If so, estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? \_\_\_ No \_\_\_ Yes.

If so, are the treatments or the reduced number of hours of work medically necessary? \_\_\_ No \_\_\_ Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any: \_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? \_\_\_ No \_\_\_ Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups? \_\_\_ No \_\_\_ Yes. If so, explain:

\_\_\_\_\_  
\_\_\_\_\_

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours or \_\_\_\_\_ day(s) per episode

**ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.**

**RETURN TO THE PATIENT or the  
LINN-MAR COMMUNITY SCHOOL DISTRICT  
OFFICE OF HUMAN RESOURCES  
2999 NORTH 10<sup>TH</sup> STREET  
MARION, IA 52302  
FAX No. 319-377-9252**



**SECTION III: For Completion by the HEALTH CARE PROVIDER**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as “lifetime,” “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e). Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider’s name and business address: \_\_\_\_\_

Type of practice / Medical specialty: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Fax:( \_\_\_\_\_ ) \_\_\_\_\_

**PART A: MEDICAL FACTS**

1. Approximate date condition commenced: \_\_\_\_\_

Probable duration of condition: \_\_\_\_\_

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?  
\_\_\_ No \_\_\_ Yes. If so, dates of admission: \_\_\_\_\_

Date(s) you treated the patient for condition: \_\_\_\_\_

Was medication, other than over-the-counter medication, prescribed? \_\_\_ No \_\_\_ Yes.

Will the patient need to have treatment visits at least twice per year due to the condition? \_\_\_ No \_\_\_ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?  
\_\_\_ No \_\_\_ Yes. If so, state the nature of such treatments and expected duration of treatment:

\_\_\_\_\_  
\_\_\_\_\_

2. Is the medical condition pregnancy? \_\_\_ No \_\_\_ Yes. If so, expected delivery date: \_\_\_\_\_

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such as medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART B: AMOUNT OF CARE NEEDED:** When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery?  No  Yes.

Estimate the beginning and ending dates for the period of incapacity: \_\_\_\_\_

During this time, will the patient need care?  No  Yes.

Explain the care needed by the patient and why such care is medically necessary:

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5. Will the patient require follow-up treatments, including any time for recovery?  No  Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

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Explain the care needed by the patient, and why such care is medically necessary: \_\_\_\_\_

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6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery?  No  Yes.

Estimate the hours the patient needs care on an intermittent basis, if any:

\_\_\_\_\_ hour(s) per day; \_\_\_\_\_ days per week from \_\_\_\_\_ through \_\_\_\_\_

Explain the care needed by the patient, and why such care is medically necessary:

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7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? \_\_\_ No \_\_\_ Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: \_\_\_ times per \_\_\_ week(s) \_\_\_ month(s)

Duration: \_\_\_ hours or \_\_\_ day(s) per episode

Does the patient need care during these flare-ups? \_\_\_ No \_\_\_ Yes.

Explain the care needed by the patient, and why such care is medically necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of Health Care Provider**

\_\_\_\_\_  
**Date**

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.  
**DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**



**PART A: QUALIFYING REASON FOR LEAVE**

- 1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

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- 2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military; a document confirming the military member's Rest and Recuperation leave; a document confirming an appointment with a third party, such as a counselor or school official, or staff at a care facility; or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.

Yes  No  None Available

**PART B: AMOUNT OF LEAVE NEEDED**

- 1. Approximate date exigency commenced: \_\_\_\_\_

Probable duration of exigency: \_\_\_\_\_

- 2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?

Yes  No

If so, estimate the beginning and ending dates for the period of absence:

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- 3. Will you need to be absent from work periodically to address this qualifying exigency? Yes  No

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

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Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: \_\_\_\_\_ times per \_\_\_\_\_ week(s) \_\_\_\_\_ month(s)

Duration: \_\_\_\_\_ hours \_\_\_\_ day(s) per event.

**PART C:**

If leave is requested to meet with a third party (such as to arrange for childcare or parental care, to attend counseling, to attend meetings with school, childcare or parental care providers, to make financial or legal arrangements, to act as the military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Describe nature of meeting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PART D:**

I certify that the information I provided above is true and correct.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

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Linn-Mar Community School District  
 Certification for Serious Injury or Illness of  
 Covered Servicemember for Military  
 Family Leave  
 (Family and Medical Leave Act)

U.S. Department of Labor  
 Employment Standards Administration Wage and  
 Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003  
 Expires: 5/31/2018

**Notice to the EMPLOYER**

**INSTRUCTIONS to the EMPLOYER:** The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a current servicemember to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 CFR 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 CFR 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 CFR 1635.9, if the Genetic Information Nondiscrimination Act applies.

**SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave**

**INSTRUCTIONS to the EMPLOYEE or CURRENT SERVICEMEMBER:** Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a servicemember. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 CFR 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

**SECTION II: For Completion by a UNITED STATES DEPARTMENT OF DEFENSE ("DOD") HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125**

**INSTRUCTIONS to the HEALTH CARE PROVIDER:** The employee listed on Page 2 has requested leave under the FMLA to care for a family member who is a current member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A complete and sufficient certification to support a request for FMLA leave due to a current servicemember's serious injury or illness includes written documentation confirming that the servicemember's injury or illness was incurred in the line of duty on active duty or if not, that the current servicemember's injury or illness existed before the beginning of the servicemember's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces, and that the current servicemember is undergoing treatment for such injury or illness by a health care provider listed above. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the servicemember's condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 CFR 1635.3(f), or genetic services, as defined in 29 CFR 1635.3(e).

Linn-Mar Community School District  
Certification for Serious Injury or Illness of  
Covered Servicemember for Military  
Family Leave  
(Family and Medical Leave Act)

U.S. Department of Labor  
Employment Standards Administration Wage and  
Hour Division



**SECTION I: For Completion by the EMPLOYEE and/or the CURRENT SERVICEMEMBER for whom the Employee Is Requesting Leave:**

(This section must be completed first before any of the below sections can be completed by a health care provider.)

**Part A: EMPLOYEE INFORMATION**

Name and Address of Employer (this is the employer of the employee requesting leave to care for the current servicemember):

Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302

Name of Employee Requesting Leave to Care for the Current Servicemember:

\_\_\_\_\_  
First Middle Last

Name of the Current Servicemember (for whom employee is requesting leave to care):

\_\_\_\_\_  
First Middle Last

Relationship of Employee to the Current Servicemember:

Spouse  Parent  Son  Daughter  Next of Kin

**Part B: SERVICEMEMBER INFORMATION**

(1) Is the Servicemember a Current Member of the Regular Armed Forces, the National Guard or Reserves?  
Yes  No

If yes, please provide the servicemember's military branch, rank and unit currently assigned to:

\_\_\_\_\_

Is the servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)?

Yes  No

If yes, please provide the name of the medical treatment facility or unit:

\_\_\_\_\_

(2) Is the Servicemember on the Temporary Disability Retired List (TDRL)?  
Yes  No

**Part C: CARE TO BE PROVIDED TO THE SERVICEMEMBER**

Describe the Care to Be Provided to the Current Servicemember and an Estimate of the Leave Needed to Provide the Care:

\_\_\_\_\_

**SECTION II: For Completion by a United States Department of Defense (“DOD”) Health Care Provider or a Health Care Provider who is either: (1) a United States Department of Veterans Affairs (“VA”) health care provider; (2) a DOD TRICARE network authorized private health care provider; (3) a DOD non-network TRICARE authorized private health care provider; or (4) a health care provider as defined in 29 CFR 825.125. If you are unable to make certain of the military-related determinations contained below in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator).**

(Please ensure that Section I above has been completed before completing this section. Please be sure to sign the form on the last page.)

**Part A: HEALTH CARE PROVIDER INFORMATION**

Health Care Provider’s Name and Business Address:

\_\_\_\_\_

Type of Practice/Medical Specialty: \_\_\_\_\_

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; (4) a DOD non-network TRICARE authorized private health care provider, or (5) a health care provider as defined in 29 CFR 825.125:

\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**PART B: MEDICAL STATUS**

(1) The current Servicemember’s medical condition is classified as (Check One of the Appropriate Boxes):

**(VSI) Very Seriously Ill/Injured** – Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

**(SI) Seriously Ill/Injured** – Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)

**OTHER Ill/Injured** – a serious injury or illness that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.

**NONE OF THE ABOVE** (Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a “serious health condition” under § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380-F or an employer-provided form seeking the same information.)

(2) Is the current Servicemember being treated for a condition which was incurred or aggravated by service in the line of duty on active duty in the Armed Forces? Yes  No

(3) Approximate date condition commenced: \_\_\_\_\_

(4) Probable duration of condition and/or need for care: \_\_\_\_\_

(5) Is the servicemember undergoing medical treatment, recuperation, or therapy for this condition? Yes  No

If yes, please describe medical treatment, recuperation or therapy:

\_\_\_\_\_

**PART C: SERVICEMEMBER'S NEED FOR CARE BY FAMILY MEMBER**

(1) Will the servicemember need care for a single continuous period of time, including any time for treatment and recovery? Yes  No

If yes, estimate the beginning and ending dates for this period of time: \_\_\_\_\_

(2) Will the servicemember require periodic follow-up treatment appointments? Yes  No

If yes, estimate the treatment schedule: \_\_\_\_\_

(3) Is there a medical necessity for the servicemember to have periodic care for these follow-up treatment appointments? Yes  No

(4) Is there a medical necessity for the servicemember to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)?  
Yes  No

If yes, please estimate the frequency and duration of the periodic care:

\_\_\_\_\_

\_\_\_\_\_

**Signature of Health Care Provider:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT**

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. 2616; 29 CFR 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE PATIENT.**

**Linn-Mar Community School District  
Medical Documentation of Absence**



It is the practice of the Linn-Mar Community School District to require a fitness-for-duty certificate from their physician if an employee has been absent for one calendar week or more due to the employee's personal injury or illness, prior to reporting back to work.

Please see the attached job description to determine return to full duties or restrictions as necessary.

\_\_\_\_\_ (Employee Name) **may return to full duties without restrictions** on \_\_\_\_\_ (Date).

**OR**

Due to illness/injury on \_\_\_\_\_ (Date) this employee is not capable of performing the essential functions of his/her job.

Please indicate any restrictions below and the duration of the restrictions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Anticipated date employee can return to full unrestricted duty: \_\_\_\_\_

\_\_\_\_\_  
(Date)                      (Physician's Name printed)                      (Physician's signature)

Business address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business phone:  
\_\_\_\_\_

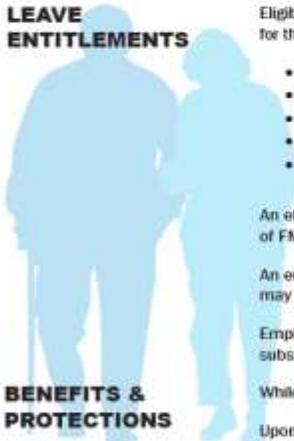
**Return to:**  
Office of Human Resources  
Linn-Mar Community School District  
2999 North 10<sup>th</sup> Street  
Marion, IA 52302

Phone: (319) 447-3004  
Fax: (319) 377-9252

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

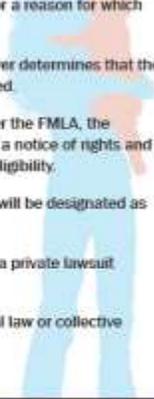
## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT



For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**www.dol.gov/whd**

U.S. Department of Labor | Wage and Hour Division





## STAFF PERSONNEL

**Policy Title: Professional Organizations**

**Code 403.8**

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Individual members of the staff are encouraged to participate in organizations that promote specific disciplines in their related field.

Adopted: 6/15/70 Reviewed: 1/06; 2/09; 2/10; 12/11; 4/13; 9/14; 3/17 Revised: 5/97; 5/01  
Related Policy (Code#): \_\_\_\_\_  
Legal Reference (Code of Iowa): \_\_\_\_\_



## STAFF PERSONNEL

**Policy Title: Participation in Community Activities**

**Code 403.9**

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The Board believes that participation by district personnel in community activities is worthwhile and desirable.

It shall be the policy of the Board to support voluntary participation of staff members who wish to affiliate with organizations or to participate in community activities deemed acceptable to the individual staff member. Freedom of choice shall be the prerogative of the staff member but it is assumed that participation in any activity will be in keeping with the overall goals and objectives of the district's educational program.

Adopted: 6/15/70 Reviewed: 2/09; 2/10; 1/11; 12/11; 4/13; 9/14; 3/17 Revised: 5/97; 1/06  
Related Policy (Code#): \_\_\_\_\_  
Legal Reference (Code of Iowa): \_\_\_\_\_



## STAFF PERSONNEL

**Policy Title: Religious Observance**

**Code 403.10**

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Any personnel whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar may be excused by the superintendent, or designee, without loss of salary.

Adopted: 6/15/70 Reviewed: 2/09; 2/10; 1/11; 12/11; 4/13; 9/14; 3/17 Revised: 5/97; 3/06; 2/10  
Related Policy (Code#): \_\_\_\_\_  
Legal Reference (Code of Iowa): \_\_\_\_\_



## STAFF PERSONNEL

**Policy Title: Hazardous Chemical Disclosure**

**Code 403.11**

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The Board authorizes the development of a comprehensive Hazardous Chemical Communication Program for the school district to disseminate information about hazardous chemicals in the workplace. It shall be the responsibility of the superintendent, or designee, to develop administrative regulations regarding this program.

In order to maintain a safe and healthful work environment, the Linn-Mar Community School District maintains a Hazardous Chemical Communication Program that complies with all state and federal regulations. By making employee safety a high priority for every employee injuries and illness can be reduced, productivity can be increased, and a safer and healthier environment can be promoted for all individuals in the Linn-Mar Community School District.

All containers of hazardous materials used by employees and contractors must be labeled, tagged, or marked with appropriate hazard warnings and appropriate trainings must be provided to all employees and contractors working on the premises. All manufacturers, importers, suppliers, and/or distributors of hazardous materials shall supply the district with material safety data sheets (MSDS) as a part of the purchase process. District employees who purchase hazardous chemicals will ensure that copies of the MSDS for the chemicals are provided for their building and a copy will be sent to the Operations and Maintenance MSDS Coordinator who will maintain a central file. Each school building will have at least two MSDS binders, one to be maintained in a custodial area and another to be located in the building office. Other buildings where hazardous chemicals are in use will maintain a MSDS binder in a central office area.

Contractors working on-site are required to provide the MSDS for all hazardous materials brought on-site and must remove all unused materials and empty containers from the district's premises.

Any district employee ordering/purchasing a hazardous chemical should verify that all containers received for use identify:

- Types and identification of hazardous waste;
- Characteristics of hazardous waste;
- Determination of hazardous waste;
- Hazardous waste accumulation and disposal information; and
- Hazardous waste and emergency response information.

A review training session will be given annually. Additional training and instruction will be provided whenever chemicals change, processes change, or newly acquired information indicates the need for education or protective measures.

Supervisors shall ensure that employees under their supervision receive initial and annual training as required by this plan. Training may consist of online programs, classroom-style presentations, or a combination of both. Training records shall be maintained by the human resources department.

District personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. District personnel are required to disseminate the information when the materials are used in the instructional program.

District personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. School district personnel are required to disseminate the information when the materials are used in the instructional program.

Adopted: 8/14/89 Reviewed: 1/06; 12/11; 4/13; 3/17 Revised: 5/01; 2/09; 2/10; 3/11; 9/14  
Related Policy (Code#): \_\_\_\_\_  
Legal Reference (Code of Iowa): Chps 88, 89B; 29 CFR 1910; 1200 et seq; 547 IAC 110, 530 IAC 130, 37 IAC 120



## STAFF PERSONNEL

**Policy Title: Communicable Diseases which are Reportable**

**Code 403.12**

School district personnel with a communicable disease that is reportable will be allowed to perform their customary employment duties as long as they are able to perform the tasks assigned to them, and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term *reportable disease* shall mean an infectious or contagious disease spread from person-to-person or animal-to-person or as defined by the State Department of Health.

The health risk to immuno-depressed, district personnel shall be determined by their personal physician. The health risk to others in the school environment from the presence of employees with a reportable disease shall be determined on a case-by-case basis by public health officials.

Since there may be greater risk of transmission of a reportable disease for some people with certain conditions than for other people infected with the same disease the effect upon the educational program, the effect upon the person, and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing a district employee's continued presence and performance of their customary employment duties. The superintendent, or designee, may require medical evidence that district personnel with reportable diseases are able to perform their assigned duties.

A school district employee shall notify the superintendent, designee, or the school nurse when they learn they have a reportable disease. It shall be the responsibility of the superintendent, or designee, when he/she has knowledge that a reportable disease is present to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act.

Health data of an employee is confidential and it shall not be disseminated. Employee medical records are kept in a file separate from their personnel file.

It shall be the responsibility of the superintendent, or designee, in conjunction with the school nurse to develop administrative regulations stating the procedures for dealing with district personnel with reportable diseases.

Adopted: 6/12/89 Reviewed: 1/06; 2/09; 1/11; 12/11; 4/13; 3/17 Revised: 5/97; 5/01; 2/10; 9/14

Related Policy (Code#): 504.2-R

Legal Reference (Code of Iowa): School Board of Nassau Co vs Arlin; 480 US 273; 29 USC 794 (1910); §§ 79-910; 42 USC §§ 12101 et seq; 45 CFR Pt 84.3; Chps 139A; 141A; 641 IAC 1.2-7



## STAFF PERSONNEL

### **Policy Title: Harassment/Workplace Bullying**

**Code 403.13**

**A. Policy:** All members of the Linn-Mar Community School District including, but not limited to, the Board, administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from acts of intolerance, bullying, or harassment toward employees or students because of age, race, creed, gender, marital status, national origin, religion, sexual orientation, disability, ethnicity, gender identity, genetic information, physical appearance, or any other basis protected by federal, state, or local laws. Such acts may be treated as just cause for purposes of discipline or discharge.

**B. Definitions:** Physical, verbal, non-verbal, and/or written or electronic acts of intolerance, bullying, or harassment are unwelcome actions or language that are of a prejudicial or discriminatory nature or with demeaning intent related to age, race, creed, gender, marital status, national origin, religion, sexual orientation, disability, ethnicity, gender identity, genetic information, or physical appearance that places an employee in reasonable fear of harm to themselves or their property, have a detrimental effect on the employee's physical or mental health, have the effect of substantially interfering with the employee's work performance, or creation of an intimidating, offensive, or hostile environment. The use of racial, ethnic, or sexual/sexist slurs or slurs related to a disability or any of the other areas protected by this policy are clearly demeaning.

**C. Examples of Harassment/Workplace Bullying** include, but are not limited to:

- Verbal:
  - Jokes that demean others
  - Name calling/inappropriate nicknames
  - Negative comments
  - Slander toward a person or their family
  - Shouting/raising voice at an individual with the exception of an emergency
  - Obscene verbal comments
  - Personal insults
- Non-Verbal:
  - Threatening gestures
  - Glances which convey threatening messages
  - Written material (including email) that is harmful, malicious, threatening, and/or slanderous
  - Refusal to communicate or speak to individuals
- Physical:
  - Pushing, shoving, kicking, poking, or tripping
  - Assault or threat of physical assault

- Exclusion:
  - Socially or physically excluding or disregarding a person in work-related activities
  - Persistent singling out of one person
- Other:
  - Sabotaging another's work (Examples: taking credit for another's work, blaming others for mistakes they did not make, etc.)
  - Not allowing a person to speak or express themselves (Examples: ignoring or excessively interrupting, etc.)
  - Public humiliation
  - Deliberately interfering with mail and other communications
  - Spreading rumors and gossip regarding individuals
  - Manipulating the ability of someone to do their work (withholding info, etc.)
  - Taking credit for another person's ideas
  - Publicly disclosing another's private information

**D. Notification:** Members of the school community will receive notice of this policy annually.

**E. Complaint Procedures:** Persons who feel they are victims of acts of intolerance, bullying, or harassment or persons who feel they are aware of acts of intolerance, bullying, or harassment should take action by reporting said acts to or filing a complaint with the chief officer of human resources or the equity coordinator who will determine if an investigation is warranted. The investigator may request they complete a written Harassment/Workplace Bullying Complaint Form and submit other evidence of the harassment/bullying including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements, and identifies will be kept confidential to the extent possible and allowed by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action up to and including termination will be taken promptly against any employee engaging in acts of intolerance, bullying, or harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against employees who in good faith report bona fide acts of intolerance, bullying or harassment, assist with or conduct an investigation regarding such complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation the employee should report that conduct to their immediate supervisor, the chief officer of human resources, or the equity coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them and they may bypass any offending member of management. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.

Inquiries and grievances should be filed with the Linn-Mar equity coordinators (chief officer of human resources or the associate superintendent) who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and §280.3 (2007). Inquiries and grievances should be sent to the Learning Resource Center located at 2999 N 10<sup>th</sup> Street, Marion, IA 52302.

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14<sup>th</sup> Street, Des Moines, IA 50319
- Director of the Region VII Office of the United States Equal Employment Opportunity Commission: 601 E 12<sup>th</sup> Street, Room 353, Kansas City, MO 64106
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

See Complaint Form 104-E1 and Witness Disclosure Form 104-E2

Adopted: 8/14/89 Reviewed: 1/06; 12/11; 4/13; 2/14; 3/17 Revised: 5/01; 2/09; 2/10; 3/11; 9/14  
Related Policy (Code#): 103; 403.14; 502.14  
Legal Reference (Code of Iowa): 280.3; 20 USC 1221-1234i; 29 USC 794; 42 USC 2000d-2000d7; 42 USC 12101;  
216.9; 280.28; 280.3; 281 IAC 12.3(6); Morse vs Frederick; 217 S CT 2618



## STAFF PERSONNEL

### Policy Title: Sexual Harassment

Code 403.14

**A. Policy:** All members of the Linn-Mar Community School District including, but not limited to, the Board, administration, staff, and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who is proven to engage in sexual harassment while acting as a member of the school community will be in violation of this policy and will be subject to discipline or discharge.

**B. Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal, or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's employment or education development; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decision affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or education performance or creating an intimidating, hostile, or offensive working or educational environment.

**C. Notification:** Members of the school community will receive notice of this policy annually.

**D. Complaint Procedures:** Persons who feel they are victims of sexual harassment or persons who feel they are aware of acts of sexual harassment should take action by reporting said acts to or filing a complaint with the chief officer of human resources or the equity coordinator who will determine if an investigation is warranted. The investigator may request they complete a written Sexual Harassment Complaint Form and submit other evidence of the sexual harassment including but not limited to letters, electronic documents, or pictures. If substantiated, the district will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements, and identities will be kept confidential to the extent possible and allowable by law. However, the district will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action up to and including termination will be taken promptly against any employee engaging in acts of sexual harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The district prohibits retaliation of any kind against employees who in good faith report bona fide acts of sexual harassment, assist with or conduct an investigation regarding such complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation they should report the conduct to their immediate supervisor, the chief officer of

human resources, or the equity coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them and they may bypass any offending member of management. Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe discipline up to and including termination.

Inquiries and grievances should be filed with the Linn-Mar equity coordinators (chief officer of human resources and associate superintendent) who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, §280.03 (2007). Inquiries and grievances should be sent to the Learning Resource Center located at 2999 N 10<sup>th</sup> Street, Marion, IA 52302.

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- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

See Complaint Form 104-E1 and Witness Disclosure Form 104-E2

Adopted: 6/13/85 Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 3/17 Revised: 3/06; 8/07; 2/09; 2/10  
Related Policy (Code#): 103, 403.13, 502.14  
Legal Reference (Code of Iowa): Section 703 of the Title VII of the Civil Rights Acts of 1964 as amended; 280.3  
(2007)



## STAFF PERSONNEL

### Policy Title: Procedures for Charging and Investigating Allegations of Abuse of Students by School Employees

Code 403.15

Linn-Mar school employees will not commit acts of physical or sexual abuse including inappropriate and intentional sexual behavior toward students. **The definition of school employees for the purpose of this policy includes not only those who work for pay, but also those who are volunteers under the direction and control of the school district.** Disciplinary actions up to and including discharge will be taken against any school employee who commits such acts.

Prompt investigative action will be taken in response to allegations of abuse of students by school employees. Any complaint or allegation will be handled with as much confidentiality as possible. When requested, all employees will assist in the investigation, provide information, and keep confidentiality of the report and investigation.

The Linn-Mar Community School District shall appoint a Level I Investigator and alternate; and shall arrange for or contract with a trained, experienced professional to serve as the Level II Investigator. The Level I Investigator and alternate shall be provided training in conducting an investigation at the expense of the Linn-Mar Community School District.

This policy shall be carried out in accordance with state law.

#### Linn-Mar Community School District Level I Investigators:

~~Deputy Dirk Halupnik~~ **Associate Superintendent Shannon Bisgard**: 319-447-3028  
~~Executive Director of~~ **Chief Officer of Human Resources Karla Christian**: 319-447-3036  
~~Executive Director of Student Services Julie Jensen~~ **Leisa Breitfelder**: 319-447-3003

Linn-Mar Community School District  
2999 North Tenth Street  
Marion IA 52302

Adopted: 5/7/90 Reviewed: 2/09; 3/11; 12/11; 4/13 Revised: 5/97; 3/06; 2/10; 9/14; 3/17

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

Legal Reference (Code of Iowa): §§ 232.67, .70, .73, .75; 235A; 280.17; 709; 728.12(1); 281 IAC; 12.3(6); 102; 103; 441 IAC; 155; 175; 1980 Op Atty Gen 275; 272A



**LINN-MAR COMMUNITY SCHOOL DISTRICT**  
**Abuse of Student by School District Employee Report Form**  
*Complaint of Injury to or Abuse of a Student by a School District Employee*

**Code 403.15-E**

Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school. **Please Print**

Student's Name and Address: \_\_\_\_\_

\_\_\_\_\_

Student's Telephone Number: \_\_\_\_\_

Student's School: \_\_\_\_\_

Name and Place of Employment of Employee Accused of Abusing Student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Allegation is of:      \_\_\_\_\_ physical      \_\_\_\_\_ sexual abuse\*\*

Please describe what happened: *Include the date, time, and where the incident took place if known. If physical abuse is alleged, also state the nature of the student's injury.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Were there any witnesses to the incident or are there students or persons who may have information about this incident?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, please list by name (if known) or classification:

*Example: third grade class, fourth period geometry class.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*\*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in the investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:

\_\_\_\_\_ Yes      \_\_\_\_\_ No      Telephone Number: \_\_\_\_\_



## STAFF PERSONNEL

**Policy Title: Employee Records**

**Code 403.16**

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The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The employee personnel records shall include but not be limited to records necessary for the daily administration of the district, salary records, evaluations, applications for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential and, therefore, are not generally open to public inspection or accessibility. Only in certain limited instances when the employee has given a signed consent will employee personnel records be accessible to individuals other than the employee or authorized school officials. Board members will only have access to an employee's personnel file when it is necessary because of an employee-related matter before the board. Personnel files are to be reviewed in the human resources office and may not be taken outside of the human resources office.

Employees may have access to their personnel file and copy items from their personnel file. All requests for access to personnel files must be provided in writing to the human resources office. Upon receipt of a written request human resources will schedule an appointment during normal office hours at a time mutually agreed upon between the human resources office and the employee. The district may charge a reasonable fee for each copy made, except the total amount charged for all copies cannot exceed \$5.00. Personnel files will not include any reference checks, medical records, or investigation files. Employees are unable to remove any documents from the personnel file, but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

It shall be the responsibility of the superintendent, or designee, to keep employee personnel records current. The human resources office shall be the custodian of employee personnel records.

It shall be the responsibility of the superintendent to develop administrative regulations for implementation of this policy.

Adopted: 5/5/97 Reviewed: 2/09; 1/11; 12/11; 4/13; 9/14; 3/17 Revised: 3/06; 2/10

Related Policy (Code #): 805.6

Legal Reference (Code of Iowa): Chapters §§ 20-22; 91B

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## ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEE RECORDS

Code 403.16-R

### Employee Personnel Records Content:

1. Employee personnel records may contain the following information:
  - Personal information including but not limited to name, address, telephone number, emergency numbers, birth date, and spouse
  - Individual employment contract
  - Evaluations
  - Application, resume, and references
  - Salary information
  - Copy of the employee's license or certificate if needed for the position
  - Educational transcripts
  - Assignment
  - Records of disciplinary matters
  
2. Employee health and medical records shall be kept in a file separate from the employee's personnel records. Health and medical records may contain but are not limited to:
  - Medical professional, signed physical form
  - Sick or long-term disability leave days
  - Worker's compensation claims
  - Reasonable accommodations made by district to accommodate employee's disability
  - Employee's medical history
  - Employee's emergency contact names and numbers
  - Family and medical leave request forms

**Applicant File Records Content:** Records on applicants for positions with the district shall be maintained in the central administration office. The records shall include, but not be limited to:

- Application for employment
- Resume
- References
- Evidence of appropriate license or certificate if needed for the position
- Affirmative action form if submitted

**Record Access:** Only authorized school officials shall have access to an employee's records without the written consent of the employee. Authorized school officials may include but not be limited to the superintendent, building principal, or board secretary. In the case of a medical emergency the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of board business.

**Employee Record Retention:** All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the district. Applicant records shall be maintained for a minimum of seven years after the position was filled. Payroll and salary records shall be maintained for a minimum of three years after payment.

Adopted: 5/21/01 Reviewed: 3/06; 2/10; 1/11; 12/11; 4/13; 9/14; 3/17 Revised: \_\_\_\_\_  
Related Policy (Code#): 805.6  
Legal Reference (Code of Iowa): \_\_\_\_\_

**LINN-MAR COMMUNITY SCHOOL DISTRICT  
FY2018 BUDGET DISCUSSION**



**Purposes of Certified Budget:**

1. Establish a **maximum** tax rate
2. Establish an estimate of budget year expenditures **(all funds)**

**Tentative Process/Timeline:**

- January 23, 2017 Report known budget variables and assumptions to Board
- February – March 2017 Development of budget; monitor legislative progress
- March 6, 2017 Proposed budget presented and establishment of budget hearing date
- March 23, 2017 Publish proposed budget in Marion Times
- April 10, 2017 Public hearing, budget presentation, and board adoption of certified budget
- By April 15, 2017 File budget with the Iowa Department of Management and County Auditor

# FY2018 LINN-MAR CERTIFIED BUDGET

## TAX LEVY COMPARISON AND IMPACT

| <b>1.11% SSA Growth</b> |                  |                  |
|-------------------------|------------------|------------------|
|                         | FY2017           | FY2018           |
| General Fund            | \$13.1418        | \$13.3812        |
| Management Levy         | \$0.47075        | \$0.47490        |
| Voted PPEL              | \$1.34000        | \$1.34000        |
| Regular PPEL            | \$0.33000        | \$0.33000        |
| PERL                    | \$0.13500        | \$0.13500        |
| Debt Service            | \$1.95965        | \$1.71278        |
| <b>Total Levy</b>       | <b>\$17.3772</b> | <b>\$17.3734</b> |
| <b>% Change</b>         |                  | <b>-0.02%</b>    |
| <b>\$ Change</b>        |                  | <b>-\$0.0038</b> |

Impact of tax levy on a home assessed at \$200,000 is an annual increase of approximately **\$48 (or \$4 per month)**. Such increase is due to the state residential rollback increasing 2.4%.

There would be zero impact to a commercial/industrial business as the tax levy and rollback is unchanged from the prior year.



**NOTICE OF PUBLIC HEARING  
PROPOSED LINN-MAR SCHOOL BUDGET SUMMARY  
FISCAL YEAR 2017-2018**

Department of Management - Form S-PB-8

|   |     | <b>Budget 2018</b> | <b>Re-est. 2017</b> | <b>Actual 2016</b> | <b>Avg %16-18</b> |
|---|-----|--------------------|---------------------|--------------------|-------------------|
| Taxes Levied on Property                          | 1   | 34,419,249         | 32,658,109          | 31,977,344         | 3.8%              |
| Utility Replacement Excise Tax                    | 2   | 189,123            | 164,558             | 160,022            | 8.7%              |
| Income Surtaxes                                   | 3   | 0                  | 0                   | 0                  |                   |
| Tuition\Transportation Received                   | 4   | 4,800,000          | 4,640,786           | 4,279,085          |                   |
| Earnings on Investments                           | 5   | 58,800             | 73,449              | 106,441            |                   |
| Nutrition Program Sales                           | 6   | 2,300,000          | 2,200,000           | 2,185,826          |                   |
| Student Activities and Sales                      | 7   | 1,000,000          | 898,955             | 1,084,462          |                   |
| Other Revenues from Local Sources                 | 8   | 2,070,800          | 2,096,480           | 2,017,698          |                   |
| Revenue from Intermediary Sources                 | 9   | 0                  | 0                   | 0                  |                   |
| State Foundation Aid                              | 10  | 46,709,036         | 45,301,640          | 43,932,663         |                   |
| Instructional Support State Aid                   | 11  | 253,865            | 0                   | 0                  |                   |
| Other State Sources                               | 12  | 7,325,000          | 7,216,424           | 7,143,944          |                   |
| Commercial & Industrial State Replacement         | 13  | 928,982            | 917,392             | 1,053,583          |                   |
| Title I Grants                                    | 14  | 450,000            | 451,100             | 418,898            |                   |
| IDEA and Other Federal Sources                    | 15  | 2,900,000          | 2,852,260           | 2,831,320          |                   |
| <b>Total Revenues</b>                             | 16  | <b>103,404,855</b> | <b>99,471,153</b>   | <b>97,191,286</b>  |                   |
| General Long-Term Debt Proceeds                   | 17  | 0                  | 15,964,465          | 20,000,000         |                   |
| Transfers In                                      | 18  | 6,250,690          | 7,161,226           | 26,001,233         |                   |
| Proceeds of Fixed Asset Dispositions              | 19  | 25,000             | 47,866              | 13,676             |                   |
| <b>Total Revenues &amp; Other Sources</b>         | 20  | <b>109,680,545</b> | <b>122,644,710</b>  | <b>143,206,195</b> |                   |
| Beginning Fund Balance                            | 21  | 25,660,471         | 34,012,147          | 29,924,868         |                   |
| <b>Total Resources</b>                            | 22  | <b>135,341,016</b> | <b>156,656,857</b>  | <b>173,131,063</b> |                   |
| <b>*Instruction</b>                               |     |                    |                     |                    |                   |
| Student Support Services                          | 23  | 57,300,000         | 54,648,310          | 52,864,636         | 4.1%              |
| Instructional Staff Support Services              | 24  | 4,212,000          | 3,998,025           | 3,704,754          |                   |
| General Administration                            | 25  | 5,885,000          | 5,629,728           | 5,382,210          |                   |
| School/Building Administration                    | 26  | 928,000            | 875,693             | 1,021,499          |                   |
| Business & Central Administration                 | 27  | 4,270,000          | 4,061,335           | 3,972,560          |                   |
| Plant Operation and Maintenance                   | 28  | 2,396,000          | 2,134,417           | 1,938,824          |                   |
| Student Transportation                            | 29  | 6,890,000          | 6,518,244           | 6,666,603          |                   |
| This row is intentionally left blank              | 30  | 0                  | 0                   | 0                  |                   |
| <b>*Total Support Services (lines 24-31)</b>      | 31A | <b>27,606,000</b>  | <b>26,043,090</b>   | <b>25,468,571</b>  | 4.1%              |
| <b>*Noninstructional Programs</b>                 |     |                    |                     |                    |                   |
| Facilities Acquisition and Construction           | 32  | 4,176,000          | 3,849,000           | 3,634,234          | 7.2%              |
| Debt Service                                      | 33  | 6,350,000          | 9,200,533           | 19,381,435         |                   |
| AEA Support - Direct to AEA                       | 34  | 10,389,194         | 26,987,098          | 8,713,691          |                   |
| <b>*Total Other Expenditures (lines 33-35)</b>    | 35A | <b>20,131,272</b>  | <b>39,294,760</b>   | <b>31,150,242</b>  | -19.6%            |
| <b>Total Expenditures</b>                         | 36  | <b>109,213,272</b> | <b>123,835,160</b>  | <b>113,117,683</b> |                   |
| Transfers Out                                     | 37  | 6,250,690          | 7,161,226           | 26,001,233         |                   |
| <b>Total Expenditures &amp; Other Uses</b>        | 38  | <b>115,463,962</b> | <b>130,996,386</b>  | <b>139,118,916</b> |                   |
| Ending Fund Balance                               | 39  | 19,877,054         | 25,660,471          | 34,012,147         |                   |
| <b>Total Requirements</b>                         | 40  | <b>135,341,016</b> | <b>156,656,857</b>  | <b>173,131,063</b> |                   |
| Proposed Tax Rate (per \$1,000 taxable valuation) |     | 17.37386           |                     |                    |                   |

Proposed Tax Rate (per \$1,000 taxable valuation)

Location of Public Hearing:

**Indian Creek Elementary Media Center  
2900 Indian Creek Road  
Marion, IA 52302**

Date of Hearing:

**04/10/17**

xx/xx/xx

Time of Hearing:

**7:00 P.M.**

The Board of Directors will conduct a public hearing on the proposed 2017/18 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.

Code 901.8-E

**LINN-MAR COMMUNITY SCHOOLS**  
**STRUCTURE AND SITE MODIFICATION: FACILITY OR GROUNDS PROJECT APPLICATION**

Schools or employees, Linn-Mar PTOs or Linn-Mar Booster Club, or other non-profit organizations or individuals who are making a proposal for a building or site modification, or a structure on Linn-Mar Community School District property shall submit this application to the Office of the Executive Director of Support Services for review at least 60 days prior to the start of the proposed project. Submission prior to the last school day in December is optimum for the review process. The following components of the application must be complete with appropriate detail before the District review of the application. Please attach appropriate documentation with the project application and affix this page to the project application.

1. Person/Group submitting proposal
2. Name of school/facility or organization
3. Project title
4. Description of alignment with District Mission and Strategic Goals
5. Benefit to students
6. Need for the project
7. Project location
8. Total project budget with detail that includes materials and labor
9. Building permit, if required (municipality of project location)
10. Project funding source
11. Description of District support (technical, O&M, school, etc.) Required for successful completion
12. Projected District costs
13. Project labor: e.g., contractor, volunteers, students
14. Project timeline
15. Long term maintenance or administrative requirements including costs and responsible persons
16. Unique project components, if any
17. Documentation of insurance coverage for project
18. Attach all construction plans, drawing, materials to application

|   |                               |
|---|-------------------------------|
| Principal/Manager Approval: <u>Candace O'Hanrahan</u>   | Date: <u>2-22-17</u>          |
| Construction Committee Review Date: <u>2/27/2017</u>  | Cabinet Review <u>2/27/17</u> |
| Comments:   |                               |
| <p><i>location discussion focused on impact of future building addition. No concerns about the building design.</i></p> |                               |
| Executive Director of Support Services Approval: <u>Reck A. Janssen</u>   | Date: <u>2/27/2017</u>        |
| Board Summary Report Date: _____  |                               |
| Board Acceptance of Donation: _____   |                               |

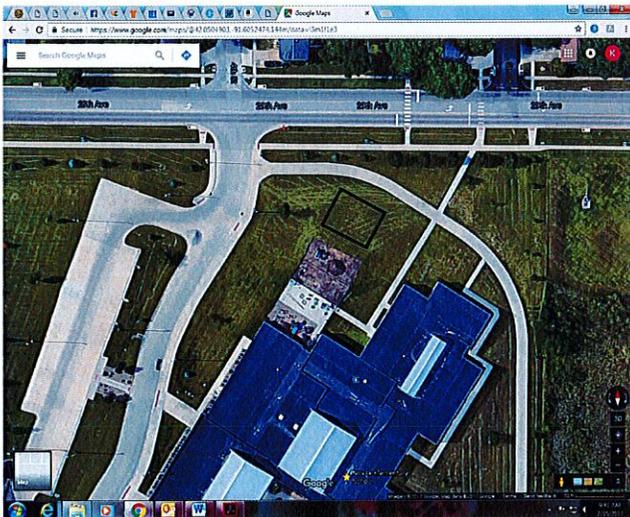
# Structures/Site Modification Application - Novak Elementary

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- A. Group Submitting Proposal: Novak Elementary PTO / Karol Shepherd, PTO President
- B. Name of School / Facility: Novak Elementary School
- C. Project Title: Novak Outdoor Garden / Learning Structure
- D. Fit the District Mission and Strategic Goals: aid in helping the students / faculty of Novak Elementary have a space for use in the curriculum. Incorporating the growth cycles, plant and animal units, and a space to see growth in action. The fits our District Belief that “Our schools and facilities shall provide safe and engaging environments where civility is evident and individuality is respected. “
- E. Benefits to students: A space that gets kids outside during and/or after the school day and relating to nature by bringing in outside speakers, presentations that make sense outdoors, i.e. Linn County Gardeners, Raptor Center, Indian Creek Nature Center, etc. This structure will be 20 x 20 with permanent seating that seats 25-30 students comfortably.
- F. Need for the project: Currently Novak is home of a playground and outdoor growing space, but no structure that is conducive for a classroom setting. We hope that teachers / staff can use this structure /seating to bring students out for teaching units that coincide with curriculum.
- G. Project Location: Diagram attached. To the North of Novak Elementary – north of the preschool playground – in between 29<sup>th</sup> Avenue/evergreen trees and the sidewalk.
- H. Project Budget: Through our 2-year fundraising project, we have raised \$23,000 for use toward the Novak Outdoor Classroom/Structure. This would go toward materials / labor for the concrete pad / structure / additional teaching supplies for outdoor space. Additional funds will go to the current outdoor growing space attached to the back of the school. I.e. Greenhouse, planters, milkweed for butterfly garden, shed to house growing supplies, rain barrels, compost unit, family planters, etc.
- I. Project funding source: We have internally raised this money through Club’s Choice Fundraising. Includes a \$1,000 bonus with Club’s Choice using them for 2 years.
- J. District technical, O&M, school support: If needed, site assessment. Confirm location is in line with future planning for space, i.e. additional trees, etc.

- K. Projected District costs: Minimal (see N)
- L. Project labor: The labor to build the structure has been **donated** by the training center through Built By Pros. Each year they take on a project to gain on the job experience and they have agreed to have Novak's structure as their project for 2017. (Contact: Bob Doubek, [bdoubek@ncsrcc.org](mailto:bdoubek@ncsrcc.org), 319-444-6184). We have also partnered with the Linn County Master Gardeners to hold trainings sessions each year in the PTO meetings (if time) and training of volunteers to help with upkeep of the current outdoor space.
- M. Project Timeline: Pending appropriate approvals we would hope to break ground Spring 2017. Back up Summer / Fall 2017.
- N. Long term maintenance or administrative costs: None. If we decide to have a permanent garbage receptacle, we will need this checked/dumped on a regular basis. We imagine the neighboring families will utilize this space as well, so this would be the only foreseen maintenance.
- O. Unique Components: Structure will be wood with steel soffits and trim in Black and Red aligning with Linn Mar colors. We also would like to find an enclosed "white board" structure that has locking capabilities. When opened could provide a space for classroom visuals via white marker.

Questions to be directed to : Karol Shepherd, [karol1029@yahoo.com](mailto:karol1029@yahoo.com), 319-573-2288





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

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

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

President Isenberg called the meeting to order at 5:00 PM. Roll was taken. Present: Isenberg, Nelson, Abouassaly, Patterson, Weaver, Green, and Gadelha.

**200: Adoption of Agenda *Motion 144-02-20***

Motion Green, second Patterson to approve the agenda. Voice vote. All ayes.

**300: Work Session**

**301: District Restructure Update and Reflections**

Dr. Shepherd updated the Board on the Steering Committee meetings with OPN. He reviewed the restructure and planning process to date. He stated that once OPN started researching the plan and putting estimated costs on paper, it was determined that there was a need to pause and explore all options so that the best plan is brought forward to the voters. Making Excelsior an 8/9 center is not feasible due to cost and footprint of the building. The committee along with OPN are looking at other options. The Board and community will be continually updated as the process continues. September is still a "soft" target for the bond vote.

**302: Board Operations Manual and Committee Charge**

The edited version of the manual was reviewed with very minor changes suggested. Dr. Shepherd presented the Committee Charge document and explained that he would like all board committees to complete this document. After discussion it was determined that Policy, Finance/Audit, SIAC and possibly CTE will need to perform this task. The rest of the committees will remain as superintendent or administrative committees. The Board will be kept informed through the Board Book or they may also attend meetings if they wish.

**303: PBIS Update and Reflections**

Each board member was assigned a building to "champion" in regards to PBIS at the beginning of the year. Board members shared some of their experiences in the buildings. Many board members stated that they would like to see the buildings share with each other as well since there are some great ideas being used.

**400: Adjournment *Motion 145-02-20***

Motion Patterson, second Abouassaly to adjourn at 6:22 PM. Voice vote. All ayes.

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Tim Isenberg, Board President

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Angie Morrison, Board Secretary



## **Linn-Mar Community School District Board Meeting Regular Meeting Minutes February 20, 2017**

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

President Isenberg called the meeting to order at 7:00 PM. Roll was taken. Present: Isenberg, Green, Nelson, Patterson, AbouAssaly, Weaver and Gadelha.

### **200: Adoption of the Agenda *Motion 146-02-20***

Motion Patterson, second Weaver to approve the agenda with the walk-in exhibit. Voice Vote. Motion carried.

### **300: Recognitions/Proclamations**

#### **301: Project Lead the Way**

Chris Patterson, High School Industrial Technology Teacher, and student coordinators of the Project Lead the Way Night hosted at the High School were recognized. Patterson reported that the event was very successful and they plan to continue on an annual basis.

### **400: Audience Communications**

### **500: Resolutions/Opening of Bids/Public Hearings**

### **600: Informational Reports**

#### **601: YMCA and City of Marion Update:**

*Exhibit 601.1*

Members of the YMCA gave the Board an update on the new Marion YMCA building. The project is scheduled to begin this summer and open the fall of 2018.

#### **602: Policy Committee (Feb 9th):**

The report is on page 9 of the Board Book. The committee reviewed the Board Operations Manual along with a Policy Primer and Policies 403.1-403.16-R.

#### **603: Marion City Council (Feb 9th):**

Gadelha reported that there were no topics discussed related to Linn-Mar. The City will approve their budget in March.

#### **604: Board Visit to Westfield Elementary (Feb 10<sup>th</sup>)**

The Board shared highlights from the visit. They commented that much of the presentation was connected back to the strategic plan. They also enjoyed seeing the new addition. The report is on page 14 of the Board Book.

#### **605: Coffee Conversation at Oak Ridge**

This report is on page 14 of the Board Book. Some of the topics of discussion included supplemental state aid, collective bargaining and other legislative issues.

606: Finance/Audit Committee (Feb 16<sup>th</sup>)

This report is on page 16 of the Board Book. Chapter 20 changes were discussed as well as the Certified Budget process.

607: Health and Human Development (Feb 16<sup>th</sup>)

The committee continued work on the State Wellness Policy. The report is on page 5 of the Board Book.

608: Board Book

*Exhibit 608.1*

Dr. Shepherd highlighted page 10 in regard to Teacher Leadership and also the achievements on pages 17-18.

**700: Unfinished Business**

701: Resolution Appointing Paying Agent, Bond Registrar, and Transfer Agent; Approving Paying Agent, Bond Registrar, and Transfer Agent Agreement; and Authorizing Execution of Same **Motion 147-02-20**

*Exhibit 701.1*

Motion Patterson, second Nelson to approve the resolution appointing Bankers Trust Company of Des Moines, Iowa, to serve as paying agent, bond registrar, and transfer agent; approving the paying agent, bond registrar, and transfer agent agreement; and authorizing the executive of same for the issuance of \$14,125,000 General Obligation School Refunding Bonds, Series 2017. Roll call Vote. All ayes. Motion carried.

702: Approve General Obligation School Refunding Bonds, Series 2017, Form of Tax Exemption Certificate **Motion 148-02-20**

*Exhibit 702.1*

Motion Abouassaly, second Green to approve and place on file the form of Tax Exemption Certificate for the issuance of \$14,125,000 General Obligation School Refunding Bonds, Series 2017. Roll call vote. All ayes. Motion carried.

703: Approve General Obligation School Refunding Bonds, Series 2017, Continuing Disclosure Certificate **Motion 149-02-20**

*Exhibit 703.1*

Motion Patterson, second Abouassaly to approve and place on file the form of Continuing Disclosure Certificate for the issuance of \$14,125,000 General Obligation School Refunding Bonds, Series 2017. Roll call vote. All ayes. Motion carried.

704: Approve Resolution Authorizing Issuance of General Obligation School Refunding Bonds, Series 2017 **Motion 150-02-20**

*Refer to Exhibit 701.1*

Motion Abouassaly, second Nelson to approve the resolution authorizing the issuance of General Obligation School Refunding Bonds, Series 2017, in the amount of \$14,125,000, and levying a tax for the payment thereof. Roll call vote. All ayes. Motion carried.

**800: New Business**

801: First Reading of IASB Policy Recommendations and Policies 403.1 thru 403.16-R

**Motion 151-02-20**

*Exhibit 801.1*

Motion Patterson, second Abouassaly to approve the first reading of the Iowa Association of School Boards policy recommendations and the recommended changes to policies 403.1 through 403.16-R as presented by the Board Policy Committee. Green suggested one addition to policy 204.4 before the second reading. Voice Vote. All ayes. Motion Carried.

IASB Policy Recommendations:

- Revised 204.1: Meetings of the Board
- Revised 204.4: Meetings of the Board – Annual and Organizational Meetings
- New 801.8: Fiscal Management – Financial Records

Policies 403.1 through 403.16-R:

- **Revised** **403.1: Physical Examination/Fitness for Duty**
- Reviewed 403.2: Employee Recognition
- Reviewed 403.3: Violence in the Workplace
- Reviewed 403.4: Substance-Free Workplace
- Reviewed 403.4-E: Notice to Employees Regarding Substance-Free Workplace
- Reviewed 403.5: Tobacco-Free/Nicotine-Free Environment
- Reviewed 403.5-R: Administrative Regulations for Tobacco/Nicotine-Free Environment
- Reviewed 403.6: Exit Comment
- Reviewed 403.7: Family and Medical Leave
- **Revised** **403.7-R1: Administrative Regulations Regarding Employee FMLA**
- Reviewed 403.7-R2: Regulations Regarding Licensed Employee FMLA Definitions
- Reviewed 403.7-E1: FMLA Leave Request and Employee Obligation/Requirement Form
- Reviewed 403.7-E2: FMLA Notice of Eligibility
- Reviewed 403.7-E3: FMLA Designation Notice
- Reviewed 403.7-E4: FMLA Certification of Health Care Provider for Employee
- Reviewed 403.7-E5: FMLA Certification of Health Care Provider for Family Member
- Reviewed 403.7-E6: FMLA Certification of Qualifying Exigency for Military Family Leave
- Reviewed 403.7-E7: FMLA Certification for Covered Service member Injury/Illness
- Reviewed 403.7-E8: Medical Documentation of Absence
- Reviewed 403.7-E9: Notice to Employees of Rights Under FMLA
- Reviewed 403.8: Professional Organizations
- Reviewed 403.9: Participation in Community Activities
- Reviewed 403.10: Religious Observance
- Reviewed 403.11: Hazardous Chemical Disclosure
- Reviewed 403.12: Communicable Diseases which are Reportable
- Reviewed 403.13: Harassment/Workplace Bullying
- Reviewed 403.14: Sexual Harassment
- **Revised** **403.15: Procedures for Allegations of Abuse**
- Reviewed 403.15-E: Student Abuse Report Form
- Reviewed 403.16: Employee Records
- Reviewed 403.16-R: Administrative Regulations Regarding Employee Records

## **900: Consent Agenda**

### 901: Personnel

*As presented including the walk-in exhibit and the correction of the retirement date for Cindy Olachnovitch from March 31, 2017 to May 31, 2017.*

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

| Name               | Assignment                              | Dept Action | Salary Placement   |
|--------------------|---|-------------|--------------------|
| Bonazza, Stormie   | HS: Student Support Associate           | 2/15/17     | LMSEAA II, Step 8  |
| Brough, Meredith   | From EX to LG Student Support Associate | 2/7/17      | Same               |
| Haldeman, Dawn     | WE: Student Support Associate           | 2/13/17     | LMSEAA II, Step 10 |
| Mattes, Belamarcia | NS: HS General Help                     | 2/2/17      | PTNS, Step 2       |
| Prado, Tori        | HS: Student Support Associate           | 2/20/17     | LMSEAA II, Step 6  |
| Vilardo, Christine | EX: Student Support Associate           | 2/13/17     | LMSEAA II, Step 10 |
| Wilson, Heather    | WE: Student Support Associate           | 2/27/17     | LMSEAA II, Step 8  |

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

| Name                | Assignment                    | Dept Action     | Reason            |
|---------------------|-------------------------------|-----------------|-------------------|
| Hilim, Alexa        | NE: Student Support Associate | 2/13/17         | Personal          |
| Mahmens, Mitch      | HS: Student Support Associate | 2/17/17         | Termination       |
| Olachnovitch, Cindy | EX: Media Assistant           | <b>5</b> /31/17 | <b>Retirement</b> |
| Verry, John         | HS: Student Support Associate | 1/24/17         | Termination       |

### ***Extra-Curricular: Resignation***

| Name             | Assignment   | Dept Action | Reason                              |
|------------------|--|-------------|-------------------------------------|
| Mahmens, Mitch   | HS: Head 9 <sup>th</sup> Gr Baseball Coach, Asst Varsity Football Coach, Asst Boys' Varsity Tennis Coach | 2/17/17     | Termination                         |
| Mohling, Annette | HS: Assistant Girls' Swim Coach  | 2/9/17      | Personal                            |
| Casebolt, Matt   | HS: Assistant Varsity Football Coach   | 2/10/17     | Personal ( <i>Walk-In Exhibit</i> ) |

#### 902: Approval of February 6<sup>th</sup> Minutes

*Exhibit 902.1*

#### 903 Approval of February 14<sup>th</sup> Special Session Minutes

*Exhibit 903.1*

#### 904: Approval of Bills

*Exhibit 904.1*

#### 905: Approval of Contracts

*Exhibits 905.1-6*

1. Facility reservation agreement with Marion Parks and Recreation-Lowe Park for the annual volunteer recognition for \$25.00.
2. Memorandum of agreement with Junior Achievement of Eastern Iowa for the 2017-18 school year for a rate of \$11.38 per student participating in grades 1-3.
3. Commercial licensing agreements with Fred Wright, President of Ohiopyle Prints, Inc., and Stacy Wolrab, Owner of Scrapmania, LLC, for the use of the Linn-Mar logo.
4. Agreement for provision of daycare services with Hand in Hand at Indian Creek, Bowman Woods, Linn Grove, Novak, Wilkins, and Westfield for the 2017-2020 school years including the summer months of June, July, and August.
5. Agreement for provision of daycare services with Lynelle Henricksen, d/b/a YMCA, at Echo Hill for the 2017-2020 school years including the summer months of June, July, and August.
6. Agreement for practicums and internship field experiences with Morningside College Graduate Program.
7. Interagency agreements for special education instructional services with Cedar Rapids CSD (2), Dubuque CSD (2), and Muscatine CSD (1). (*For student confidentiality, no exhibits provided.*)

#### 906: Informational Reports

*Exhibits 906.1-2*

1. Financials and cash balances as of 1/31/2016.
2. Financials and cash balances as of 1/31/2017.

#### 907: Disposition of Obsolete Equipment

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

#### 908: Items Removed from the Consent Agenda for Separate Action

#### 909: Approval of the Consent Agenda ***Motion 152-02-20***

Motion Patterson, second Abouassaly to approve the consent agenda as presented with the personnel walk-in exhibit. Voice vote. Ayes: Patterson, Abouassaly, Isenberg, Green, Weaver, Nelson, Gadelha (abstained from items 902 and 903). Motion carried.

## **1000: Communications, Announcements, and Transmittals**

### **1001: Board Communications**

Green shared some discussion items from the Grant Wood AEA legislative meeting. AbouAssaly and Isenberg discussed the UEN Day on the Hill. Gadelha congratulated the staff and students on the FAST results.

### **1002: Calendar**

Calendar items were reviewed.

| <b>Date</b>                              | <b>Time</b>        | <b>Event</b>   | <b>Location</b>                  |
|--|--------------------|--|----------------------------------|
| February 21 <sup>st</sup>                | 5:30 PM            | Technology Committee                                   | Boardroom                        |
| February 22 <sup>nd</sup>                | 7:30 AM            | Board Visit  | Compass                          |
| February 23 <sup>rd</sup>                | 5:30 PM            | Marion City Council                                    | City Hall                        |
| February 24 <sup>th</sup>                | 7:00 AM            | Board Visit  | Wilkins Elementary               |
| <b>Date</b>                              | <b>Time</b>        | <b>Event</b>   | <b>Location</b>                  |
| March 6 <sup>th</sup>                    | 5:00 PM<br>7:00 PM | Board Work Session<br>Board Regular Session            | Boardroom                        |
| March 7 <sup>th</sup>                    | 6:00 PM            | Special Education Advisory Parent Night                | High School                      |
| March 8 <sup>th</sup>                    | 11:30 AM           | MEDCO Annual Business Luncheon                         | CR Marriott                      |
| <del>March 8<sup>th</sup></del>          | <del>4:30 PM</del> | <del>Special Education Advisory</del> <b>Cancelled</b> | <del>Boardroom</del>             |
| March 9 <sup>th</sup>                    | 7:30 AM            | Finance/Audit Committee                                | Superintendent's Conference Room |
| March 9 <sup>th</sup>                    | 5:30 PM            | Marion City Council                                    | City Hall                        |
| March 13 <sup>th</sup> -17 <sup>th</sup> | All Day            | Spring Break   | Districtwide                     |
| March 23 <sup>rd</sup>                   | 5:30 PM            | Marion City Council                                    | City Hall                        |
| March 24 <sup>th</sup>                   | 6:00 PM            | LM Foundation MANE Event                               | CR Marriott                      |

### **1003: Committees/Advisories**

| <b>Committees/Advisories</b> | <b>Board/Administrative Participants</b>                |
|------------------------------|---|
| Finance/Audit Committee      | Anderson, Shepherd, Morrison, Abouassaly, Green, Weaver |
| Policy Committee             | Shepherd, Morrison, Gadelha, Nelson, Patterson          |
| Technology Committee         | Ramos, Isenberg   |
| Career & Technical Education | Bisgard, Nelson   |
| Equity Advisory              | Bisgard, Christian, Ramos, Patterson                    |
| School Improvement Advisory  | Bisgard, Gadelha  |
| Health & Human Development   | Breitfelder, AbouAssaly                                 |
| Special Education Advisory   | Breitfelder, Nelson                                     |

### **1100: Adjournment 153-02-20**

Motion AbouAssaly, second Weaver to adjourn at 7:50 PM. Voice vote. All ayes. Motion carried.

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

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

*Minutes submitted by Angie Morrison.*

## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 02/17/2017 - 03/02/2017

Fiscal Year: 2016-2017

| Vendor Name                         | Description                    | Check Total       |
|-------------------------------------|--------------------------------|-------------------|
| <b>Fund: Aquatic Center</b>         |                                |                   |
| AMES CYCLONE AQUATICS CLUB          | GENERAL SUPPLIES               | \$707.00          |
| BMO MASTERCARD                      | GENERAL SUPPLIES               | \$1,623.43        |
| FARMERS STATE BANK                  | EE LIAB-DIR DEP NET PAY        | \$3,778.34        |
| INTERNAL REVENUE SERVICE-9343       | EE LIAB-MEDICARE               | \$77.78           |
| INTERNAL REVENUE SERVICE-9343       | EE LIAB-SO SEC                 | \$332.63          |
| INTERNAL REVENUE SERVICE-9343       | ER LIAB-MEDICARE               | \$77.78           |
| INTERNAL REVENUE SERVICE-9343       | ER LIAB-SOC SEC                | \$332.63          |
| INTERNAL REVENUE SERVICE-9343       | FEDERAL INCOME TAX WITHHOLDING | \$635.59          |
| IOWA CITY EELS SWIM CLUB, INC       | GENERAL SUPPLIES               | \$348.50          |
| IOWA PUBLIC EMPL RETIR SYSTEM       | EE LIAB-IPERS                  | \$398.34          |
| IOWA PUBLIC EMPL RETIR SYSTEM       | ER LIAB-IPERS                  | \$597.83          |
| IOWA SWIMMING, INC (DES MOINES)     | GENERAL SUPPLIES               | \$76.00           |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE        | \$5.28            |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY    | \$12.72           |
| METRO INTERAGENCY INS PROG.         | EE LIAB-MEDICAL INSURANCE      | \$645.86          |
| METRO INTERAGENCY INS PROG.         | ER LIAB-DENTAL INS             | \$37.44           |
| PAPA JOHNS PIZZA                    | GENERAL SUPPLIES               | \$27.99           |
| SUN LIFE FINANCIAL EBG              | EE LIAB-VOL/SUN LIFE INS       | \$3.00            |
| TREASURER ST OF IA                  | STATE INCOME TAX WITHHOLDING   | \$200.49          |
|                                     | <b>Fund Total:</b>             | <b>\$9,918.63</b> |
| <b>Fund: GENERAL</b>                |                                |                   |
| ALBURNETT COMMUNITY SCHOOLS         | TUITION IN STATE               | \$5,272.20        |
| ALLIANT ENERGY                      | ELECTRICITY                    | \$63,756.79       |
| ALTORFER                            | RENTALS EQUIPMENT              | \$562.00          |
| AMANDA DOLLEY                       | INSTRUCTIONAL SUPPLIES         | \$405.00          |
| APEX LEARNING                       | INSTRUCTIONAL SUPPLIES         | \$23,550.00       |
| APPLE COMPUTER INC                  | INSTRUCTIONAL SUPPLIES         | \$2,799.00        |
| ARCH CHEMICALS, INC                 | MAINTENANCE SUPPLIES           | \$213.72          |
| AUTO-JET MUFFLER                    | TRANSP. PARTS                  | \$511.78          |
| BAKER & TAYLOR, INC                 | LIBRARY BOOKS                  | \$458.74          |
| BIG RIGGER BUILDERS INC             | VEHICLE REPAIR                 | \$257.38          |
| BMO MASTERCARD                      | ADVERTISING                    | \$21.51           |
| BMO MASTERCARD                      | COMP/TECH HARDWARE             | \$654.60          |
| BMO MASTERCARD                      | COMPUTER SOFTWARE              | \$6,225.00        |
| BMO MASTERCARD                      | DUES AND FEES                  | \$2,095.00        |
| BMO MASTERCARD                      | EQUIPMENT >\$1999              | \$699.95          |
| BMO MASTERCARD                      | EQUIPMENT REPAIR               | \$60.90           |
| BMO MASTERCARD                      | GASOLINE                       | \$34.57           |
| BMO MASTERCARD                      | GENERAL SOFTWARE               | \$14.99           |
| BMO MASTERCARD                      | GENERAL SUPPLIES               | \$5,267.40        |
| BMO MASTERCARD                      | INSTRUCTIONAL SUPPLIES         | \$16,397.06       |
| BMO MASTERCARD                      | LIBRARY BOOKS                  | \$65.95           |
| BMO MASTERCARD                      | MAINTENANCE SUPPLIES           | \$1,873.88        |
| BMO MASTERCARD                      | OTHER PROFESSIONAL             | \$479.06          |

**Linn-Mar Community School District**

**IA - Warrants Paid Listing**

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| Vendor Name                            | Description                       | Check Total    |
|--|-----------------------------------|----------------|
| BMO MASTERCARD                         | OTHER TECH SER                    | \$180.68       |
| BMO MASTERCARD                         | Professional Educational Services | \$365.00       |
| BMO MASTERCARD                         | REF & RSRCH MATERIAL              | \$1,136.60     |
| BMO MASTERCARD                         | REPAIR PARTS                      | \$151.00       |
| BMO MASTERCARD                         | SMALL TOOLS                       | \$164.98       |
| BMO MASTERCARD                         | STAFF WORKSHP/CONF                | \$6,681.02     |
| BMO MASTERCARD                         | TEXTBOOKS                         | \$781.46       |
| BMO MASTERCARD                         | TRAVEL                            | \$5,554.77     |
| BRIGHTLINES PAPER                      | INSTRUCTIONAL SUPPLIES            | \$25.85        |
| C.J. COOPER & ASSOCIATES               | PHYSICALS                         | \$270.00       |
| CDW - GOVERNMENT                       | COMP/TECH HARDWARE                | \$668.08       |
| CEDAR RAPIDS COMM SCH DIST             | PROF SERV: EDUCATION              | \$3,724.24     |
| CEDAR RAPIDS COMM SCH DIST             | TUITION IN STATE                  | \$97,154.35    |
| CEDAR RAPIDS COMM SCH DIST             | TUITION OPEN ENROLL               | \$1,724.32     |
| CEDAR RAPIDS COMM. SCHOOL/RW           | PROF SERV: EDUCATION              | \$8,334.48     |
| CENTRAL PROGRAMS, INC                  | LIBRARY BOOKS                     | \$2,259.94     |
| CENTURY CAB INC                        | TRANSP PRIVATE CONT               | \$1,222.50     |
| CENTURYLINK                            | TELEPHONE                         | \$1,704.67     |
| CITY OF ROBINS                         | WATER/SEWER                       | \$455.80       |
| CITY TREASURER'S OFFICE                | INSTRUCTIONAL SUPPLIES            | \$50.00        |
| COLLECTION                             | EE LIAB-GARNISHMENTS              | \$1,611.60     |
| COMMUNITY HEALTH CHARITIES             | EE LIAB-CHARITY                   | \$10.00        |
| DAFIT-NESS LLC                         | OTHER PROFESSIONAL                | \$200.00       |
| DRAIN WIZARD                           | REPAIR/MAINT SERVICE              | \$250.00       |
| DUBUQUE COMMUNITY SCHOOLS              | TUITION IN STATE                  | \$1,875.78     |
| EMS DETERGENT SERVICES                 | INSTRUCTIONAL SUPPLIES            | \$60.00        |
| ENTERPRISE                             | RENTALS EQUIPMENT                 | \$2,544.26     |
| FAMILY VIDEO                           | FACILITY RENTAL                   | \$3,642.04     |
| FAREWAY STORES                         | INSTRUCTIONAL SUPPLIES            | \$533.41       |
| FARMERS STATE BANK                     | EE LIAB-DIR DEP NET PAY           | \$2,666,723.51 |
| FONTENOT JOSEPH                        | OFFICIAL/JUDGE                    | \$150.00       |
| FREIBURGER VICKI                       | INSTRUCTIONAL SUPPLIES            | \$264.00       |
| GASWAY CO, J P                         | GENERAL SUPPLIES                  | \$1,898.20     |
| GRANT WOOD AEA                         | STAFF WORKSHP/CONF                | \$1,770.00     |
| HANDS UP COMMUNICATIONS                | PROF SERV: EDUCATION              | \$216.00       |
| HY-VEE FOOD STORE-8555                 | INSTRUCTIONAL SUPPLIES            | \$111.09       |
| HY-VEE FOOD STORE-8556                 | GENERAL SUPPLIES                  | \$114.90       |
| HY-VEE FOOD STORE-8556                 | INSTRUCTIONAL SUPPLIES            | \$828.26       |
| INTERNAL REVENUE SERVICE-9343          | EE LIAB-MEDICARE                  | \$56,051.49    |
| INTERNAL REVENUE SERVICE-9343          | EE LIAB-SO SEC                    | \$239,668.63   |
| INTERNAL REVENUE SERVICE-9343          | ER LIAB-MEDICARE                  | \$56,051.49    |
| INTERNAL REVENUE SERVICE-9343          | ER LIAB-SOC SEC                   | \$239,668.63   |
| INTERNAL REVENUE SERVICE-9343          | FEDERAL INCOME TAX WITHHOLDING    | \$411,662.21   |
| INVOLTA                                | OTHER TECH SER                    | \$345.00       |
| IOWA DEPT OF REVENUE - ADMIN WAGE LEVY | EE LIAB-GARNISHMENTS              | \$133.16       |

## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

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Fiscal Year: 2016-2017

| Vendor Name                         | Description                 | Check Total    |
|-------------------------------------|-----------------------------|----------------|
| IOWA PUBLIC EMPL RETIR SYSTEM       | EE LIAB-IPERS               | \$266,120.50   |
| IOWA PUBLIC EMPL RETIR SYSTEM       | ER LIAB-IPERS               | \$399,404.54   |
| IOWA SHARES                         | EE LIAB-CHARITY             | \$28.00        |
| IOWA SOLUTIONS                      | TECH REPAIRS                | \$62.50        |
| LAKESHORE                           | INSTRUCTIONAL SUPPLIES      | \$324.19       |
| LARUE                               | INSTRUCTIONAL SUPPLIES      | \$65.05        |
| LINN COUNTY SHERIFF                 | EE LIAB-GARNISHMENTS        | \$267.84       |
| LINN-MAR FOUNDATION                 | EE LIAB-CHARITY             | \$10.00        |
| LMEA                                | EE LIAB-UNION DUES          | \$572.98       |
| LYNCH FORD                          | VEHICLE REPAIR              | \$66.84        |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE     | \$4,602.25     |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$12,358.11    |
| MARION INDEPENDENT SCHOOLS          | TUITION OPEN ENROLL         | \$1,107,145.36 |
| MARION IRON CO.                     | INSTRUCTIONAL SUPPLIES      | \$397.60       |
| MARION JANITORIAL SUPPLY CO         | INSTRUCTIONAL SUPPLIES      | \$158.51       |
| MARION PARKS & RECREATION           | GENERAL SUPPLIES            | \$10.00        |
| MARION TIMES                        | ADVERTISING                 | \$563.17       |
| MAY WILLIAM ANDREW                  | OFFICIAL/JUDGE              | \$150.00       |
| MCBRIDE CHRYSANN                    | STAFF WORKSH/CONF           | \$5,804.15     |
| MENARDS -13127                      | GENERAL SUPPLIES            | \$123.70       |
| MENARDS -13127                      | INSTRUCTIONAL SUPPLIES      | \$746.92       |
| MERCYCARE COMMUNITY PHYSICIANS      | PHYSICALS                   | \$182.00       |
| METRO INTERAGENCY INS PROG.         | EE LIAB-DENTAL INSURANCE    | \$19,734.87    |
| METRO INTERAGENCY INS PROG.         | EE LIAB-MEDICAL INSURANCE   | \$407,041.69   |
| METRO INTERAGENCY INS PROG.         | ER LIAB-DENTAL INS          | \$16,192.80    |
| METRO INTERAGENCY INS PROG.         | ER LIAB-MEDICAL INSURANCE   | \$24,070.00    |
| METRO INTERAGENCY INS PROG.         | RETIREE INSURANCE           | \$16,713.34    |
| MID AMERICAN ENERGY                 | NATURAL GAS                 | \$41,108.33    |
| MT.VERNON COMM.SCHOOL DIST          | TUITION OPEN ENROLL         | \$6,602.34     |
| NEUMAN POOLS                        | CHEMICALS                   | \$1,130.62     |
| OFFICE PLAYGROUND INC               | INSTRUCTIONAL SUPPLIES      | \$74.66        |
| OLD CREAMERY THEATRE                | INSTRUCTIONAL SUPPLIES      | \$615.00       |
| ORKIN PEST CONTROL                  | Pest Control                | \$270.00       |
| PAETEC                              | TELEPHONE                   | \$903.76       |
| PAUL REVERE LIFE INS. CO.           | DISTRICT LIFE INSURANCE     | \$227.60       |
| PERFECTION LEARNING CORPORATION     | INSTRUCTIONAL SUPPLIES      | \$83.38        |
| PFEIL NAOMI                         | INSTRUCTIONAL SUPPLIES      | \$135.00       |
| POOL TECH MIDWEST INC               | CHEMICALS                   | \$832.45       |
| PROVIDENT LIFE/ACCIDENT INS. CO.    | DISTRICT LIFE INSURANCE     | \$2,405.87     |
| QUILL CORPORATION                   | INSTRUCTIONAL SUPPLIES      | \$82.39        |
| QUINN STORAGE                       | Pest Control                | \$75.00        |
| RADIO COMMUNICATIONS CO             | MAINTENANCE SUPPLIES        | \$79.98        |
| RAPIDS REPRODUCTIONS INC            | GENERAL SUPPLIES            | \$108.50       |
| RECOVER HEALTH                      | PROF SERV: EDUCATION        | \$5,850.76     |
| REINHART INSTITUTIONAL FOODS INC    | INSTRUCTIONAL SUPPLIES      | \$46.22        |

## Linn-Mar Community School District

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| Vendor Name                        | Description                    | Check Total           |
|------------------------------------|--------------------------------|-----------------------|
| ROCHESTER ARMORED CAR CO INC       | OTHER PROFESSIONAL             | \$540.80              |
| ROYAL IMAGING SUPPLIES             | INSTRUCTIONAL SUPPLIES         | \$302.90              |
| SCHOOL BUS SALES                   | TRANSP. PARTS                  | \$581.12              |
| SCHOOL SPECIALTY INC               | INSTRUCTIONAL SUPPLIES         | \$2,495.74            |
| SEIU LOCAL 199                     | EE LIAB-UNION DUES             | \$712.64              |
| SOURCE ONE LOGOS                   | INSTRUCTIONAL SUPPLIES         | \$168.00              |
| SPRINGVILLE COMMUNITY SCHOOLS      | TUITION IN STATE               | \$35,352.90           |
| STATE HYGIENIC LABORATORY          | GENERAL SUPPLIES               | \$12.50               |
| STOREY KENWORTHY                   | GENERAL SUPPLIES               | \$293.14              |
| SUN LIFE FINANCIAL EBG             | EE LIAB-VOL/SUN LIFE INS       | \$3,259.30            |
| SYSTEMS UNLIMITED, INC.            | PROF SERV: EDUCATION           | \$1,988.00            |
| THOMAS BUS                         | TRANSP. PARTS                  | \$58.66               |
| THOMPSON TRUCK & TRAILER           | TRANSP. PARTS                  | \$645.40              |
| TREASURER ST OF IA                 | STATE INCOME TAX WITHHOLDING   | \$177,961.15          |
| TW TRAINING                        | STAFF WORKSH/CONF              | \$1,125.00            |
| U.S. SCHOOL SUPPLY INC-21380_21380 | GENERAL SUPPLIES               | \$35.20               |
| U.S. TOY CO                        | INSTRUCTIONAL SUPPLIES         | \$540.41              |
| UNITED WAY OF EAST CENTRAL IOWA    | EE LIAB-CHARITY                | \$1,271.71            |
| UNIVERSITY OF IOWA PLTW            | STAFF WORKSH/CONF              | \$50.00               |
| UNUM LIFE INS. CO.                 | ER LIAB-DISTRICT DISABILITY    | \$835.26              |
| VOYA RETIREMENT INSURANCE          | EE LIAB-403 (B)                | \$60,820.21           |
| WAGE WORKS                         | EE LIAB-FLEX DEP CARE          | \$20,756.45           |
| WAGE WORKS                         | EE LIAB-FLEX HEALTH            | \$8,809.77            |
| WALMART                            | GENERAL SUPPLIES               | \$106.80              |
| WALMART                            | INSTRUCTIONAL SUPPLIES         | \$881.77              |
| WARD'S NATURAL SCIENCE             | INSTRUCTIONAL SUPPLIES         | \$162.44              |
| WELLMARK                           | OTHER PROFESSIONAL             | \$1,176.00            |
| ZIO JOHNNO'S                       | INSTRUCTIONAL SUPPLIES         | \$684.90              |
| <b>Fund Total:</b>                 |                                | <b>\$6,615,846.82</b> |
| <b>Fund: LOCAL OPT SALES TAX</b>   |                                |                       |
| BMO MASTERCARD                     | COMP/TECH HARDWARE             | \$464.95              |
| <b>Fund Total:</b>                 |                                | <b>\$464.95</b>       |
| <b>Fund: NUTRITION SERVICES</b>    |                                |                       |
| BMO MASTERCARD                     | GENERAL SUPPLIES               | \$896.08              |
| BMO MASTERCARD                     | MEETING EXP/SERVICES           | \$237.66              |
| EMS DETERGENT SERVICES             | CLEANING PRODUCTS              | \$1,674.75            |
| FARMERS STATE BANK                 | EE LIAB-DIR DEP NET PAY        | \$53,208.57           |
| GOODWIN TUCKER GROUP               | EQUIPMENT REPAIR               | \$1,203.98            |
| HUMITECH OF IOWA INC               | REPAIR/MAINT SERVICE           | \$40.00               |
| INTERNAL REVENUE SERVICE-9343      | EE LIAB-MEDICARE               | \$1,092.56            |
| INTERNAL REVENUE SERVICE-9343      | EE LIAB-SO SEC                 | \$4,671.70            |
| INTERNAL REVENUE SERVICE-9343      | ER LIAB-MEDICARE               | \$1,092.56            |
| INTERNAL REVENUE SERVICE-9343      | ER LIAB-SOC SEC                | \$4,671.70            |
| INTERNAL REVENUE SERVICE-9343      | FEDERAL INCOME TAX WITHHOLDING | \$5,750.89            |
| IOWA PUBLIC EMPL RETIR SYSTEM      | EE LIAB-IPERS                  | \$8,371.36            |

## Linn-Mar Community School District

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Criteria

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| Vendor Name   | Description                    | Check Total         |
|---|--------------------------------|---------------------|
| IOWA PUBLIC EMPL RETIR SYSTEM                         | ER LIAB-IPERS                  | \$12,564.03         |
| MADISON NATIONAL LIFE INS. CO., INC                   | DISTRICT LIFE INSURANCE        | \$147.46            |
| MADISON NATIONAL LIFE INS. CO., INC                   | ER LIAB-DISTRICT DISABILITY    | \$202.69            |
| METRO INTERAGENCY INS PROG.                           | EE LIAB-MEDICAL INSURANCE      | \$17,126.75         |
| RAPIDS WHOLESALE EQUIP CO                             | GENERAL SUPPLIES               | \$240.43            |
| SCHOOL NUTRITION ASSOCIATION                          | DUES AND FEES                  | \$81.00             |
| SUN LIFE FINANCIAL EBG                                | EE LIAB-VOL/SUN LIFE INS       | \$42.20             |
| TREASURER ST OF IA                                    | STATE INCOME TAX WITHHOLDING   | \$2,595.59          |
| U.S. DEPARTMENT OF TREASURY--FMS                      | EE LIAB-GARNISHMENTS           | \$158.66            |
| VOYA RETIREMENT INSURANCE                             | EE LIAB-403 (B)                | \$780.00            |
| <b>Fund Total:</b>                                    |                                | <b>\$116,850.62</b> |
| <b>Fund: PHY PLANT &amp; EQ LEVY</b>                  |                                |                     |
| BMO MASTERCARD  | CONSTRUCTION SERV              | \$0.00              |
| BMO MASTERCARD  | EQUIPMENT >\$1999              | \$149.63            |
| BRECKE  | BLDG. CONST SUPPLIES           | \$3,446.00          |
| DE LAGE LANDEN PUBLIC FINANCE                         | COMPUTER/COPIER RENT           | \$4,525.00          |
| EPCO LTD., INC  | EQUIPMENT >\$1999              | \$1,422.00          |
| MIDWEST TECHNOLOGY PRODUCTS                           | EQUIPMENT >\$1999              | \$709.30            |
| OVERHEAD DOOR CO                                      | CONSTRUCTION SERV              | \$1,503.18          |
| RIVERSIDE TECHNOLOGIES, INC                           | EQUIPMENT >\$1999              | \$10,653.84         |
| SUPPLYWORKS   | EQUIPMENT >\$1999              | \$532.95            |
| TRANSFINDER CORPORATION                               | COMPUTER SOFTWARE              | \$1,100.00          |
| <b>Fund Total:</b>                                    |                                | <b>\$24,041.90</b>  |
| <b>Fund: Pool 10 Million Issue and 2013 10M Issue</b> |                                |                     |
| CMS COMMUNICATIONS                                    | CONSTRUCTION SERV              | \$1,841.94          |
| LARSON CONSTRUCTION COMPANY, INC                      | CONSTRUCTION SERV              | \$128,747.68        |
| MIDWEST COMPUTER PRODUCTS                             | COMP/TECH HARDWARE             | \$468.67            |
| PODS ENTERPRISES, LLC                                 | BLDG. CONST SUPPLIES           | \$934.00            |
| <b>Fund Total:</b>                                    |                                | <b>\$131,992.29</b> |
| <b>Fund: PUB ED &amp; REC LEVY</b>                    |                                |                     |
| FARMERS STATE BANK                                    | EE LIAB-DIR DEP NET PAY        | \$1,532.52          |
| INTERNAL REVENUE SERVICE-9343                         | EE LIAB-MEDICARE               | \$31.01             |
| INTERNAL REVENUE SERVICE-9343                         | EE LIAB-SO SEC                 | \$132.55            |
| INTERNAL REVENUE SERVICE-9343                         | ER LIAB-MEDICARE               | \$31.01             |
| INTERNAL REVENUE SERVICE-9343                         | ER LIAB-SOC SEC                | \$132.55            |
| INTERNAL REVENUE SERVICE-9343                         | FEDERAL INCOME TAX WITHHOLDING | \$206.63            |
| IOWA PUBLIC EMPL RETIR SYSTEM                         | EE LIAB-IPERS                  | \$145.99            |
| IOWA PUBLIC EMPL RETIR SYSTEM                         | ER LIAB-IPERS                  | \$219.11            |
| MADISON NATIONAL LIFE INS. CO., INC                   | DISTRICT LIFE INSURANCE        | \$2.51              |
| MADISON NATIONAL LIFE INS. CO., INC                   | ER LIAB-DISTRICT DISABILITY    | \$7.19              |
| METRO INTERAGENCY INS PROG.                           | EE LIAB-DENTAL INSURANCE       | \$23.15             |
| METRO INTERAGENCY INS PROG.                           | EE LIAB-MEDICAL INSURANCE      | \$414.66            |
| METRO INTERAGENCY INS PROG.                           | ER LIAB-DENTAL INS             | \$18.72             |
| TREASURER ST OF IA                                    | STATE INCOME TAX WITHHOLDING   | \$86.07             |

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 02/17/2017 - 03/02/2017

Fiscal Year: 2016-2017

| Vendor Name                           | Description                    | Check Total                   |
|---------------------------------------|--------------------------------|-------------------------------|
|                                       |                                | <b>Fund Total: \$2,983.67</b> |
| <b>Fund: STUDENT ACTIVITY</b>         |                                |                               |
| AGILE SPORTS TECHNOLOGIES             | INSTRUCTIONAL SUPPLIES         | \$900.00                      |
| ANDERSON'S                            | INSTRUCTIONAL SUPPLIES         | \$118.95                      |
| ANDYMARK, INC                         | INSTRUCTIONAL SUPPLIES         | \$339.14                      |
| BELIN, THOMAS                         | INSTRUCTIONAL SUPPLIES         | \$139.48                      |
| BMO MASTERCARD                        | DUES AND FEES                  | \$600.00                      |
| BMO MASTERCARD                        | INSTRUCTIONAL SUPPLIES         | \$9,997.66                    |
| BMO MASTERCARD                        | TRAVEL                         | \$2,193.29                    |
| CEDAR VALLEY WORLD TRAVEL             | TRAVEL                         | \$4,470.00                    |
| CHAPMAN ALLEN                         | INSTRUCTIONAL SUPPLIES         | \$150.00                      |
| CITY LAUNDERING COMPANY               | INSTRUCTIONAL SUPPLIES         | \$553.72                      |
| DECKER SPORTING GOODS                 | INSTRUCTIONAL SUPPLIES         | \$806.00                      |
| DUMOLIEN CURT                         | OFFICIAL/JUDGE                 | \$52.50                       |
| FARMERS STATE BANK                    | EE LIAB-DIR DEP NET PAY        | \$3,904.09                    |
| GARMENT DESIGN                        | INSTRUCTIONAL SUPPLIES         | \$563.20                      |
| HINTON CLIFF                          | OFFICIAL/JUDGE                 | \$95.00                       |
| HY-VEE FOOD STORE-8555                | INSTRUCTIONAL SUPPLIES         | \$874.64                      |
| HY-VEE FOOD STORE-8556                | INSTRUCTIONAL SUPPLIES         | \$2,510.26                    |
| INTERNAL REVENUE SERVICE-9343         | EE LIAB-MEDICARE               | \$67.88                       |
| INTERNAL REVENUE SERVICE-9343         | EE LIAB-SO SEC                 | \$290.25                      |
| INTERNAL REVENUE SERVICE-9343         | ER LIAB-MEDICARE               | \$67.88                       |
| INTERNAL REVENUE SERVICE-9343         | ER LIAB-SOC SEC                | \$290.25                      |
| INTERNAL REVENUE SERVICE-9343         | FEDERAL INCOME TAX WITHHOLDING | \$351.29                      |
| IOWA GIRLS HIGH SCHOOL ATHLETIC UNION | INSTRUCTIONAL SUPPLIES         | \$1,674.00                    |
| IOWA HIGH SCHOOL ATHLETIC ASSOC       | INSTRUCTIONAL SUPPLIES         | \$1,368.00                    |
| IOWA HIGH SCHOOL SPEECH ASSOC         | INSTRUCTIONAL SUPPLIES         | \$209.00                      |
| IOWA PUBLIC EMPL RETIR SYSTEM         | EE LIAB-IPERS                  | \$282.02                      |
| IOWA PUBLIC EMPL RETIR SYSTEM         | ER LIAB-IPERS                  | \$423.27                      |
| JAZZ EDUCATORS OF IOWA                | INSTRUCTIONAL SUPPLIES         | \$25.00                       |
| KNICKREHM DOUG                        | OFFICIAL/JUDGE                 | \$52.50                       |
| KOLLEGE TOWN SPORTS                   | INSTRUCTIONAL SUPPLIES         | \$1,928.23                    |
| KRUTZFIELD COLE                       | OFFICIAL/JUDGE                 | \$25.00                       |
| LASEK TONY                            | OFFICIAL/JUDGE                 | \$134.56                      |
| LETTER PERFECT                        | INSTRUCTIONAL SUPPLIES         | \$363.95                      |
| LINN-MAR NUTRITION SERVICES           | INSTRUCTIONAL SUPPLIES         | \$9.00                        |
| LOUGH KELSEY                          | TEACHER PAY                    | \$200.00                      |
| MCMASTER-CARR                         | INSTRUCTIONAL SUPPLIES         | \$106.01                      |
| MELLOY KATIE                          | OFFICIAL/JUDGE                 | \$50.00                       |
| MH ADVERTISING SPECIALTIES            | INSTRUCTIONAL SUPPLIES         | \$147.50                      |
| NEFF                                  | INSTRUCTIONAL SUPPLIES         | \$982.13                      |
| ORIENTAL TRADING CO                   | INSTRUCTIONAL SUPPLIES         | \$97.64                       |
| PAPA JOHNS PIZZA                      | INSTRUCTIONAL SUPPLIES         | \$201.21                      |
| PEPPER J.W. & SON, INC                | INSTRUCTIONAL SUPPLIES         | \$606.74                      |
| QUILL CORPORATION                     | INSTRUCTIONAL SUPPLIES         | \$49.76                       |

**Linn-Mar Community School District**

**IA - Warrants Paid Listing**

Criteria

**Date Range:** 02/17/2017 - 03/02/2017

**Fiscal Year:** 2016-2017

| Vendor Name                  | Description                  | Check Total           |
|------------------------------|------------------------------|-----------------------|
| ROMER CLAY                   | OFFICIAL/JUDGE               | \$95.00               |
| SCHMIDT ALLISON              | OFFICIAL/JUDGE               | \$50.00               |
| SCOTT DEANNA                 | INSTRUCTIONAL SUPPLIES       | \$448.00              |
| STREICHER DOUGLAS            | TRAVEL                       | \$88.00               |
| SUBWAY                       | INSTRUCTIONAL SUPPLIES       | \$337.50              |
| TAYLOR ERIN                  | TRAVEL                       | \$24.00               |
| TREASURER ST OF IA           | STATE INCOME TAX WITHHOLDING | \$149.64              |
| TURNER TERRY                 | OFFICIAL/JUDGE               | \$52.50               |
| VERBENA, LLC                 | INSTRUCTIONAL SUPPLIES       | \$1,170.00            |
| WALMART                      | INSTRUCTIONAL SUPPLIES       | \$78.55               |
| WASHINGTON HIGH SCHOOL-23046 | DUES AND FEES                | \$200.00              |
| WILDWOOD LODGE               | TRAVEL                       | \$332.64              |
| <b>Fund Total:</b>           |                              | <b>\$41,296.83</b>    |
| <b>Fund: Student Store</b>   |                              |                       |
| BMO MASTERCARD               | GENERAL SUPPLIES             | \$1,383.18            |
| <b>Fund Total:</b>           |                              | <b>\$1,383.18</b>     |
| <b>Grand Total:</b>          |                              | <b>\$6,944,778.89</b> |

End of Report



## Student Teaching/Field Experience Agreement 2017-2018

This agreement is entered into by and between the Board of Trustees of Cornell College, hereinafter referred to as the Trustees, and Linn Mar Community School District, hereinafter referred to as the local school district.

This agreement is entered into as a result of the requirement outlined in Iowa State Department of Education Standard CU-7 and in accordance with Sections 272.27 and 670.8 of the **Code of Iowa**.

This agreement sets forth the general procedures and responsibilities of both the Trustees and the local school district concerning the assignment and termination of student teachers and field experience students, the supervision and evaluation of student teachers and field experience students, the legal status of student teachers and field experience students, and compensation for cooperating local school districts.

### **1.0 Assignment of Student Teachers and Field Experience Students.**

1.1 The assignment of all field experience students including student teachers shall be made on a cooperative basis involving the Cornell Department of Education and administrators and teachers from the cooperating local school district.

1.2 Placement of all field experience students including student teachers will be with appropriately licensed and practicing teachers. The local school district assures Cornell College the cooperating teachers are licensed in the endorsement area(s) the student teacher is seeking. The local district reserves the right to refuse placement of any given student and Cornell reserves the right to decline the services of any given cooperating teacher. However, such decisions shall not be based on race, creed, color, gender, national origin, religion, disability, sexual orientation, or veteran status.

1.3 After initial assignment of all field experience students including student teachers, either the local cooperating school district or Cornell College may terminate an assignment. Both parties agree to consult each other regarding the consideration of termination before a final decision is made.

### **2.0 Supervision and Evaluation of Student Teachers and Field Experience Students.**

2.1 Members of the Cornell faculty and experienced adjunct supervisors will serve as college supervisors for all Cornell student teachers and field experience students. The college supervisor and the local cooperating teacher will work in concert to arrange school visits by the Cornell faculty and to compose a midterm and final evaluation for student teachers. At the end of the field experience an evaluation of the student's performance will be completed by the cooperating teacher.

2.2 Cornell College will provide a standardized evaluation procedure and an instrument for all parties to follow when evaluating students.

2.3 Cornell College will hold an annual workshop for cooperating teachers explaining the college's teacher education program and the role of the cooperating teacher and supervising professor.

2.4 Student teachers and field experience students shall be subject to all local school district policies, the rules of Cornell College, and the laws of the state of Iowa.

**3.0 Status and Authority of Student Teachers and Other Field Experience Students.**

3.1 According to Section 272.27 of the **Code of Iowa**: "Students actually teaching in a school district under the terms of such a contract (meaning one of this type) are entitled to the same protection, under section 670.8, as is afforded by that section to officers and employees of the school district, during the time they are so assigned."

**4.0 Compensation for Local Cooperating School Districts.**

4.1 Cornell College agrees to pay to the local district or to the person(s) designated by the local school district the sum of \$90.00 per Cornell Term (20 days) (\$270 for three terms) for each student teacher assigned to and accepted by said local school district.

4.2 There will be no compensation paid for students assigned as field experience students.

Linn Mar Community School District

**Dated** \_\_\_\_\_

By \_\_\_\_\_

President of the Board of Education

**Board of Trustees of Cornell College**

Dated 8-16-17

BY Ray L Langseth  
Vice President of Business Affairs



1330 Elmhurst Drive NE  
Cedar Rapids, Iowa 52402-4797  
319-363-8213 | 800-248-4504

[www.mtmercy.edu](http://www.mtmercy.edu)

## **AGREEMENT FOR COOPERATION IN A STUDENT TEACHING OR FIELD EXPERIENCE PROGRAM**

This agreement entered into by and between MOUNT MERCY UNIVERSITY, CEDAR RAPIDS, IOWA, and LINN-MAR COMMUNITY SCHOOL DISTRICT defines the mutual consideration of the parties for the MOUNT MERCY UNIVERSITY Student Teaching or Field Experience program for the **2017-2018** school year.

### 1.0 Scope of Agreement

- 1.1 This agreement shall set forth the procedures for possible placement of students for student teaching or field experience, any termination or change of assignment, supervision, the status and authority of students.

### 2.0 Placement of Student Teaching or Field Experience Students

- 2.1 The placement of students shall be accomplished on a cooperative basis involving MOUNT MERCY UNIVERSITY, CEDAR RAPIDS, IOWA and LINN-MAR COMMUNITY SCHOOL DISTRICT.
- 2.2 Placement shall be initiated by the Chairperson, Department of Education, through application from each student, setting out the student's background and the type of assignment appropriate for the student's needs.
- 2.3 The university reserves the right to decline the services of any given cooperating teacher.
- 2.4 LINN-MAR COMMUNITY SCHOOL DISTRICT reserves the right to refuse placement of any given student.

### 3.0 Termination or Change of Assignment

- 3.1 The Chairperson, Department of Education, at any time, may terminate or change the assignment of any student. Prior to doing so, the chairperson shall make reasonable efforts before such time to consult with all parties concerned regarding the reasons for termination or changes in assignment.

### 4.0 Supervision of the Student

- 4.1 Members of the university faculty will serve as supervisors of the students for the student teaching or field experience program, in cooperation with the cooperating teachers, who guide, direct, and evaluate the student.
- 4.2 The student shall be subject to the rules and regulations of the cooperating school system and to those established by the Chairperson, Department of Education, as well as the Code of Ethics of the profession.

5.0 Status and Authority of Students

5.1 Students shall have status and authority in accordance with Section 272.27, Code of Iowa.

5.2 Students actually engaged under the terms of this contract shall be entitled to the same protection under the provisions of Section 670.8, Code of Iowa, as is afforded by said section to officers and employees of the LINN-MAR COMMUNITY SCHOOL DISTRICT, during the time they are so assigned.

6.0 Standard Student Teaching or Field Experience Assignment to the LINN-MAR COMMUNITY SCHOOL DISTRICT.

6.14 The **standard student teaching assignment** shall be eight weeks of consecutive full days, excepting trimester registration week in the high school. Students may be assigned for one or two eight-week blocks of full day student teaching upon mutual agreement of the college and LINN-MAR COMMUNITY SCHOOL DISTRICT.

6.2 The **standard field experience assignment** shall be for approximately eleven weeks (20-70 hours). Students will arrange hours with their cooperating teacher.

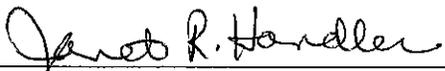
6.3 MOUNT MERCY UNIVERSITY, CEDAR RAPIDS, IOWA, agrees to compensate the cooperating teacher(s) from LINN-MAR COMMUNITY SCHOOL DISTRICT in the amount of \$165 for the **standard student teaching assignment** of eight weeks of consecutive full days. **This applies to student teaching assignments only, not field experience assignments.**

6.4 Payment will be made at the termination of the student teaching period.

EXECUTED

MOUNT MERCY UNIVERSITY

LINN-MAR COMMUNITY SCHOOL DISTRICT

  
\_\_\_\_\_  
Provost

\_\_\_\_\_  
Superintendent

  
\_\_\_\_\_  
Chairperson, Department of Education

\_\_\_\_\_  
President, Board of Education

2/17/2017  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## AGREEMENT FOR COOPERATION IN A STUDENT TEACHING PROGRAM

This agreement entered into by and between **Coe College**, Cedar Rapids, Iowa, and **Linn-Mar Community School District** (hereinafter "the District") defines the mutual consideration of the parties for the Coe College program of student teaching for the 2017-2018 school year.

### 1.0 Scope of Agreement

- 1.1 This agreement shall set forth the procedures for placement of student teachers, any termination or change of assignment, supervision, the status and authority of student teachers, and the compensation to cooperating school systems.

### 2.0 Placement of Student Teachers

- 2.1 The placement of student teachers shall be accomplished on a cooperative basis involving both Coe College and the District.
- 2.2 Placement shall be initiated by the Chairperson, Department of Education, through application from each student teacher, setting out the student's background and the type of assignment appropriate for the student's needs.
- 2.3 Coe College reserves the right to decline the services of any given cooperating teacher.
- 2.4 The District reserves the right to refuse placement of any given student teacher.

### 3.0 Termination or Change of Assignment

- 3.1 The Chairperson, Department of Education, at any time, may terminate or change the assignment of any student teacher. Prior to doing so, the chairperson shall make reasonable efforts before such time to consult with all parties concerned regarding the reasons for termination or changes in assignment.

### 4.0 Supervision of Student Teaching

- 4.1 A faculty member from Coe College will serve as a supervisor of the student teaching program, in cooperation with the cooperating teachers, who guide, direct, and evaluate the student.
- 4.2 The student teacher shall be subject to the rules and regulations of the cooperating school system and to those established by the Chairperson, Department of Education, as well as the Code of Ethics of the profession.

5.0 Status and Authority of Student Teachers.

5.1 Student teachers shall have status and authority in accordance with Section 272.27, Code of Iowa.

5.2 Students actually engaged under the terms of this contract shall be entitled to the same protection under the provisions of Section 613A.8, Code of Iowa, as is afforded by said section to officers and employees of the school district, during the time they are so assigned.

6.0 Standard Student Teaching Assignment and Compensation to the District.

6.1 The standard student teaching assignment shall be seven weeks of consecutive full days, excepting trimester registration week in the high schools. Students may be assigned for eight through fourteen weeks upon mutual agreement of Coe College and the District. In the event that a student teacher must be scheduled for half days, the standard assignment shall be fourteen weeks of consecutive days.

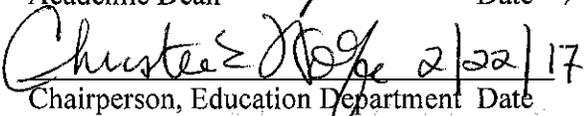
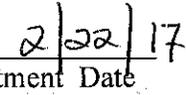
6.2 Coe College agrees to compensate the Cooperating Teacher the amount of one-hundred-twenty-five dollars (\$125.00) for the standard student teaching assignment. The college/university shall compensate the Cooperating Teacher in the amount of twelve dollars (\$12.00) per week for each week of full day assignments thereafter and six dollars (\$6.00) for each additional week of half-day assignments. However, in no case should the minimum honorarium be less than thirty dollars (\$30.00).

6.3 In the case of part-time assignments, or if it is necessary for a student teaching assignment to be terminated before completion, the Cooperating Teacher will be compensated at the rate of twelve dollars (\$12.00) for each full week of eight hour days completed, and six dollars (\$6.00) for each week of four hour days completed. However, in no case should the minimum honorarium be less than thirty dollars (\$30.00).

6.4 Payment will be made at the termination of the student teaching period, according to the written request of the District.

COE COLLEGE

LINN-MAR COMMUNITY  
SCHOOL DISTRICT

|   |  |   |  |
|---|--|---|--|
| <br>_____<br>Academic Dean                     | <br>_____<br>Date | <br>_____<br>Superintendent/Administrator | <br>_____<br>Date |
| <br>_____<br>Chairperson, Education Department | <br>_____<br>Date | <br>_____<br>District address             |  |

*[Faint, illegible text at the bottom of the page]*

3/2/17

Date Received



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: Dan Niemitalo Date of Request: 3/2/17

Purpose of the Trip: Compete in Iowa FIRST Robotics Competition Regional

Departure Date: 3/23/17 Return Date: 3/25/17

Destination: McLeod Center, Cedar Falls, IA

Chaperones: Dan Niemitalo, Kevin Stucker, Carl Gloe, Robert Frederick, Dana Serovy, Carla Lansing

Please attach these required items:

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

Approved pending allowance of exception to the 4-week advance submission.

For Office Use Only
Building Approval: Mark Huteh... Date: 3/2/17
District Approval: ... Date: ...
Executive Director-Support Services



**ADMINISTRATIVE REGULATIONS REGARDING  
FIELD TRIPS AND EXCURSIONS**

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

**Field Trips Criteria:**

The following checklist and application must be submitted for overnight trips along with the required documentation

| Criteria                        |             | Description  | Yes  | No     |
|---------------------------------|-------------|--|------|--------|
| Purpose                         | Required    | The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3  | ✓    |        |
| Pre-Planning                    | Required    | There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience. | ✓    |        |
| Follow-up                       | Required    | There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.   | ✓    |        |
| Assessment                      | Required    | There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.   | ✓    |        |
| Funding                         | Required    | A source of funding has been determined that meets Department of Education and District guidelines<br>Reference: Board Policy 603.3  | ✓    |        |
| Common Experience               | Recommended | This field trip/work site visit is a common experience that all students at this grade level or activity group should have.  | ✓    |        |
| Multi-disciplinary              | Recommended | This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.  | ✓    |        |
| School Administrator Approval   |             | <i>Mark Hutchins</i>   | Date | 3/2/17 |
| District Administrator Approval |             |  | Date |        |
| Board Approval                  |             |  | Date |        |

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

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10

### Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

**Empowering students to become technology leaders through experiential learning and mentorship.**

Our team's activities flow from our mission statement. This competition trip meets our goals in a variety of ways.

- Interact with our local group of teams and supporters. This will be the first event to ever feature 10+ Iowa FIRST Robotics Competition teams, and the first ever FRC event in the state of Iowa. We expect opportunities to interact with a variety of sponsors and STEM supporters who are active in Iowa. We also expect an absolutely outstanding field of teams, including both a strong group of Iowa teams and a bunch of teams from out of state that we know are good from past experience.
- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, acting as a safety captain, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Attempt to advance to the FIRST World Championship in April 2016 in St. Louis. Attending this event would be a very inspiring opportunity for all students involved.

## **Pre-Planning**

Every student will be assigned one or more roles prior to the trip. These role descriptions include preparation that is to be done prior to the trip. All of the roles include a follow-up component, such as reporting to the team on best practices learned from other teams.

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches.

## **Assessment**

The trip will be assessed in multiple ways. The competitive success of the team is one such measure; we hope to rank highly enough to be alliance captains, then advanced through elimination rounds and win the tournament.

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done.

One of the benefits of this event is that it can inform our future work. We will use what we learn on this trip to direct our FRC team's workload in the coming weeks and months.

## **Follow-Up**

This is our first official FRC event of the 2017 season. After this event, we will head to the Seven Rivers FRC Regional (April 12-15) in LaCrosse, WI . In the weeks leading up to that second regional event, we will be very busy improving our practices to reach better competitive heights.

Some possible areas for improvement between competitions:

- Improve our scouting system - better data flow between scouts and drive team
- Improve mechanism (ball shooter, ball feeding mechanism, gear holder)
- Improve autonomous software (shot accuracy, timing, different modes)
- Adapt our match strategy to an evolving game (level of play increases each week)
- Add polish to our Chairman's Award presentation and interview
- Improve our pit setup to ensure safety and maximize productivity
- Richer student interactions with the various groups of other people at the event

**Common Experience**

The competitions are the most exciting and energizing parts of our endeavors. These competitions motivate students to work very hard and achieve some impressive things. Often when students come back from their very first competition, they come back with a higher level of motivation and go on to become stronger contributors. Also, competitions give them some experiences that they don't get in the shop. For example, they work cooperatively with allies from other schools even as they compete with them (FIRST refers to this highly workplace-relevant dynamic as "coopertition"). They act as ambassadors to introduce spectators to FIRST and its goals and principles. They give their award presentations to judge panels. They work to solve tricky unexpected problems in the very short time available – often just minutes.

FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, even if they know they will face each other in the next match. The goal is for everybody to compete at an increasingly high level. Gracious Professionalism is a standard of behavior that will serve students very well when they become technology leaders.

**Multi-Disciplinary:**

The students will use and be exposed to many different STEM skills on any robotics trip; those include mechanical design, programming, and electronics. Beyond the many STEM skills, they also put their communication, leadership, and interpersonal skills to the test. The scouting team organizes itself complete a marathon of data collection, and then they have to organize and disseminate that data using a combination of paper, face to face communication, excel, and android app use. The drive team has to assert itself tactfully to advocate for the best strategies for our team and for our entire alliances, even when the alliance partners may sometimes start off with dearly held, yet suboptimal strategic plans. The pit crew must work safely yet quickly and effectively to keep the robot running even when they have only minutes to work. The software team has to keep their cool and maintain their creativity as they tackle vexing bugs that pop up at the least convenient times. Business oriented members of the team will focus partly on scouting other team's organizational and business practices with plans to share ideas with our team later on. ALL students will be required to frequently practice effective communication with people they don't know.



# 2017 REGIONAL SCHEDULE

## IOWA REGIONAL

### Competition Schedule

| Wednesday, March 22, 2017 |  |
|---------------------------|--|
| 6:30 PM-8:30PM            | 5 Team Reps to Load In and Set Up Pits |

| Thursday, March 23, 2017 |  |
|--------------------------|--|
| 7:45AM                   | Remaining Teams for Load In                                  |
| 8:30AM                   | Pits, Machine Shop, Registration and Inspection Open         |
| 9:00AM-11:00AM           | Driver's Meeting, Field Open for Measurement and Calibration |
| 11:00AM-12:00PM          | Lunch  |
| 12:00PM-6:30 PM          | Practice Matches   |
| 8:00PM                   | Pits and Machine Shop Close                                  |

| Friday, March 24, 2017 |  |
|------------------------|--|
| 8:00AM                 | Pits and Machine Shop Open   |
| 8:30AM-9:00AM          | Opening Ceremonies   |
| 9:00AM-12:00PM         | Qualification Matches  |
| 12:00PM-1:00PM         | Lunch  |
| 1:00PM-5:45PM          | Qualification Matches  |
| 5:45PM-6:15PM          | Awards Ceremony  |
| **                     | Pits and Machine Shop Close immediately following Award Ceremonies |

| Saturday, March 25, 2017 |                            |
|--------------------------|----------------------------|
| 8:00AM                   | Pits and Machine Shop Open |
| 8:30AM-9:00AM            | Opening Ceremonies         |
| 9:00AM-12:15PM           | Qualification Matches      |
| 12:15PM-12:30PM          | Alliance Selections        |
| 12:30PM-1:30PM           | Lunch                      |
| 1:30PM 4:30PM            | Final Rounds               |
| 4:30PM-6:00PM            | Awards Ceremony            |
| 6:30PM                   | Pits Close                 |

### Activities Schedule

| Thursday, March 23, 2017 |                 |
|--------------------------|-----------------|
|                          |                 |
|                          |                 |
|                          |                 |
|                          |                 |
| 1:00PM-4:00PM            | Scholarship Row |
|                          |                 |

| Friday, March 24, 2017 |                          |
|------------------------|--------------------------|
|                        |                          |
| 10:00AM-4:00PM         | FLL & FTC Demonstrations |
| 10:00AM-4:00PM         | Scholarship Row          |
| 11:00AM-1:00PM         | Invited Guest Event      |
|                        |                          |
| 6:30PM-9:00PM          | Team Social              |

| Saturday, March 25, 2017 |                          |
|--------------------------|--------------------------|
|                          |                          |
| 9:30AM-11:30AM           | FLL Jr. Expo             |
| 9:30AM-1:30PM            | Scholarship Row          |
| 10:00AM-1:30PM           | FLL & FTC Demonstrations |
|                          |                          |
|                          |                          |
|                          |                          |

*\*\*Schedule subject to change. All times are estimated based on flow of rounds.  
See Pit Administration table for updated times.*

April 6-8, 2017



ADMINISTRATIVE REGULATIONS REGARDING  
FIELD TRIPS AND EXCURSIONS

A written request for overnight trips must be submitted to the building principal not less than three (3) weeks prior to the proposed trip and prior to any travel arrangements being finalized. The request will include: objectives and purposes of the trip; the need, rationale, and justification for an overnight trip; detailed plans for student supervision on the trip; and a complete itinerary and budget of the trip. The school district will be responsible for obtaining a substitute teacher if one is needed. Following field trips and excursions, the teacher shall submit a written summary of the event.

Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent or designee.

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

**Field Trips Criteria:**

The following checklist and application must be submitted for overnight trips along with the required documentation

| Criteria                        |             | Description  | Yes  | No      |
|---------------------------------|-------------|--|------|---------|
| Purpose                         | Required    | The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3  | ✓    |         |
| Pre-Planning                    | Required    | There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience. | ✓    |         |
| Follow-up                       | Required    | There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.   | ✓    |         |
| Assessment                      | Required    | There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.   | ✓    |         |
| Funding                         | Required    | A source of funding has been determined that meets Department of Education and District guidelines<br>Reference: Board Policy 603.3  | ✓    |         |
| Common Experience               | Recommended | This field trip/work site visit is a common experience that all students at this grade level or activity group should have.  | ✓    |         |
| Multi-disciplinary              | Recommended | This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.  | ✓    |         |
| School Administrator Approval   |             | <i>Mark A. Britton</i>   | Date | 2/26/17 |
| District Administrator Approval |             | <i>Rick A. Jonside</i>   | Date | 3/2/17  |
| Board Approval                  |             |  | Date |         |

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

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10

## **Overnight Field Trip Request Form**

### **FBLA – State Leadership Conference 2017 – April 5-8**

State Officer [REDACTED] will depart after school April 5 with Advisers Dana Lampe and Kathy Larson. All other participants will depart after school on Thursday, April 6 with advisers Brent Henry and Bill Hoefle.

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

This conference is the culmination of the work, learning and experience of the students in FBLA. Students compete in events against other state chapters to determine who will be eligible to advance to the National Conference. This three day, two night, event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school.

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

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

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

Students who place and qualify for the National Conference immediately begin to modify/prepare for the conference by looking at the scores/critique of the judges at State Conference with the help of the advisers. Those who do not qualify for National Conference and are eligible for next year, begin preparing and modifying for the experience the following year.

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

Competitions are graded at the State Conference by local business people and the standard assessment from the national FBLA guidelines. Students receive their scores and explanation of that grade in writing from the judges. After every competition, many judges make recommendations for review. Students will use these to better their presentation/test for the National Conference.

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

Students pay for registration and lodging costs (\$150.00). Restaurant partnerships and donations from local businesses help defray award and registration costs. We provide access to those businesses for the students to fundraise for "scholarships" for the cost of the conference. Many choose to fund the conference themselves. After the Business Sponsorships have been received, Booster Club funds will help pay a portion of the registration costs. We have never turned down a student who could not afford the conference if they were interested.

**Student Fees**

Registration \$75.00  
Lodging \$68.00  
Regional Test Fee \$7.00  
TOTAL \$150.00

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

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

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

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

Request for Overnight Field Trip  
 High School Future Business Leaders of America

Submitted by Dana Lampe



**SCHEDULE OF EVENTS**  
 2017 IOWA FBLA STATE LEADERSHIP CONFERENCE  
 Coralville Marriott

**WEDNESDAY, April 5**

|                 |   |             |
|-----------------|---|-------------|
| 3:00 -6:00 p.m. | State Officers' Meeting<br>[REDACTED]                       | Borlaug     |
| 7:00 p.m.       | President's VIP Appreciation Dinner<br>(By invitation only) | Duke Slater |

**THURSDAY, April 6**

|                     |  |       |
|---------------------|--|-------|
| 8:00 a.m.-1:00 p.m. | State Officers' Meeting<br>[REDACTED]            | Suite |
| 3:30 pm             | Linn-Mar FBLA participants depart for Coralville |       |
| 4:30 pm             | Arrive at Coralville Marriott                    |       |
| 4:45 pm             | Hotel Check-in and Registration                  |       |
| 5:30 pm             | Events Begin for all                             |       |

|                                      |                          |                     |
|--------------------------------------|--------------------------|---------------------|
| <b>Written Test Events Session 1</b> |                          |                     |
| 5:30 - 6:45 p.m.                     | Individual Written Tests | Coral Salon C, D, E |
| 5:45 - 7:00                          | Team Written Tests       | Coral Salon A & B   |

|                    |                                    |                         |
|--------------------|------------------------------------|-------------------------|
| 5:30 - 6:15        | Mobile Application Development     | Clark                   |
| 5:30 - 7:00        | Creed                              | Slater                  |
| 5:30 - 7:30        | Impromptu Speaking Prep            | Wilson                  |
| 5:30 - 7:30        | Impromptu Speaking                 | Chapman                 |
| 5:30 - 8:30        | Public Speaking II                 | Wood                    |
| 5:30 - 8:30        | Partnership with Business          | Benson                  |
| 5:30 - 8:30        | Job Interview Preliminary 1        | Kirkwood                |
| 5:30 - 8:30        | Job Interview Preliminary 2        | Van Allen               |
| 5:30 - 7:00        | 3D Animation                       | Wallace                 |
| <b>6:30 - 8:30</b> | <b>Adviser Meeting</b>             | <b>Oakdale Salon II</b> |
| 7:00 - 8:30        | Desktop Application Programming    | Wallace                 |
| 7:00 - 8:30        | Computer Game & Simulation Program | Clark                   |

|                                      |                          |                     |
|--------------------------------------|--------------------------|---------------------|
| <b>Written Test Events Session 2</b> |                          |                     |
| 7:00 - 8:15 p.m.                     | Individual Written Tests | Coral Salon C, D, E |
| 7:15 - 8:30                          | Team Written Tests       | Coral Salon A & B   |

|              |  |                             |
|--------------|--|-----------------------------|
| 8:45 - 9:15  | <b>General Opening Session</b> (Chapter T-Shirts and Jeans)<br>Introduction of State Officers<br>Introduction of Mr./Ms. FBLA Candidates<br>Introduction of Who's Who Candidates | <b>Coral Grand Ballroom</b> |
| 9:15 - 11:00 | Dance (Blue Jeans for Babies)  | Oakdale Ballroom            |
| 11:30 p.m.   | Curfew   |                             |

**FRIDAY, April 7**

|                    |  |                               |
|--------------------|--|-------------------------------|
| 7:00 - 7:45 a.m.   | <b>Campaign Booth and Chapter Exhibit Set Up</b> | <b>Ballroom Foyer</b>         |
| 7:15 - 7:45        | State Officer Candidate Stage Practice           | Coral Salon C                 |
| 8:00 - 9:30        | <b>General Session</b>                           | <b>Coral Grand Ballroom</b>   |
|                    | Installation of New Chapters                     |                               |
|                    | Nomination/Acceptance Speeches                   |                               |
| 9:30 - 11:30       | Hospitality Management Prep                      | Oakdale Salon III             |
| 9:30 - 11:30       | Hospitality Management                           | Oakdale Salon I               |
| 9:30 - 11:30       | Entrepreneurship Prep                            | Oakdale Salon III             |
| 9:30 - 11:30       | Entrepreneurship                                 | Oakdale Salon II              |
| 9:30 - 12:00       | E-Business                                       | Wood                          |
| 9:30 - 2:00        | Job Interview Finals                             | Van Allen                     |
| 9:30 - 2:00        | Website Design                                   | Clark                         |
| 9:30 - 3:30        | Digital Video                                    | Duke Slater                   |
| 9:30 - 3:30        | Graphic Design                                   | Chapman                       |
| 10:00 - 11:30      | NLC T-Shirt Design and Promotion                 | Coral Salon A and B           |
| 10:00 - 12:00      | Management Info Systems Prep                     | Oakdale Salon III             |
| 10:00 - 12:00      | Management Info Systems                          | Oakdale Salon IV              |
| 10:00 - 12:00      | Global Business Prep                             | Oakdale Salon III             |
| 10:00 - 12:00      | Global Business                                  | Oakdale Salon V               |
| 10:00 - 1:00       | Social Media Campaign                            | Wilson                        |
| 10:00 - 1:30       | Business Ethics                                  | Benson                        |
| 10:00 - 2:00 p.m.  | <b>Campaign Booths and Chapter Exhibit Open</b>  | <b>Ballroom Foyer</b>         |
| 10:00 - 3:00       | Public Service Announcement                      | Wallace                       |
| 10:30 - 11:45 a.m. | <b>Written Test Events Session 3</b>             |                               |
|                    | All Individual Written Tests                     | Coral Salon C, D, E           |
| 11:00 - 2:00       | <b>Advisers'/Judges' Luncheon</b>                | 2 <sup>nd</sup> Floor Commons |
|                    | (Come and go as your schedule allows)            |                               |
| 11:00 - 1:30       | Parliamentary Procedure Prep                     | Oakdale Salon III             |
| 11:00 - 1:30       | Parliamentary Procedure                          | Kirkwood                      |
| 12:00 - 1:15 p.m.  | <b>Written Test Events Session 4</b>             |                               |
|                    | All Individual Written Tests                     | Coral Salon C, D, E           |
| 12:00 - 1:30       | NLC Pin Design and Promotion                     | Coral Salon A and B           |
| 12:00 - 2:00       | Management Decision Making Prep                  | Oakdale Salon III             |
| 12:00 - 2:00       | Management Decision Making                       | Oakdale Salon I               |
| 12:00 - 2:00       | Marketing Prep                                   | Oakdale Salon III             |
| 12:00 - 2:00       | Marketing  | Oakdale Salon II              |
| 12:30 - 2:30       | Network Design Prep                              | Oakdale Salon III             |
| 12:30 - 2:30       | Network Design                                   | Oakdale Salon IV              |
| 12:30 - 2:30       | Help Desk Prep                                   | Oakdale Salon III             |
| 12:30 - 2:30       | Help Desk  | Oakdale Salon V               |
| 1:00 - 3:00        | Emerging Business Issues                         | Wood                          |
| 1:30 - 2:45 p.m.   | <b>Written Test Events Session 5</b>             |                               |
|                    | All Individual Written Tests                     | Coral Salon C, D, E           |
| 1:30 - 4:30        | Business Presentation                            | Wilson                        |
| 2:00 - 2:45        | Battle of the Chapters Advanced                  | Coral Salon A and B           |
| 2:00 - 4:00        | Banking and Financial Systems Prep               | Oakdale Salon III             |
| 2:00 - 4:00        | Banking and Financial Systems                    | Oakdale Salon II              |
| 2:00 - 6:00        | Publication Design                               | Kirkwood                      |
| 2:15 - 6:00        | Community Service Project                        | Benson                        |
| 2:30 - 4:30        | Sports and Entertainment Management Prep         | Oakdale Salon III             |
| 2:30 - 4:30        | Sports and Entertainment Management              | Oakdale Salon IV              |
| 2:30 - 4:30        | Client Services Prep                             | Oakdale Salon III             |
| 2:30 - 4:30        | Client Services                                  | Oakdale Salon V               |
| 2:45 - 3:30        | Battle of the Chapters                           | Coral Salon A and B           |

| <b>3:00 - 4:00</b> | <b>Dismantle Campaign Booths and Chapter Exhibits</b>                | <b>Ballroom Foyer</b>  |
|--------------------|--|------------------------|
| 3:00 - 4:15 p.m.   | <b>Written Test Events Session 6</b><br>All Individual Written Tests | Coral C, D, E          |
| 4:15 - 5:00        | Vocabulary Relay Advanced  | Coral Salon A and B    |
| 4:15 - 5:00        | Spelling Relay   | Oakdale Salon I and II |
| 5:15 - 6:00        | Vocabulary Relay   | Coral Salon A and B    |
| 5:15 - 6:00        | Spelling Relay Advanced  | Oakdale Salon I and II |
| 6:45 p.m.          | Doors open for Banquet seating                                       | Coral Grand Ballroom   |
| 7:00 - 9:00        | Banquet Program  | Coral Grand Ballroom   |
| 9:00 - 9:30        | Change to T-Shirt and Jeans  |                        |
| 9:30 -             | Hypnotist  | Coral Grand Ballroom   |
| <b>11:30 p.m.</b>  | <b>Curfew</b>  |                        |

**SATURDAY, April 8**

|                      |   |                             |
|----------------------|---|-----------------------------|
| 8:00 - 10:30         | Local Chapter Exhibit                               | Chapman                     |
| 8:00 - 11:30         | Sales Presentation                                  | Duke Slater                 |
| 8:00 - 11:30         | Future Business Leader (closed session)             | Van Allen                   |
| 8:15 - 10:00         | American Enterprise Project                         | Wood                        |
| 8:30 - 9:00          | Business Financial Plan                             | Wilson                      |
| 8:30 - 10:30         | Public Speaking I                                   | Benson                      |
| 8:30 - 10:30         | Electronic Career Portfolio                         | Wallace                     |
| 8:30 - 11:00         | Business Plan                                       | Kirkwood                    |
| <b>9:00 - 10:00</b>  | <b>March of Dimes Mini Walk</b>                     | <b>River Walkway</b>        |
| <b>10:30 - 11:30</b> | <b>Delegate Assembly (All Members)</b>              | <b>Coral Grand Ballroom</b> |
| 11:30 - 12:30        | Newly-elected and Past Officers meet with Ms. Smith | TBD                         |
| <b>1:00 p.m.</b>     | <b>Awards Assembly</b>                              | <b>Coral Grand Ballroom</b> |

Participants:

For student confidentiality, names not listed.