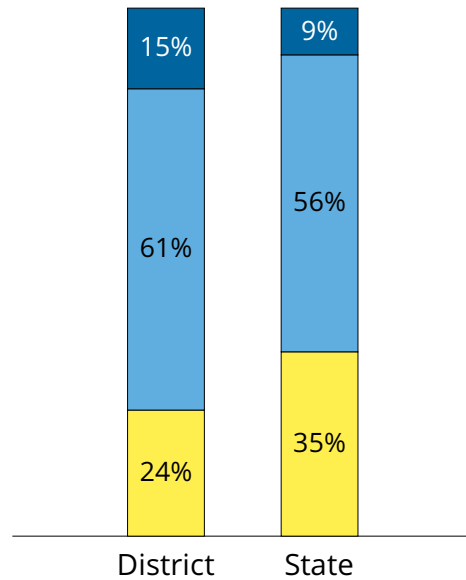


The graphs below display the performance of the grade 3 students in the district compared to the state by Achievement Level.

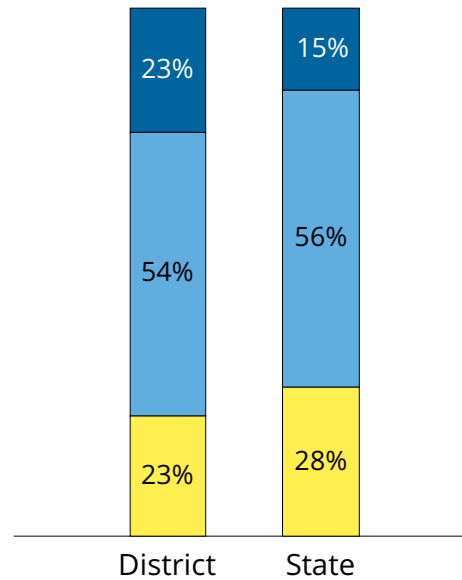
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level

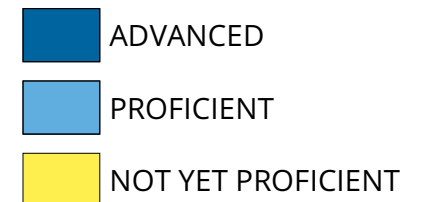


MATHEMATICS

Percentage by Achievement Level



ACHIEVEMENT LEVELS

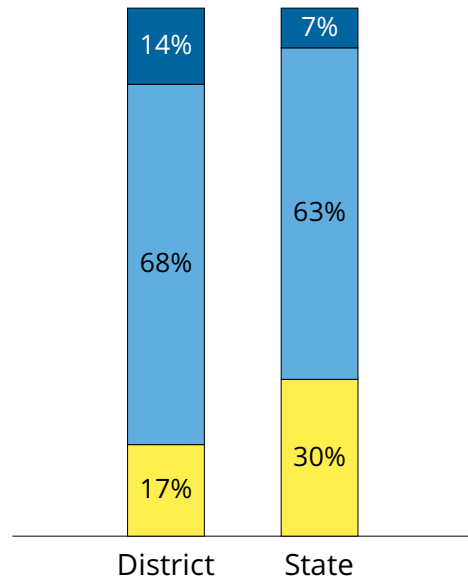


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 4 students in the district compared to the state by Achievement Level.

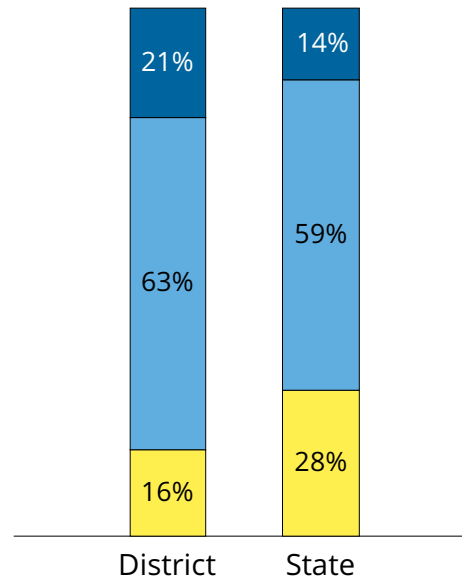
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level

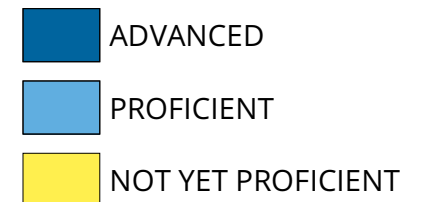


MATHEMATICS

Percentage by Achievement Level



ACHIEVEMENT LEVELS

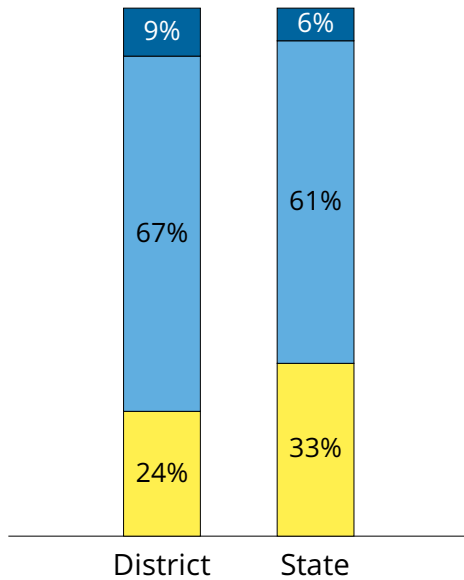


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 5 students in the district compared to the state by Achievement Level.

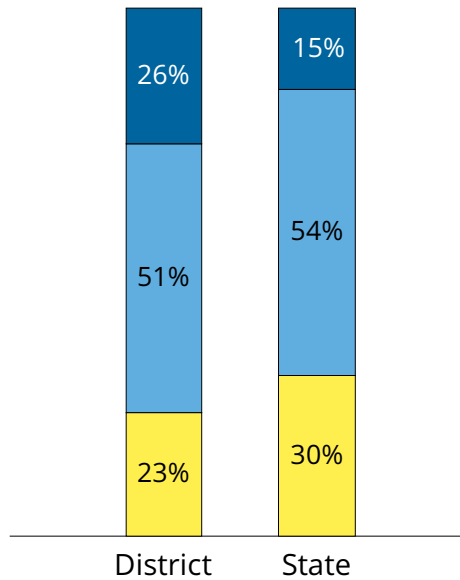
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level



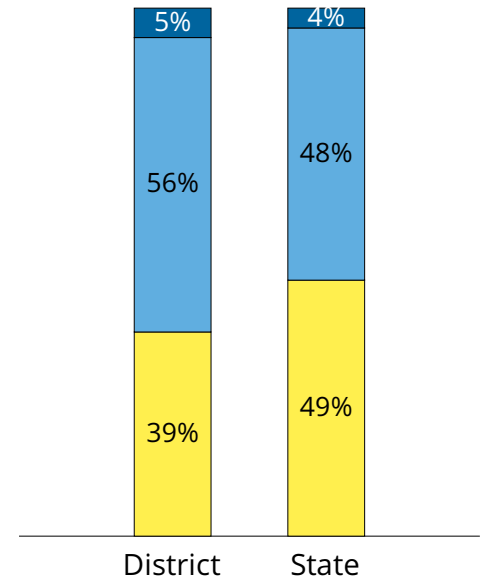
MATHEMATICS

Percentage by Achievement Level

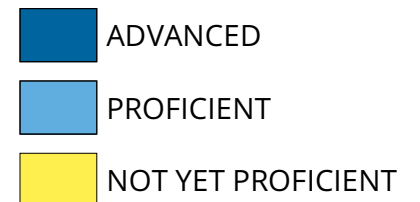


SCIENCE

Percentage by Achievement Level



ACHIEVEMENT LEVELS

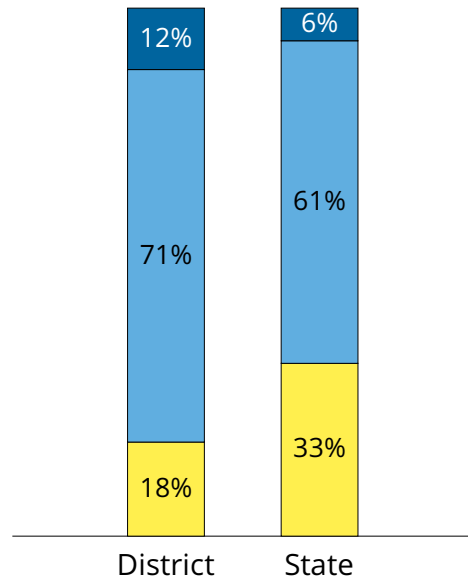


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 6 students in the district compared to the state by Achievement Level.

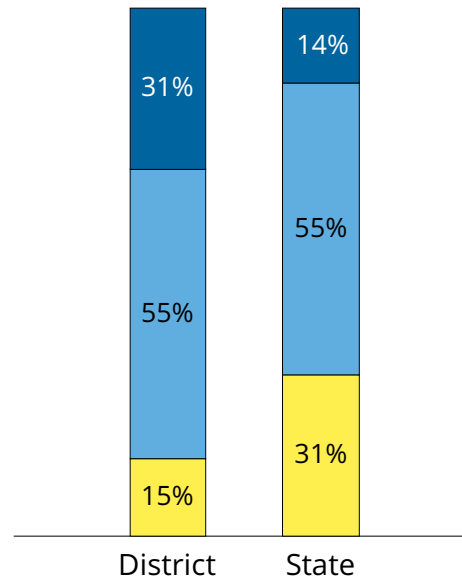
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level

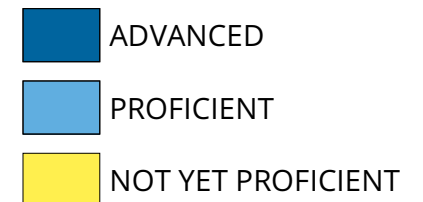


MATHEMATICS

Percentage by Achievement Level



ACHIEVEMENT LEVELS

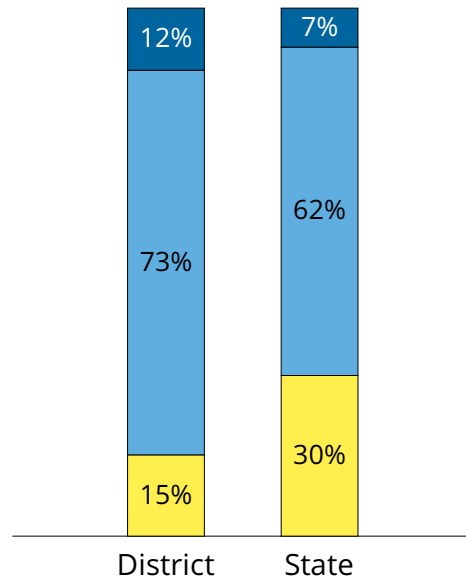


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 7 students in the district compared to the state by Achievement Level.

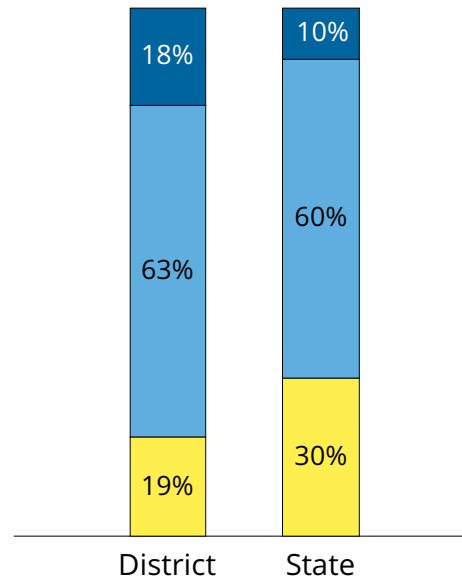
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level

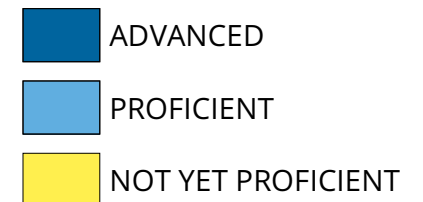


MATHEMATICS

Percentage by Achievement Level



ACHIEVEMENT LEVELS

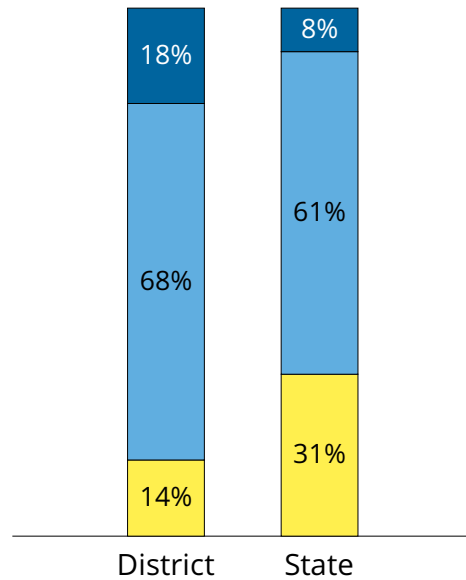


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 8 students in the district compared to the state by Achievement Level.

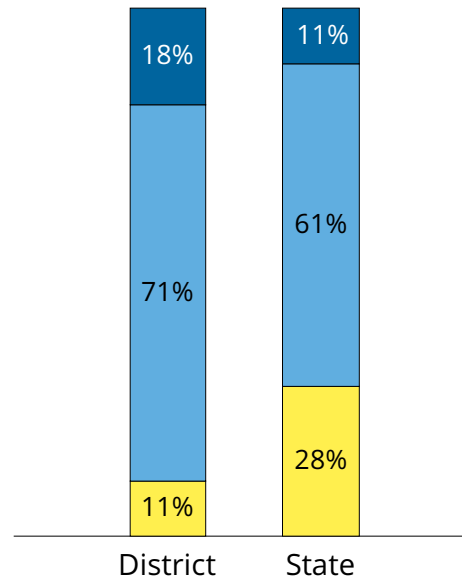
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level



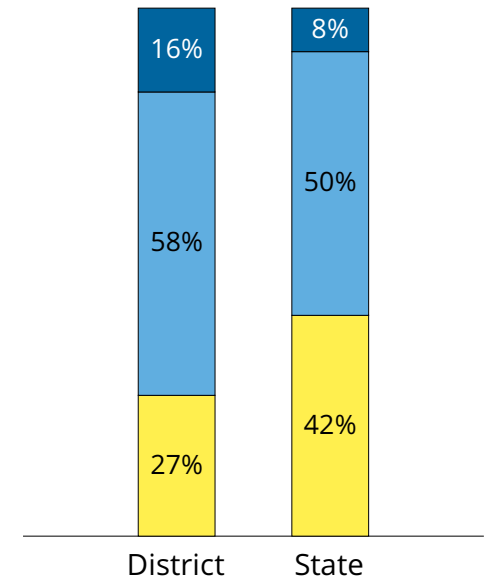
MATHEMATICS

Percentage by Achievement Level

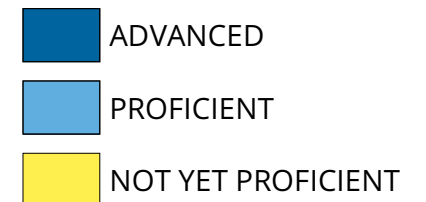


SCIENCE

Percentage by Achievement Level



ACHIEVEMENT LEVELS

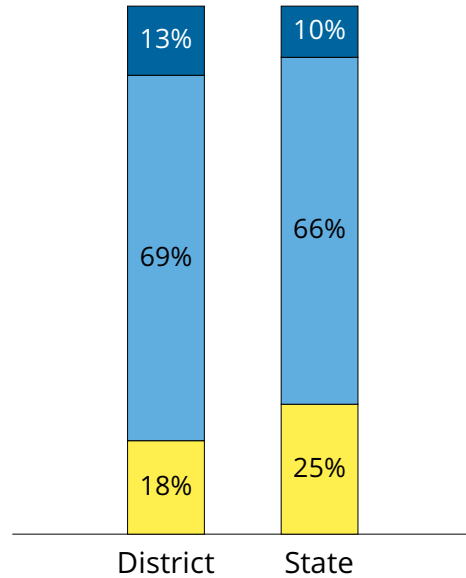


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 9 students in the district compared to the state by Achievement Level.

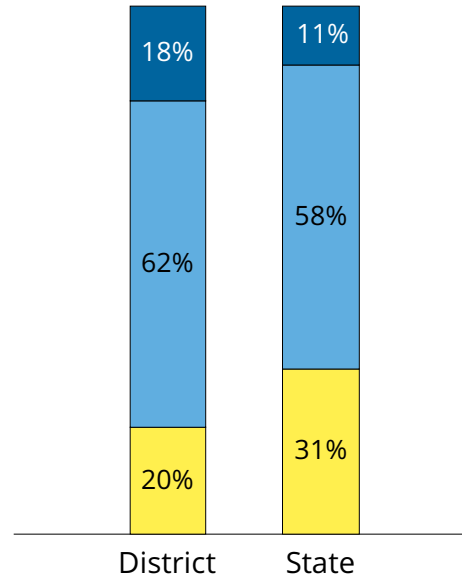
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level

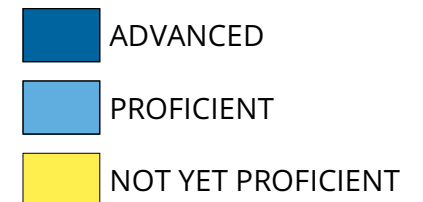


MATHEMATICS

Percentage by Achievement Level



ACHIEVEMENT LEVELS



Percentages may not add to 100 due to rounding.

DISTRICT ACHIEVEMENT LEVEL SUMMARY

LINN-MAR COMM SCHOOL DISTRICT (3715)

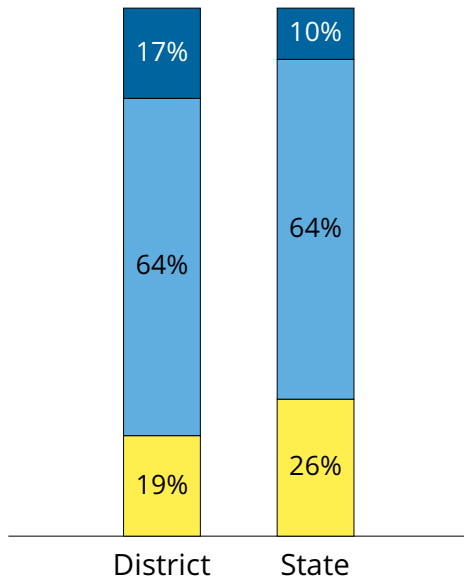
SPRING 2019

GRADE 10

The graphs below display the performance of the grade 10 students in the district compared to the state by Achievement Level.

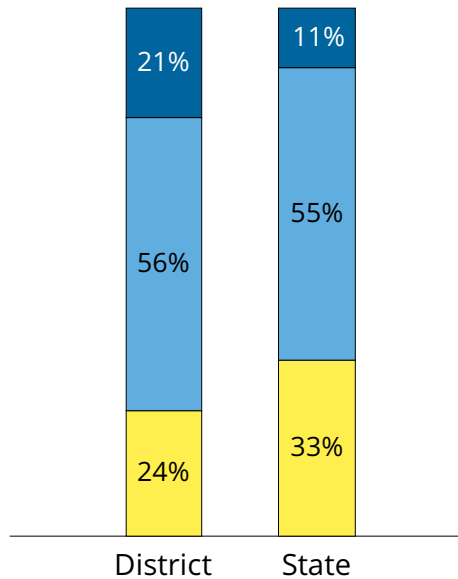
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level



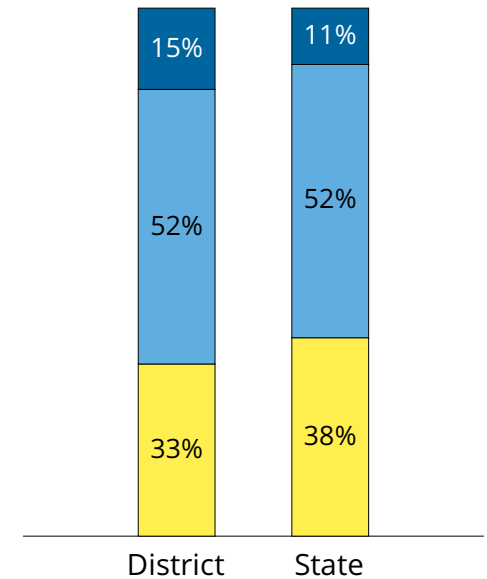
MATHEMATICS

Percentage by Achievement Level

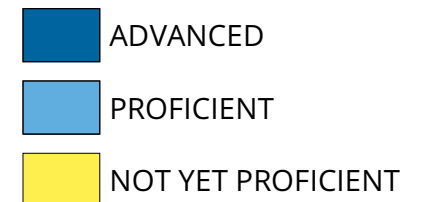


SCIENCE

Percentage by Achievement Level



ACHIEVEMENT LEVELS

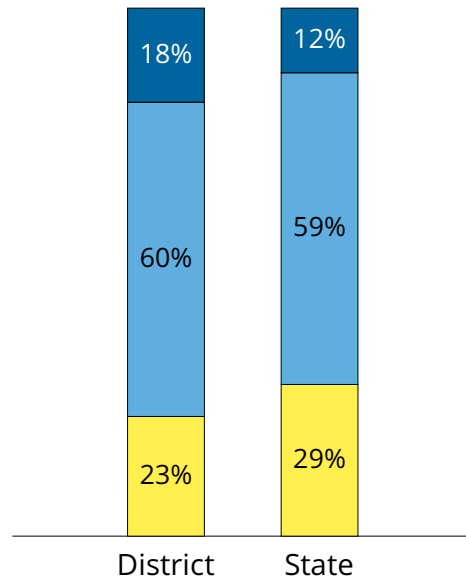


Percentages may not add to 100 due to rounding.

The graphs below display the performance of the grade 11 students in the district compared to the state by Achievement Level.

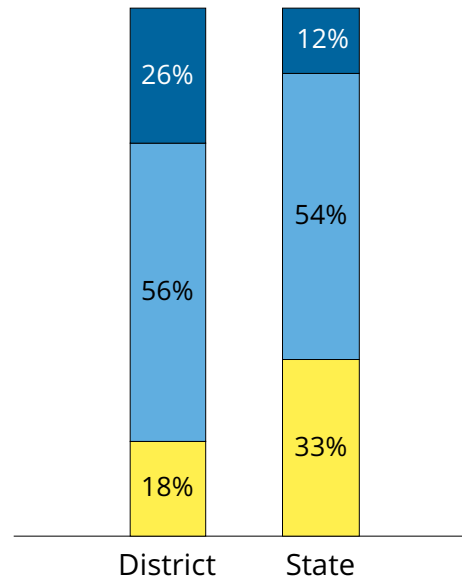
ENGLISH LANGUAGE ARTS TOTAL

Percentage by Achievement Level

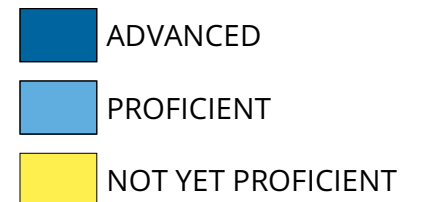


MATHEMATICS

Percentage by Achievement Level



ACHIEVEMENT LEVELS



Percentages may not add to 100 due to rounding.



Updates from the Cabinet

November 18, 2019

Cabinet Members: Superintendent Bisgard, Assoc. Superintendent Wear, Mrs. Karla Christian (HR), Mr. JT Anderson (CFO), Mrs. Leisa Breitfelder (Student Services), and Mrs. Jeri Ramos (Tech)

School Improvement Advisory Committee: During the November 6th SIAC meeting, the committee reviewed the construction progress at Boulder Peak Intermediate and Hazel Point Intermediate, a sample of the new Iowa Assessments, the 2019 spring ACT data, and the district's Strategic Plan.

2018-19 Student Achievement Data: Results from the 2018-19 Iowa Statewide Assessment of Student Progress (ISASP) [are attached here](#). Every grade level and content area exceeded the State of Iowa average. Because this is a new test, we are still analyzing the district's results. Our goal is to share the district's results with students and families prior to Thanksgiving break.

Policy Committee: The committee met on November 13th and reviewed several miscellaneous policies and the full 300 policy series. There were no changes recommended for the 300 policy series. Recommendations were made for updates to the following policies:

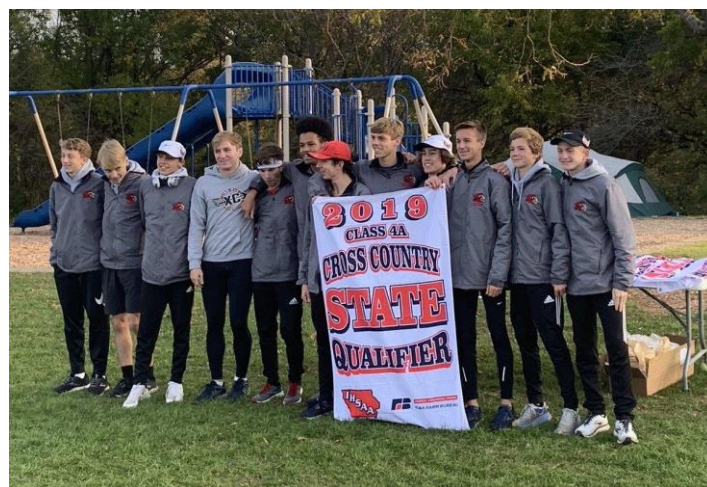
- 401.1 - Code of Professional Conduct & Ethics:
 - Updated language per IASB recommendation and/or Code of Iowa changes
- 701.9 - School Bus Passenger Restraints: New policy per Code of Iowa
- 701.10 - School Bus Safety Instructions:
 - Updated language per IASB recommendation and/or Code of Iowa changes
- 801.6 - Inventory and Fixed Assets:
 - Updated language per recommendation from auditor

District Achievements & Honors

Cross Country Achievement: Congratulations to the Cross Country teams for qualifying for the state during their recent meets at Bettendorf! (The state competition was held on November 2nd)



During qualifications, the ladies came in first overall with Micah Poellet taking the top spot, Jordyn Beck placing 3rd, Lily Geelan placing 5th, Chloe Skidmore placing 7th, and Sarah Murphy placing 10th. **The girls placed 3rd at state!**



The guys came in third overall with Dylan Dolezal placing 3rd, Zion Rios placing 18th, Hayden Kuhn placing 20th, Tryton Harper placing 21st, Cadin Evans placing 22nd, Jacob Derr placing 25th, and Miles Madson placing 30th. **The guys placed 12th at state!**



POMS Achievement: Congratulations to Madyson, Sarah, and Camryn for receiving a Superior Division I rating at the state soloist's competition!

Girls' Diving Achievement: Congratulations to Jenna Carney, Megan Norris, and Reese Miller for qualifying for the state diving meet!



All-State Music Achievement: Congratulations to the 51 high school students who were chosen to perform at the 2019 All-State Music Festival on November 23rd (7:30 PM at the Hilton Coliseum in Ames). [Click here to view the full list of students!](#)



Honor Band Achievement: Congratulations to the 19 high school students who were chosen to participate in the 54th annual Northeast Iowa Bandmasters Association Honor Band Festival on December 7th (7:00 PM at Oelwein High School). These students will perform in one of two 125-member select ensembles. [Click here to view a list of the students!](#)

STATE OF IOWA
ABSTRACT OF VOTES

Linn County, Iowa

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for this County, do hereby certify the following to be a true and correct abstract of the votes cast in this County at the 2019 Linn County City/School Election held on the 5th day of November, 2019, as shown by the tally lists returned from the several election precincts.

Linn-Mar Community School District - Director at Large (To Fill a Vacancy)**Linn**

Timothy Isenberg	Received four thousand forty-six (4046) votes
Candidate Total	Four thousand forty-six (4046) votes
SCATTERING	Seventy-one (71) votes
TOTAL	Four thousand one hundred seventeen (4117) votes

We therefore declare:

Timothy Isenberg duly elected for the office of Director at Large for the term of 2 years.

Linn-Mar Community School District - Director at Large**Linn**

Barry Buchholz	Received two thousand two hundred ninety (2290) votes
Bob Gabel	Received one thousand eight hundred twelve (1812) votes
Brittania Morey	Received two thousand twenty-six (2026) votes
Sondra Nelson	Received three thousand three hundred eleven (3311) votes
Clark Weaver	Received two thousand eight hundred eighty-one (2881) votes
Jeffrey J. Wisdo	Received one thousand two hundred fifty-two (1252) votes
LaSheila Yates	Received one thousand five hundred ninety-four (1594) votes
Candidate Total	Fifteen thousand one hundred sixty-six (15166) votes
SCATTERING	Eighty-six (86) votes
TOTAL	Fifteen thousand two hundred fifty-two (15252) votes

We therefore declare:

Barry Buchholz duly elected for the office of Director at Large for the term of 4 years.
Brittania Morey duly elected for the office of Director at Large for the term of 4 years.
Sondra Nelson duly elected for the office of Director at Large for the term of 4 years.
Clark Weaver duly elected for the office of Director at Large for the term of 4 years.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors.

Done at Cedar Rapids the county seat of Linn County, this 13th day of November, 2019.

(Seal)

Stacey Wall

Chairperson

[Signature]

[Signature]

Attest:

[Signature]
County Auditor and Clerk of the Board of Supervisors

Members of the Board
of Supervisors and
ex-officio County
Board of Canvassers

STATE OF IOWA
ABSTRACT OF VOTES

Linn County, Iowa

We, the undersigned Members of the Board of Supervisors and ex-officio County Board of Canvassers for this County, do hereby certify the following to be a true and correct abstract of the votes cast in this County at the 2019 Linn County City/School Election held on the 5th day of November, 2019, as shown by the tally lists returned from the several election precincts.

For the public measure

Public Measure H: Linn-Mar Community School District Revenue Purpose Statement

Shall the following public measure be adopted?

Summary: To adopt a Revenue Purpose Statement specifying the use of revenues the Linn-Mar Community School District will receive from the State of Iowa Secure an Advanced Vision for Education Fund.

In the Linn-Mar Community School District, the following Revenue Purpose Statement which specifies the use of revenues the Linn-Mar Community School District will receive from the State of Iowa Secure an Advanced Vision for Education Fund shall be adopted.

To provide funds for property tax relief.

To provide funds to acquire or install information technology infrastructure (including improving buildings or sites for the purpose of accessing broadband digital telecommunications) and school safety and security infrastructure.

To provide funds to build and furnish a new school building or buildings; to build and furnish addition(s) to school buildings in the District; to remodel, reconstruct, repair, expand, and improve the school buildings in the District; to purchase and improve grounds; for demolition work; to furnish and equip district facilities.

To provide funds for the purchase, lease or lease-purchase of buildings, equipment (including transportation and recreation equipment), or technology and to repair transportation equipment for transporting students as authorized by law, to implement energy conservation measures, sharing or rental of facilities including a joint infrastructure project for the purposes of offering classes under a district-to-community college as authorized in Iowa Code Section 423F.3(3)(c), procuring or acquisition of libraries, or opening roads to schoolhouses or buildings.

To provide funds to purchase land as part of start-up costs for new student construction program or if the sale of the previous student construction was insufficient to purchase land, and to purchase construction materials and supplies for a student-constructed building or shed intended to be retained by and used by the District.

To provide funds to make payments to a municipality or other entity as required under Iowa Code Section 403.19(2).

To provide funds for demolition, cleanup, and other costs if such costs are necessitated by, and incurred within two years of, a disaster.

To provide funds to establish and maintain public recreation places and playgrounds; provide for supervision and instruction for recreational activities; or for community education purposes.

To provide funds for the payment of principal and interest or retirement of general obligation bonds issued for school infrastructure purposes, energy improvement loans, loan agreements authorized by Iowa Code Section 297.36, sales, service and use tax revenue bonds issued under Iowa Code Section 423E.5 or Iowa Code Section 423F.4; and

To provide funds for other authorized expenditures and purposes as now or hereafter permitted by law and designated by the Linn-Mar Community School District.

It being understood that if this proposition should fail to be approved by the voters, such failure shall not be construed to terminate or restrict authority previously granted by the voters to expend receipts from the Secure an Advanced Vision for Education Fund.

If approved, this Revenue Purpose Statement shall remain in effect until replaced or amended by the Linn-Mar Community School District.

Linn

For the question, there were: Three thousand nine hundred fifty-two (3952) votes

Against the question, there were: Nine hundred twenty-one (921) votes

TOTAL Four thousand eight hundred seventy-three (4873) votes

We therefore declare the public measure "Shall the following public measure be adopted?" to be adopted.

IN TESTIMONY WHEREOF, we have hereunto set our hands and caused to be affixed the seal of this county by the Clerk of the Board of Supervisors.

Done at Cedar Rapids the county seat of Linn County, this 13th day of November, 2019.

Stacey Walk
Chairperson
[Signature]
[Signature]

(Seal)

Members of the Board
of Supervisors and
ex-officio County
Board of Canvassers

Attest:

[Signature]
County Auditor and Clerk of the Board of Supervisors

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
Reviewed: 2019*

Table of Contents

Introduction	Page 3
Board Authority	Pages 3-4
Board Responsibilities	Page 4
Board Ethics	Page 5
Board Guiding Principles	Pages 5-6
Board Meetings	Pages 6-7
Board Advisory Committees	Page 7
Schedules	Page 8
Policy	Pages 8-9
Relationships & Communications	Pages 9-11
Appendix	Pages 12-16
A. Finance/Audit Committee Commission	Page 12
B. Policy/Governance Committee Commission	Pages 13-14
C. Career & Tech Ed Advisory Commission	Page 15
D. School Improvement Advisory Commission.....	Page 16

Introduction

In order to provide the necessary and appropriate leadership for the district, the Linn-Mar Community School District 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 a 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 Rule*, 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 school board's general powers and duties in *Policy Series 200 – Board of Directors*.

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 school boards:

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 and salaries of administrators/managers, teachers, principals, other licensed personnel, and staff members.
6. Terminate the contract or immediately discharge any employee subject to the provisions of any applicable law and/or board policy.
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

- funds, 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 extra-curricular 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. Maintain attendance centers based upon the needs of school-age students and include in the educational program additional courses, subjects, or activities that fit the needs of the students.
 16. Provide transportation services.
 17. Acquire, hold, convey, lease, rent, and manage property; real and personal.
 18. Incur indebtedness when authorized by the voters of the school corporation.
 19. Make rules for its own government.
 20. 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.
 21. 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.
 22. Enforce laws prohibiting public school students from becoming members of any fraternity or society which is not sanctioned by the board.

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, which 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 member awareness and learning.
4. Are for board member team building.

Regular Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Revision and/or Adoption of the Agenda
- 300: Audience Communications
- 400: Informational Reports
- 500: Unfinished Business
- 600: New Business
- 700: Consent Agenda
- 800: Communications and Calendar
- 900: 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 ensure 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, Revised* latest edition as a procedural model for operational purposes.

Board 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.

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. 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 for public*

participation in board meetings 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 ensure 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 among 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 board advisory committees of requirements as stated in legislation regarding open meetings. The board 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 and on the board/policy website (<http://.policy.linnmar.k12.ia.us/>).

Policy

A school board fulfilling its policy-making duties fulfills the board's most important function. Written board policy represents that the school district is managed in a business-like manner and informs all stakeholders 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 district's board policy manual can be accessed via the district's school/policy website (<http://policy.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 all communications 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/patron 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 dispute. 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 recognition 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 board meetings.

The superintendent will publicly support the Linn-Mar 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:

Date Signed:

Finance/Audit Committee Commission

Statement of Purpose:

The purpose of the committee is to assist the board in discharging its responsibilities relating to financial oversight, budget, internal controls, financial policies, capital structure, and other related matters while helping to achieve the mission and vision of the Linn-Mar District. The Finance/Audit Committee shall serve a dual purpose for the district.

1. Finance Role:
 - a. Oversee the financial affairs of the district
 - b. Review and make recommendations to the board regarding district financial affairs and policies.
2. Audit Role: Oversight of external and internal audit processes

Committee Composition:

The committee shall be made up of up to three members of the Board of Education, the chief financial officer/board treasurer, and the board secretary. Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge. Committee members must be capable of:

- Meeting on a quarterly basis (minimum)
- Demonstrating a willingness to learn about school finance
- Broadly understanding the fiduciary responsibility as it relates to public funds
- Objectively evaluating proposed finance related decisions
- Asking questions that are representative of the understanding of the rest of the board
- Bringing a positive, constructive attitude and well-developed emotional intelligence to work with the board
- Effectively communicating financial related matters to the broader constituency

Responsibilities:

- Monitor the district budget: 1) ensure funds are spent to accomplish strategic initiatives as described within the Strategic Plan and 2) ensure the district is operating in a fiscally sustainable manner
- Regularly review financial and operational metrics
- As appropriate, provide reports and guidance to the full board
- Review and recommend major district expenditures
- Ensure compliance of existing policies and/or recommend new policies as it relates to the finance and business operations of the district
- Provide analysis and guidance related to capital and debt issuances
- Analyze financial implications of any proposed or enacted legislation by local, state, or federal governments
- Confer with the independent auditor to ensure the financial affairs of the district are in order

Policy/Governance Committee Commission

Statement of Purpose:

The Board of Education for the Linn-Mar Community School District calls for the board to appoint a Policy/Governance Committee to review and enact board policy to provide broad rules and guidelines governing the school district operations, which are developed within the overall framework of state laws and regulations as well as help to achieve the mission and vision of the Linn-Mar District and to train board members in their work and the work of the district.

The expected outcome from the work of this committee will be to ensure an effective board and district by guaranteeing that the board:

- Has a current policy manual that is responsive to all federal and state laws and requirements
- Has a policy manual that is responsive to local community needs
- Has a three-year policy manual review cycle
- Has a board learning agenda
- Communicates policy changes to the broader constituency
- Systematically engages in policy setting, enforcement, and execution

Committee Composition:

The committee shall be made up of up to three members of the Board of Education (to be appointed at the annual organizational meeting): the board secretary, the superintendent, and staffed by a member of the executive office. Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge. Committee members must be capable of:

- Meeting on a quarterly basis (minimum)
- Objectively evaluating proposed policy changes
- Identifying, cultivating, and brainstorming avenues of policy development
- Bringing a positive, constructive attitude and well-developed emotional intelligence to work with the board
- Demonstrating an eagerness to become an expert in high-impact governance
- Assuming responsibility for developing board policies

Commission:

The committee is commissioned to develop the board by focusing on:

- Policy:
 - Policy Setting (Governance):
 - Lead the board in regularly reviewing and updating the board policy manual
 - Help initiate policy design
 - Policy Management (Stewardship):
 - Help manage policy library
 - Maintain policy history
 - Policy Enforcement and Execution (Operational Implementation):
 - Conduct policy performance review and audit
- Board Learning:
 - Create and maintain board learning plan
 - Survey individual board member needs
 - Stay abreast of staff learning plan and district strategic efforts related to staff development

- Knowledge:
 - Design and oversee a process of board orientation to include providing information prior to election as a board member and, when needed, during the first cycle of board activity for new board members.
 - Design and implement an ongoing program of board information and education.
- Effectiveness:
 - Lead the periodic assessment of the board's performance. Propose, as appropriate, changes in board structure, roles, and responsibilities.
 - Provide ongoing counsel to the board president and other board members on steps to take to enhance board effectiveness.
 - Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, etc., and suggest improvements as needed.
 - Periodically review and update the board's policies and practices.
 - Conduct meeting analysis on an as needed basis.

Career and Technical Education Advisory Committee Commission

Statement of Purpose:

The Board of Education for the Linn-Mar Community School District calls for the board to appoint a Career and Technical Education Advisory Committee to make recommendations to the board in the areas of career and technical education (CTE). The expected outcome of this committee will be to ensure that students are exposed to a well-rounded experience in the career and technical education fields as well as help to achieve the mission and vision of the Linn-Mar Community School District.

Committee Composition:

The committee shall consist of members representing parents, teachers, administrators, and representatives from the community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.

Commission:

The committee is commissioned to:

1. Receive updates from administration and teaching staff in regard to the Linn-Mar Career and Technical Education programs
2. Discuss and explore the current programs, as well as look at potential enhancements and changes to the curriculum and course offerings
3. Align and implement initiatives from the state and federal levels
4. Assess progress toward strategic initiatives as outlined in the district's *Strategic Plan*
5. Assess progress at the department, programmatic, and student level and make recommendations for future growth opportunities
6. Report areas of strength and continued areas of focus, as appropriate, to the board and community
7. Utilize the expertise of the counseling department in order to better facilitate student Pathways to Success within the CTE framework
8. Work with community partners (MEDCO, Marion Chamber of Commerce, City of Marion, Kirkwood Community College, Marion Independent School District, Iowa BIG, etc.) to provide comprehensive and coordinated opportunities for Linn-Mar students to experience and pursue future Pathways to Success within the CTE framework

School Improvement Advisory Committee Commission

Statement of Purpose:

The Code of Iowa (280.12) calls for the board to appoint a School Improvement Advisory Committee (SIAC) to make recommendations to the board. This committee is charged to make recommendations to the board in several areas based on analysis of the needs assessment data. The board will use these recommendations to adopt annual improvement goals that will help to achieve the mission and vision of the Linn-Mar District.

Committee Composition:

The advisory committee shall consist of members representing students, parents, teachers, administrators, and representatives from the community which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability (280.12(1)). Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge.

Commission:

The committee is commissioned to make recommendations to the board to help determine the following:

1. Major educational needs
2. Student learning goals
3. Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement
4. Desired levels of student performance
5. Progress toward meeting the goals set out in paragraphs “b” through “d” as referenced in the Iowa Code
6. Harassment or bullying prevention goals, programs, training, and other initiatives (280.12(2))

In addition, the board shall consider recommendations from the School Improvement Advisory Committee to infuse character education into the educational program (280.12(3)).

At least annually, the School Improvement Advisory Committee shall also make recommendations to the board with regard to, but not limited to, the following:

1. Progress achieved with the annual improvement goals for the state indicators that address reading, mathematics, and science;
2. Progress achieved with other locally determined core indicators; and
3. Annual improvement goals for the state indicators that address reading, mathematics, and science achievement.



Staff/Personnel

Policy Title: Code of Professional Conduct and Ethics Code 401.1

Chapter 25

282 – 25.1(272) Scope of Standards. This code of professional conduct and ethics constitutes mandatory minimum standards of practice for all licensed practitioners as defined in Iowa Code, Chapter 272. The adherence to certain professional and ethical standards is essential to maintaining the integrity of the education profession.

282 – 25.2(272) Definitions. *Except where otherwise specifically defined by law.*

- a. *"Administrative and Supervisory Personnel"* means any licensed employee such as superintendent, associate superintendent, assistant superintendent, principal, associate principal, assistant principal, or other person who does not have as a primary duty the instruction of pupils in the schools.
- b. *"Board"* means the Iowa Board of Educational Examiners (BOEE).
- c. *"Discipline"* means the process of sanctioning a license, certificate, or authorization issued by the board.
- d. *"Ethics"* means a set of principles governing the conduct of all persons governed by these rules.
- e. *"Fraud"* means knowingly providing false information or representations on an application for licensure or employment, or knowingly providing false information or representations made in connection with the discharge of duties.
- f. *"License"* means any license, certificate, or authorization granted by the board.
- g. *"Licensee"* means any person holding a license, certificate, or authorization granted by the board.
- h. *"Practitioner"* means an administrator, teacher, or other licensed professional, including an individual who holds a statement of professional recognition, who provides educational assistance to students.
- i. *"Responsibility"* means a duty for which a person is accountable by virtue of licensure.
- j. *"Right"* means a power, privilege, or immunity secured to a person by law.
- k. *"Student"* means a person, regardless of age, enrolled in a pre-kindergarten through grade 12 school, who is receiving direct or indirect assistance from a person licensed by the board.
- l. *"Teacher"* means any person engaged in the instructional program for pre-kindergarten through grade 12 children, including a person engaged in teaching, administration, and supervision, and who is required by law to be licensed for the position held. [ARC 7979B, IAB 7/29/09, effective 9/2/09]

282 – 25.3(272) Standards of Professional Conduct and Ethics. Licensees are required to abide by all federal, state, and local laws applicable to the fulfillment of professional obligations. Violation of federal, state, or local laws in the fulfillment of professional obligations constitutes unprofessional and unethical conduct which can result in disciplinary action by the board. In addition, it is hereby deemed unprofessional and unethical for any licensee to violate any of the following standards of professional conduct and ethics:

25.3(1) Standard I - Conviction of crimes, sexual or other immoral conduct with or toward a student, and child and dependent adult abuse. Violation of this standard includes:

- a. *Fraud.* Fraud means the same as defined in Rule 282 – 25.2(272).
- b. *Criminal Convictions.* The commission of or conviction for a criminal offense as defined by Iowa law provided that the offense is relevant to or affects teaching or administrative performance.

(1) Disqualifying Criminal Convictions. The board shall deny an application for licensure and shall revoke a previously issued license if the applicant or licensee has, on or after July 1, 2002, been convicted of, has pled guilty to, or has been found guilty of the following criminal offenses, regardless of whether the judgment of conviction or sentence was deferred:

1. Any of the following forcible felonies included in Iowa Code section 702.11: child endangerment, assault, murder, sexual abuse, or kidnapping;
2. Any of the following criminal, sexual offenses, as provided in Iowa Code chapter 709, involving a child
 - First-, second-, or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - Lascivious acts with a child;
 - Assault with intent to commit sexual abuse;
 - Indecent contact with a child;
 - Sexual exploitation by a counselor;
 - Lascivious conduct with a minor;
 - Sexual exploitation by a school employee;
 - Enticing a mind under Iowa Code section 710.10; or
 - Human trafficking under Iowa Code section 710A.2;
3. Incest involving a child as prohibited by Iowa Code section 726.2;
4. Dissemination and exhibition of obscene material to minors as prohibited by Iowa Code Section 728.2;
5. Telephone dissemination of obscene material to minors as prohibited by Iowa Code section 728.15;
6. Any offense specified in the laws of another jurisdiction, or any offense that may be prosecuted in a federal, military, or foreign court, that is comparable to an offense listed in subparagraph 25.3(1) "b"(1); or
7. Any offense under prior laws of this state or another jurisdiction or any offense under prior law that was prosecuted in a federal, military, or foreign court that is comparable to an offense listed in subparagraph 25.3(1) "b"(1).

(2) Other criminal convictions and founded child abuse. In determining whether a person should be denied a license or whether a licensee should be disciplined based upon any other criminal conviction, including a conviction for an offense listed in 25.3(1) "b"(1) which occurred before July 1, 2002, or a founded report of abuse of a child, the board shall consider:

1. The nature and seriousness of the crime or founded abuse in relation to the position sought;
2. The time elapsed since the crime or founded abuse was committed;
3. The degree of rehabilitation which has taken place since the crime or founded abuse was committed;
4. The likelihood that the person will commit the same crime or abuse again;
5. The number of criminal convictions or founded abuses committed; and

6. Such additional factors as may in a particular case demonstrate mitigating circumstances or heightened risk to public safety.
- c. *Sexual Involvement or Indecent Contact with a Student.* Sexual involvement includes, but is not limited to, the following acts, whether consensual or nonconsensual: fondling or touching the inner thigh, groin, buttocks, anus, or breasts of a student; permitting or causing to fondle or touch the practitioner's inner thigh, groin, buttocks, anus, or breasts; or the commission of any sex act as defined in Iowa Code section 702.17.
- d. *Sexual Exploitation of a Minor.* The commission of or any conviction for an offense prohibited by Iowa Code section 728.12, Iowa Code chapter 709, or 18 USC Section 2252A(a)(5)(B).
- e. *Student Abuse.* Licensees shall maintain professional relationships with all students, both inside and outside the classroom. The following acts or behavior constitutes unethical conduct without regard to the existence of a criminal charge or conviction:
 - (1) Committing any act of physical abuse of a student;
 - (2) Committing any act of dependent adult abuse on a dependent adult student;
 - (3) Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - (4) Soliciting, encouraging, or consummating a romantic or otherwise inappropriate relationship with a student;
 - (5) Furnishing alcohol or illegal or unauthorized drugs or drug paraphernalia to any student or knowingly allowing a student to consume alcohol or illegal or unauthorized drugs in the presence of the licensee;
 - (6) Failing to report any suspected act of child or dependent adult abuse as required by state law; or
 - (7) Committing or soliciting any sexual conduct as defined in Iowa Code section 709.15(3)"b" or soliciting, encouraging, or consummating a romantic relationship with any person who was a student within 90 days prior to any conduct alleged in the complaint, if that person was taught by the practitioner or was supervised by the practitioner in any school activity when that person was a student.

25.3(2) *Standard II - Alcohol or Drug Abuse.* Violation of this standard includes:

- a. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming illegal or unauthorized drugs or abusing legal drugs.
- b. Being on school premises or at a school-sponsored activity involving students while under the influence of, possessing, using, or consuming alcohol.

25.3(3) *Standard III - Misrepresentation/Falsification of Information.* Violation of this standard includes:

- a. Falsifying or deliberately misrepresenting or omitting material information regarding professional qualifications, criminal history, college credit, staff development credit, degrees, academic awards, or employment history when applying for employment or licensure.
- b. Falsifying or deliberately misrepresenting or omitting material information regarding compliance reports submitted to federal, state, and other governmental agencies.

- c. Falsifying or deliberately misrepresenting or omitting material information submitted in the course of an official inquiry or investigation.
- d. Falsifying any records or information submitted to the board in compliance with the license renewal requirements imposed under 282-Chapter 20.
- e. Falsifying or deliberately misrepresenting or omitting material information regarding the evaluation of students or personnel, including improper administration of any standardized tests including, but not limited to, changing test answers, providing test answers, copying or teaching identified test items, or using inappropriate accommodations or modifications for such tests.

25.3(4) *Standard IV - Misuse of Public Funds and Property.* Violation of this standard includes:

- a. Failing to account properly for funds collected that were entrusted to the practitioner in an educational context.
- b. Converting public property or funds to the personal use of the practitioner.
- c. Submitting fraudulent requests for reimbursement of expenses or for pay.
- d. Combining public or school-related funds with personal funds.
- e. Failing to use time or funds granted for the purpose for which they were intended.

25.3(5) *Standard V - Violations of Contractual Obligations.* Violation of this standard includes:

- ~~1. Signing a written professional employment contract while under contract with another school, school district, or area education agency.~~
- (1) Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract, **unless the practitioner provided notice to the practitioner's employing board as set forth in subparagraph 25.3(5)"b"(2). An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.**
- (2) Abandoning a written professional employment contract without prior unconditional release by the employer.
- (3) As an employer, executing a written professional employment contract with a practitioner which requires the performance of duties that the practitioner is not legally qualified to perform.
- (4) As a practitioner, executing a written professional employment contract which requires the performance of duties that the practitioner is not legally qualified to perform.
- b. In addressing complaints based upon contractual obligations the board shall consider factors beyond the practitioner's control. For purposes of enforcement of this standard, a practitioner will not be found to have abandoned an existing contract if:
 - (1) The practitioner obtained a release from the employing board before discontinuing services under the contract; or
 - (2) The practitioner provided notice to the employing board no later than the latest of the following dates:
 - 1. The practitioner's last work day of the school year;
 - 2. The date set for return of the contract as specified in statute; or
 - 3. June 30th.

25.3(6) *Standard VI - Unethical Practice Toward Other Members of the Profession, Parents, Students, and the Community.* Violation of this standard includes:

- a. Denying the student, without just cause, access to varying points of view.
- b. Deliberately suppressing or distorting subject matter for which the educator bears responsibility.
- c. Failing to make reasonable effort to protect the health and safety of the student or creating conditions harmful to student learning.

- d. Conducting professional business in such a way that the practitioner repeatedly exposes students or other practitioners to unnecessary embarrassment or disparagement.
- e. Engaging in any act of illegal discrimination, or otherwise denying a student or practitioner participation in the benefits of any program on the grounds of race, creed, color, religion, age, sex, sexual orientation, gender identity, disability, marital status, socio-economic status, or national origin.
- f. Soliciting students or parents of students to purchase equipment, supplies, or services from the practitioner for the practitioner's personal advantage.
- g. Accepting gifts from vendors or potential vendors where there may be the appearance of or an actual conflict of interest.
- h. Intentionally disclosing confidential information including, but not limited to, unauthorized sharing of information concerning student academic or disciplinary records, health and medical information, assessment or testing results, or family income. Licensees shall comply with state and federal laws and local school board policies relating to the confidentiality of student records, unless disclosure is required or permitted by law.
- i. Refusing to participate in a professional inquiry when requested by the board.
- j. Aiding, assisting, or abetting an unlicensed person in the completion of acts for which licensure is required.
- k. Failing to self-report to the board within 60 days any founded child abuse report, or any conviction for a criminal offense listed in 25.3(1)"b"(1) which requires revocation of the practitioner's license.
- l. Delegating tasks to unqualified personnel.
- m. Failing to comply with federal, state, and local laws applicable to the fulfillment of professional obligations.
- n. Allowing another person to use one's practitioner license for any purpose.
- o. Performing services beyond the authorized scope of practice for which the individual is licensed or prepared or performing services without holding a valid license.
- p. Falsifying, forging, or altering a license issued by the board.
- q. Failure of the practitioner holding a contract under Iowa Code section 279.13, to disclose to the school official responsible for determining assignments a teaching assignment for which the practitioner is not properly licensed.
- r. Failure of a school official responsible for assigning licensed practitioners holding contracts under Iowa Code section 279.13, to adjust an assignment if the practitioner discloses to the official that the practitioner is not properly licensed for an assignment.

25.3(7) Standard VII - Compliance with State Law Regarding Obligations to State or Local Governments, Student Loan Obligations, Child Support Obligations, and Board Orders.

Violations of this standard includes:

- a. Failing to comply with 282-Chapter 8, concerning payment of debts to state or local governments.
- ~~b. Failing to comply with 282-Chapter 9, concerning repayment of student loans~~
- b. Failing to comply with 282-Chapter 10, concerning child support obligations.
- c. Failing to comply with a board order.

25.3(8) Standard VIII – Incompetence. Violation of this standard includes, but is not limited to:

- a. Willfully or repeatedly departing from or failing to conform to the minimum standards of acceptable and prevailing educational practice in the State of Iowa.
- b. **Willfully or repeatedly failing to practice with reasonable skill and safety.**

Adopted: 4/16
Revised: 9/16; 11/19
IASB Reference: 404.1R



Auxiliary Services - Transportation

New Policy

Policy Title: School Bus Passenger Restraints Code 701.9

The district shall utilize three-point, lap-shoulder belts on district school buses as required by state law.

All three-point, lap-shoulder belts available on district buses will be used by passengers when the vehicle is in any non-stationary gear.

Adopted: 11/19

Related Policy (Code#): 701.10

Legal Reference (Code of Iowa): 281 IAC 43.10(6)

IASB Reference: 711.10



Auxiliary Services - Transportation

Policy Title: School Bus Safety Instructions Code 701.10

The school district shall conduct school bus safe riding practices instruction and emergency safety drills **at least** twice a year, **once in the fall and once in the spring**, for students who utilize school district transportation. **Documentation of these safety drills will be maintained by the district for five years and made available upon request.**

Each school bus vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include but not be limited to students with disabilities.

School district vehicle drivers and adult riders are required to attend each safety drill.

All school personnel and designees must wear seat belts while operating school and private vehicles for school functions. All school personnel must use the tire protective cage when inflating or deflating a tire used on school buses and tractors.

Employees shall be responsible for instructing the proper techniques to be followed during an emergency, as well as safe riding practices. It shall be the responsibility of the superintendent [or designee] in conjunction with the transportation manager to develop administrative regulations regarding this policy.

Adopted: 4/99

Reviewed: 9/11; 10/12; 4/15; 11/18

Revised: 11/13; **11/19**

Related Policy (Code#): 502.1; 502.1-R

Legal Reference (Code of Iowa): §§ 279.8; 321; 281 IAC 41.412, 43.40



Business Procedures - Fiscal Management

Policy Title: Inventory and Fixed Assets Code 801.6

For insurance purposes, an inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted annually under the supervision of the superintendent [or designee]. This report shall be filed with the board secretary.

In addition, a separate fixed asset listing will be maintained for all governmental funds, in accordance with GASB 34. All fixed assets, both tangible and intangible, shall be accounted for at cost, or if cost is not determinable at estimated cost. Donated fixed assets shall be recorded at estimated fair market value at the time received. Tangible fixed assets will include buildings, land, land improvements, artwork, construction in progress, and machinery and equipment. Machinery and equipment with a historical cost equal to or greater than \$2,500, will be capitalized. All listed fixed assets will be depreciated over the useful life of each fixed asset per the schedule listed below.

Class Description	Useful Life
Buildings	50 years
Site Improvements	20 years
Outdoor Equipment	20 years
Roof Replacements	20 years
Audiovisual Equipment	10 years
Machinery and Tools	15 years
Computers	5 years
Communications Equipment	10 years
Furniture and Accessories	20 years
Licensed Vehicles	8 years
Athletic Equipment	10 years
Custodial Equipment and Appliances	15 years
Musical Instruments	10 years

Intangible fixed assets shall be defined as assets that are identifiable, lack a physical substance, have an initial useful life extending beyond a single reporting period, and cost more than \$175,000. Examples include easements, patents, trademarks, copyrights, and computer software that is purchased, licensed, or internally generated. If the asset is generated internally, cost shall include efforts of staff members or independent contractors to plan, develop, and implement the asset. Intangible fixed assets will be considered capital assets for financial reporting purposes and depreciated over the estimated useful life of the asset using the straight-line method.

All equipment used by employees or students to meet the educational mission of the district must be tagged in a manner to identify them as permanent property of the Linn-Mar Community School District.

Nutrition fund fixed assets with a historical cost equal to or greater than \$500 will be capitalized and depreciated over 12 years. **Computer and technology assets purchased by the nutrition fund will be depreciated over five years.** A straight-line depreciation method will be used, and assets will be depreciated for a full year in the year of acquisition. An annual inventory shall be maintained on consumable property within the Nutrition Services program.

It is the responsibility of the superintendent [or designee] to develop a process for implementation of this policy.

Adopted: 7/03

Reviewed: 7/10; 5/15; 12/18

Revised: 10/12; 12/13; **11/19**

Legal Reference (Code of Iowa): 7A.30



Inspire Learning.
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School Board Work Session Minutes October 28, 2019

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Mehaffey, Nelson, Wall and Weaver. *Lausen arrived at 5:02 PM.*

200: Adoption of the Agenda *Motion 053-10-28*

MOTION by Weaver to adopt the agenda, as presented. Second by Wall. Voice vote, all ayes. Motion carried.

300: Work Session

301: MEDCO Presentation

Nick Grew, President of the Marion Economic Development Corporation, discussed how commercial and multi-family housing, particularly along the Highway 13 corridor, will increase substantially over the next 12 to 24 months. He also shared an update on the Community Promise program that connects students with local careers. Emily Russ, MEDCO Business Engagement Specialist, spearheads the program that is now in all Linn-Mar classrooms from 8th thru 12th grades. Community Promise utilizes the Future Ready Iowa website which allows students to complete a career interest assessment and offers them a preliminary look at how they relate to the world of work and various career pathways.

302: Review of Board Operations Manual – Exhibit 302.1

Superintendent Bisgard facilitated a discussion of the Board Operations Manual. Board members stated some minor adjustments were needed and agreed that further discussion should occur once the new board is seated after the November 5th elections.

303: Discussion of School Start Times and Transportation Issues

Superintendent Bisgard led the board through various scenarios of potential start times and the number of routes each bus runs per day. Currently, most buses cover two routes; one in the morning and one in the evening. One of the scenarios presented would increase this to three routes per day. The major considerations are cost, number of buses needed, and how schedule adjustments would impact families and extra-curricular activities. A final decision is expected early next year, to allow for final planning for the opening of Boulder Peak Intermediate and Hazel Point Intermediate.

400: Adjournment *Motion 054-10-28*

MOTION by Isenberg to adjourn the work session at 6:36 PM. Second by AbouAssaly. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

**School Board Regular Meeting Minutes
October 28, 2019**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education regular meeting was called to order at 7:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Mehaffey, Nelson, Wall, and Weaver

200: Adoption of the Agenda *Motion 055-10-28*

MOTION Weaver to adopt the agenda, as presented. Second by Lausen. Voice vote, all ayes. Motion carried.

300: Audience Communications: No communications received

400: Informational Reports

401: Career & Technical Education Advisory Committee

During the October 16th CTE meeting the committee received an update on the Community Promise program and the newly-developed Career Pathway maps. It was also shared that the CTE programs received a \$51,358 Perkins grant and \$12,730 in Regional Planning Partnership funds for the 2019-20 school year. The money has been allocated to support CTE programs, equipment, instructional materials, and professional development.

402: Finance/Audit Committee

During the October 17th Finance/Audit meeting the committee reviewed the construction projects in process and the construction projects for 2020, the recent FY19 audit report, and were informed that the Iowa Department of Education 2018-19 financial report card is not yet available.

403: Marion City Council

During the October 17th meeting the council approved a resolution to change the name of Alburnett Road (Between Boyson Road and Central Avenue) to Central Avenue and renaming Central Avenue west of 5th Street to 12th Avenue.

404: Board Visit

Board members reported they enjoyed their October 24th visit to Echo Hill Elementary and that they were impressed by the enthusiasm and pride the students took in their building and learning.

405: Cabinet Update – Exhibit 405.1

Superintendent Bisgard reported that the updated Strategic Plan has been posted on the district and Board/Policy websites and posters have been printed for all LM buildings. Bisgard congratulated all the student achievements listed in the Cabinet Update and recognized the students recently selected for All-State Music.

500: Unfinished Business

501: Approval of Payment – Exhibit 501.1 *Motion 056-10-28*

MOTION by Wall to approve the certificate of substantial completion and roof warranties with Dryspace, Inc., for the completion of the 2019 Linn-Mar Roof Improvement Projects at Wilkins and the high school. Second by AbouAssaly. Concerns were stated about future roofing needs and issues with flat roofs. Voice vote, all ayes. Motion carried.

502: Second Reading of Policy Recommendations – Exhibit 502.1 **Motion 057-10-28**

MOTION by Lausen to approve the second reading of the policy recommendations, as presented. Second by Weaver. A request was made to reach out to IASB for additional clarifications on the rewording of Policy 202.7. Voice vote, all ayes. Motion carried.

The full 200 policy series was reviewed with recommendations to the following policies:

- 201.1 – Name & Organization of the District
- 202.7 – School Board Conflict of Interest
- 204.12 – School Board Records
- 205.1-E – Board of Directors Request for Reimbursement of Travel

Miscellaneous Policy Recommendations:

- 100.1 – Legal Status of the School District
- 505.6 – Education Records Access
- 505.6-R – Admin Regulations Regarding Use of Education Records
- 505.6-E4 – Request for Hearing on Correction of Education Records
- 505.6-E5 – Parental Request for Examination of Education Records
- 505.7 – Parent and Family Engagement
- 505.7-R – Parent and Family Engagement Building-Level Regulations

503: Discussion on Attendance at IASB Conference

Superintendent Bisgard facilitated a discussion regarding the board's attendance at the Iowa Association of School Boards' annual conference in November and offered the suggestion to attend the November 20th pre-conference events only to save on cost. Nelson stated she would serve as the district's representative for the delegate assembly if re-elected and Isenberg stated he plans to attend the delegate assembly.

600: New Business

601: Grant Wood AEA Board of Directors – Exhibit 601.1 **Motion 058-10-28**

MOTION by AbouAssaly to support the vote for James C. Green to serve as director of District 7 for the Grant Wood Area Education Agency Board of Directors. Second by Wall. Roll call vote, all ayes. Motion carried.

602: Open Enrollment Requests **Motion 059-10-28**

MOTION by Wall to approve the open enrollment requests, as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

Denied IN

Name	Grade	Resident District	Reason
Thomason, Bree	3 rd	Cedar Rapids CSD	No good cause

700: Consent Agenda **Motion 060-10-28**

MOTION by Lausen to approve the consent agenda, as presented. Second by Wall. Voice vote, all ayes. Motion carried.

701: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Grow, Cheryl	EX: 7 th Gr Language Arts Teacher	11/26/19	Personal

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Brown, Cheryl	NS: WE General Help from 7.25 to 3.5 hours/day	10/21/19	Same
Gregorich, Becky	NS: EX Production Manager	10/28/19	\$20.25/hour
Long, Kimberly	From EX Production Manager to LRC Accts Receivable/ Total Access Assistant	11/4/19	\$18.30/hour
Oltmann, Candie	EX: Student Support Associate	10/28/19	LMSEAA II, Step 10
Riherd, Michelle	LRC: Payroll Technician	11/4/19	\$22.50/hour
Robinson, Jessica	WF: Student Support Associate	10/8/19	LMSEAA II, Step 10
Williams, Lisa	NS: WE General Help	10/29/19	PTNS, Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Bates, Jessie	Student Services: Work Experience Associate	10/17/19	Personal
Helmle, Belva	Student Services: Work Experience Associate	10/25/19	Personal
Johnson, Christin	EX: Student Support Associate	12/20/19	Personal
Jones, Jenise	LG: Lead Custodian	10/28/19	Personal
Woods, Jacqueline	NS: WE General Help	10/9/19	Personal

Co/Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Earnest, Valerie	OR: Choir Accompanist	10/22/19	\$2,604
Tranel, Allison	HS: Assistant JV Girls' Basketball Coach	11/11/19	\$3,255

Co/Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Hecht, Rachel	OR: Choir Accompanist	8/30/19	Personal
Pumroy, Marta	OR: Creative Dramatics	9/2/19	Personal

702: Approval of October 14th Minutes – Exhibit 702.1

703: Approval of Bills – Exhibits 703.1

704: Approval of Contracts – Exhibits 704.1-9

1. Agreement with Four Oaks Family and Children's Services
2. Renewal agreement for CrisisGo crisis preparation and response platform
3. Agreement with Navigate Wellness
4. Cooperative agreement with Iowa State University for student teaching
5. Independent contractor agreement with Robert Anderson
6. Independent contractor agreement with Bill Carson
7. Independent contractor agreement with Gary Hoobler
8. Independent contractor agreement with Steve Stickney
9. Non-commercial licensing agreement with Jake Lappe, Head Coach 2nd gr boys' basketball
10. Interagency agreements for special education with Marion Independent (1) and North Linn CSD (1). *For student confidentiality, exhibits not provided.*

800: Board Communications/Calendar/Committees/Advisories**801: Board Communications & Calendar**

Isenberg offered congratulations to all the fall athletic teams who have advanced to the state competitions. AbouAssaly congratulated the All State Music students and the school board candidates on their recent presentation during the MEDCO School Board Candidate Forum.

Date	Time	Event	Location
<i>November 5</i>	<i>All Day</i>	<i>Election Day</i>	<i>Polls are open 7:00 AM to 8:00 PM</i>
November 6	4:00 PM	School Improvement Advisory Committee (SIAC)	LRC Room 6
November 7	5:30 PM	Marion City Council (<i>Weaver</i>)	City Hall
November 13	11:30 AM	Policy Committee Meeting	LRC Conference Room 200
November 14	11:30 AM	Board Visit	Novak Elementary
November 18	5:00 PM 7:00 PM	Board Annual Meeting Board Organizational Meeting	LRC Boardroom
<i>Nov 18-22</i>	<i>All Day</i>	<i>American Education Week</i>	
<i>November 20</i>	<i>All Day</i>	<i>Nat'l Education Support Professionals Day</i>	
<i>Nov 20-21</i>	<i>All Day</i>	<i>IASB Annual Conference</i>	<i>Des Moines, Iowa</i>
November 21	5:30 PM	Marion City Council (<i>Wall</i>)	City Hall
Date	Time	Event	Location
December 5	7:30 AM	Finance/Audit Committee	LRC Conf Room 203
December 5	5:30 PM	Marion City Council	City Hall
December 9	5:00 PM	Board Regular Meeting	LRC Boardroom
<i>December 9</i>	<i>7:00 PM</i>	<i>Holiday Concert I</i>	<i>HS Auditorium</i>
December 12	7:30 AM	Board Visit	High School
<i>December 13</i>	<i>11:30 AM</i>	<i>SODA/TRY Officers' Luncheon</i>	<i>HS Auxiliary Gym</i>
December 19	5:30 PM	Marion City Council	City Hall
<i>Dec 23-Jan 1</i>		<i>Winter Break</i>	

802: Committees/Advisories

Committees/Advisories	Board Representatives
Finance/Audit Committee	AbouAssaly, Lausen, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee (CTE)	Nelson and Mehaffey
School Improvement Advisory Committee (SIAC)	AbouAssaly and Mehaffey
Iowa BIG Advisory Board	Isenberg
Linn County Conference Board	Lausen
Facilities Advisory Committee	Nelson and AbouAssaly

900: Adjournment *Motion 061-10-28*

MOTION by Wall to adjourn the regular meeting at 7:25 PM. Second by AbouAssaly. Voice vote, all ayes.
Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer



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School Board Special Session Minutes
November 12, 2019

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education special session was called to order at 5:00 PM in the boardroom of the Learning Resource Center. Roll was taken to determine a quorum. Present: AbouAssaly, Isenberg, Lausen, Nelson, Wall, and Weaver. Absent: Mehaffey. Administration and others present: Bisgard, Wear, Gustason, Buelt, Board Attorney Terry Abernathy, and Court Reporter Jeanne Strand.

200: Adoption of the Agenda *Motion 062-11-12*

MOTION by Wall to adopt the agenda, as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

300: Closed Session

301: Motion to Enter into Closed Session *Motion 063-11-12*

MOTION by Wall to enter into closed session at 5:03 PM as provided in Section 21.5(l)(e) of the Code of Iowa to conduct a hearing to determine whether to expel a student. Second by Weaver. Roll call vote, all ayes. Motion carried.

302: Motion to Return to Open Session *Motion 064-11-12*

MOTION by AbouAssaly to return to open session at 6:07 PM. Second by Lausen. Roll call vote, all ayes. Motion carried.

400: Open Session

401: Determination *Motion 065-11-12*

MOTION by AbouAssaly to expel the student through the first quarter of the 2020-21 school year, with the support of a re-entry plan created by the administrative team. Second by Weaver. Roll call vote, all ayes. Motion carried.

500: Adjournment *Motion 066-11-12*

MOTION by Wall to adjourn the special session at 6:08 PM. Second by Lausen. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

JT Anderson, Board Secretary/Treasurer

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
COE COLLEGE	GENERAL SUPPLIES	\$2,385.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,438.39
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$43.48
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$185.92
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$43.48
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$185.92
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$139.64
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$63.03
Fund Total:		\$5,484.86
Fund: CAPITAL PROJECTS GO BONDS		
IRONSIDE RICK	OTHER PROFESSIONAL	\$2,000.00
KNUTSON CONSTRUCTION SERVICES	CONSTRUCTION SERV	\$2,396,845.00
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$3,648,118.53
OPN ARCHITECTS, INC.	ARCHITECT	\$58,652.78
TEAM SERVICES, INC	OTHER PROFESSIONAL	\$15,111.38
Fund Total:		\$6,120,727.69
Fund: DEBT SERVICE		
UMB BANK, N.A.	INTEREST	\$1,110,135.95
Fund Total:		\$1,110,135.95
Fund: GENERAL		
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$503.99
ACTERRA GROUP	REPAIR PARTS	\$545.91
ADVANTAGE	GENERAL SUPPLIES	\$108.63
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$364.00
AHLERS AND COONEY, P.C.	PROF SERV: EDUCATION	\$1,268.85
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$511.78
ALLIANT ENERGY	ELECTRICITY	\$69,116.19
AMANDA DENNY	Professional Educational Services	\$870.00
AMY DEPUYDT	GENERAL SUPPLIES	\$28.17
ANDERSON ROBERT	INSTRUCTIONAL SUPPLIES	\$150.00
ANIXTER, INC.	MAINTENANCE SUPPLIES	\$423.25
ANNIE JEAN CHAPMAN BREWER	Professional Educational Services	\$457.00
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$299.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$1,094.23
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$222.32
ASAVIE TECHNOLOGIES INC	COMPUTER SOFTWARE	\$49.95
ASIFLEX	EE LIAB-FLEX DEP CARE	\$18,262.50
ASIFLEX	EE LIAB-FLEX HEALTH	\$23,205.17
ASIFLEX	OTHER PROFESSIONAL	\$793.00
BAL-A-VIS-X, INC	GENERAL SUPPLIES	\$74.00
BIO CORPORATION	INSTRUCTIONAL SUPPLIES	\$3,191.46
BLAIR, MICHELLE	Professional Educational Services	\$100.00
BOHNSACK & FROMMELT LLP	OTHER PROFESSIONAL	\$7,325.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
BOOKHOUSE	LIBRARY BOOKS	\$91.37
BOSS LASER	EQUIPMENT >\$1999	\$8,570.94
C.R. GLASS CO	REPAIR/MAINT SERVICE	\$62.78
C4 OPERATIONS BACKGROUND CHECK SERVICES	OTHER PROFESSIONAL	\$108.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$12,514.97
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$190.41
CARROLL CONSTRUCTION SUPPLY	REPAIR PARTS	\$369.25
CEDAR RAPIDS BOWLING CENTER	INSTRUCTIONAL SUPPLIES	\$157.50
CEDAR RAPIDS METRO ECONOMIC ALLIANCE	DUES AND FEES	\$500.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,910.30
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$1,908.23
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,502.39
CENTURYLINK	TELEPHONE	\$364.13
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$231.00
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$212.15
CITY OF MARION.	OTHER PROFESSIONAL	\$2,653.53
COLLECTION	EE LIAB-GARNISHMENTS	\$1,891.44
COMBUSTION CONTROL CO	MAINTENANCE SUPPLIES	\$290.00
COMMUNICATIONS ENGINEERING CO	TECH REPAIRS	\$309.00
COMMUSA	INSTRUCTIONAL SUPPLIES	\$1,820.69
CONTINENTAL CLAY	INSTRUCTIONAL SUPPLIES	\$752.37
CONVERGE ONE	COMPUTER SOFTWARE	\$1,756.08
COUSINS UNIFORM & TUXEDO	INSTRUCTIONAL SUPPLIES	\$324.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$41.50
CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	\$218.14
CRISIS GO, INC	INSTRUCTIONAL SUPPLIES	\$11,875.00
CROELL REDI-MIX INC	GROUNDS UPKEEP	\$589.25
CROWBAR'S	MAINTENANCE SUPPLIES	\$60.24
CULLIGAN	GENERAL SUPPLIES	\$587.80
DAFIT-NESS LLC	PROFESSIONAL-OTHER	\$350.00
DAN MALLOY, JR	INSTRUCTIONAL SUPPLIES	\$95.00
DEMCO	GENERAL SUPPLIES	\$652.07
DENNIS COMPANY	REPAIR PARTS	\$21.94
ELITE PHOTOGRAPHY	INSTRUCTIONAL SUPPLIES	\$310.00
EMPLOYEE RESOURCE SYSTEMS, INC	OTHER PROFESSIONAL	\$1,611.09
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,500.00
EMS DETERGENT SERVICES	INSTRUCTIONAL SUPPLIES	\$60.00
ENABLING DEVICES	INSTRUCTIONAL SUPPLIES	\$248.95
F & B CAB CO., INC	TRANSP PRIVATE CONT	\$668.70
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$115.39
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$416,951.72
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES	\$2,731.88
FUTURE LINE	MAINTENANCE SUPPLIES	\$988.62
GAPSHER MICHELLE	TRAVEL	\$28.90
GASWAY CO, J P	GENERAL SUPPLIES	\$30,975.24

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$1,653.50
GOODALL STEVEN	INSTRUCTIONAL SUPPLIES	\$33.96
GOPHER PERFORMANCE	INSTRUCTIONAL SUPPLIES	\$543.75
GRAINGER	MAINTENANCE SUPPLIES	\$355.49
GRAYBAR ELECTRIC CO. INC	COMP/TECH HARDWARE	\$167.10
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$4,480.80
GRIFFITHS FRED	OFFICIAL/JUDGE	\$65.00
GRIGGS MUSIC INC	EQUIPMENT REPAIR	\$146.76
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$26,826.48
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$3,640.00
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$340.00
HEARTLAND BUSINESS SYSTEMS, LLC	COMPUTER SOFTWARE	\$753.50
HOBART SERVICE	EQUIPMENT REPAIR	\$61.76
HOGLUND BUS CO. INC	TRANSP. PARTS	\$710.99
HOLIDAY INN AIRPORT	TRAVEL	\$887.04
HUK RUBBER STAMP CO.	INSTRUCTIONAL SUPPLIES	\$32.95
IMON COMMUNICATIONS LLC	TELEPHONE	\$3,774.66
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$8,013.30
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$34,263.62
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$8,013.30
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$34,263.62
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$28,508.30
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$883.00
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$103,635.94
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$1,112.00
IOWA PRISON INDUSTRIES	INSTRUCTIONAL SUPPLIES	\$2,199.02
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$368.45
IOWA STRING TEACHERS ASSOCIATION	INSTRUCTIONAL SUPPLIES	\$210.00
IPEVO INC.	INSTRUCTIONAL SUPPLIES	\$198.00
ISFIS	OTHER PROFESSIONAL	\$306.00
JCD REPAIR	INSTRUCTIONAL SUPPLIES	\$993.00
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$99.96
JOHNSON BRADLEY DAVID	OFFICIAL/JUDGE	\$65.00
JOHNSON BRIAN	GENERAL SUPPLIES	\$62.41
JOHNSTONE SUPPLY	REPAIR PARTS	\$263.46
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$3,946.00
JUNIOR ACHIEVEMENT	DUES AND FEES	\$17,990.63
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$110,407.60
KLOSTERMANN KEVIN	OFFICIAL/JUDGE	\$60.00
LEARNING A-Z	INSTRUCTIONAL SUPPLIES	\$109.95
LETTER PERFECT	GENERAL SUPPLIES	\$29.28
LINN COUNTY REC	ELECTRICITY	\$23,809.46
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$166.50
LONG RANDY	OFFICIAL/JUDGE	\$65.00
LOVING GUIDANCE INC.	INSTRUCTIONAL SUPPLIES	\$81.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$509.52
LYNCH FORD	MAINTENANCE SUPPLIES	\$45.42
MARCO TECHNOLOGIES, LLC	GENERAL SUPPLIES	\$690.00
MARION IRON CO.	MAINTENANCE SUPPLIES	\$96.11
MARION JANITORIAL SUPPLY CO	LAUNDRY SERVICE	\$895.89
MARION WATER DEPT	WATER/SEWER	\$7,572.41
MARZANO RESOURCES LLC	PROF SERV: EDUCATION	\$5,280.00
MCCORMACK DISTRIBUTING	INSTRUCTIONAL SUPPLIES	\$28.74
MCMaster-CARR	MAINTENANCE SUPPLIES	\$237.33
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$808.31
MENARDS -13127	SMALL TOOLS	\$119.00
MERCY EAP SERVICES	PROF SERV: EDUCATION	\$75.00
MID AMERICAN ENERGY	NATURAL GAS	\$1,656.17
MIDWAY OUTDOOR EQUIPMENT INC	REPAIR/MAINT SERVICE	\$363.62
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$812.16
MORAN, SHIRLEY	INSTRUCTIONAL SUPPLIES	\$160.85
NASCO	INSTRUCTIONAL SUPPLIES	\$61.08
NAVIGATE WELLNESS, LLC	OTHER PROFESSIONAL	\$7,500.00
NEIBA	INSTRUCTIONAL SUPPLIES	\$513.00
OAKES CODY	OFFICIAL/JUDGE	\$70.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$593.86
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$319.25
ORCHESTRA IOWA	Professional Educational Services	\$376.25
ORKIN PEST CONTROL	Pest Control	\$325.00
P & D WELDING	REPAIR/MAINT SERVICE	\$125.00
P & K MIDWEST	REPAIR PARTS	\$63.66
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$482.46
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$960.80
PERFORMANCE HEALTH & FITNESS, LLC	INSTRUCTIONAL SUPPLIES	\$8,750.00
PIERSON TRAVIS	OFFICIAL/JUDGE	\$135.00
PIZZA HUT OF AMERICA, INC. & AFFIL	INSTRUCTIONAL SUPPLIES	\$142.04
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$93.58
PLUMBERS SUPPLY COMPANY	HEAT/PLUMBING SUPPLY	\$481.32
POOL TECH, A WGHK INC, COMPANY	GENERAL SUPPLIES	\$970.00
POSTMASTER	POSTAGE/UPS	\$235.00
POWERSCHOOL GROUP LLC	COMPUTER SOFTWARE	\$19,218.00
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$300.00
REALLY GOOD STUFF, LLC	INSTRUCTIONAL SUPPLIES	\$112.16
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$50.16
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$599.04
ROYAL IMAGING SUPPLIES	GENERAL SUPPLIES	\$250.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$193.60
SADLER POWER TRAIN	TRANSP. PARTS	\$72.68
SCHILKE, THOMAS	Professional Educational Services	\$100.00
SCHOLASTIC MAGAZINE	LIBRARY BOOKS	\$313.17

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$426.66
SCHOOL OUTFITTERS	INSTRUCTIONAL SUPPLIES	\$2,261.45
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$3,131.28
SCHOOL SYSTEMS LLC	INSTRUCTIONAL SUPPLIES	\$800.00
SCHULTZ STRINGS INC	EQUIPMENT REPAIR	\$60.62
SCHULTZ STRINGS INC	Professional Educational Services	\$475.00
SEESAW LEARNING, INC	GENERAL SUPPLIES	\$1,451.25
SHANLEY STEVE	INSTRUCTIONAL SUPPLIES	\$550.00
STANDARD BEARINGS	MAINTENANCE SUPPLIES	\$294.18
STEKL CHRISTIAN	OFFICIAL/JUDGE	\$135.00
STEVEN STICKNEY	INSTRUCTIONAL SUPPLIES	\$75.00
TERRI HODGE	INSTRUCTIONAL SUPPLIES	\$98.00
TEXTBOOK WAREHOUSE	INSTRUCTIONAL SUPPLIES	\$237.71
THE PAPER CORPORATION	GENERAL SUPPLIES	\$624.16
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$9,846.02
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$16,580.69
TRI-CITY ELECTRIC COMPANY OF IOWA	TECH REPAIRS	\$513.00
TURNER TERRY	OFFICIAL/JUDGE	\$130.00
UNITED REFRIGERATION	REPAIR PARTS	\$19.45
VAN HOECK RON	OFFICIAL/JUDGE	\$70.00
VAN METER CO	ELECTRICAL SUPPLY	\$718.18
VASKE, MICHAEL	OFFICIAL/JUDGE	\$65.00
VOYAGER SOPRIS LEARNING	INSTRUCTIONAL SUPPLIES	\$310.04
WADE CADENHEAD	OFFICIAL/JUDGE	\$65.00
WALSH DOOR & HARDWARE	REPAIR PARTS	\$275.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$105.00
WESSELINK JULIE	Professional Educational Services	\$715.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$62.50
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$4,163.81
WHOLESALE REPAIR INC	VEHICLE REPAIR	\$1,787.86
WIELAND & SONS LUMBER CO	INSTRUCTIONAL SUPPLIES	\$1,339.00
WILLIAM CARSON	INSTRUCTIONAL SUPPLIES	\$75.00
WINDSTREAM	TELEPHONE	\$807.30
WOODWARD COMMUNITY MEDIA	ADVERTISING	\$610.80
Fund Total:		\$1,176,369.50
Fund: LOCAL OPT SALES TAX		
DRYSPACE INC	CONSTRUCTION SERV	\$29,656.70
Fund Total:		\$29,656.70
Fund: MANAGEMENT LEVY		
TRUENORTH COMPANIES, LC	BLDG/PROPERTY INS	\$936.00
TRUENORTH COMPANIES, LC	Vehicle Insurance	\$2,704.00
Fund Total:		\$3,640.00
Fund: NUTRITION SERVICES		
ANDERSON DIANE	GENERAL SUPPLIES	\$45.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$24,215.72
BROWN LORI	UNEARNED REVENUE	\$117.25
CHARIPAR DEB	GENERAL SUPPLIES	\$45.00
CITY LAUNDERING COMPANY	PROFESSIONAL	\$1,653.45
COLLECTION	EE LIAB-GARNISHMENTS	\$218.40
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$3,910.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$47,446.16
HECKROTH MARI	UNEARNED REVENUE	\$65.50
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$911.29
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,896.48
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$911.29
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,896.48
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,435.40
JOSEPH SOPHIA	UNEARNED REVENUE	\$116.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$79.78
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$1,101.50
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$6,972.81
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$143,926.91
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,821.64
Fund Total:		\$244,786.06
Fund: PHY PLANT & EQ LEVY		
CROELL REDI-MIX INC	GENERAL SUPPLIES	\$1,117.25
D&N FENCE CO	CONSTRUCTION SERV	\$875.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,665.00
DRYSPACE INC	CONSTRUCTION SERV	\$8,466.10
FUTURE LINE	BLDG. CONST SUPPLIES	\$1,699.86
GARLING CONSTRUCTION	CONSTRUCTION SERV	\$4,756.26
PLUMBERS SUPPLY COMPANY	BLDG. CONST SUPPLIES	\$1,052.94
SHIVE-HATTERY INC.	ARCHITECT	\$7,520.30
UNITED RENTALS	RENTALS EQUIPMENT	\$883.60
Fund Total:		\$31,036.31
Fund: PUB ED & REC LEVY		
KINGS MATERIAL	GROUND UPKEEP	\$398.93
WENDLING QUARRIES	GROUND UPKEEP	\$1,291.88
Fund Total:		\$1,690.81
Fund: STUDENT ACTIVITY		
ALEXANDER HALL	INSTRUCTIONAL SUPPLIES	\$550.00
ALL-AMERICAN TIMING	INSTRUCTIONAL SUPPLIES	\$100.00
AMBROSY TODD	OFFICIAL/JUDGE	\$57.00
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$63.87
BARTA BOB	OFFICIAL/JUDGE	\$57.00
BRINK EJ	OFFICIAL/JUDGE	\$62.00
BROWN DAVID	TRAVEL	\$1,120.00
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$1,050.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
CAGNARD ATIQUA	DUES AND FEES	\$250.00
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$57.00
COPYWORKS	INSTRUCTIONAL SUPPLIES	\$118.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,037.79
DUGGAN KYLE	OFFICIAL/JUDGE	\$30.00
ELITE SPORTS	INSTRUCTIONAL SUPPLIES	\$460.91
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$9.85
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$382.50
FEDEX OFFICE	INSTRUCTIONAL SUPPLIES	\$98.98
FIRST	DUES AND FEES	\$6,000.00
FORSYTHE DAVID	OFFICIAL/JUDGE	\$95.00
GADDE JAYANTHI	DUES AND FEES	\$250.00
GRIFFITHS FRED	OFFICIAL/JUDGE	\$57.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$287.86
GUY WILLIE LEE	INSTRUCTIONAL SUPPLIES	\$768.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$50.00
HANSEN PEGGY	OFFICIAL/JUDGE	\$30.00
HUMES & BERG MFG CO. INC	EQUIPMENT >\$1999	\$1,120.79
INES CRING	INSTRUCTIONAL SUPPLIES	\$50.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6.52
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$27.85
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6.52
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$27.85
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$33.73
IOWA FFA ASSOCIATION	DUES AND FEES	\$634.50
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	DUES AND FEES	\$1,044.00
JEFFRY DOWNING	OFFICIAL/JUDGE	\$62.00
JEREMY ALFERA	INSTRUCTIONAL SUPPLIES	\$784.00
JOHN FEDCHOCK	INSTRUCTIONAL SUPPLIES	\$300.00
KACHEGERE USHARANI	DUES AND FEES	\$250.00
KALIA VIKAS	DUES AND FEES	\$209.00
KEEL JOHN W	OFFICIAL/JUDGE	\$62.00
KENNEDY ERIC	OFFICIAL/JUDGE	\$148.82
KENT POSSEHL	OFFICIAL/JUDGE	\$62.00
KESLING JARED	OFFICIAL/JUDGE	\$57.00
KYLES FRAMING GALLERY	INSTRUCTIONAL SUPPLIES	\$516.00
LAMPE DANA	INSTRUCTIONAL SUPPLIES	\$250.49
LEMMER BARBARA	INSTRUCTIONAL SUPPLIES	\$60.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$94.01
MAIS LENNY	OFFICIAL/JUDGE	\$57.00
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$45.25
MICHELLE MEIER	INSTRUCTIONAL SUPPLIES	\$450.00
MUSIC CENTER INC	INSTRUCTIONAL SUPPLIES	\$6,236.00
MYRON LINN	OFFICIAL/JUDGE	\$95.00
PANTINI ANDY	OFFICIAL/JUDGE	\$150.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 10/25/2019 - 11/13/2019

Fiscal Year: 2019-2020

Vendor Name	Description	Check Total
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$468.84
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$533.74
PURUSHOTHAMAN GOKULAKRISHNAN	DUES AND FEES	\$250.00
RAMU ANU	DUES AND FEES	\$250.00
RIDDELL	INSTRUCTIONAL SUPPLIES	\$429.95
RYALS DIRK	OFFICIAL/JUDGE	\$95.00
SAM GIPPLE	OFFICIAL/JUDGE	\$75.00
SARATHY SUJATHA	DUES AND FEES	\$250.00
SESKER KENT	OFFICIAL/JUDGE	\$57.00
SIVAKUMAR PALANIMUTH	DUES AND FEES	\$250.00
STEIGERWALDT LISA	DUES AND FEES	\$250.00
SUSAN FREESE	OFFICIAL/JUDGE	\$30.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$16.69
TRIHAX ATHLETIC APPAREL	INSTRUCTIONAL SUPPLIES	\$311.00
VINT MIKE	OFFICIAL/JUDGE	\$95.00
VONBEHREN SAEKO	STUDENT FEES	\$25.00
WAVERLY-SHELLROCK HIGH SCHOOL	DUES AND FEES	\$88.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$13.50
YANECEK DREW	OFFICIAL/JUDGE	\$62.00

Fund Total: \$29,433.81

Fund: STUDENT STORE

MOLLY SULLIVAN	GENERAL SUPPLIES	\$190.50
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Fund Total: \$190.50

Grand Total: \$8,753,152.19

End of Report


AIA® Document G701™ – 2017
Change Order**PROJECT:** *(Name and address)*

18245000 Linn-Mar CSD
3920 35th Avenue
Marion, Iowa 52302

CONTRACT INFORMATION:

Contract For: General Construction
Date: 05/30/2019

CHANGE ORDER INFORMATION:

Change Order Number: 004
Date: November 6, 2019

OWNER: *(Name and address)*

Linn-Mar Community School District
3555 10th Street
Marion, Iowa 52303

ARCHITECT: *(Name and address)*

OPN Architects
200 5th Ave. SE, Suite 201
Cedar Rapids, Iowa 52401

CONTRACTOR: *(Name and address)*

Larson Construction
PO Box 112
Independence, Iowa 50644

THE CONTRACT IS CHANGED AS FOLLOWS:

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

CR 6	ITC 005	Area A Plumbing Changes	\$ 10,441.16
CR 9	ITC 012	Inertia Bases (CREDIT)	(\$ 1,634.17)
CR 10	ITC 001	City Document Revises	\$ 22,463.28
CR 22	ITC 022	Media Ceiling Revisions	\$ 2,501.34
CR 24	ITC 26R	EWC Gym Corridor	\$ 2,024.45
CR 25	FIELD	Top Soil Removal from Site (CREDIT)	(\$ 3,600.00)
CR 28	ITC 031	Circulation Pump Revisions	\$ 2,894.51
CR 20R	ITC 029	Wide Stile Aluminum Doors	\$ 2,456.62
		Rounding Difference on CO 2	\$.54
		TOTAL	\$ 37,547.73

The original Contract Sum was	\$ 28,449,000.00
The net change by previously authorized Change Orders	\$ 20,599.96
The Contract Sum prior to this Change Order was	\$ 28,469,599.96
The Contract Sum will be increased by this Change Order in the amount of	\$ 37,547.73
The new Contract Sum including this Change Order will be	\$ 28,507,147.69

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

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

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

OPN Architects

ARCHITECT *(Firm name)*

Kelly H. Slotka
SIGNATURE

Kelly Slotka

PRINTED NAME AND TITLE

DATE

11/7/19

Larson Construction

CONTRACTOR *(Firm name)*

Doug Larson
SIGNATURE

Doug Larson

PRINTED NAME AND TITLE

DATE

11/07/19

Linn-Mar Community School District

OWNER *(Firm name)*

Sondra Nelson
SIGNATURE

Sondra Nelson, Board President

PRINTED NAME AND TITLE

DATE

**PROFESSIONAL SERVICES AGREEMENT
AMENDMENT NO. 1**

Hall & Hall Project No. 10691

Linn Mar Community School District Track, Marion Iowa

This Amendment made on November 12, 2019 between Linn Mar Community School District (hereinafter referred to as "OWNER") and Hall and Hall Engineers, Inc. (hereinafter referred to as "ENGINEER").

The OWNER and the ENGINEER agree to amend the scope of services as indicated in the original Professional Services Agreement and previously approved amendments, as follows:

	SERVICE	AMOUNT
1	Electrical Sub consultant fee	\$7,500
	Total	\$7,500

The OWNER and the ENGINEER agree to amend the compensation paid to the ENGINEER for providing the scope of services as shown in the original agreement, and previously approved amendments, as follows:

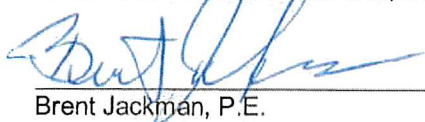
Original Agreement = \$37,200

Amendment No. 1 = \$ 7,500

Revised Agreement = \$44,700

This Amendment is subject to all the terms and conditions of the original Professional Services Agreement. Upon execution of this amendment, this document shall become part of the original Professional Services Agreement as if bound therein.

HALL AND HALL ENGINEERS, INC. (ENGINEER)

 11-12-19
Brent Jackman, P.E. Date

____ (OWNER)

Date



Purchase Agreement

This agreement ("Agreement") takes effect October 28, 2019 ("Effective Date"), between **Association for Supervision and Curriculum Development d/b/a ASCD** ("ASCD"), located at 1703 North Beauregard Street, Alexandria, VA 22311, and **Linn-Mar Community School district** ("Customer"), located at 3111 w. 10th Street, Marion, IA 52302, under the following terms:

1. **Products:** Customer shall purchase the following ASCD products and services (each a "Product"):

Quantity	Product	Amount	Total
1	ASCD Activate-Year 1	\$27,600	\$27,600
1	ASCD Activate-Year 2	\$27,600	\$27,600
1	ASCD Activate-Tear 3	\$27,600	\$27,600
Total			\$82,800

2. **Purchase Orders and Invoices:** Customer will provide ASCD with advance payment or a purchase order for the total amount indicated above within fifteen days of executing the Agreement. ASCD will invoice Customer based on the following invoice schedule:

Products	Expected Invoice Date	Amount
ASCD Activate Year 1	11/1/2019	\$27,600
ASCD Activate Year 2	11/1/2020	\$27,600
ASCD Activate Year 3	11/1/2021	\$27,600
Total		\$82,800

Payment is due net 30 days from the invoice date. Purchase order(s) must be sent electronically to: Doug.reed@ascd.org

3. **Digital Subscriptions:** ASCD will not ship any Product, perform Engagements (or book travel for any ASCD consultant's assigned to an Engagement) or fulfill any subscription services or registrations to Events without advance receipt of a purchase order or full payment, unless otherwise agreed to by the parties in writing.

 X ASCD Activate Professional Learning Network

via the respective website hosting the Product(s) or by any other means upon which the parties may agree, and to use the respective Product(s) in compliance with the Terms of Use, and any applicable additional Product Terms of Use located on the respective Website, which Customer acknowledges may be revised from time to time, without Customer's or User's prior consent. In the event of a direct conflict between the terms of this Agreement and the terms of the then-current Terms of Use and applicable Product Terms of Use, if any, the terms of this Agreement shall control.

- 3.1. Digital Term:** The "Term" shall be 11/1/2019 through and including 8/31/2022 (prorated 4 months because of early renewal in 2019)
- 3.2. Participants List:** Customer will provide ASCD with the list of Users, on an Excel template provided by ASCD, to programteam@ascd.org within 30 days from execution of this Agreement.
- 3.3. ASCD Activate:** ASCD Activate: Customer and its Users will have access to some content provided to ASCD members. However, ASCD Activate Users are not ASCD members nor should this Agreement be considered a purchase of ASCD membership.

4. General Terms

- 4.1. Intellectual Property:** With respect to Engagements, Customer acknowledges that ASCD or its consultants own the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement, and that no materials will be developed specifically for Customer. ASCD and/or the respective ASCD consultant(s) shall retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of ASCD or the respective consultant(s). All audio, video, and digital recording of the Engagement is prohibited. ASCD also owns and or controls all proprietary rights in the Digital Subscription Products and Courses described above and all rights not licensed to Customer and its Users either in this Agreement or separate Terms of Use and additional Terms of Use are strictly reserved.
- 4.2. Warranty:** ASCD does not provide any warranty as to the quality or fitness for a particular purposes of any Product, Engagement, Event or Subscription.
- 4.3. Termination:** ASCD may terminate this Agreement if ASCD has not received full payment or a purchase order from Customer within 30 days of the Effective Date of this Agreement.
- 4.4. Force Majeure:** If an occurrence beyond either party's reasonable control (but excluding financial inability) make it impossible to perform under this Agreement, the party unable to perform shall not have any liability to the other party for the prevented performance. The terms of this Agreement may be suspended until the occurrence ceases to exist, or either party may cancel this Agreement, in which case the respective cancellation policy for the Product (as posted on ASCD's website) applies. All obligations unaffected by such an occurrence shall remain in place.
- 4.5. Entire Agreement:** This Agreement, any exhibits or lists referenced in or attached hereto, and purchase terms and conditions included on ASCD web pages posted on ASCD's website for the respective events, products or memberships purchased, constitute the entire agreement of the parties and supersede any prior written or oral communications. This Agreement cannot be modified unless in writing signed by both parties. If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.
- 4.6. Offer Valid.** The pricing set forth in this Agreement shall be valid for 14 days from the Effective Date.

Customer shall confirm information on the attached **Exhibit A** is correct prior to signing this Agreement.

This Agreement is acknowledged and accepted by Customer and ASCD:

Nathan Wear
Associate Superintendent & CAO
Linn-Mar Community School district

Matt Monjan
Managing Director
ASCD

Date:_____

Date:_____

Please email this Agreement to:

Doug Reed
Doug.reed@ascd.org

Page 1 of 2

**Group Name:** Linn-Mar High School**Trip Start Date:** 2020-04-03**Primary Destination:** St. Louis, MO**Trip End Date:** 2020-04-05**Quote Number:****I. PROPOSAL BASIS**

This tour agreement is for the stated number of paying people in your proposal. Any deviations from this number will result in a change of the price per person. Your final payment will be adjusted to reflect the final number of travelers.

II. PAYMENTS

Your signature and deposit confirm your acceptance of your trip proposal. To allow us to begin booking the transportation, lodging, meals and attractions we will need the signed tour agreement and deposit by _____. We cannot guarantee terms of the trip proposal until we are in receipt of your deposit and signed tour agreement.

All trip costs must be paid in full 45 days prior to departure. If any payment per the payment schedule is not received on time, Bob Rogers Travel reserves the right to cancel your trip and retain all fees paid by the trip participant(s).

III. ROOMING LISTS

We require all rooming lists to be typed on the rooming list template provided to you by Bob Rogers Travel and returned in electronic format. Handwritten and/or faxed rooming lists will not be accepted. Please note that the sheets are titled FEMALE STUDENTS, MALE STUDENTS, and ADULTS.

Group rooming lists will be due in our office no later than 90 days prior to departure. If not received by the due date, cancellation of room reservations will occur or penalties will be enforced by the hotel property(ies).

IV. CANCELLATION POLICY

All cancellations must be in writing to Bob Rogers Travel. The date of the postmark is the date used to determine the amount of the cancellation fee. All money and fees paid prior to individual cancellation are non-refundable. No refunds or credits will be issued for a cancelled participant.

V. AIRFARE

If applicable, a separate air agreement will be sent for your review and signature once the air has been confirmed.

VI. TAXES

All taxes and service charges are included as of the date of your proposal. These taxes and charges are subject to change in the event of any increase or decrease prior to departure.

VII. MANDATORY PERMISSION & MEDICAL RELEASE FORM *(applicable to student groups only)*

A copy of the Mandatory Permission & Medical Release Form needs to be saved by the school or organization for each traveler and accessible for 5 years from the date of the trip.

VIII. DISCLAIMER

BOB ROGERS TRAVEL, Inc. and its agents act only in the capacity of agents for the participants in all matters pertaining to accommodations, tour activities, meals and transportation. It is not liable for any injury, personal injury, damage, loss, accident, delay or irregularity which may happen by default of any hotel, motel, restaurant, bus, airplane, company or person rendering any of the services involved or by natural forces. No responsibilities are accepted for any damage or delay due to illness, pilferage, labor dispute, machinery breakdown, quarantine, governmental restraints, weather, or other causes beyond their personal control. In the event that it becomes necessary to cancel or alter a tour or any aspect of that tour, such alterations will be made.

BOB ROGERS TRAVEL, INC. and Linn-Mar High School (Group Name)
agree to the above proposal and conditions effective on the date signed below.

I, Josh Reznicek (Group Leader Name), agree to adhere to the provisions in the agreement regarding payment schedule, room list deadline, final itinerary and equipment list for airline where applicable, and any other pertinent information to help us make our trip more successful. I understand our trip proposal is based on a specific amount of paying people and if our numbers increase or decrease it could have an effect on the per person "TOUR PACKAGE COST".

GROUP LEADER**BOB ROGERS TRAVEL, INC.**

Josh Reznicek

Name of Authorized Representative

Name of Bob Rogers Travel Representative

Signature of Authorized Representative

Signature of Bob Rogers Travel Representative

Date _____

Date _____

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Derek Anderson, Independent Contractor ("IC"), for the performance of certain services,

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

1. **SERVICES TO BE PERFORMED:** 14 presentations to K-3 students
2. **GROUP/DEPARTMENT WORKING WITH:** Elementary librarians
3. **AMOUNT OF PAYMENT:** \$7500 plus mileage + food expenses
(hotel is donated by the Marriott)

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on April 3, 2020, which is the date of completion. An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.

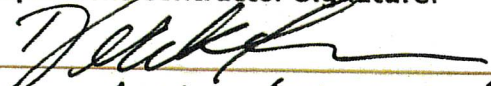
4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on March 31, 20 20 and shall continue in effect until April 3, 20 20, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 24th day of October, 20 19. (AA)

Independent Contractor Signature:

Linn-Mar CSD Representative Signature:





Title: Author/Illustrator/Speaker

Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302