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Administration Report as of April 18, 2016

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

Strategic Goal #1: Student Achievement – Performance Measures

FAST (Formative Assessment System for Teachers)
 MAP/NWEA (Measures of Academic Progress)
 Iowa Assessments/Smarter Balanced Assessments
 ACT (American College Test)
 NGSS (Next Generation Science Standards)

Graduation rates
 Retention rates
 Summer School Success & Attendance
 Iowa School Report Card

Next Steps/Strategy – Teaching & Learning/Curriculum

1. Ensure implementation of Iowa Core is done with fidelity at all grade levels/buildings
2. Prepare for anticipated 2016-17 implementation of Smarter Balanced Assessment
3. Prepare for anticipated 2016-17 implementation of Next Generation Science Standards
4. Prepare for anticipated implementation of Iowa School Report Card

Early Childhood Blended Program Location for 2016-17: Due to changes in enrollment at several of the buildings, we are adjusting the placement of the Early Childhood Blended Program (ECBP) for the 2016-17 school year. The initial plan was to move the ECBP program from Echo Hill Elementary to Bowman Woods Elementary; but after some additional consideration, the ECBP program will be moved from Echo Hill Elementary to Novak Elementary. Because space will be tight in all of the buildings next year, the administration believes this adjusted plan is the most proactive approach due to the anticipated growth in enrollment between now and the start of the 2016-17 school year.

Department of Education School Visits: In the past, the Iowa Department of Education has conducted school visits every five years to ensure school compliance and achievement. The Dept of Ed is changing their process beginning with the 2016-17 school year. The traditional five-year visit will no longer be part of the new process; which is entitled Differentiated Accountability. Under Differentiated Accountability, each school will be evaluated annually via an electronic desk audit to ensure compliance requirements of the Department of Ed are being met. Schools will also be evaluated under a tiered level of support for K-6 Literacy and, based on results of the FAST assessment, the District will be identified as needing universal support, targeted support, or intensive support. Only schools identified as needing intensive support will receive an on-site visit from the Dept of Ed School Improvement Team. Future updates will be shared as the Dept of Ed provides the district with more information.



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Strategic Goal #2: Learning Environments – Performance Measures

Student well-being data points (Gallup)
Safety/security evaluation
Architect evaluation tool

Facilities Plan (1-3 years)
Facilities Plan (10 year)
Technology evaluation/planning

Next Steps/Strategy – Facilities Planning & Preventative Maintenance

1. Short-Term: Early Childhood/Preschool, Four Oaks/ATLAS, and use of current space and continued growth
2. Facilities Plan (1-3 years): establish a plan and form a boundary committee for current/future growth
3. Facilities Plan (10 years): establish a committee/funding structure for identified projects

Update on Westfield Expansion Project:

- First construction meeting was held on April 7th with Larson Construction
- Bus drop-off and pick-up times were reviewed
- Location of job trailers, equipment, and material laydown areas were identified
- West exit closure...Larson Construction will seek approval to close this egress from Cedar Rapids Fire Dept
- Construction fence installation was reviewed
- Erosion control installation was reviewed
- Larson Construction will secure building permits from the City of Cedar Rapids prior to work starting
- Terracon will start soil boring on Wednesday, April 13th

Update on Oak Ridge Cafeteria Project:

- First construction meeting with DLR and Garling Construction is scheduled for Monday, April 18th

Update on High School Kitchen Project:

- First construction meeting with DLR and Garling Construction is scheduled for Monday, April 18th

Update on High School Renovation Project:

- Furniture, Fixtures and Equipment (FFE) Update:
 - \$1,750,000 has been allocated to furniture, fixtures, and equipment for this project. Locations impacted include new classrooms, north/south common areas, cafeteria, Art, Industrial Tech, fitness area, and locker rooms. Several quotes are being finalized and will come to the Board for approval on May 2nd.
- The High School renovation schedule through the summer will focus on these major areas:
 - North addition: scheduled to be completed by 7/31/16
 - South addition: scheduled to be completed by 7/31/16
 - Media Center and two adjoining classrooms: scheduled to be completed by 8/29/16
 - Various electrical, mechanical and restrooms are also scheduled for completion this summer

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- Fall 2016, the following projects will commence:
 - Area C Classrooms (ground floor, south side of the building)
 - Lecture Room
 - Support Services
 - Old Weight Room Renovation

Update on Summer Capital Improvement Project List:

- Refer to pages 11-12 of the Administration Report for a full listing.

Next Steps/Strategy – Technology/Evaluation Planning

No updates at this time.

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Strategic Goal #3: Staff Development – Performance Measures

Workers Compensation claim history
Teacher Leadership
Current/future professional development

Teacher Quality course offerings/participation
Affirmative Action Plan
Technology Survey (BrightBytes)

Next Steps/Strategy – Staff Development

1. Create a 3-5 year professional development plan
2. Workforce strategies

SEIU Agreement: Language was agreed to last year for a two-year duration and was not open for negotiation for the 2016-17 year. The C classification employees, which consists of custodians and food service/maintenance drivers, were moved up to the C-1 classification. This resulted in a 13-15 cent increase per hour for most of the C classification employees, and was the completion of a three-year process that would make their wages more competitive with the local labor market. There was also a \$0.25 increase across the board for employees in all categories. The insurance allowance was raised to \$489/month to maintain full district-paid coverage for the PPO Choice health plan. The previous agreement covered a full allowance to cover the PPO Choice health plan, and the majority of SEIU members who take district insurance are covered by that plan. In return, SEIU agreed to freeze their step movement on the salary schedule for the 2016-17 year. The freeze will result in a savings for the district by delaying, for one year, the increase for each employee who would move to the next "years of service" tier. The cost of the total package for this agreement is 2.89%.

MIIP Rates for 2016-2017:

- The 2016-2017 medical insurance rates through MIIP were announced and Linn-Mar's rates will be increasing around 12.9% over the 2015-2016 rates. The increases are attributed to general medical inflation (over 9% trend), above average claims experience, and reinsurance cost increases (up \$3 per month per employee). No changes were made to medical deductibles and co-pays, but pharmacy co-pays will increase.
- Dental insurance rates for 2016-2017 will increase about 1% over last year's rates. The 2016-2017 plan now features an additional PPO network which will help reduce costs of services when utilized.
- Vision insurance rates for 2016-2017 will remain steady, with no changes to the plan prices or features.
- Teledoc will continue for the 2016-2017 year for Linn-Mar at no cost to employees.

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Strategic Goal #4: Community Engagement – Performance Measures

Volunteer data	School Board visits
Communication survey data	Parent Universities
Dine Around sessions	Strategic Planning
Coffee Conversations	Website Development
Lunchtime Learning sessions	Participation in community coalitions
PTO visits	

Next Steps/Strategy – Community Engagement

1. Create a strategic plan
2. Enhance two-way communication with internal and external stakeholders
3. Updated website with emphasis on communication

Strategic Plan:

1. The Board of Education heard a presentation from the internal strategic plan work-group (Jeff Frost, Bob Read and Leisa Breitfelder) at the work session on April 4th. This group is now working on several items:
 - a. Drafting language for the strategic plan goals and descriptions of the goals. The Board will respond to this language at an upcoming work session.
 - b. Finding exemplar plans (not for content- but for form, design and layout) in an effort to not “reinvent the wheel”.
 - c. Thinking about strategic initiatives that will eventually become the Action Plan. Many of these initiatives will come through conversations with the Board, feedback from the teachers, and Thoughtexchange feedback from the community.
2. The Thoughtexchange Star Step window closed with the following totals:
 - a. 119 students participated and collectively assigned 12,533 thoughts.
 - b. 1,349 adults participated and collectively assigned 149,525 thoughts.
 - c. 1,468 total people participated. 162,058 thoughts were collectively assigned throughout the process!

Equity Advisory: The Equity Advisory met on April 6th. Phil Miller gave a report on district actions in regard to Affirmative Action. He shared multiple approaches that the district is using in hiring practices and staff recruitment efforts. Kim Buelt and Amy Collison shared an update from the High School Professional Development Day in January when Dr. Eddie Moore, from America & MOORE, LLC, presented to the staff. Dr. Moore also spent the following day with “This survey is proof that the district is listening and willing to accept input and innovative ideas from not just the staff, but parents, students and the community. Inclusion is important in such vital decisions that affect us all and our future. Community engagement is also key for support.” High School students. Dr. Moore focuses on diversity, privilege and multicultural education. The Advisory will also be working with Sheri Crandall, High School Instructional Coach, to partner with the University of Iowa research project entitled, Teaching and Learning in a Culturally Responsive School, to gather additional information. The research project will occur at the High School during the 2016-17 school year.

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Special Education Advisory: The Special Education Advisory met on April 6th and provided updates on the following:

- District Updates: Leisa Breitfelder presented a condensed version of the Strategic Planning themes that the Board heard on April 4th. Parents of students with special needs were encouraged to reach out to Board members to share their thoughts on how this might impact their students. First impression from parents was that the Learning Pathways would positively impact students with special needs so they would be more prepared after high school for whichever path they chose.
- Transition planning for students when they move buildings: Christine McSweeney shared how parent input from our last advisory meeting was going to be shared with her committee group.
- Parent University from March: Patty Soldner, GWAEA Occupational Therapist, presented to families on how to improve fine motor skills by incorporating simple activities at home and school. The advisory group discussed how hosting a Parent University focusing around a special education topic on the opposite year of our large Parent Night would be beneficial. The group brainstormed ways to promote Parent University to increase attendance.
- Summer reading program mandated by the state: Leisa Breitfelder presented the most recent information from the State on the Summer Reading Program requirements and how this could impact our families.

The Special Education Advisory meeting ended with a presentation from Sherry Parsley, Teacher at ASSIST, on how the ASSIST program is operated and how it is positively impacting our students. Parents had time to ask questions about ASSIST and build their knowledge of the program.

Board Visit to the Success Center: The Board of Education visited the Success Center on Friday, April 8th and learned about the various opportunities available to students engaged in the program. A great focus is placed on work and life skills for the students. Several individual stories of student successes were shared and the Board was impressed to hear about the number of opportunities (through several business partnerships) available for student work experiences.

MANE Event: Shelley Woods, Executive Director of the Linn-Mar School Foundation, provided the following information about MANE Event: The Foundation's signature fundraiser, MANE Event, was April 8th at the Cedar Rapids Marriott with 302 in attendance. MANE Event serves a very important purpose by: 1) Raising awareness for what we do for the District, 2) a public venue to thank our generous supporters, and 3) gain new friends of the Foundation and District Financially, MANE Event serves as a revenue stream to support our classroom and program grants to each Linn-Mar building every spring and fall. Here are a few successes from the evening:

- Raised \$10,400 from direct contributions from the attendees. These contributions are 100% tax deductible and can be matched by corporate giving programs.
- The silent auction, featuring over 150 different items, netted approximately \$15,000.
- Thirty-nine corporate and individual sponsors added another \$15,500 to the financial success of the event.
- The Foundation choose MANE Event to announce a significant gift awarded from Trojan Lodge #548 in the amount of \$195,000. This gift will be endowed and invested for the future.

Overall, very complimentary feedback on the evening has been received. There were a lot of new faces and first time attendees at the event.

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Website Design: The Website Design Team (approximately 18 teachers and administrative reps from elementary, MS and HS) met on April 11th to review the progress and solicit feedback on the new website design. During the meeting the initial homepage, interior department pages, and teacher pages were showcased. The team also had a first look at the “mobile view” options for the website. Several items were discussed, including:

- Content uploading
- The need for refreshing content regularly
- Several options for the teacher pages including blogs, professional pictures, and assignments
- Customized viewing options (dashboards) for parents/others

Coffee Conversation: A Coffee Conversation was hosted by Board members Tina Patterson and Sondra Nelson on April 16th at Excelsior Middle School.

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Strategic Goal #5: Resources – Performance Measures

Prepare/operate General Fund that maintains 7% solvency ratio and unspent balance ratio

Prepare annual General Fund budget that includes a contingency reserve of 0.2% of budgeted expenditures

Develop a funding model and allocation of resources that supports strategic priorities

Comprehensive Annual Financial Report (CAFR)
Monthly financial reporting package

Next Steps/Strategy – Resources

1. Internal cost control (investments)
2. Plan for the future (resource investment)
3. Build deeper community partnerships

Finance/Audit Committee: Finance/Audit Committee met on April 14th. At the meeting, we discussed updates related to the High School renovation and the furniture, fixtures, and equipment budget for this project. The 2016-17 summer Capital Improvement projects were also discussed. Detailed updates about the High School project and summer projects can be found above under Strategic Goal #2 on pages 2-3. Other items discussed included a brief update on negotiations for all bargaining groups, new Student Activity Fund Guidance released by the Dept of Education, and an update from the Business Office.

Student Activity Fund Guidance: The Iowa Department of Education released new guidance related to the Student Activities Fund. Topics that may impact Linn-Mar include sports camps, student fees, fundraising, and certain expenditures that are not allowable from this fund. Administration is reviewing the guidance and will begin developing a plan to address any items of non-compliance.

ERMA Committee: ERMA Committee met on April 14th and discussed the following items:

- Iowa Energy Commission presented findings from the audit conducted on Wilkins Elementary
- MidAmerica rebates were reviewed for the Westfield renovation project
 - Demand-Controls - Total cost of project = \$3,714; rebate received was \$2,072.00
 - DVC, Boiler and Control Upgrades - Total cost of project = \$63,855; rebate received was \$38,313
- Available utility costs through March 2016 were reviewed.

Tower Terrace Road: The Board will set a public hearing date with subsequent approval of the Tower Terrace agreement at the May 2nd regular meeting. If and when the Board approves this agreement, it is expected that work on this stretch of Tower Terrace Road will begin quickly.

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Achievements and Honors:

Thank You to Our Volunteers: The entire District extends our thanks to the volunteers who devote their time and talents to help Linn-Mar students and staff. Their willingness to give of their time is appreciated. More than 1,500 people are active volunteers and have recorded more than 23,264 hours during the 2015-16 school year.

Linn County Public Health Idle Free Linn: Brian Cruise, LM Transportation Director, was recognized by the Linn County Public Health Idle Free Linn and the Iowa Clean Cities Coalition on April 7th for his outstanding efforts in reducing school vehicle fleet idling and petroleum use.



LIONS Award/Volunteer Reception: The reception was held on Wednesday, April 13th and was attended by people from throughout our community. We were happy to have the opportunity to celebrate the efforts of our LIONS Award recipients: Susan Knight, Director of Nutrition Services (Legend), Kara Larson, Linn Grove PTO (Optimizer), and Paul Knapp, Retired Science Teacher (Service). We were also happy for the chance to celebrate the Volunteer Unsung Hero Award recipients: Al Alcock and Jean Jones.



Sheri Crandall: Congratulations to Mrs. Crandall, Teacher Leadership High School Instructional Coach, for receiving the 2016 Phyllis Yager Diversity Teacher Award for her innovative ways of promoting diversity in the classroom.

Corey Brinkmeyer: Congratulations to Mr. Brinkmeyer for being named the KGAN/FOX28 Ed Thomas Coach of the Week for his dedication to the Linn-Mar Boys' Soccer Team. Mr. Brinkmeyer also teaches Business Education at the High School and is the coordinator of The ROAR Store.

Ann & Kevin Fry: Congratulations to Mrs. and Mr. Fry for being selected as panelists for the World Communication Association's International Conference on Communications in Winnipeg this summer.

Dawn Young: Congratulations to Dawn Young, Supervisor of the COMPASS Alternative High School Program, for being named Educator of the Year at the Iowa Alternative Education Conference on April 7th.



Colton Center Jazz: Congratulations to the Colton Center Jazz and Director Dan Terrell for placing 7th in the Class 4A State Jazz Championships!

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Seventh Grader Haleigh Draper: Congratulations to Haleigh for winning the Barnes & Noble annual writing contest for her essay on her favorite teacher, Mrs. Meyer from Excelsior Middle School. Haleigh will now move on to the regional competition.



Oak Ridge Mathletes: Congratulations to the students that represented Oak Ridge Middle School in the MATHCOUNTS State Competition held on April 1st at Drake University. The team finished 5th in the state out of 22 teams (Team members: Ashwin Nathan, Sudeep Gadde, Adithya Mukundan, and Nicholas Weaver). Oak Ridge also had two individual students in the top 25% of all test takers: Seventh Grader Nicholas Weaver finished 6th overall (the top four move onto Nationals) and Sixth Grader David Ammons finished 27th (Individual competitors: Nicholas Weaver, David Ammons, Sophia Liu, Rohan Mudugere, Lucas Sennett, Noah Sennett, and Savannah Zhou).



Future Business Leaders of America: Congratulations to the FBLA and their sponsors (Dana Lampe, Kathy Larson, Bill Hoefle, Brent Henry, and Corey Brinkmeyer) for receiving high honors and placing 4th in the state at the Iowa FBLA State Leadership Conference. Also, congratulations to Jonathan Wisner for being elected to serve a second term as FBLA State Treasurer. (Student participants: Kathir Pandian, Kinari Karia, Gabbie Meis, Abhigna Akurathi, Madhuri Belkale, Tyler Bartleson, Samyukta Karthik, Anusha Gopalam, Kaushik Gokul, Morgan Lu, Mclay Lampe, Isabelle Meis, Samantha Kragel, Lydia Anderson, Kevin Drahos, Sheldon Koepke, Jonathan Wisner, Saireshma Balakrishnan, Shruthi Boggarapu, Parker Bramsen, Jordan Sample, and Sanjana Addagarla) FBLA also received the Iowa Merit Award, 4th place in the Largest Local Chapter Membership, 1st in the Longest Chapter (35 years), and 2nd in FBLA-opoly. Sponsor Corey Brinkmeyer was recognized for his 15th year as an advisor.

High School Wins Conference Sportsmanship Award: The Mississippi Valley Conference announced the winners of the 2015-16 Winter Sportsmanship Award; an award given to the top two schools in the Mississippi and Valley Divisions. Congratulations to Linn-Mar High School for receiving the award for the Valley Division. Linn-Mar previously received this award in 2004-05 and it is their third Winter Sportsmanship title.

Reminders:

- Marcus Paige in ACC All-Stars Charity BB Game @ HS Main Gym - Saturday, April 16th at 7:30 PM
- Growl Prowl @ Stadium - Saturday, April 23rd at 9:00 AM

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Capital Improvement Projects - Summer 2016

Building	Description	Quote/Estimate	Notes
High school			
	Kitchen Remodel	\$1,970,000.00	Bid approved - Garling
	Replace Door #9	\$4,377.00	End of HS remodel after January 2017
	Replace Door #1	\$25,915.00	Summer 2016 - Walsh Door
	Replace Door #14	\$12,105.00	Summer 2016 - Walsh Door
	Little Theatre Light & Ceiling		Community Electric need quote
	Fire Doors?		Need quote & scope of work
	Paint Auditorium Stage Floor	\$250.00	General Annual Maintenance - District
	Paint Little Theatre Stage Floor	\$250.00	General Annual Maintenance - District
	Concrete work Colton Center north walk	\$3,000.00	District - Summer project
Building	Description	Quote/Estimate	Notes
Excelsior			
	Walk In Cooler (Nutrition Services funding)	~\$10,000.00	Rapids installation
	Office Remodel		Tabled due to high bid
Building	Description	Quote/Estimate	Notes
LRC			
	West Entry Abate and tile	\$1,035.00	Abatement Specialists
	Scrubber	\$6,500.00	Purchase
	West floor entry tile	\$2,500.00	Appleby & Horn
Building	Description	Quote/Estimate	Notes
Westfield			
	Parking lot	\$39,400.00	Shive-Hattery Designed - Fall bid
	Addition	\$2,176,000.00	Larson Construction
	Bradley sink replacement	\$6,679.00	District install
	Scrubber	\$6,500.00	Purchase
Building	Description	Quote/Estimate	Notes
Oakridge			
	Café Addition	\$1,970,000.00	Garling Construction
	Replace Glazing - lost seal	~\$5,000.00	CR Glass
	Winch/wrestly mat install	\$3,115.00	Northern Tool - District installed
	8th Grade bathroom partitions	\$4,000.00	Walsh Door - Summer 2016
Building	Description	Quote/Estimate	Notes
Indian Creek			
	Windows in Aux gym	\$14,390.00	Cedar Rapids Glass
	Cell tile East/West Hall	\$4,000.00	Harger Accoustical
	Drinking Fountain in 4/5 hallway	\$1,000.00?	District install
	Flooring in old lounge	\$2,500.00	Appleby & Horn
	Flooring in 103 & 104 abate/tile	\$2,250.00	Abatement Specialists
	Flooring 103 & 104	\$2,000.00	Appleby & Horn

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Capital Improvement Projects - Summer 2016 (Continued)

Building	Description	Quote/Estimate	Notes
Bowman			
	Replace Bradley sinks - bathrooms	\$10,019.31	Plumb Supply - District install
	Fix Roof around ERV café	\$5,000.00	Dry Space?
	Sofit painting	\$15,900.00	Ty-Co Painting
	Time-out Room		Location on-hold
	Washer & Dryer	\$1,000.00	District install
Building	Description	Quote/Estimate	Notes
Wilkins			
	Faucet replacement	\$3,000.00	District install
	Restroom dividers by 8D class	\$4,000.00	Walsh Door
Building	Description	Quote/Estimate	Notes
Echo Hill			
	Fix asphalt by service lane	\$7,000.00	Pate Asphalt
	Blinds for Art Room	\$2,500.00	Make - a - Blind
Building	Description	Quote/Estimate	Notes
Linn Grove			
	Fix storm sewer south drive	\$500.00	District install
	Time-out Room		Quote needed
Building	Description	Quote/Estimate	Notes
Novak			
	Install Buddy Bench	Memorial money	District install
	Pre-school Playground expansion		District install
Building	Description	Quote/Estimate	Notes
Athletics			
	Tennis Courts Crack Repairs	Tennis Services	Quote: Courts 1&2 = \$2,780 Courts 3 & 4 = \$11,820.00 Courts 5 & 6 = \$13,845.00
	Stadium Track Striping	\$6,480.00'	Midwest Tennis & Track Summer 2016
	Stadium sidewalk repairs	\$10,000.00	District project
	Disc Cage Excelsior	\$4,480.00	D & N Fence - 2016
	Aquatics Center Crack filling	\$500.00	District work
	Aquatic Center access ladder	\$2,800.00	Dryspace
Building	Description	Quote/Estimate	Notes
Rental Property	Furnance replacement	\$1,500.00	District install