



Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

Linn-Mar Community School District Board of Education Work Session Minutes - April 4, 2016

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 LRC by President Tim Isenberg. Roll was taken and it was determined a quorum as present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Anderson, Bisgard, Breitfelder, K. Christian, Ironside. Absent: Ramos and Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 166-04-04*

Motion by Patterson to adopt the agenda as presented. Second by Hutcheson. Voice vote; motion approved.

300: WORK SESSION

301: Tower Terrace Project

Lon Pluckhahn, Marion City Manager, updated the Board on the Tower Terrace Road project which will include a realigning of Winslow Road and the installation of a bridge over the Indian Creek. A traffic signal will be installed that includes full pedestrian activation and a countdown timer near the intersection of 10th Street and Tower Terrace Road; specific location still to be determined. A pedestrian overpass will be built if/when traffic counts warrant one. Speed limit will be 25 mph on Tower Terrace Road from 10th Street through the Linn-Mar campus. If a pedestrian overpass is installed, the speed limit will be raised to 35 mph. The City will reimburse the District for the cost of a crossing guard until it is deemed necessary for a pedestrian overpass to be installed near Excelsior Middle School.

Questions:

- Where is the City/District at on the contractual language? Isenberg clarified that agreement on the contractual language is getting close and that Pluckhahn was brought in to present to the new Board members so they would have a better understanding of the project before a final vote was taken.
- What is the timeline of the project? Pluckhahn clarified that, depending on weather, the contractors will begin with culverts and grading, paving probably won't begin until summer, with the bulk of the work occurring after school lets out for summer break. Grading will include filling in the old Linn-Mar softball fields.
- Who sets the traffic count number that will warrant the installation of a pedestrian overpass? Pluckhahn and Isenberg clarified that the City and District will work on setting the determining factors together. Traffic counts will be monitored annually for the first three years and then every other year.
- Why is a pedestrian overpass not being installed immediately? Pluckhahn shared that traffic studies of surrounding intersections near campus, set up with the same configuration, do not warrant a pedestrian overpass, do not have a crossing guard, and have low accident rates. The overpass would cost approximately \$2.5M which the City does not want to spend until it is determined a pedestrian overpass is actually needed.

- What are next steps? First reading of the contractual language will be set for the April 18th Board meeting and a public hearing date will be set for one of the May meetings. The second reading and approving vote will occur at the same meeting in May.

302: Leading Up Activity

Quintin Shepherd, Superintendent, facilitated an activity with the Board on the topic of leading up. Shepherd had the Board members hold a piece of PVC piping with just two fingers and, as a team, work together to lower it to the ground without taking their two fingers off of the piping. The activity was a visual reminder of the importance of functional leadership and working together for success. Shepherd also shared that leadership is contextual; meaning the type of leadership varies based on the context of the situation.



303: Strategic Planning

Exhibit 303.1

Themes from the February 15th Strategic Planning meeting were presented to the Board.

Leisa Breitfelder, Executive Director of Student Services, presented the following information on the facilities discussion:

- Early childhood theme: family engagement, hands-on projects, and facility
 - Family Engagement: engage families in early years, mentor families, and provide family resources for preschool through graduation.
 - Hands-on Projects: active and engaged students, project-based learning, room to learn, and open spaces.
 - Facility: 11 out of 12 responses showed support for a stand-alone early childhood center that is updated or built to specifically meet the needs of the students.
- Building structures theme: second high school, 12th grade center, learning pathways, 8th/9th grade center, and *We Are Linn-Mar*.
 - Several themes were formed from the discussion including, but not limited to, a second high school, a 12th grade center, an 8th-9th grade center, an early childhood center, six elementary buildings with grades K through 4th, two middle schools with three grade levels (grade level input varied), and focus on *We Are Linn-Mar* and the number of building transitions for students from preschool through graduation.
 - The formation of designing learning pathways was also supported with the question of: do we fit learning pathways into buildings...or buildings into the flow of the learning pathways?

Bob Read, Director of Middle School Teaching & Learning, presented the following information on the technology discussion:

- Curricular focus theme: what do students need to be successful, have the curriculum in place before the technology devices, identify how technology will be used in the classroom, must be adaptable, articulated, and reinforced.
- Digital citizenship theme: what does this look like, how are students being taught these skills, how do we know teachers understand the progression, and must be a holistic approach/process.
- Power of the staff theme: professional learning so teachers will be confident and competent, maximize current tools such as Teacher Leadership, pedagogy, how do we leverage the power of the staff to enhance student learning and how do students learn with technology.

- Online learning theme: begin exploration at the grade levels and content areas, how to support students who take online classes, and explore open source courses.
- Other considerations: equity (device/internet access), professional learning, curriculum integration, and district technology plan.

Jeff Frost, Director of High School Teaching & Learning, presented the following information on the learning pathways discussion:

- Theme of Cs occurred: cluster, career, college, community, citizenship, competency, critical thinking, curriculum, cohesiveness, connections, and creativity.
- Two major C themes: college and career...building blocks for the future.
- Develop a model for Linn-Mar building off of information from existing programs such as Capstone, Apex, etc.
- Career clusters are a national movement. LM Course of Studies offers close to 170 courses. The 170 courses could be used to create an action plan to build career cluster for developing multiple learning pathways which could result in three tracks/diplomas: regular pathway, college prep pathway, and career prep pathway.
- Suggestions on learning pathways: students would declare their graduation track during their sophomore year and diploma path by their junior year, freshman year would be required courses no matter what graduation or diploma path they are considering, if an accelerated student they could begin their path during freshman year, students would have the ability to switch paths at any time, and the ability to switch graduation requirements to one that is of less rigor or move up to a higher level diploma but would have to meet the requirements of that diploma by graduation.
- Based on the 170 courses currently offered, the learning pathways could reasonably consist of 16-17 career clusters with 79 career pathways.

Questions:

1. How many credits are earned toward graduation and how many are required credits? 250 credits are earned and approximately 90 are required. A significant number of students go over earning approximately 300+ credits.
2. Will there be pathways offered that focus on the arts or non-college/career oriented students? Definitely...pathways need to meet the needs of all students whether they are college/career focused or not.

Superintendent Shepherd concluded the discussion by reviewing the grand themes that came out of the February 15th strategic planning session and the importance of tying the grand themes and the themes presented by Leisa, Bob, and Jeff into the strategic plan:

- Articulate: maps, pathways, college/career/life
- Support: whole child, individualized, differentiate, flexible learning
- Challenge: ambitious, relevant, help students achieve "beyond"
- Engage: digital literacy, 21st century skills, integrated, applied partnership opportunities, project-based learning
- Involve: vibrant relationships, connected communities, partnerships
- Build: physical learning environment

Superintendent Shepherd asked the Board to think about leadership and the message that they want to convey in the strategic plan. Shepherd also asked the Board to consider moving away from the word "engage" and consider using invested, involved, committed, etc.

Next steps: Strategic Planning Team will begin to put together suggestions for learning pathways/themes to present to the Board at a future meeting building off of current models available. Shepherd will lead the Board in additional discussions about developing the language for the Strategic Planning themes and Thoughtexchange themes. As of this morning, 101,593 collectively assigned thoughts had been submitted via the Thoughtexchange process.

Timeline: Shepherd's goal is to have an action plan developed by July 1st that has the strategic initiatives nailed down. This would allow the redesigning of the Administration Report at the start of the 2016-17 school year that could reflect the strategic goals decided upon. The redesign of the Administration Report would help the focus remain on the strategic goals and determine if there are things being done/not being done as they relate to the strategic plan.

400: ADJOURNMENT

401: Adjournment **Motion 167-04-04**

Motion by Patterson to adjourn the work session at 6:37 PM. Second by Nelson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
April 4, 2016*

Linn-Mar Community School District Board Meeting Regular Session Minutes - April 4, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order at 7:00 PM in the boardroom of the LRC by President Tim Isenberg. Roll was taken and it was determined a quorum as present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Anderson, Bisgard, Breitfelder, K. Christian, Ironside. Absent: Ramos and Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 168-04-04*

Motion by Patterson to adopt the agenda as presented. Second by Hutcheson. Voice vote; motion approved.

300: RECOGNITIONS/PROCLAMATIONS

301: IASBO Professional Leadership Award Presentation

Doug Nefzger, President of the Iowa Association of School Business Officials, presented Angie Morrison, Business Manager, with the 2016 IASBO Professional Leadership Award.

302: 2016 LIONS Award/Volunteer Winners

Karla Christian, Executive Director of Human Resources, introduced the 2016 LIONS Awards winners: Susan Knight (Legend), Kara Larson (Optimizer), and Paul Knapp (Service). Karla Terry, Coordinator of Community Relations, introduced the Volunteer winners: Al Alcock and Jean Jones. A special open house/reception will be held in their honor on Wednesday, April 13th beginning at 4:30 PM in the boardroom that will include a short program at 5:30 PM.

400: AUDIENCE COMMUNICATIONS

Sandie Rohrer (parent) voiced her concerns about the potential early childhood center stating there isn't a lot of business base for the center and would not want the District to enter into a competition with the public centers. Rohrer also voiced her concerns about the potential learning pathways and that it should be ensured they don't lead to offering a lesser curriculum to high school students. Rohrer's third concern was the potential building restructuring and that the 9th graders should continue to be housed in the high school.

Paula Stenske (parent) voiced her concerns about the potential learning pathways and the suggestion that freshman students only be able to begin their learning pathways during their freshman year if they are identified as TAG students as the TAG program is not available to all students. Stenske also voiced her concerns about the potential early childhood center and that it is an unnecessary expense since preschool is not the core purpose of the District and a pre-K building is harder to repurpose. Stenske's third concern was that the original source of the Venn diagram included in the work session strategic planning discussion regarding technology was not credited.

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

501: Public Hearing on the FY17 Certified Budget

Refer to Exhibit 701.1

A public hearing was held on the proposed FY17 Certified Budget. No comments were received.

600: INFORMATIONAL REPORTS

601: Board Visit

The Board reported that during the March 9th visit to Oak Ridge Middle School they were excited to see the ASSIST program firsthand and the level of engagement the instructor had with the students. Other highlights included learning about the success of the PLC program and the success of small group sessions for students.

602: Special Education Advisory

Nelson reported that during the March 9th Special Education Advisory meeting the discussion focused on the number of transitions a student goes through between buildings from preschool through graduation and what should be considered to help the students with these transitions. The Transition Committee will include the results of the discussion in their revised protocols. Nelson also shared that Patti Soldner from GWAEA did a great job during the recent Parent University when she presented information on fine motor skills.

603: Board Mixer

The Board reported that during the March 10th mixer with Marion Independent School District and the Marion City Council the attendees enjoyed a time of casual discussion and a tour of the High School renovations.

604: Marion City Council

Weaver shared that during the March 17th Marion City Council meeting topics included a presentation by the Linn County Public Health Department on Blue Zones and walkability, sidewalk assessments and the affects additional installation of sidewalks will have on the elderly, and the Daughters of the American Revolution have scholarships/grants available to high school students.

605: Administration Report

Exhibit 605.1

Superintendent Quintin Shepherd shared the following highlights from the Administration Report: currently have 29 high school students signed up to visit the Iowa BIG program, the teachers will make up the February snow day on June 2nd, and as of today there were 101,593 collectively assigned thoughts shared via the Thoughtexchange process. Shepherd also recognized the PTO members that recently visited the Capitol and the many staff and student recognitions included in the report.

700: UNFINISHED BUSINESS

701: Approval of FY17 Certified Budget ***Motion 169-04-04***

Exhibit 701.1

Motion by Hutcheson for the Board to approve the FY17 Certified Budget as presented. Second by Gadelha. Anderson clarified that the budget needs to be certified by April 15th so it is being certified at 4% and the rate can be lowered in June once all of the State amounts had been set. Voice vote; motion approved.

800: NEW BUSINESS

801: First Reading of Board Policy Reviews/Revisions *Motion 170-04-04* Exhibit 801.1

Motion by Patterson for the Board to approve the policy reviews/revisions as presented in Exhibit 801.1 and based on the Iowa Association of School Boards Policy Primer suggestions. Second by AbouAssaly. Weaver shared his concerns about Policy 202.7 and the limitation of Board members to substitute within the District. Weaver also shared his concerns about Policy 603.8 regarding students requesting physical education waivers just to get out of PE. Weaver requested additional conversation/consideration be given to these two policies. The Board agreed to have additional conversation at the next meeting when they were presented for second reading. Voice vote; motion approved.

1. Revised	4/16	202.7	Board of Directors' Conflict of Interest
2. Revised	4/16	401.1	Personnel Qualifications, Recruitment, Selection
3. New	4/16	404.R1	Code of Professional Conduct/Ethics
4. Revised	4/16	502.6	HS Academic Eligibility for Co- & Extra-Curricular Activities
5. Revised	4/16	504.31	Administration of Medication to Students
6. Revised	4/16	504.31-E1	Medication Permission Form
7. New	4/16	504.31-E2	Authorization-Asthma or Other Airway Constricting Disease Medication or Epinephrine Auto-Injector Self-Administration Consent Form
8. New	4/16	504.32	Stock Epinephrine Auto-Injector Supply
9. Reviewed	4/16	603.8	Physical Education
10. Revised	4/16	702.1	Nutrition Services Program
11. New	4/16	702.1-R	Meal Charges
12. Revised	4/16	702.4-R	Eligibility for Free or Reduced Cost Meals
13. Revised	4/16	702.5	Vending Machines
14. Reviewed	4/16	803.1	Purchasing-Bidding: Goods/Services
15. Reviewed	4/16	803.2	Bids and Awards for Construction Contracts
16. Revised	4/16	805.2	Care, Maintenance and Disposal of District Records
17. Reviewed	4/16	902.6	Disposition of Obsolete Equipment
18. New	4/16	1004.8	Aquatic Center Use
19. New	4/16	1004.8-E1	Aquatic Center Fee Schedule
20. New	4/16	1004.8-E2	Aquatic Center Use Application
21. Revised	4/16	1005.6	Transporting Students in Private Vehicles

900: CONSENT AGENDA

901: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Baxendale, Heather	HS: Student Support Services Teacher	6/2/16	Relocation
David, Teresa	WF: Kindergarten Teacher	6/2/16	Retirement
Mahmens, Scott	HS: Athletic Director/Associate Principal	6/29/16	Retirement

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Brown, Jennifer	NS: WE General Help	3/9/16	\$11.99/hour
Chauhan, Lalita	NE: Student Support Associate	3/4/16	\$11.97/hour
Cleppe, Kathie	NS: BW General Help	3/4/16	\$11.99/hour
Johnstone, Angela	OR: From Gen Ed Asst to Student Support Assoc	3/7/16	\$12.79/hour
Krog, Dennis	TR: From Sub Bus Driver to Bus Driver	3/8/16	\$19.50/hour

Name	Assignment	Dept Action	Salary Placement
Nutt, Rosalee	LG: Interpreter	3/22/16	\$18.00/hour
Peddicord, Tricia	NE: From Gen Ed Asst to Student Support Assoc	3/8/16	\$13.10/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Callahan, Mary	EX: Student Support Associate	6/2/16	Retirement
Poland, Shannon	NE: Part-time Student Support Associate	3/11/16	Personal
Rohrer, Sandie	LRC: Information Services Coordinator	3/23/16	Personal

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Hutchison, Andrea	HS: From Head to Assistant JV POMs Coach	3/28/16	\$877.50
Johnson, Suzanne	HS: Head JV POMs Coach	3/28/16	\$2,632.50
Mahmens, Mitch	HS: Head 9 th /Assistant Varsity Baseball Coach	5/2/16	\$4,213.00

902: Approval of Minutes from March 7th

Exhibit 902.1

903: Approval of Minutes from March 10th

Exhibit 903.1

904: Approval of Bills

Exhibit 904.1

905: Approval of Contracts

Exhibits 905.1-9

1. Interagency agreements for Special Education programming with College CSD (1), Iowa School for the Deaf (1), Marion Independent SD (2), Mason City CSD (1), Muscatine CSD (1), and Solon CSD (1). *(For student confidentiality, no exhibits provided.)*
2. Contract with Luther College for clinical field experience for the 2016-17 school year.
3. University of Northern Iowa Cooperative Agreement for pre-service clinical placement for the 2016-17 school year.
4. Student Teaching/Field Experience Agreement with Cornell College for the 2016-17 school year.
5. Proposal for construction observation and materials testing services with Terracon Consultants, Inc., for the Oak Ridge Middle School cafeteria expansion for an estimated cost of \$12,139.00.
6. Supplemental proposal for construction materials testing services with Terracon Consultants, Inc., for the High School kitchen renovation for an estimated cost of \$4,199.00.
7. Proposal for geotechnical engineering services with Terracon Consultants, Inc., for the Westfield Elementary addition for an estimated cost of up to \$1,750.00.
8. Contractor agreement with Larson Construction for the Westfield Elementary addition for the contracted sum of \$2,176,000.00.
9. Contractor agreement with Garling Construction for the High School kitchen renovation and Oak Ridge Middle School cafeteria expansion for the contracted sum of \$1,970,000.00.

906: Fieldtrip Requests

Exhibit 906.1-3

1. Overnight fieldtrip request from the Robotics Team to compete at the Minnesota North Star FRC Regional Championship April 6th through April 9th in Minneapolis, Minnesota.
2. Overnight fieldtrip request from FFA to compete at the State Envirothon competition April 10th through 11th in Guthrie Center, Iowa.
3. Overnight fieldtrip request from FFA to attend the State Nomination Committee event April 12th through 14th in Ankeny, Iowa.

907: Board Information*Exhibit 907.1*

1. School Finance Report and Cash Balance Report as of February 28, 2015.
2. School Finance Report and Cash Balance Report as of February 29, 2016.

908: Items Removed from the Consent Agenda for Separate Action909: Approval of the Consent Agenda ***Motion 171-04-04***

Motion by Patterson for the Board to approve the consent agenda as presented. Second by Hutcheson. Patterson recognized the three retirees, Hutcheson asked if Terracon contracts had been bid out to which Anderson clarified they were below the required bid threshold, and AbouAssaly asked if there was a process in motion to replace Athletic Director Mahmens at the end of the year due to his retirement; to which Shepherd clarified the process had already been started. Voice vote; motion approved.

1000: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS1001: Communications

- o Gadelha thanked Karla Christian, Executive Director of Human Resources, for including the salaries in the personnel listing and Leisa Breittfelder, Executive Director of Student Services, for taking care of the concerns shared in previous meetings regarding the student activity bus.
- o AbouAssaly congratulated Angie Morrison, Business Manager, for her recognition by the IASBO and Elizabeth Wilson, former Board member, for her appointment to the Marion Art Council.
- o Patterson recognized the LM Show Choir and directors for a great year and receiving National recognition for the Prep Division due to their 10 consecutive wins.
- o Isenberg shared that the PBIS program is growing throughout the District and that the middle schools are reflecting on beginning the program. Isenberg asked the Board members to consider becoming champions of the PBIS program in the elementary buildings by choosing one of the seven buildings and begin participating in their PBIS program.
- o Weaver recognized the Linn-Mar POMs for achieving National recognition and a successful year.

1002: Calendar

Date	Time	Event	Location
April 6 th	4:00 PM	Equity Advisory	Conference Room 5
April 6 th	4:30 PM	Special Ed Advisory	Boardroom
April 7 th	5:30 PM	Marion City Council (Isenberg)	City Hall
April 8 th	7:30 AM	Board Visit	Success Center
April 12 th - April 14 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
April 13 th	7:00 AM	Executive Committee	Superintendent's Office
April 13 th	4:30 PM	LIONS Awards & Volunteer Reception	Boardroom
April 14 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
April 16 th	8:30 AM	Coffee Conversation (Patterson/Nelson)	Excelsior Middle School
April 18 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
April 21 st	4:00 PM	Health & Human Development	Boardroom
April 21 st	5:30 PM	Marion City Council	City Hall
April 27 th	7:00 AM	Executive Committee	Superintendent's Office

Date	Time	Event	Location
May 2 nd	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
May 3 rd	5:30 PM	Technology Committee	Boardroom
May 5 th	5:30 PM	Marion City Council	City Hall
May 10 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
May 11 th	7:00 AM	Executive Committee	Superintendent's Office
May 11 th	5:00 PM	Career & Technical Education	Boardroom
May 12 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
May 16 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
May 19 th	5:30 PM	Marion City Council	City Hall
May 21 st	8:30 AM	Coffee Conversation (Hutcheson/Isenberg)	Westfield Elementary
May 25 th	7:00 AM	Executive Committee	Superintendent's Office
May 29 th	1:00 PM	Graduation	US Cellular Center
Date	Time	Event	Location
June 1 st	4:00 PM	School Improvement Advisory	Boardroom
June 6 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
June 8 th	7:00 AM	Executive Committee	Superintendent's Office
June 9 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
June 9 th	5:30 PM	Marion City Council	City Hall
June 14 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
June 20 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
June 22 nd	7:00 AM	Executive Committee	Superintendent's Office
June 23 rd	5:30 PM	Marion City Council	City Hall
Date	Time	Event	Location
July 5 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
July 7 th	5:30 PM	Marion City Council	City Hall
July 11 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
July 13 th	7:00 AM	Executive Committee	Superintendent's Office
July 14 th	9:00 AM	ERMA Advisory	Office of Rick Ironside
July 21 st	5:30 PM	Marion City Council	City Hall
July 27 th	7:00 AM	Executive Committee	Superintendent's Office
July 28 th	5:30 PM	Marion City Council	City Hall

Additional Dates to Remember:

- April 8th – MANE Event @ CR Marriott – 6:00 PM
- April 10th-16th – National Volunteer Week
- April 23rd – Growl Prowl @ LM Stadium – 9:00 AM
- May 2nd-6th – Board & Teacher Appreciation Week
- May 13th – Lunchtime Learning @ Boardroom – Noon
- May 17th – Parent Advisory @ Boardroom – 5:15 PM
- May 26th – 100-Hour Volunteer Luncheon @ Lowe Park – 11:30 AM
- June 1st – Last Day of School

1003: Committees

Board Committees	Participants
Executive Committee	Isenberg, Patterson, Shepherd
Finance/Audit Committee	Abouassaly, Anderson, Hutcheson, Morrison, Shepherd, Weaver
Legislative/Policy Committee	Gadelha, Nelson, Patterson, Shepherd

District Committees	Participants
Career & Technical Education	Bisgard, Nelson
Construction Advisory	Ironside, Shepherd, Weaver
ERMA Advisory	Hutcheson, Ironside
Equity Advisory	Bisgard, Christian, Patterson, Ramos
Health & Human Development	Abouassaly, Breitfelder
School Improvement Advisory	Bisgard, Gadelha
Special Education Committee	Breitfelder, Nelson
Technology Committee	Isenberg, Ramos

1100: ADJOURNMENT *Motion 172-04-04*****

Motion by Patterson for the Board to adjourn the regular session at 8:01 PM. Second by Hutcheson. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
April 4, 2016*

Strategic Planning Themes

**Board Work Session
April 4, 2016**



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

Facilities

Themes Developed:

Early Childhood:

- Family Engagement
- Hands on Projects

Building Structures:

- Second High School
- 12th Grade Center
- Pathways
- 8/9 Center
- We Are Linn-Mar



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Facilities

Early Childhood - Family Engagement

- Engage families in their child's early years
- Mentor families
- Resources for families



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Facilities

Early Childhood- Hands On Projects

- Active and Engaged Students
- Project based learning
- Room to Learn
- Open Spaces



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Facilities

Early Childhood

- Center itself to be built/updated to meet students needs.
- Structural Design Project: 11 out of 12 responses showed support for an Early Childhood Center.



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Facilities

Building Structures



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

Facilities

WE ARE LINN-MAR



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



	PreK	Elem	MS	HS
1	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12; Career Pathways Bldg (3 bldgs)
2	PreK Ctr	8 elementaries K-5	2 MS 6-8	Traditional 9-12 HS; COMPASS/Charter Model 9-12 (2 bldgs)
3	PreK Ctr	7 elementaries K-6	2 MS 7-9	HS 10-12; COMPASS/Academy (2 bldgs)
4	PreK Ctr	6 elementaries K-4	2 MS 5-8	Jr. HS 9-10; HS 11-12 (2 bldgs)
5	PreK in each elem (PK-5)	8 elementaries PK-5	2 MS 6-8	2 HS 9-12 (2 bldgs)
6	PreK Ctr	8 elementaries K-5	2 MS 6-8	HS 9-11; 12th Grade Ctr; FUTURE: 2 HS; Apex Ctr (2 bldgs)
7	PreK Ctr	8 elementaries K-5	3 MS 6-8 OR 2 MS 6-7	IF 3 MS: 1 HS 9-11; 12th Grade Ctr (2 bldgs) OR IF 2 MS: 1 Jr. HS 8-9; HS 9-11; 12th Grade Ctr (3 bldgs)
8	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12 (2 bldgs)
9	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12; 12th Grade Ctr/STEM (3 bldgs)
10	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12 (2 bldgs)
11	PreK Ctr	K-5 elementaries	2 MS 6-8	HS 9-11; 12th Grade Ctr (2 bldgs)
12	PreK Ctr	6 elementaries K-4	1 5/6 Bldg (OR) 1 7/8 Bldg (EX)	HS 9-12; STEM; Possible 3rd Bldg (2 or 3)



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Will we be able to have a clearer picture if we work through the Learning Pathways first?



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

Technology

Harnessing the power of technology for learning

The good news (mostly) is that the further development of technology has a life of its own. It will get more and more powerful, cheaper and more available. In the latest work, learning and instruction become the driving forces, so that we will ride the technology wave instead of being at the mercy of a powerful but intrinsically aimless phenomenon.

- Michael Fullan



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

Technology

February Meeting Themes

Curricular Focus

Digital Citizenship

Staff

Online Learning



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Technology

Curricular Focus

Backward design:

“What do students need for the rest of their life to be successful?”

“Have to put the curriculum before the device so we can ensure students have access to the right technology tools to be successful.”

“Identify how technology will be used within the curriculum”

To meet the needs of students learning needs to be adaptable, articulated, reinforced

How do we support pedagogy to leverage technology?



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Technology

Digital Citizenship

A critical component of technology use

Design questions:

What does it look like?

How are students being taught these skills?

How do we know teachers understand the progression?

Holistic approach/process



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Technology

Leveraging the power of our staff

Professional Development - Training

Confident and Competent

Expectation for all

Teacher Leadership

Maximize our current tools

Pedagogy

Student Learning

How can we harness this tool to enhance student learning?

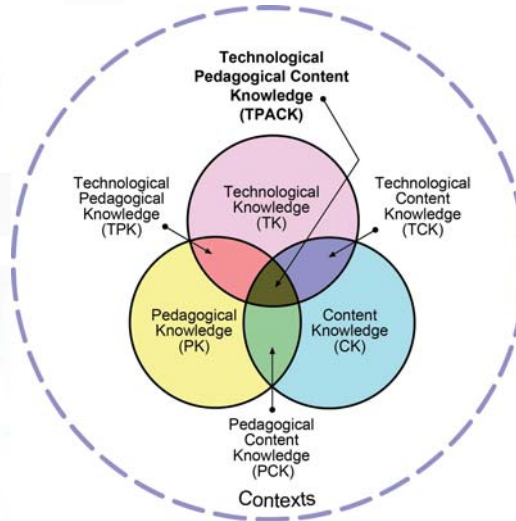
How do students learn with technology?



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Technology

The challenge:



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Technology

Online Learning

Begin exploration
Grade levels
Content

“As kids go to college they are taking more online classes. How do we support them?”

Exploration of “Open Source” courses



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Technology

Other considerations

Work of the Administrative Team:

Equity
Device
Internet Access

Professional Development

Curriculum Integration

District Technology Plan



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Learning Pathways



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Learning Pathways

**Ambition
is the first
step to
success.
The second
step is
action.**

kustandwizdom.tumblr.com



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Learning Pathways

February Board Work Session

Emerging Themes

**Notes from the February Work Session placed in a
Wordle**



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Learning Pathways



Learning Pathways

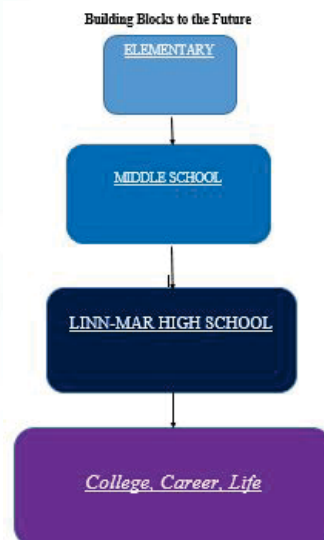
The Two Major C's



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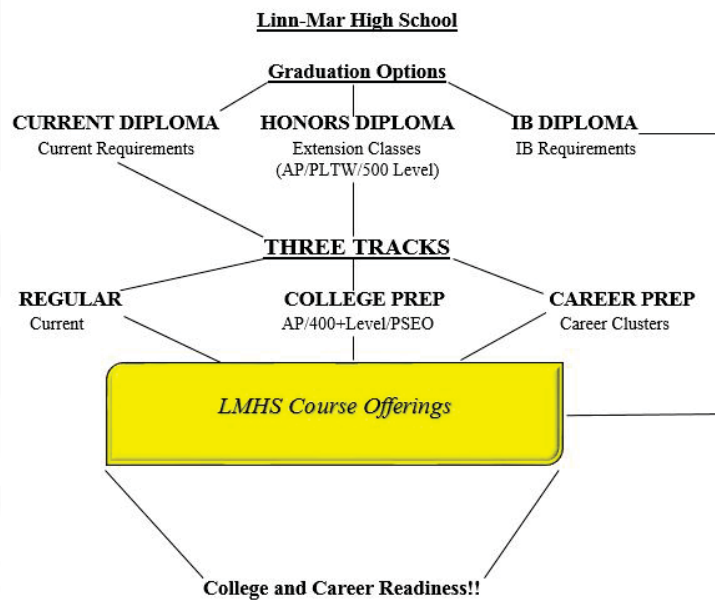
Learning Pathways

What Could This Look Like?



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Learning Pathways



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Learning Pathways

A student would have to declare their diploma path by their junior year.

A student would declare their graduation track during their sophomore year.

- Freshmen year would be for taking required courses, no matter which track or graduation path they are considering. (If a student is accelerated they could begin their track as a freshmen- would need to be identified as a TAG student)

A student would always have the ability to switch career paths at any time!

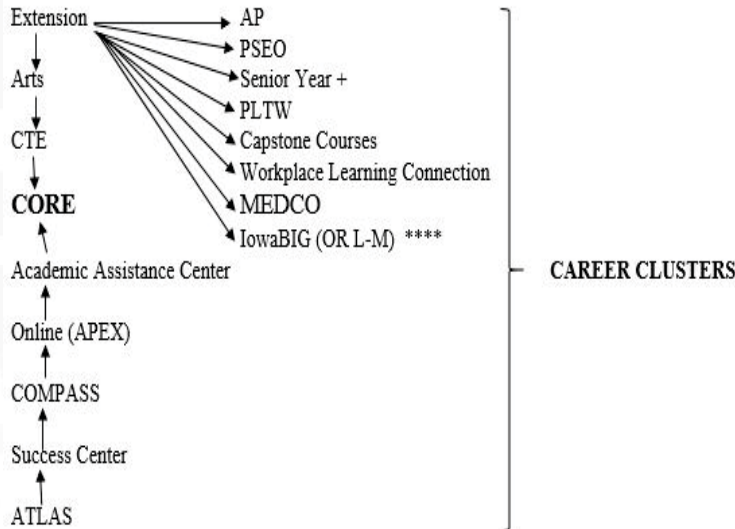
A student would have the ability to switch graduation requirements to one that is of less rigor, or if they want to move to a higher diploma, would still have to be able to meet the requirements of that diploma by graduation.



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Learning Pathways

High School- range of offerings:



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Learning Pathways

Career Clusters:

- 1) Agriculture/Food/Natural Resources
- 2) AV Technology/Communications
- 3) Architecture/Construction
- 4) Business Management, and Administration
- 5) Education and Training
- 6) Finance
- 7) Government and Public Administration
- 8) Health Science
- 9) Hospitality and Tourism
- 10) Human Services
- 11) Information Technology
- 12) Manufacturing
- 13) Marketing, Sales, and Service
- 14) Public Safety and Security
- 15) Science, Technology, Engineering and Mathematics
- 16) Transportation, Distribution, and Logistics
- Many would add a 17th- ENERGY

These 16(17) Career Clusters have 79 Career Pathways



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Learning Pathways

C^X (C to the ...)

Career
College
Community
Citizenship
Cluster
Capstone
Connections
Creativity
Competency
Critical Thinking
Curriculum
Cohesiveness



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Grand Themes

- **Articulate**
 - maps, pathways, college/career/life
- **Support**
 - whole child, individualized, differentiate, flexible learning
- **Challenge**
 - ambitious, relevant, help students achieve “beyond”
- **Engage**
 - digital literacy, 21st century skills, integrated, applied partnership opportunities, project-based learning
- **Involve**
 - vibrant relationships, connected communities, partnerships
- **Build**
 - physical learning environment



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Preschool Themes

Family Engagement

- Support Systems at the early levels to help develop strong family structures
- Catching them (families) early will allow for later success
- District offer our new families a mentor family
- Resources for families
- Parent Engagement

Hands on Projects

- When I walk in I want to see kids doing their own thing, brainstorming activities, kid directed, kid interests. Not 18 pictures of the same thing.
- Project based learning
- Projects but structure
- Lots of hands on
- Active
- Montessori
- Movement
- Social and emotional teaching
- Lots of room to learn
- Open spaces

Other topics

- Plan for growth; one site or two?
- Access to technology – no less than what they currently have
- Volunteers in the rooms – HS students volunteer
- The center itself to be built/updated for the kids' preschool needs

Building Structure Themes

Second High School

- If we have another HS it has to look different. Not a traditional HS setting.
- Don't mind a second physical building but would like a non-traditional curriculum taught.
- Not another 9-12 building.
- A HS with 650 in a class is too big.
- Is in favor of a second HS, although very controversial.
- Not enough opportunity on sports teams, but then too small to compete.
- You don't want to split and then be the small school of the big world and not be able to compete.

12th Grade Center

- Reach out to community and build relationships with them.
- Partnerships with Kirkwood.
- Keep them (12th graders) in school all day, no release time.
- Keeping kids tied into the main campus if we did a 12th grade building.

Pathways

- A building where kids can explore other learning avenues.
- Charter, Apex, then 12th Grade Center.
- Iowa BIG is also a very interesting option.
- Waterloo – 9-12 with career tracks. We are set up really well for college track kids. We need to reach out to kids that may be looking at other tracks.
- We need to pull career pathways down to middle school level to explore post-secondary pathways.
- Merge with other districts and create more opportunities.

8/9 Center

- 8/9 would work.
- 5/6/7 would work.
- There is a clear difference between 7th and 8th graders.

We Are Linn-Mar

- You can't find Linn-Mar on a map but we do have our own culture.
- Sense of community.
- Sense of community and identity.

	PreK	Elem	MS	HS	Additional Bldgs	Transitions
1	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12; Career Pathways Bldg (3 bldgs)	2	4 or 5
2	PreK Ctr	8 elementaries K-5	2 MS 6-8	Traditional 9-12 HS; COMPASS/Charter Model 9-12 (2 bldgs)	3	3 or 4
3	PreK Ctr	7 elementaries K-6	2 MS 7-9	HS 10-12; COMPASS/Academy (2 bldgs)	2	3 or 4
4	PreK Ctr	6 elementaries K-4	2 MS 5-8	Jr. HS 9-10; HS 11-12 (2 bldgs)	1	4
5	PreK in each elem (PK-5)	8 elementaries PK-5	2 MS 6-8	2 HS 9-12 (2 bldgs)	2	2
6	PreK Ctr	8 elementaries K-5	2 MS 6-8	HS 9-11; 12th Grade Ctr; FUTURE: 2 HS; Apex Ctr (2 bldgs)	3	4
7	PreK Ctr	8 elementaries K-5	3 MS 6-8 OR 2 MS 6-7	IF 3 MS: 1 HS 9-11; 12th Grade Ctr (2 bldgs) OR IF 2 MS: 1 Jr. HS 8-9; HS 9-11; 12th Grade Ctr (3 bldgs)	4	4 or 5
8	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12 (2 bldgs)	1	4
9	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12; 12th Grade Ctr/STEM (3 bldgs)	2	4 or 5
10	PreK Ctr	6 elementaries K-4	2 MS 5-7	Jr. HS 8-9; HS 10-12 (2 bldgs)	1	4
11	PreK Ctr	K-5 elementaries	2 MS 6-8	HS 9-11; 12th Grade Ctr (2 bldgs)	2	4
12	PreK Ctr	6 elementaries K-4	1 5/6 Bldg (OR) 1 7/8 Bldg (EX)	HS 9-12; STEM; Possible 3rd Bldg (2 or 3)	1 or 2	4 or 5

Current: 3

Facilities Planning

Stay-Put Members: Leisa Breiffelder (LRC), Chad Schumacher (LRC), Dan Ludwig (EH), John Christian (EX), Joe Nietert (HS), Kim Buelt (HS), and Tina Monroe (BW)

Group 1: Tina Patterson, Todd Hutcheson, Clark Weaver, Shannon Bisgard (LRC)

● **Preschool Conversation - 3 yr, 4yr, and ECBP**

What do you see in a preschool?

Tina - project based learning, montessori concept. Draw on Myiman montessori and pull in cultural.

Todd - UNI school before closed down (Malcolm Price Lab) had a real good pathway, Rockwell uses this model. Linn-Mar uses this model partially.

Tina P. - When I walk in I want to see kids doing their own thing, brainstorming activities, kid directed, kid interests. Not 18 pictures of the same thing.

Todd - projects but structure.

When you hear technology in preschool, what do you see?

Tina P.- everything, 2 year old niece can navigate smart phone better than me. Access to technology not just a lesson on a particular piece of technology.

Will preschool students have access art, pe music? Centers?

Kim - will need a place for that to happen in the classroom but may not need to go to a separate place for this.

Clark - movement in the classroom is very important.

What would preschool offer our families or parents?

Tina P. - district offer our new families a mentor family.

Dan L. - we could offer this throughout the district.

Clark - catching them early will allow for later success.

Tina P. - volunteers age out as their kids get older. We could be using these older aged out volunteers.

● **Facilities Planning**

What are our thoughts on a second high school?

Todd - wants to hear from non-board members.

Joe N. - conversations have always gone towards a 12th grade center. What it offers for the 12th grade students as far as post-secondary opportunities.

Kim B. - You can't find LM on a map but we do have our own culture.

Tina P. - what about the 8 and 9 building?

John C. - I can see how 8, 9 would work and how 5,6 ,7 would work.

Todd - how do you serve the kids that are taking classes above and below.

Group 2: New Members - Tim Isenberg, George Abouassaly, Pam Schulz (WE), Dawn Young (Compass), JT Anderson (LRC)

- **Preschool Conversation - 3 yr, 4yr, and ECBP**

What do you see in a preschool?

Tim - I, would like to see HS students in the classroom volunteering. Would need to be close to HS or have the ability to drive.

Dan L. - One site or two sites? would like to see active learning.

Pam S - lots of room to learn, lots of hands on.

What do you think of when you see technology in the classroom?

George - maximizing the potential for that age group. Worst thing is to provide technology and not use it correctly or not train on it.

Tim I - technology vertically articulates between grades.

What should our preschool offer to our families? Parent resources?

George - The more engaged the parents are the better. parent engagement is crucial.

Tim - why would you need to build it? or would you just offer a place to meet?

Tina M. - This allows for an instant sense of community.

Kim - this would help provide families that don't have technology at home feel welcome at home.

- **Facilities Planning**

What do you see as the option for the HS? Do you want a 2nd HS?

Tim - is in favor of a second HS, although very controversial. A HS with 650 in a class is too big. Merge with other districts and create more opportunities.

Leisa - Until that point (a second high school) is it a restructuring of the high school?

Tim I - no, not necessarily.

George - I am not sold on one or the other. 11- 12 model is one I have thought about a lot lately. 8,9,10. 11,12 focused on the future and preparation for post-secondary.

Leisa - Kim and Joe, what is the high school view on 8-9 vs. 11 -12?

Joe - when we talk as a team, it always ends up as a 12th grade building.

Kim - partnerships with kirkwood. Sense of community and identity.

George - What is your idea of the number for a breaking point?

Kim - You don't want to split and then be the small schools of the big world and not be able to compete.

Joe - I think that the size we are right now there is still that sense of community.

Tim - Charter, Apex , then 12th grade center, same with George.

Dan - Keep them in school all day, not time release.

Tim I - Keeping kids tied into the main campus if we did a 12th grade building.

Pam S - Keeping in mind additions to buildings for special needs and special programs.

3rd Group: New Members - Sondra Nelson, Ed Rogers (WF), Sandie Rohrer (LRC), Chad Buchholz (LG), Rene Gadelha

- **Preschool Conversation - 3 yr, 4yr, and ECBP**

What do you see in a preschool?

Sondra - built for the kids needs, building updated for the kids

Rene - plan for growth. Accommodate as many as we can. Open spaces, active, outdoor space. Do we include pre-k in our mission statement?

Sondra - Social and emotional teaching.

What do we provide our new families at the pre-k centers?

Rene - Do you mean one dedicated room, or a resources for a group of people?

Sondra - That would be the ideal. Resources for our families, bringing in speakers for our parents.

Quintin - Nice to have or a priority?

Rene - Tuition? \$ allows for us to provide some of these things. Then I think we should have these resources.

Ed - support systems at the early levels to help develop strong family structures.

- **Facilities Planning**

What do you see as the option for the HS? Do you want a 2nd HS?

Rene - Waterloo - 9-12 with career tracks. We are set up really well for college track kids. We need to reach out to kids that may be looking at other tracks. Iowa BIG is also a very interesting option as well. Not another 9 - 12 building.

Sandie - not enough opportunity on sports teams, but then too small to compete.

Sondra - If we have another HS it has to look different. Not a traditional HS setting. A building where kids can explore other learning avenues. Reach out to community and build relationships with them.

Leisa - Keeping 9-12 and having something different. What does that look like?

Rene - Restructure the district to accommodate growth.

Tina M. - there is a clear difference between 7th and 8th graders.

Rene - We need to pull career pathways down to middle school level to explore post-secondary pathways.

Sondra - Don't mind a second physical building but would like a non-traditional curriculum taught.

Dan - transitions causes dip in academics, how will this affect our kids?

[Facilities Structure Ideas](#): The following is a link to the ideas drawn by participants on their thoughts of future facilities for Linn-Mar.

Whole Group Share Out
What were your Ah-Ha's?

Todd - Technology and student pathways often drive one or the other, however tonight I realized that both need to coexist. how do we best serve the individual students and their needs. a fourth rotation at the 1st table would be good.

Rene - very cool to talk freely tonight. positive and forward focused. So exciting to be in this position..

Sondra - hard to make one decision because others come up. Technology is so important and need the training to teach it.

Clark - A lot of hurdles but very positive. Will we need to make technology a graduation requirement. We will figure it out.

George - Collaboration, we are working as a team. The community sees it. We are in a good position. We need to take advantage of what we have. Ah-ha - the instructor is as important as the student.

Tim - the interconnect between the three tables was great!

Leisa - Would like the first group back. Especially after having the pathways discussion

Technology Strategic Planning
February 15, 2016

1. **Technology as a learning tool** - [Documents Folder Link](#). Adapt vs. Evolve thinking is encouraged
 - a. Consider “non-consumption” opportunities (opportunities not currently available)
 - i. **What ideas come to mind?**
 1. Foreign Language in the elementary. We have a gap from 6th grade and cannot take it again until 8th grade.
 1. Starting the foreign language at a younger age would be better.
 2. Best learned at the younger ages.
 2. Would like to see technology in the elementary
 3. Coding opportunities (seen in elementary- Westfield)
 4. Technology as a dedicated special
 5. Have to help our staff feel confident with the tools (like the value of it being a learning piece). Teachers need to be competent in technology.
 6. Identify how technology will be used within the curriculum.
 7. **Technology competencies** needed (or guiding principles for teachers to use in adapting curriculum to meet this expectation). What is our learning outcome?
 8. K-12 overhaul of the curriculum with vertical articulation to introduce and master a technology skill and build upon it from year to year.
 9. Teachers want to implement technology but need to know what students should know/learn/take away from the experience.
 10. Where do we carve out time for technology?
 11. **Technology is always changing - the cost to keep up with it can be difficult.**
 12. Everyone has to be on board - teachers can no longer say “I am not comfortable with it” - it is a Non-negotiable and teachers must use/incorporate technology. (Teachers incorporate technology based on their comfort level with technology.)
 13. Do we have the ability to provide teachers with the training needed to learn technology and use in the classroom?
 14. Online learning is something we haven't even started to scratch the surface on.
 15. Teachers can take classes by watching videos to learn new technology skills and how to implement the technology into their classroom with student learning.
 16. How do we change our style of instruction to take advantage of technology?
 17. Should we focus on World Culture rather than learning a foreign language.
 18. We need buy in from all - parents, students, teachers (all stakeholders)
 19. We need to make this a holistic process.

20. What requirements are needed to be successful as an adult in college, the workforce, etc.? We need cohesive expectations for technology.
21. What do students need for the rest of their life to be successful?
22. Free apps - "Slow news in Italian" - "Learn 6 Languages"
23. I would like to see us expand our online classes (like for Chinese). As kids go to college they are taking more online classes. How do we support them?
24. We need to make sure instructors are maximizing the tools provided, know how to use the tools, and can help student students use the tools.
25. What does digital citizenship look like? How are they being taught to be good digital citizenship as they grow up? How do we know teachers know/understand this?
26. High School students need a very compelling reason to explore/take technology competencies courses.
27. How does digital textbooks/curriculum help with savings?
28. "Open source" course based on materials that are available out there for us already. (This needs to be done as a department to help with standardization.)
29. Learning objects that teachers have the flexibility on how to get there. (It could be tight at this grade level(s))

Driving Question: What should we be planning for in 3 yrs, 5 yrs, 10 yrs?

1. The sooner we can get the students on the computer the better.
2. Learning needs to be adaptable and be reinforced.
3. What would we want the kindergartens to learn/know from technology and building upon it from year to year?
4. Teacher Leadership can play a key role in this process (training/teaching staff and helping students)
5. Students need to show mastery of a technology skill before moving on to the next skill
6. It depends on the age - HS students know and uses technology so we need to start students on technology at a younger age.
7. Where are we going? Why? (What did we do in the past that was "right" for our students who have been gone for a year, 5 years, etc)
8. Can we get something we can grow into - not hot today, gone tomorrow. We need to think about sustainability.
9. How do we train teachers to feel comfortable with technology so it is being used by students in all classrooms?

b. Blended learning opportunities

- i. Where should we be going with this, if anywhere? Think forward 10 years and describe the future.
 1. It would be nice to have technology at each grade level
 2. Teachers are competent in teaching technology/technology skills and/or have the support of a technology teacher to enhance student learning

3. Students have the opportunity “play” with technology throughout the day.
4. Technology class/curriculum to allow students to experience technology

c. 1 to 1 initiatives vs. BYOD?

1. BYOD (seems easier) as long as we have the supports in place to provide technology for those who do not have it.
2. 1 to 1 will cost too much to keep it up-to-date
3. ***Have to put the curriculum before the device so we can ensure the students have access to the right technology tools to be successful.***
4. There is technology out there that students have access to that they do not have at the school.
5. Problem with BYOD: Responsibility of K-5 students and/or parents having to supply the device for 2+ children.
6. 1 to 1 allows students to attend class at home if there is a need to do so (snow days, extended illness...).
7. BYOD allows us to be flexible for us to be adaptable and flexible for students so we can start now.

Funding, incorporate usage into curriculum, policy, equity, etc. (this is the work of the action plan and admin team after the Board helps direct the ‘vision’)

i. Is this important? (Equity)

- a. Have Technology for students to check out if they do not have it.
- b. The only way to break the equity gap is by providing 1 to 1
- c. If we have online classes/flip classrooms we need to make sure students who do not have the technology at home have access to it.
- d. How do we supply tools for those students that do not have devices in their hands.

ii. What grades, if any?

- a. As quickly as we can get it down to students.
- b. Certainly by 3rd grade (think about what they are being asked to do on State tests)
- c. Higher level thinking can happen with technology in the hands of students at a younger age.
- d. Starting at preK - Kids are learning technology prior to entering school so we need to incorporate technology at a very young age.
- e. Fluency with technology needs to start with the adults and them feeling comfortable with it. So, it has to be relevant to determine the grade.
- f. PreK/K are using the iPads more.
- g. 7th or 8th grade, although I want to go younger (but equity becomes a concern would parents buy a computer for a third grader unless you have 1 to 1).

d. Student learning portfolios (digital) - what might this look like?

1. Some type of living thing (BW has students with blogs)
2. Appropriate age, start have students craft a portfolio that evolves and moves with them from elementary on into college.
3. The portfolio can start at Kindergarten and each new skill is added

Students can run circles around teachers that do not have the skills (ie social media).

Notes from School Board Retreat

2.15.16

Student Pathways

Round 1- Jeff Frost, George A., Dawn Y., Pam Schulz, Merilee M., Jeff G., JT, Tim I., Kristi Hicks, Erica R.

PK-12 PBIS

There is explicit instruction of expectations of behaviors. Helps to remove assumptions. Students are able to learn how to problem solve.

PBIS is the behavior side of the pyramid. You have academic interventions and behavior interventions. The pyramid has three levels. The tier 3 level offers more direct instruction of student behavior interventions.

MS from elementary is a good transition. There is common language that runs through the grade levels. How the expectations are taught and how you recognize is very familiar between elementary and high school.

Vision PK-12

Are students Job ready? We should not piece things together just to say we gave them an education.

Had a group discussion about how we need to approach with staff to make sure there is conformity from beginning to end.

It is important to encourage staff. We need to have PBIS K-12. Change could come at the HS. We could blow up how chord hours are done and relate it to citizenship. We could do this at the MS as well as at Compass and the Success Center.

How to identify pathways needs to be done earlier. Students should work in the community. That could lead to employers working with them out of HS. The Jr. and Sr. program is more honed in on what they want to do after HS.

Dawn commented that Compass will be more formalized next year with pathways and that she is working with Leisa.

Jeff asked what people thought about a different outcome? Discussion talked about a teaching model for behavior for students. What does positive behavior look like?

The bottom line was stated that students getting engaged and involved is better in the long run. Currently every school has its own way of positive supports. The results seem to be the same the core of the program also seems to be the same.

Reinforcing citizenship is important.

The whole child is important. The links to clusters and pathways is important. It is important that students are able to go to college, not go and able to switch paths along the way.

Need to look at 8th grade courses that lead to pathways.

Compass needs to be more proactive vs. reactive.

Need a way for elementary students to get involved in STEM or STEAM. Not sure what is happening at the elementary.

A comment was made that we need to take calculated risks as a District and be progressive rather than be a same old District. It was stated we need to live on the edge.

Question was asked if the kids know about the pathways and how soon do they know about them. Stated that motivation is important and there was a feeling that most people don't know the courses they can or need to take.

It was stated that we need to raise the bar and narrow the scope.

It was stated that from the day kids enter Linn-Mar to the day they leave they will get a great education. But could we capture them now and do better. Students are graduation not ready for the workplace. Anything you do, you can always do better.

Some discussion about working with kids individually to define pathways. We need to spend more time talking to kids about where they want to do. Could spend 8.9.10 grade working with students about what they want to do and 11,12 grade they could go out for work experience. Internships might be another way to have kids try different jobs.

There should be something like APEX for 11th and 12th grade students. As well as college and other courses.

Linn-Mar should be a place teachers want to work so that we can have the best teachers. Should not just be all about salary, there should be other things too.

Round 2- Sondra, Chad B, Renee, Sandie, Jeff Frost, Kristi Hicks, Jeff G., Merilee, Erica R

Discussion started with letter C.

Discussion of PBIS and how it looks at behavior, culture, climate and workplace skill. PBIS skills transfer well to the workplace and the work environment. The common language in the building is great to use between home and school. So even at the kindergarten parent meeting you can talk about the PBIS language that will be used and what you can expect in six months.

Common expectations are good so whoever comes in the building knows what to expect from students.

Board members talked about the school visits and what they had seen with PBIS. Question about why this isn't a Linn-Mar thing in every building. Since each building can build it how they want it makes it fit building cultures. The buy in from staff is key. Again, talked about the common language being very important. Asked how this could carry over into the HS.

It was noted that if students understand behavior expectations then you can get on to the learning. Excitement from students and staff to work collaboratively.

Discussion went to soft skills needed in the workplace. It was agreed that soft skills were very important. Discussion around eye contact and repeating questions you are answering. Comment was made about being culturally sensitive though where some of our soft skills may not carry over well. Discussed that if the focus was on the soft skills eventually kids would assimilate the behaviors and expectations.

Pathways Discussion-

We need a LM something. Looks good for college. Possibly more strands like PLTW.

Need better communication plans for business showcases. Would be nice for businesses to come in and talk to parents and students about what you need to work at local businesses. Need to find out what businesses in the community want from their employees. If we did this in the evening it would be good to have counselors available to talk about classes and scheduling.

Need to be open about communication for non-traditional pathways also.

More reverse field trips. Bring people in to talk about careers.

Could do special interest days.

For maybe five years not field trips out, bring people in.

For Iowa Big could there be a technology focus or bio-sciences?

The traditional college path is pretty set.

The future is working with businesses to work with helping students.

Several agreed that pathways for the non-college grad needs to be in the forefront.

Need to look at how many experiences there are in MS and HS for students to know what they want to do. They need to experience many things along the way. Need to bring people in, but also need to get kids out.

Understanding the students learn differently is important when looking at the pathways. Also, what is the path for the student that may hang back? Don't want them to get left behind.

No matter what adults think we need to be very careful not to pigeon hole students. They need lots of experiences and not too narrow of a focus.

We need to work at our STEM offerings.

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Round 3- Clark, Todd, Tina, Jeff Frost, Kristi, Jeff G., Merilee, Erica

Conversation started with PBIS again. Jeff G. asked the group how they see PBIS fitting beyond school. Comment was made about citizenship and soft skills.

We have come a long way in curriculum coherence in the last six years. Understanding that there is a continuance.

As an employer, soft skills are elementary and a necessity. What vs. how. How stuff is always important. What stuff changes. Kids that are well versed in the how will be able to pick up new skills for the what.

The basis of public education is to train a workforce. Understanding rules are layered somewhere in the curriculum. When you need to take things off it seems the work force skill are removed. With the technology revolution we need to teach to that. We can no longer teach to the industrial revolution. We forget to teach the other areas of critical thinking. Innovation and creativity are very important. We need more programs like future cities and invention convention. Students need to understand how to take the different things that are learned in isolation and transfer them and know when to use and how to apply to the current situation.

Soft skills cannot stop at the end of 8th grade. Students need to know how to say please, thank you, when to ask for help, how to ask for help and to know if they are stuck to get help. This is where PBIS starts and stops.

The Internet will permeate throughout the lifetime of the student. Students need a lot of knowledge, but they need to know how to access knowledge. Students cannot be afraid to ask for help as there will be someone who will and will pass them up. Students cannot lose the mindset of how to be a human being, good citizen, and to care about helping your fellow man. We need to open doors for students.

We train students to not ask for help to not to appear they don't know. We need to encourage students to ask questions not discourage.

Need more time for collaboration for students, time to work as teams.

Love retakes, we want everybody to be on that end.

Not comfortable with the idea that we assume kids know stuff. We have lots of data about assessment with reading, writing and arithmetic, but not about the other stuff.

Pathways, vision 5-10 years from now?

Whittier Academy was mentioned. For the masses 10-12. Everything you can think of. Automotive, HVAC if you can think of it there is a program. There is a split day you are either A or B. Depending on your group you either partake in the AM or PM. Students get everything but the apprenticeship done plus they are all ready for college. Know of a student who took masonry so he could work in the summers to pay for college. After college started his own masonry business.

With a diploma what are you really qualified to do? What skills do you have?

Texas was referenced with 8th grade careers. They have job fairs where they bring people in, parents come in too. There are classes that students need to take. They learn what classes you need to take for specific careers and what salary they make. Students try 7-10 different jobs until they get to the one they will have. With technology paths may start one way, but then something else opens up and you go another way then another. Paths need to change as the student mind changes.

A radical idea was asked to be considered. What if there were no grade levels? What if as you mastered content you moved on to the next thing? Individualized plans for all students. Different tracks for all, no limits on what you can do. Service kids where they want or need to go. Pathways individual vs. for the group.

A new school of thought at the University, here is what we can teach, let's build something with this. At the U of I you can build your own degree.

Need to think about what the minimal level of knowledge students need to know. There would be 2-3 changes from 6th-Senior year. Students would be able to graduate where they want to be.

We need to educate parents on the idea of pathways.

PATHWAYS

Notes by Topic

Citizenship (PBIS)

- There is explicit instruction of expectations of behaviors. Helps to remove assumptions. Students are able to learn how to problem solve.
- PBIS is the behavior side of the pyramid. You have academic interventions and behavior interventions. The pyramid has three levels. The tier 3 level offers more direct instruction of student behavior interventions.
- MS from elementary is a good transition. There is common language that runs through the grade levels. How the expectations are taught and how you recognize is very familiar between elementary and high school.
- It is important to encourage staff. We need to have PBIS K-12. Change could come at the HS. We could blow up how chord hours are done and relate it to citizenship. We could do this at the MS as well as at Compass and the Success Center.
- Jeff asked what people thought about a different outcome? Discussion talked about a teaching model for behavior for students. What does positive behavior look like?
- The bottom line was stated that students getting engaged and involved is better in the long run. Currently every school has its own way of positive supports. The results seem to be the same the core of the program also seems to be the same.
- Reinforcing citizenship is important.
- Discussion of PBIS and how it looks at behavior, culture, climate and workplace skill. PBIS skills transfer well to the workplace and the work environment. The common language in the building is great to use between home and school. So even at the kindergarten parent meeting you can talk about the PBIS language that will be used and what you can expect in six months.
- Common expectations are good so whoever comes in the building knows what to expect from students.
- Board members talked about the school visits and what they had seen with PBIS. Question about why this isn't a Linn-Mar thing in every building. Since each building can build it how they want it makes it fit building cultures. The buy in from staff is key. Again, talked about the common language being very important. Asked how this could carry over into the HS.
- It was noted that if students understand behavior expectations then you can get on to the learning. Excitement from students and staff to work collaboratively.
- Comment was made about citizenship and soft skills.
- Soft skills cannot stop at the end of 8th grade. Students need to know how to say please, thank you, when to ask for help, how to ask for help and to know if they are stuck to get help. This is where PBIS starts and stops.
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Career Ready

- Are students Job ready? We should not piece things together just to say we gave them an education.
- It was stated that from the day kids enter Linn-Mar to the day they leave they will get a great education. But could we capture them now and do better. Students are graduation not ready for the workplace. Anything you do, you can always do better.
- Discussion went to soft skills needed in the workplace. It was agreed that soft skills were very important. Discussion around eye contact and repeating questions you are answering. Comment was made about being culturally sensitive though where some of our soft skills may not carry over well. Discussed that if the focus was on the soft skills eventually kids would assimilate the behaviors and expectations.
- Need to be open about communication for non-traditional pathways also.
- Could do special interest days.
- Some discussion around what Waterloo is doing with their second high school. Medical and technology trades are being taught. Question about what we can support? We have lots of medical opportunities in our community and access to several colleges. How can we work together to tap into the 20% that are not college bound? Waterloo spends three days with 8th grade students to work on narrowing down their career paths. Lots of opportunities here we need to tap into them.
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- With a diploma what are you really qualified to do? What skills do you have?
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College Ready

- There should be something like APEX for 11th and 12th grade students. As well as college and other courses.
- The traditional college path is pretty set.

Community

- How to identify pathways needs to be done earlier. Students should work in the community. That could lead to employers working with them out of HS. The Jr. and Sr. program is more honed in on what they want to do after HS.
- Some discussion about working with kids individually to define pathways. We need to spend more time talking to kids about where they want to do. Could spend 8.9.10 grade working with students about what they want to do and 11,12 grade they could go out for work experience. Internships might be another way to have kids try different jobs.
- Linn-Mar should be a place teachers want to work so that we can have the best teachers. Should not just be all about salary, there should be other things too.
- Need better communication plans for business showcases. Would be nice for businesses to come in and talk to parents and students about what you need to work at local businesses. Need to find out what businesses in the community want from their employees. If we did this in the evening it would be good to have counselors available to talk about classes and scheduling.
- More reverse field trips. Bring people in to talk about careers.
- For maybe five years not field trips out, bring people in.
- The future is working with businesses to work with helping students.
- Need to look at how many experiences there are in MS and HS for students to know what they want to do. They need to experience many things along the way. Need to bring people in, but also need to get kids out.

Cohesiveness

- Had a group discussion about how we need to approach with staff to make sure there is conformity from beginning to end.
- We have come a long way in curriculum coherence in the last six years. Understanding that there is a continuance.
- Need more time for collaboration for students, time to work as teams.

Clusters

- The whole child is important. The links to clusters and pathways is important. It is important that students are able to go to college, not go and able to switch paths along the way.

Curriculum

- Need to look at 8th grade courses that lead to pathways.
- Need a way for elementary students to get involved in STEM or STEAM. Not sure what is happening at the elementary.
- Question was asked if the kids know about the pathways and how soon do they know about them. Stated that motivation is important and there was a feeling that most people don't know the courses they can or need to take.
- A comment was made that we need to take calculated risks as a District and be progressive rather than be a same old District. It was stated we need to live on the edge.
- It was stated that we need to raise the bar and narrow the scope.
- We need a LM something. Looks good for college. Possibly more strands like PLTW.
- For Iowa Big could there be a technology focus or bio-sciences?
- Several agreed that pathways for the non-college grad needs to be in the forefront.
- Understanding the students learn differently is important when looking at the pathways. Also, what is the path for the student that may hang back? Don't want them to get left behind.
- No matter what adults think we need to be very careful not to pigeon hole students. They need lots of experiences and not too narrow of a focus.
- We need to work at our STEM offerings.
- We need to allow students opportunities to try things and fail at them. If something doesn't work how do you work to solve it? Some feeling we have lost some critical learning opportunities. We need to treat students fairly. Some students need to be able to move and go on. Some students need to be able to try and some may choose not to try.
- Love retakes, we want everybody to be on that end.
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- Whittier Academy was mentioned. For the masses 10-12. Everything you can think of. Automotive, HVAC if you can think of it there is a program. There is a split day you are either A or B. Depending on your group you either partake in the AM or PM. Students get everything but the apprenticeship done plus they are all ready for college. Know of a student who took masonry so he could work in the summers to pay for college. After college started his own masonry business.
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- We need to educate parents on the idea of pathways.

COMPASS

- Compass needs to be more proactive vs. reactive.
- Dawn commented that Compass will be more formalized next year with pathways and that she is working with Leisa.

Notes from School Board Retreat

2.15.16

Student Pathways

COLOR DESCRIPTOR

PBIS

CAREER READY

COLLEGE READY

COMMUNITY

COHESIVENESS

CLUSTERS

CURRICULUM

COMPASS

Round 1- Jeff Frost, George A., Dawn Y., Pam Schulz, Merilee M., Jeff G., JT, Tim I., Kristi Hicks, Erica R.

PK-12 PBIS

There is explicit instruction of expectations of behaviors. Helps to remove assumptions. Students are able to learn how to problem solve.

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Vision PK-12

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Round 2- Sondra, Chad B, Renee, Sandie, Jeff Frost, Kristi Hicks, Jeff G., Merilee, Erica R

Discussion started with letter C.

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PATHWAYS

Linn-Mar High School

Extension Opportunities

Advanced Placement (AP) Courses:

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

Concurrent Enrollment Courses:

Concurrent enrollment courses receive both Linn-Mar and selective college credit. Students taking a concurrent enrollment course must meet and follow all course guidelines of the respective college and understand that course performance becomes part of the individual's permanent college record. The following is a list of college-level courses offered on campus: Music Fundamentals, Mathematics and Society, Environmental Sustainability (Formerly Biotechnical Engineering), Child Growth and Development 1, Child Growth and Development 2, Civil Engineering and Architectural Design (CEA), Composition I, Composition II, Computer Integrated Manufacturing (CIM), Computer Science and Software Engineering (CSE), Digital Electronics (DE), Health Careers, Intermediate French I KCC, Intermediate French II KCC, Intermediate Spanish I KCC, Intermediate Spanish II KCC, Introduction to Engineering Design, Parenting, and Principles of Engineering.

Post-Secondary Opportunities (PSEO)

Credit may be awarded by a college upon successful completion of course requirements. Any college credit determination is made by an individual college.

Students may enroll in college courses under the following provisions:

- The PSEO is intended for 11th and 12th grade students as part of their four-year plan.
- A course chosen under this option must not be a comparable course to one offered in the local high school curriculum.
- The chosen course may not replace graduation requirements.
- The school district will pay up to \$250 for related tuition and related course fees. Students are responsible for textbook fees.

- A student must complete the course with a passing grade in order for the school district to pay for the course.
- Students must maintain the minimum high school course load.

Project Lead the Way (PLTW)

Project Lead the Way is a national program with courses designed to prepare students for a career in engineering or engineering technology. Emphasis is placed on applied learning through a challenging and engaging “hands-on” project-based approach. A national standards-based curriculum is followed. Courses for Project Lead the Way offered at Linn-Mar High School include:

- Introduction to Engineering Design (IED)
- Digital Electronics (DE)
- Principles of Engineering (PoE)
- Environmental Sustainability (ES) (Formally Biotechnical Engineering (BE))
- Computer Integrated Manufacturing (CIM)
- Civil Engineering and Architectural Design (CEA)
- Computer Science and Software Engineering (CSE)
- Aerospace Engineering (AE)
- Computer Science Application (CSA)

Talented and Gifted

Ninth grade students have the option of choosing to take US History I and English I; both of these courses stress academic rigor and focus on presenting the student with challenge. These courses are open to all students, and TAG students are highly encouraged to enroll. A quarter-long career awareness and college planning seminar designed especially for TAG students is also available to them their 9th grade year. Tenth, 11th and 12th grade students may elect to take an independent study course, allowing them to design their own in-depth study. Advanced Placement courses are also available to all students in these upper grades.

Capstone Courses

A “capstone” experience is an in-school immersion into the actual work environment of a particular job/subject area. These application opportunities allow a student to be trained in the specific skills of a particular work environment, as well as to be provided with experience in the career area. The following Capstone courses are currently being offered or developed:

- Building and Trades
- LM Store
- LM Culinary (developing)
- LM Teaching and Development
- Engineering Design and Development (EDD) (developing)

- Capstone Project in Agriculture, Aquaculture, Food and Natural Resources (developing)

Career Immersion

Career Immersion opportunities include internships, job shadows, and other experiences on the actual job site. These opportunities are provided through the MOC program, a partnership with The Workplace Learning Connection, and other businesses and agencies. Please see a counselor for more information on these opportunities.

Career Edge Academies

Career Edge Academies are opportunities to explore high demand careers while earning both high school and college credit. Linn-Mar and other area high schools have teamed with Kirkwood Community College to create several courses that will help students explore careers, develop new skills, and gain insights into today's workplace. Academics include:

- Architecture and Construction
- Dental
- Emergency Medical Services: EMT
- Informational Technology
- Patient Care
- Pharmacy Technician
- Physical Therapist Assistant/Occupational Therapy Assistant
- Renewable Energy/Industrial Maintenance
- Transportation
- Welding

Off-Campus Programs for CTE

Off-Campus Programs in Career and Technology areas are offered through Kirkwood Community College, at both the Main Campus and Hiawatha locations. Please see your counselor for more information regarding off-campus programs for Career and Technology.

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<u>Student Achievement:</u> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<u>Learning Environments:</u> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<u>Staff Development:</u> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<u>Community Engagement:</u> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<u>Resources:</u> All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.

Administration Report as of April 4, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

Strategic Goal #1: Student Achievement – Performance Measures

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

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

Next Steps/Strategy – Teaching & Learning/Curriculum

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

Iowa BIG update: We are in the process of finalizing a partnership with Cedar Rapids and College Community School Districts to be partners in the Iowa BIG program for next year. As a partner, our select High School students will have full access to the Iowa BIG program. Iowa BIG is a nationally recognized high school program that provides a unique learning option for students and parents. Focusing on student passions, authentic community prospects, and strong and integrated business and community partners, Iowa BIG offers rigorous core academic credits as well as resume-building courses and experiences. Iowa BIG will look to expand beyond its current NewBO location as student enrollment grows. We have 29 Linn-Mar students signed up to visit Iowa BIG and potentially register for classes. This growth is bolstered both by Linn-Mar's partnership and the possibilities of the CRCSD receiving federal Magnet school grant monies, which would enable Iowa BIG to transition to a Magnet high school. Iowa BIG seeks to create several "pods" of approximately four teachers and 150 students across the community and in spaces where students can co-exist with local business and nonprofits as they engage in real-world, real-consequence projects.

Teacher Make-Up Day: June 2nd has been established as the make-up day for teachers. This day is necessary because of the snow day on February 2nd. This day will be a combination of professional learning and teacher work time.

Kindergarten and ECBP Enrollment for 16-17: Even though it is still very early, our preliminary numbers for Kindergarten and Early Childhood Blended Programs are listed below. An update will be provided later on this spring.

- **Kindergarten:** 451
 - Bowman Woods (69), Echo Hill (80), Indian Creek (73), Linn Grove (63), Novak (53), Wilkins (62), Westfield (51)
- **Early Childhood Blended Program:** 52
- **Pending Open Enrollment Requests:** 39

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Administration Report as of April 4, 2016
Inspire Learning. Unlock Potential. Empower Achievement.

Strategic Goal #2: Learning Environments – Performance Measures

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

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

Next Steps/Strategy – Facilities Planning & Preventative Maintenance

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

Nutrition Services - Department of Education Audit - March 21, 22, 23:

Findings/Recommendations:

1. Review/develop policies regarding the treatment of negative student lunch account balances aimed at discouraging student lunch accounts from becoming excessively negative.
2. Correct the term “serving” in the free/reduced meal application to denote a specific amount for the serving.
3. Gather nutritional data on all vending machine items and document their compliance of Smart Snacks.

Nutrition Services also received many positive comments:

1. Financial reports are filed on time and all records are maintained for at least three years.
2. The District has a current wellness policy on file and an active Wellness Committee.
3. Documentation of professional development hours for all Nutrition Services employees to complete the minimum number of hours by the end of the school year.
4. Breakfast is served at the High School with extended service hours so all students have the opportunity to participate.
5. Nutrition Services Director, Susan Knight, does a superior job of menu planning and offering choices.
6. Benefit documents, as well as all paperwork for free/reduced lunch applications, were well organized and managed.

Next Steps/Strategy – Technology/Evaluation Planning

Web Filter Update: Our current web filter contract expires later this year. We are testing two additional web filter appliances and will make a decision later in the year.

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Administration Report as of April 4, 2016

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Strategic Goal #3: Staff Development – Performance Measures

Workers Compensation claim history
Teacher Leadership
Current/future professional development

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

Next Steps/Strategy – Staff Development

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

New Web IEP System: Fall 2017 a new web Individual Education Plan (IEP) system will roll out for Iowa. The new system will be Iowa TIER which is the current platform used for the FAST Assessment at the elementary level. The State is wanting to pull these systems into one so they can “talk” to each other. It is projected that training will begin on this new system to Grant Wood staff and District leaders in the spring of 2017. Linn-Mar will then work with Grant Wood to provide training to our Special Education teachers.

Special Education Advisory: This group met on March 8th with a focus on student transitions from building to building. The district currently has a committee comprised of teachers and administrators looking at the transition process across the district and how we can improve. Special Education Advisory was updated on this committee and then asked to provide parent input on suggestions to improve the following transitions: Preschool to Kindergarten; 5th grade to 6th grade; 8th grade to 9th grade; and Senior Year to Post-Secondary Education. Parent suggestions were collected and will be taken to the Transition Committee to incorporate into a best practice protocol for our district.

Workers Compensation MOD Rate Reduction: Linn-Mar’s workers’ compensation experience modification rate (MOD) had been set at 1.26 for the 2015/16 school year. Workers’ comp MODs are based on costs incurred over a period of three consecutive years. The 2015/16 figure was based on workers’ comp losses incurred during the 2011/12, 2012/13, and 2013/14 years. Losses during the 2011/12 school year reached a total of \$824,453. With the help of True North, the district focused on establishing safety policies and creating safety programs aimed at changing the culture and habits of employees. This resulted in losses for the 2012/13 school year being reduced to \$660,724. Continuing efforts in safety training and awareness led to an even larger reduction in losses for the 2013/14 school year, to a total of only \$141, 673.

As an indication that a more safety conscious culture is becoming established, workers’ comp losses for the 2014/15 school year also remained lower, at a total of \$147,083. In calculating the workers’ comp MOD factor for the 2016/17 school year, the \$824,453 total from 2011/12 has been dropped off from the 3-year equation and replaced with the \$147,083 total from the 2014/15 year. This has resulted in a decrease of the MOD rate to .96 for the 2016/17 year. This rate will create a reduction in our premium of between \$150,000-200,000.

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Inspire Learning. Unlock Potential. Empower Achievement.

Strategic Goal #4: Community Engagement – Performance Measures

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

Next Steps/Strategy – Community Engagement

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

Strategic Planning Update:

1. After the Board Strategic Planning session was conducted on February 15th, I asked the table leaders to reflect and organize the thoughts shared throughout the evening into themes. This required them to “unpack” the Board and Administration comments and then go through the arduous process of “repacking” it back into themes. The table leaders have been hard at work for the past several weeks and are excited to present their findings during the work session on April 4th. *Refer to Board Exhibit 303.1 for highlights.*
2. The second community engagement phase, the Star Step began on March 29th and runs through April 10th. During the Star Step, everyone (students, parents, teachers, community members, etc.) has another opportunity to provide feedback on what matters to them by voting on the ideas that are most important.
3. I am thrilled to share some of the initial feedback from the Share Step, which is evidence our effort to deeply connect with our community through this process:
 - a. “Thanks for allowing the community to participate in sharing their opinions. I would like to be able to see the results of this survey in some form of a summary to know what other members of the community also think.”
 - b. “We appreciate this 'Thought Exchange' initiative by the school/district.”
 - c. “Thank you for considering our thoughts in making a powerful and positive difference to the school district.”
 - d. “Linn-Mar Strives for Excellence.”
 - e. “This engagement process alone is a strong message of the path to excellence that Linn-Mar continues to pursue. I believe that education 5-10 years from now must continue to evolve to equip our kids for success in the real world.”
 - f. “Great tools of capturing the stakeholders’ voices.”
 - g. “This tool of capturing the stakeholders’ voices is great! We can use our own time to watch the 2016 *State of the District* address and take this survey.”

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Administration Report as of April 4, 2016

Inspire Learning. Unlock Potential. Empower Achievement.

- h. "This survey is proof that the district is listening and willing to accept input and innovative ideas from not just the staff, but parents, students and the community. Inclusion is important in such vital decisions that affect us all and our future. Community engagement is also key for support."
- i. "I am very pleased that Linn-Mar is reaching out to ask for feedback. I hope that the information is useful and helps to inform the decision-making process."
- j. "I do believe our Board is headed in the right direction, and this is a great tool to get some feedback. I do hope to see a lot of comments, suggestions, and even complaints on here. It will give us something to improve upon, work at, or even fix to ensure that the focus is always on the kids."

Board Visit to Oak Ridge: The Board of Education heard descriptions about vertical differentiation strategies as part of the math workshop model, which occurs weekly. The Board also heard about how the Professional Learning Community (PLC) mindset continues to grow and evolve. We also learned how teachers are using PLC time to engage in deep discussions about essential learning outcomes and SMART goals. Finally, we had a chance to visit the ASSIST Program and hear about the expansion of the program over the past several months.



Website Update: We received our first look at the website design on March 24th. The first images are exciting to see, as much of the work to date has been technical and wire-frame focused (how the website will "work"). The Juicebox Interactive team will continue to work on the design elements of the website for the next few weeks and we will reconvene our District Website Core Team on April 11th to gather feedback (the Core Team is comprised of several individuals from throughout the District, which represent a wide perspective in order to get broad feedback).

Linn-Mar CSD, Marion Independent and City Council Mixer: The Linn-Mar and Marion Independent School Boards met with members of the Marion City Council at the High School on Thursday, March 10th as part of an ongoing effort to maintain open and transparent communication with our local partners. Everyone present was treated to a "construction tour" of the High School Renovation Project by Dr. Gustason. Thanks to everyone who was able to participate!

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Strategic Goal #5: Resources – Performance Measures

Prepare/operate General Fund that maintains 7% solvency ratio and unspent balance ratio
Prepare annual General Fund budget that includes a contingency reserve of 0.2% of budgeted expenditures

Develop a funding model and allocation of resources that supports strategic priorities
Comprehensive Annual Financial Report (CAFR)
Monthly financial reporting package

Next Steps/Strategy – Resources

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

MEDCO Annual Luncheon: Several members of the School Board and Cabinet had the opportunity to attend the annual MEDCO luncheon. We were thrilled to see our Robotics Team recognized during the event. We were also given the opportunity to hear about the Northland CAPS program (<http://www.northlandcaps.org/s/1625/start.aspx>) as Sandy Henshaw, Executive Director, was the keynote speaker for the event. This program reminds us that there are many great examples of growing partnerships between schools and the business community throughout the state and country as we all endeavor to find opportunities for students to engage in real-world/project-based learning. We are comforted to realize that we have many pieces already in place (Workplace Learning through Kirkwood, students beginning to participate in Iowa BIG, etc.) and we are even more excited to realize we are on the cusp of evolving even further in this realm as we embark on our Strategic Planning Process.

PTO Visit to the Capitol: I asked Derek Jensen (PTO President, Echo Hill) to provide me some narrative from the PTO's visit to the Capitol so that I could share their experience with the Board and community:

On March 23rd, leaders of three Linn-Mar Elementary Parent Teacher Organizations traveled to the Capitol to advocate for appropriate funding for our schools. I've included a couple of pictures of our group with Senator Mathis and Representative Staed.

Attendees and Schools Represented

Name	School(s)
Derek Jensen	EH, OR, HS
Kara Larson	LG & Excel
Rebecca Louison	Linn Grove
Angie Lawrence	Linn Grove
Cara Lausen	Bowman Woods
Doug White	Bowman Woods



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Our timing was fortunate in that both legislative bodies were scheduled to debate the negotiated 2.25% increase to Supplemental State Aid on the day we were there. We first met with Senator Liz Mathis. Senator Mathis sat with us in the Senate anteroom to discuss the funding process, different revenue streams and the process by which these funding bills come through the legislature. Next we met with Representative Ken Rizer. Representative Rizer provided good information on the House Republican viewpoint of rising costs of employee benefits and how those increases impact how the 2.25% increase will be spent. He reminded us that 87% of all of the State's 'new money' is accounted for in the 2.25% increase.

We also sat in on the House's debate on the funding bills in the afternoon and witnessed both parties viewpoints on the 2.25% increase. After the House vote, we met with Representative Bennett and Representative Staed. Both Representatives reiterated that now that the legislature has agreed to next year's funding, it's time that both Houses pass school funding bills for 2018 at the appropriate levels.

In closing, we'd like to reiterate how educational the day was! Each legislator we met with took the time to listen and engage with us in constructive dialogue about our schools and how important it is to make educational funding the top priority early each legislative session. We encourage EVERY member of the Linn-Mar community to get in touch with their legislators and let them know how important this issue is to our district. We are very grateful for the opportunity to represent the Linn-Mar Community School District!

Operational Sharing Opportunities: We have had some preliminary discussions with neighboring districts on possible opportunities for operational sharing agreements in the upcoming year. Under operational sharing, a position is "shared" part-time with another district. Both districts receive supplemental weighting (and thus funding) of 3-8 students, depending on the position. You may remember that we did this with Amy Kortemeyer and the Springville Community School District a couple of years ago. This may be a way that we can assist smaller districts in the area while also generating some additional funding for our district. We will continue to keep you updated as our discussions move forward.

Supplemental State Aid (SSA): A school funding agreement of 2.25% Supplemental State Aid (SSA) was reached by the State Legislature. The 2.25% growth rate results in a projected deficit (even after the \$500K reduction) of \$200K to \$400K for fiscal year 2017. It is expected that this deficit will be mitigated using General Fund reserves. There has been no action on SSA for fiscal year 2018.

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2016 Summer Camps & Clinics

2016 Summer Athletic Camps/Clinics: A list of the 2016 summer athletic camps/clinics has been posted on the District website (www.linnmar.k12.ia.us). Visit the following links to access the information directly:

- List of the 2016 summer athletic camps/clinics: <http://tinyurl.com/LM-Camps-Clinics-Flyer>
- Registration forms for the various athletic camps/clinics: <http://tinyurl.com/LM-Camps-Clinics-Forms>

Robotics Camps – Dates/Locations Tentative as of 3/29/16

Session I Camp Dates: July 11th – July 15th/8:00am – 12:00pm (Excelsior and Linn Grove)

Session II Camp Dates: July 25th – July 29th/8:00am – 12:00pm (Excelsior, Bowman Woods, Linn Grove, & Novak)

Session III Camp Dates: August 1st – August 5th / 8:00am – 12:00pm (Excelsior, Bowman Woods, Linn Grove & Novak)

Achievements and Honors

KHAK Teacher of the Week: Tammie Tomash, Wilkins Elementary Reading Teacher, was named KHAK Teacher of the Week in March.

Marion Times Students of the Week: Congratulations to Tyler Bartleson and Neysa Klauer, High School Seniors, for being named Students of the Week by the *Marion Times* in March. Bartleson has received an Academic Letter, SODA Letter, and TRY Letter while attending Linn-Mar and will attend ISU for a double major in Software Engineering and Business Administration after graduation. Klauer has received the Academic Letter of Distinction three years in a row and will be attending UNI to study Computer Science after graduation.

High School Alumni: High School Alumni Marcus Paige was named First Team Academic All-American in Division I Basketball. Paige (North Carolina) and Matt Bohannon's (Northern Iowa) college teams were part of the NCAA 2016 Men's Basketball Tournament. Nathalie Folkerts was awarded a Fulbright Scholarship to study at the University of Reading.

Distinguished Young Woman of Iowa: Sruthi Palaniappan was named Distinguished Young Woman of Iowa for 2016 and will compete in the National Competition this summer in Alabama.

United Way Outstanding Volunteers: Three District volunteers will be recognized by the United Way of East Central Iowa on April 15th: Madhuri Belkale (Youth category), Aimee Noehren (Adult category) and Kate Rose (Group category).

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All-State Speech: Cheyenne Mann performed at the All-State Speech Festival on April 4th at the Univ of Northern Iowa.

Marion Arts Council School Art Gallery: The artwork of 30 High School students was on exhibit at the Lowe Park Arts and Environment Center in March. The display was part of the Marion Arts Council special Marion Schools Art Gallery.

Girls' Track: Girls' Track competed in the Dickinson Relays at UNI on March 7th. Linn-Mar won the 4x800 relay with the time of 9:36.50 (Morgan Garcia, Payton Wensel, Hanna Saville, and Amber Decker). Payton Wensel won the 400 with 56.73. Linn-Mar also won the 4x400 relay with the time of 4:02.75 (Brooke Lorenz, Amber Decker, Hanna Saville, and Payton Wensel). Other notable finishes included Brooke Lorenz placing third in the long jump, Arianna Rolle placing fourth in the long jump, and Megan Renner placing fourth in the high jump.

Iowa Jazz Championships: Colton Center Jazz and Director Dan Terrell qualified for the Iowa Jazz Championships. The Ensemble placed 2nd at the NEIBA Jazz Festival with Nick House and Riley Higgins receiving individual accolades.

Robotics: Congratulations to the Robotics Teams for receiving special recognition at the 31st Annual MEDCO Business Luncheon on March 9th. A *League of Their Own* Robotics Team was selected to present on diversity at the FIRST Nat'l Robotics Championship in St. Louis.

Iowa Association of School Business Officials (IASBO): Congratulations to Angie Morrison, Business Manager, for being awarded the 2016 IASBO Professional Leadership Award in Des Moines on March 30th.

2016 Iowa Scholarship for the Arts Awards: Joshua Yem was presented a 2016 Iowa Scholarship for the Arts Award by Gov. Terry E. Branstad and Lt. Gov. Kim Reynolds during a ceremony at the Capitol on Monday, March 28th.

Key Club: The Key Club received several awards during the Nebraska-Iowa District Convention held in Des Moines:

- 1st Place Digital Poster, 1st Place Major Emphasis Award, 1st Place Platinum Single Service Award, and 2nd Place Operation Notice All Military Efforts Award
- Alea Bruns: 1st Place - Distinguished Club Secretary
- Gabbie Meis: 1st Place - Distinguished Club Bulletin Editor
- Jenny Ha: 1st Place - Distinguished Club Officer
- Ms. Joy Oldfield: Distinguished Faculty Advisor for Iowa
- Amelia McRoberts: Outstanding Member for Iowa
- Madhuri Belkale: Robert F. Lucas Outstanding Lt. Gov. Award and Kiwanis Int'l Foundation Scholarship
- Reshma Balakrishnan: Elected as 2016-17 NE-IA Key Club District Board Area 9 Lt. Governor
- Jonathan Wisner: Elected as 2016-17 NE-IA Key Club District Board District Governor



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Freedom Quilt for 9-11: Betty Nielsen, an Oak Ridge grandparent, created a Freedom Quilt and collected signatures from Iowa State officials to everyday Iowans...including Oak Ridge students and staff! The quilt will be on display later this year at the 9-11 Memorial Museum in New York City.



Linn-Mar 2015-16 Winter Athletic Achievements:

- **Winter Cheer**
 - Kayla Nibaur and Sarah Wright: MVC All-Academic
- **Winter POMs**
 - Jenna Printy and Sami Herrera: MVC All-Academic
 - State Competition: 1st Place POMs, 1st Place Jazz, and 3rd Place Hip Hop
 - State Participants: Isabel Berg, Madison Bradley, Cassidy Burns, Brynn Carr, Kennedy Chapman, Madison Driscoll, Katie Frazier, Kennedy Hannan, Sami Herrera, Lorissa Hickson, Madison Japenga, Kelly Johnson, Maddie Kerr, Jenna Printy, Paige Schlotterback, Katie Thul, and Elizabeth Wild
- **Boys' Swimming**
 - David Petesich and Reid Snell: MVC All-Academic
 - Reid Snell: Academic All-State
 - State Qualifiers: Reid Snell, Hogan Myers, Matthew Mather, Zach Vana, Carter Lorenz, Matt Peng, Brycen Snell, Jake Kraemer, Ethan Schmidt, and Austin Cochrane
 - State Placewinners:
 - Hogan Myers: 11th Place - 200 Yard Freestyle
 - Matt Peng: 10th Place - 100 Yard Butterfly
 - Reid Snell: 15th Place - 100 Yard Freestyle
 - Hogan Myers: 13th Place - 500 Yard Freestyle
 - Matt Peng, Brycen Snell, Matthew Mather & Reid Snell: 6th Place - 200 Yard Freestyle Relay
 - Matt Peng, Brycen Snell, Matthew Mather & Reid Snell: 10th Place - 400 Yard Freestyle Relay
 - Reid Snell and Hogan Myers: MVC All-Conference First Team
 - Matt Peng, Matthew Mather, & Brycen Snell: MVC All-Conference Second Team
 - Zach Evans: MVC Honorable Mention
 - Hogan Myers, Matt Peng, & Reid Snell: All-Metro First Team
 - Brycen Snell, Jacob Wendt & Zach Vana: All-Metro Second Team
 - Nathan Hendricks and Ethan Schmidt: All-Metro Honorable Mention

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• **Wrestling**

- AJ Geers and Manny Jeffery: MVC All-Academic
- State Qualifiers: Alex Streicher, Johnny Clymer, Shea Hartzler, and Braydon Schultz
- State Placewinners:
 - Shea Hartzler: State Champion
 - Alex Streicher: 4th Place
 - Johnny Clymer: 7th Place
- Johnny Clymer and Shea Hartzler: MVC All-Conference First Team
- Jack Nauman, Alex Streicher, and AJ Geers: MVC All-Conference Second Team
- Zach Youngwirth, Jacob Wempen, and Logan Hagmeier: MVC Honorable Mention
- Johnny Clymer and Shea Hartzler: All-Metro First Team
- Alex Streicher, Logan Hagmeier, and Braydon Schultz: All-Metro Second Team
- Jacob Wempen and AJ Geers: All-Metro Honorable Mention
- Shea Hartzler: Metro Wrestler of the Year

• **Girls' Basketball:**

- State Qualifiers Class 4A Semifinalists
- Nicole Glanz and Amanda Ollinger: All-Academic
- Amanda Ollinger: INA and IGCA 1st Team All-State Recognition
- Kamryn Finley: INA 3rd Team All-State Recognition
- Amanda Ollinger and Kamryn Finley: All-District
- Amanda Ollinger: MVC All-Conference First Team
- Kamryn Finley: MVC All-Conference Second Team
- Brittney Lancial and Alie Akers: MVC Honorable Mention
- Amanda Ollinger: All-Metro First Team
- Kamryn Finley: All-Metro Second Team
- Alie Akers and Brittney Lancial: All-Metro Honorable Mention

• **Boys' Basketball**

- Austin Angel and Jared Printy: MVC All-Academic
- Jordan Bohannon: Gatorade Player of the Year
- Jordan Bohannon: Player of the Year - State of Iowa
- Jordan Bohannon: INA & Des Moines Register 1st Team All-State Recognition
- Jordan Bohannon: MVC All-Conference First Team

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<u>Student Achievement:</u> All action on teaching and learning will focus on empowering achievement at the highest level for each student.	<u>Learning Environments:</u> All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.	<u>Staff Development:</u> All staff will learn, perform and lead in such a manner as to inspire learning for students.	<u>Community Engagement:</u> The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.	<u>Resources:</u> All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.

Administration Report as of April 4, 2016

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

• **Boys' Basketball Continued**

- Beau Klostermann and Jared Printy: MVC All-Conference Second Team
- Jordan Brandt and Riley Murphy: MVC Honorable Mention
- Jordan Bohannon: MVC Player of the Year
- Jordan Bohannon and Beau Klostermann: All-Metro First Team
- Jared Printy: All-Metro Second Team
- Jordan Brandt and Riley Murphy: All-Metro Honorable Mention
- Jordan Bohannon: Metro Player of the Year
- Chris Robertson: Metro Coach of the Year

• **Girls' Bowling**

- Alexis Tschantz: MVC All-Academic
- Alexis Tschantz and Mekena Diercks: MVC All-Conference First Team
- Abbie Smith: MVC All-Conference Second Team
- Hannah Bates and Brittnei Krause: MVC Honorable Mention
- Jeremy Moser: MVC Coach of the Year
- Mekena Diercks: All-Metro First Team
- Alexis Tschantz: All-Metro Second Team
- Abbie Smith and Brittnei Krause: All-Metro Honorable Mention

• **Boys' Bowling**

- Jacob Wheaton: MVC All-Academic
- Alex Diercks: MVC All-Conference First Team
- Nathan Williams and Ryan Wyant: MVC All-Conference Second Team
- Jacob Wheaton and Alex Barnett: MVC Honorable Mention
- Alex Diercks: All-Metro First Team
- Nathan Williams and Ryan Wyant: All-Metro Second Team
- Nathan Williams and Alex Barnett: All-Metro Honorable Mention

FFA Donation: FFA received a \$2,500 donation from America's Farmers Grow Communities, sponsored by the Monsanto Fund and directed by local farmer, Edward Zenisek of Linn County.

Music Connects: Congratulations to 7th Grader Makayla Clark and Orchestra Director Kelly Vieth for being featured in the *Greater Cedar Rapids Community Foundation Spring 2016 Newsletter* regarding the Linn-Mar Foundation's support of the Music Connects Program.



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

To: Linn-Mar Community School District Board of Education

From: J.T. Anderson, Chief Financial Officer

Date: April 4, 2016

Subject: Fiscal Year 2017 Certified Budget

As required by Iowa statute, the District published its FY2017 certified budget in the Marion Times on March 24, 2016. Prior to this publication deadline the state supplemental aid (SSA) growth rate was unknown and therefore, the District published its budget at 4% SSA, which resulted in the highest overall tax levy based on several different scenarios. The rationale for this decision was that once the State came to a resolution on the SSA% the District would have the flexibility to reduce the overall levy after budget publication and adoption. However, a District cannot increase the levy after publication and adoption.

After the FY2017 certified budget was already published on March 24, a school funding agreement of 2.25% SSA was reached by State Legislature. So, how does this change the budgeting process? The answer is fairly simple. The FY2017 budget at 4% SSA should still be adopted, filed, and submitted to the Department of Management. Once the school funding agreement is signed into law and the Legislature adjourns, the Department of Management will automatically make adjustments to the budget and tax rate based on the approved 2.25% SSA. Finally, the District will then have an opportunity to review and lower the overall tax rate if necessary.

See the exhibit on the following page. Expected adjustments include any lines directly related to the school aid formula calculation. The following budget lines will be adjusted downward:

- Line 1- Tax Levies on Property (down \$77,666)
- Line 2- Utility Replacement Excise Tax (down \$433)
- Line 10- State Foundation Aid (down \$1,070,430)
- Line 13- Commercial & Industrial State Replacement (down \$2,150)
- Line 35- AEA Support Direct to AEA (down \$58,210)

The expected overall tax rate at 2.25% SSA is \$17.37792 compared to the published rate of \$17.41838 at 4% SSA.

The expected overall tax rate of \$17.37792 for fiscal year 2017 is virtually no change from the current fiscal year. Assuming no change in assessed valuations, a residential and multi-residential owner would realize a lower tax bill due to their respective changes in rollbacks, and agricultural property would realize a slightly higher tax bill due to the change in ag rollback. Commercial property owners would have no change as their rollback would remain at 90%.

Please keep in mind that the two main purposes of the certified budget are to 1) establish a maximum tax rate and 2) establish an estimate of the maximum budget year expenditures for the fiscal year. For FY2017 the State (through the school aid formula) controls 56% of the tax rate, voters control 20%, and the Board controls only 24% of the overall levy.

NOTICE OF PUBLIC HEARING
PROPOSED LINN-MAR SCHOOL BUDGET SUMMARY
FISCAL YEAR 2016-2017

Department of Management - Form S-PB-8

		Budget 2017	Re-est. 2016	Actual 2015	Avg % 15-17
Taxes Levied on Property	1	32,827,411	31,980,267	30,764,340	3.3%
Utility Replacement Excise Tax	2	193,152	179,813	239,153	-10.1%
Income Surtaxes	3	0	0	0	
Tuition/Transportation Received	4	3,950,000	3,847,971	3,620,880	
Earnings on Investments	5	79,500	84,500	81,401	
Nutrition Program Sales	6	2,200,000	2,128,500	2,165,481	
Student Activities and Sales	7	875,000	831,421	920,583	
Other Revenues from Local Sources	8	1,831,000	1,846,550	2,091,225	
Revenue from Intermediary Sources	9	0	0	0	
State Foundation Aid	10	46,732,787	44,027,550	39,698,562	
Instructional Support State Aid	11	0	0	0	
Other State Sources	12	7,172,000	6,946,500	9,046,519	
Commercial & Industrial State Replacement	13	885,766	823,500	604,630	
Title I Grants	14	400,000	400,000	400,455	
IDEA and Other Federal Sources	15	2,900,000	2,893,562	2,966,315	
Total Revenues	16	100,046,616	95,990,134	92,599,544	
General Long-Term Debt Proceeds	17	0	20,000,000	3,665,000	
Transfers In	18	7,161,226	26,001,233	8,246,454	
Proceeds of Fixed Asset Dispositions	19	0	0	203,675	
Total Revenues & Other Sources	20	107,207,842	141,991,367	104,714,673	
Beginning Fund Balance	21	34,955,721	29,924,868	32,147,640	
Total Resources	22	142,163,563	171,916,235	136,862,313	
*Instruction	23	54,600,000	52,205,325	49,047,463	5.5%
Student Support Services	24	4,140,000	3,971,644	3,673,553	
Instructional Staff Support Services	25	5,430,000	5,274,260	5,112,761	
General Administration	26	1,060,000	988,708	893,919	
School/Building Administration	27	4,120,000	3,963,611	3,998,072	
Business & Central Administration	28	2,145,000	2,064,377	1,714,410	
Plant Operation and Maintenance	29	7,020,000	6,675,938	6,543,242	
Student Transportation	30	2,985,000	2,717,111	2,763,462	
This row is intentionally left blank	31	0	0	0	
*Total Support Services (lines 24-31)	31A	26,900,000	25,655,649	24,699,419	4.4%
*Noninstructional Programs	32	3,838,000	3,580,000	3,328,271	7.4%
Facilities Acquisition and Construction	33	11,075,000	17,750,000	8,626,662	
Debt Service	34	11,022,633	8,713,191	9,151,345	
AEA Support - Direct to AEA	35	3,355,993	3,055,116	2,923,429	
*Total Other Expenditures (lines 33-35)	35A	25,453,626	29,518,307	20,701,436	10.9%
Total Expenditures	36	110,791,626	110,959,281	97,776,589	
Transfers Out	37	7,161,226	26,001,233	9,160,856	
Total Expenditures & Other Uses	38	117,952,852	136,960,514	106,937,445	
Ending Fund Balance	39	24,210,711	34,955,721	29,924,868	
Total Requirements	40	142,163,563	171,916,235	136,862,313	
Proposed Tax Rate (per \$1,000 taxable valuation)		17.41838			

Location of Public Hearing:

**Linn-Mar CSD Board Room
2999 N. 10th Street
Marion, IA 52302**

Date of Hearing:

04/04/16
xx/xx/xx

Time of Hearing:

7:00 pm

**SSA 2.25% =
\$17.37792**

The Board of Directors will conduct a public hearing on the proposed 2016/17 school budget at the above-noted location and time. At the hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget. This notice represents a summary of the supporting detail of revenues and expenditures on file with the district secretary. A copy of the details will be furnished upon request.



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

Board members must be able to make decisions objectively. It shall be a conflict of interest for a board member to receive direct compensation from the school district, unless exempted in this law or policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A board member shall not act as an agent for a school textbooks or supply company school supplies, including sports apparel or equipment, in any transaction with a director, officer, or other staff member of the school district during the board member's term of office. It shall not be a conflict of interest for board members to receive compensation from the school district for contracts to for the purchase of goods or services which benefits a board member, or to compensate for part-time or temporary employment which benefits a board member, if the benefit to the board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the board, upon competitive bid in writing, publicly invited and opened.

The conflict of interest provisions do not apply to a contract that is a bond, note or other obligation of a school corporation if the contract is not acquired directly from the school corporation, but is acquired in a transaction with a third party, who may or may not be the original underwriter, purchaser, or obligee of the contract, or to a contract in which a director has an interest solely by reason of employment if the contract was made by competitive bid, in writing, publicly invited and opened, or if the remuneration for employment will not be directly affected as a result of the contract and duties of employment do not involve any of the preparation or procurement of any part of the contract. The competitive bid section of the conflict of interest provision does not apply to a contract for professional services not customarily awarded by competitively bid.

It shall also be a conflict of interest for a board member to engage in any outside employment or activity which is in conflict with the board member's official duties and responsibilities. In determining whether outside employment or activity of a board member creates a conflict of interest, situations in which an unacceptable conflict of interest shall be deemed to exist shall include, but not be limited to, any of the following:

- (1) The outside employment or activity involves the use of the school district's time, facilities, equipment, and supplies or the use of the school district badge, uniform, business card, or other evidence of office to give the board member or member of the board member's immediate family an advantage or pecuniary benefit that is not available to other similarly situated members or classes of members of the general public. For purposes of this section, a person is not "similarly situated" merely by being related to a board member.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/14, 4/16

Related Policy: (Code Number) 201.4; 201.5; 202.1; 205.3

Legal Reference: (Code of Iowa) 22 CFR § 518.42. §§ 68B; 71.1; 277.27; 279.7A; 301.28

SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

- (2) The outside employment or activity involves the receipt of, promise of, or acceptance of money or other consideration by the board member or a member of the board member's immediate family from anyone other than the state or the school district for the performance of any act that the board member would be required or expected to perform as part of the board member's regular duties or during the hours in which the board member performs service or work for the school district.
- (3) The outside employment or activity is subject to the official control, inspection, review, audit, or enforcement authority of the board member, during the performance of the board member's duties of office or employment.

If the outside employment or activity is employment or activity in (1) or (2) above, the board member must cease the employment or activity. If the employment or activity falls under (3), then the board member must:

- Cease the outside employment or activity; or
- Publicly disclose the existence of the conflict and refrain from taking any official action or performing any official duty that would detrimentally affect or create a benefit for the outside employment or activity. Official action or official duty includes, but is not limited to, participating in any vote, taking affirmation action to influence any vote, determining the facts or law in a contested case or rulemaking proceeding, conducting any inspection, or providing any other official service or thing that is not available generally to members of the public in order to further the interests of the outside employment or activity.

When procurement is supported by Federal Child Nutrition funds, board members will not participate in the selection, award, or administration of a contract if there is a real or apparent conflict of interest in the contract. Contract, for purposes of this paragraph, includes a contract where the board member, board member's immediate family, partner, or non-school district employer of these individuals is a party to the contract.

It is a conflict of interest for the board to hire the spouse of a board member or do business with the spouse of a board member during the term of the board member. The payment of compensation to any other family member is within the discretion of the board.

It shall be the responsibility of each board member to be aware of an actual or potential conflict of interest. It shall also be the responsibility of each board member to take the action necessary to eliminate such a conflict of interest. Should a conflict of interest arise, a board member should not participate in any action relating to the issue from which the conflict arose.

Page 2 of 2

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/14, 4/16

Related Policy: (Code Number) 201.4; 201.5; 202.1; 205.3

Legal Reference: (Code of Iowa) 22 CFR § 518.42. §§ 68B; 71.1; 277.27; 279.7A; 301.28



STAFF PERSONNEL

PERSONNEL QUALIFICATIONS, RECRUITMENT, SELECTION

Policy Title _____ Code 401.1

Persons interested in a position, other than administrative positions who will be employed in accordance with Board policies in Series 300, "Administration," shall have an opportunity to apply and qualify for positions in the school district without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, status as a covered veteran or any other classification that is protected in accordance with the applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Job applicants for positions shall be considered on the basis of the following qualifications:

- Training, experience, and skill;
- Nature of the occupation;
- Demonstrated competence; and
- Possession of, or ability to obtain, state license as if required for the position.

All job openings shall be submitted to the Iowa Department of Education for position on TeachIowa, the online state job posting system. Additional Announcements of the positions shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained and completed online at the District's employment website or applicants may contact the office of Human Resources for assistance in completing an online application. Administrators will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or designee concerning a person's employment and possible assignment. Whenever possible, the preliminary screening of applicants will be conducted by the administrator/supervisor who will be directly supervising and overseeing the person being hired.

The Board will employ licensed and unlicensed employees after receiving a recommendation from the superintendent. The superintendent will have the authority to employ:

- classified personnel upon the recommendation of the Director of Human Resources, and
- a licensed person on a temporary basis based on the recommendation of the Director of Human Resources until action can be taken by the Board on the position.

The superintendent or designee will follow the requirements stated in the bargained agreement between employees in that certified collective bargaining unit and the Board regarding qualifications, recruitment and selections of such employees.

Adopted 6/15/70 Reviewed 2/09; 1/11; 2/14/ 9/14 Revised 5/01; 11/05; 2/10; 12/11; 4/13; 4/16

Related Policy: (Code Number) 104, 401.3, 401.12, 402.1

Legal Reference: (Code of Iowa) 29 U.S.C. §§ 621-634; 42 U.S.C. §§ 2000e et seq; Iowa Code §§20; 35C; 216; 279.13; 281 IAC 12; 282 IAC 14



BOARD OF DIRECTORS

Policy Title CODE OF PROFESSIONAL CONDUCT & ETHICS **Code New 404.1R**

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:

“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.

“Board” means the Iowa board of educational examiners.

“Discipline” means the process of sanctioning a license, certificate or authorization issued by the board.

“Ethics” means a set of principles governing the conduct of all persons governed by these rules.

“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.

“License” means any license, certificate or authorization granted by the board.

“Licensee” means any person holding a license, certificate or authorization granted by the board.

“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.

“Responsibility” means a duty for which a person is accountable by virtue of licensure.

“Right” means a power, privilege or immunity secured to a person by law.

“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.

“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:
 - i. First, second, or third-degree sexual abuse committed on or with a person who is under the age of 18;
 - ii. Lascivious acts with a child;
 - iii. Assault with intent to commit sexual abuse;
 - iv. Indecent contact with a child;
 - v. Sexual exploitation by a counselor;
 - vi. Lascivious conduct with a minor;
 - vii. Sexual exploitation by a school employee;
 - viii. Enticing a mind under Iowa Code section 710.10; or
 - ix. 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 or 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:
 - i. Committing any act of physical abuse of a student;
 - ii. Committing any act of dependent adult abuse on a dependent adult student;
 - iii. Committing or soliciting any sexual or otherwise indecent act with a student or any minor;
 - iv. Soliciting, encouraging or consummating a romantic or otherwise inappropriate relationship with a student;
 - v. 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;
 - vi. Failing to report any suspected act of child or dependent adult abuse as required by state law; or
 - vii. 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 or 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.*

A. Violation of this standard includes:

- i. Signing a written professional employment contract while under contract with another school, school district or area education agency.
- ii. Asking a practitioner to sign a written professional employment contract before the practitioner has been unconditionally released from a current contract. An administrator shall make a good faith effort to determine whether the practitioner has been released from the current contract.
- iii. Abandoning a written professional employment contract without prior unconditional release by the employer.
- iv. 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.
- v. 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:

- i. The practitioner obtained a release from the employing board before discontinuing services under the contract; or
- ii. 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 30.

25.3(6) Standard VI – unethical practice toward other members of the profession, parents, students and 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 students or creating conditions harmful to student learning.
- d. Conducting professional business in such a way that the practitioner repeatedly exposes students of 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 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.
- c. Failing to comply with 282 – Chapter 10 concerning child support obligations.
- d. Failing to comply with board order.

25.3(9) 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.



STUDENT PERSONNEL

HIGH SCHOOL ACADEMIC ELIGIBILITY

Policy Title FOR CO- AND EXTRA-CURRICULAR ACTIVITIES

Code 502.6

Those students not academically eligible may be allowed to participate in practices at the discretion of the coach, director or sponsor with the approval of the high school principal or designee. **Academically ineligible students may not travel with or be part of the official party of co- or extra-curricular activity groups.** (Clarification of change: This ¶ used to be the 5th one)

Students must pass all courses during the preceding grading period in order to be eligible to participate in co- and extra-curricular activities. Students who do not pass all courses during the preceding grading period shall be ineligible for the next nine week grading period.

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

Students who receive incomplete grades shall be ineligible until all course work is satisfactorily completed. These courses must be completed within 10 days after the conclusion of the previous grading period.

Students who qualify for credit recovery shall be ineligible for a minimum of 30 days pending the completion of all course work at a passing level. This work will be monitored by the academic assistance counselor with final approval by the principal.

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

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

Adopted 5/7/90 Reviewed 5/11; 4/12; 10/14; 1/15 Revised 8/02; 6/06; 9/09; 7/13; 4/16

Related Policy: (Code Number) 502.5

Legal Reference: (Code of Iowa) _____



STUDENTS

Policy Title ADMINISTRATION OF MEDICATION TO STUDENTS Code 504.31

The Board is committed to the inclusion of all students in the education program and recognizes that some students may be required to take medication during the school day. Medication shall be administered only by the school nurse, or in the nurse's absence, by a person who has successfully completed an administration of medication course reviewed by the State Department of Health.

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

When administration of the medication requires ongoing professional health judgement, an individual health plan shall be developed by an authorized practitioner with the student and the student's parent/legal guardian. Students who have demonstrated competence in administering their own medications may self-administer their medication. A written, signed and dated statement by the student's parent/legal guardian shall be on file requesting co-administration of medication, when competence has been demonstrated. By law, students with asthma or other airway constricting diseases or students with a risk of anaphylaxis who use epinephrine auto-injectors may self-administer their medication upon the written, signed and dated approval of the student's parent/legal guardian and prescribing licensed health care professional regardless of competency.

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

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

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

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

Adopted 5/20/91 Reviewed 9/09; 4/11; 7/13; 10/14 Revised 8/02; 3/05; 7/07; 4/12; 4/16

Related Policy: (Code Number) _____

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



LINN-MAR COMMUNITY SCHOOL DISTRICT MEDICATION PERMISSION FORM

To insure compliance with Linn-Mar Board policy for administering medication at school, the following procedures must be followed:

- ⊕ **ALL MEDICATION MUST BE DELIVERED TO AND FROM SCHOOL BY PARENT/LEGAL GUARDIAN IN THE ORIGINAL AND PROPERLY LABELED CONTAINER.** The container must include the following information: student name, medication, dosage, time, route and physician. Written authorization and instructions must be provided by parent/legal guardian for all medication. The school nurse shall have the right to contact the prescribing physician to confirm or clarify medication instructions. The time of medication administration may need to be altered slightly to fit your student's schedule.
- ⊕ **For preschool through 8th grade students, a physician/dentist signature is required before any non-prescription over-the-counter medication will be given. This includes Tylenol, Advil, cough medicines, etc.**
- ⊕ **High School students, in accordance with Health Services protocols for common complaints of pain or illness, may have limited, over-the-counter medication with written parental consent.**
- ⊕ **All medications administered will be provided by parents. Linn-Mar Health Services will not provide medications.**
- ⊕ **If any medication remains after the last day of school, it will be discarded within 24 hours per federal and state law.**

Student Name _____ Grade _____

Medication _____ Dosage _____ Time _____

Start Date _____ End Date _____ For _____ (health condition)

Parent/Guardian Signature _____ Date _____

Physician signature required for non-prescription medications **for students preschool-8th grade.**

Physician Signature: _____ Date _____

Permission for self-administration of asthma or airway constricting medication:

Provided the above requirements are fulfilled, a student with asthma or other airway constricting diseases or with a risk of anaphylaxis who use epinephrine auto injectors may possess the student's medication while in school and at school sponsored activities. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn. I understand the school district and its employees acting reasonable and in good faith shall incur no liability of any injury arising from self-administration of medication by the student. The student is responsible for maintaining self-administration records.

Parent/Guardian Signature _____ Date _____

Physician Signature _____ Date _____

Permission for release of information: _____

If your child is on medication or being evaluated for ADD/ADHS, you must sign this release of information to give your approval for school information (behavior checklists) to be submitted to your physician.

Physician/Facility _____

Parent/Guardian Signature _____ Date _____

The box below will replace the “Permission for release of information” removed above

CONSENT FOR RELEASE OF INFORMATION: I give permission for the parties named below to exchange written and verbal information with personnel at LMCSD regarding the above named student. If this medication is for attention or behavior concerns, LMCSD may send behavior checklists to the physician named below. This permission is for one school year.

Specific authorization for release of information protected by state or federal law:

My signature releases all information related to (check appropriate spots):

____ Mental Health/Psychological ____ Substance Abuse ____ Allergies ____ Asthma

Other (Specify): _____

Physician/Facility _____ Phone _____

Parent/Guardian Signature _____ Date _____

**AUTHORIZATION – ASTHMA OR OTHER AIRWAY CONSTRICTING DISEASE
MEDICATION OR EPINEPHRINE AUTO-INJECTOR SELF-ADMINISTRATION CONSENT FORM**

Student Name _____ Grade _____

Medication _____ Dosage _____

Purpose for Medication (Health Condition) _____
.....

The following must occur for a student to self-administer asthma or other airway constricting disease medication or for a student with a risk of anaphylaxis to self-administer an epinephrine auto-injector:

- Parent/legal guardian provides signed, dated authorization for student medication self-administration.
- Parent/legal guardian provides a written statement from the student's licensed health care professional (A person licensed under Chapter 148 to practice medicine and surgery or osteopathic medicine and surgery, an advanced registered nurse practitioner licensed under Chapter 152 or 152E and registered with the Board of Nursing, or a physician assistant licensed to practice under the supervision of a physician as authorized in Chapters 147 and 148C) containing the following:
 - Name and purpose of the medication or epinephrine auto-injector;
 - Prescribed dosage; and
 - Times or special circumstances under which the medication or epinephrine auto-injector is to be administered.
- The medication is in the original, labeled container as dispensed or the manufacturer's labeled container containing the student name, name of the medication, directions for use, and date.
- Authorization shall be renewed annually. In addition, if any changes occur in the medication, dosage or time of administration, the parent is to notify school officials immediately. The authorization shall be reviewed as soon as practical.

Provided the above requirements are fulfilled, the school shall permit the self-administration of medication by a student with asthma of other airway constricting disease or the use of an epinephrine auto-injector by a student with a risk of anaphylaxis while in school, at school-sponsored activities, under the supervision of school personnel, and before or after normal school activities, such as while in before-school or after-school care on school-operated property. If the student abuses the self-administration policy, the ability to self-administer may be withdrawn by the school or discipline may be imposed, after notification is provided to the student's parent/legal guardian.

Pursuant to State law, the district and its employees are to incur no liability, except for gross negligence, as a result of an injury arising from self-administration of medication or use of an epinephrine auto-injector by the student. The parent/legal guardian of the student shall sign a statement acknowledging that the district is to incur no liability, except for gross negligence, as a result of self-administration of medication or an epinephrine auto-injector by the student as provided by law.

Medication _____ Dosage _____

Purpose for Medication (Health Condition) _____

Administration/Instructions _____

Special Circumstances: _____

Discontinue/Re-Evaluate/Follow-Up Date _____

.....

Prescriber's Signature _____ Date _____

Prescriber's Address _____ Emergency Phone _____

.....

- I request the above-named student possess and self-administer asthma or other airway constricting disease medication(s), and/or an epinephrine auto-injector at school and in school activities according to the authorization and instructions.
- I understand the district and its employees, acting reasonably and in good faith, shall incur no liability for any improper use of medication or an epinephrine auto-injector or for supervising, monitoring, or interfering with a student's self-administration of medication or use of an epinephrine auto-injector. I acknowledge that the district shall incur no liability, except for gross negligence, as a result of self-administration of medication or use of an epinephrine auto-injector by the student.
- I agree to coordinate and work with school personnel and notify them when questions arise or relevant conditions change.
- I agree to provide safe delivery of medication and equipment to/from school and to pick up remaining medication and equipment.
- I agree the information is shared with school personnel in accordance with the Family Educational Rights and Privacy Act (FERPA) and any other applicable laws.
- I agree to provide the school with back-up medication approved in this form.
- Student shall maintain self-administration records.

Parent/Legal Guardian Signature _____ Date _____

Parent/Legal Guardian Address _____

Home Phone _____ Cell Phone _____ Work Phone _____

Additional Self-Administration Authorization Information _____



STUDENTS

Policy Title STOCK EPINEPHRINE AUTO-INJECTOR SUPPLY Code **NEW 504.32**

The Linn-Mar Community School District seeks to provide a safe environment for students, staff, and visitors who are at risk of severe allergic reactions. Therefore, it is the policy of the district to annually obtain a prescription for epinephrine auto-injectors from a licensed health care professional, in the name of the school district, for administration by a school nurse or personnel trained and authorized to a student or individual who may be experiencing an anaphylactic reaction.

Procurement and maintenance of supply: The district shall stock a minimum of one pediatric dose and one adult dose epinephrine auto-injector for each school building. The supply of such auto-injectors shall be maintained in a secure, dark, temperature-controlled location in each school building.

The school nurse or personnel trained and authorized shall routinely check stock epinephrine auto-injectors and document in a log monthly: 1) expiration date; 2) any visualized particles; or 3) color change.

The school nurse or personnel trained and authorized shall be responsible for ensuring the district replaces, as soon as possible, any logged epinephrine auto-injector that is used, close to expiration, discolored, or has particles visible in the liquid.

Training: A school nurse or personnel trained and authorized may provide or administer an epinephrine auto-injector from a school supply to a student or individual if the authorized personnel or school nurse reasonably, and in good faith, believes the student or individual is having an anaphylactic reaction. Training to obtain a signed certificate to become personnel authorized to administer an epinephrine auto-injector shall consist of the requirements established by law.

Authorized personnel will be required to provide a procedural skills demonstration to the school nurse demonstrating competency in the administration of stock epinephrine auto-injectors to retain authorization to administer stock epinephrine auto-injectors if the following occur:

- Failure to administer an epinephrine auto-injector to a student or individual by proper route, failure to administer the correct dosage, or failure to administer an epinephrine auto-injector according to generally accepted standards of practice (“medication error”); or
- Accidental injection of an epinephrine auto-injector into a digit of the authorized personnel administering the medication (“medication incident”).

Reporting: The district will contact emergency medical service (911) immediately after a stock epinephrine auto-injector is administered to a student or individual. The school nurse or authorized personnel will remain with the student or individual until emergency medical services arrive.

Within 48 hours, the district will report to the Iowa Department of Education:

- Each medication incident with the administration of stock epinephrine;
- Each medication error with the administration of stock epinephrine; or
- The administration of a stock epinephrine auto-injector.

As provided by law, the district, board, authorized personnel or school nurse, and the prescriber shall not be liable for any injury arising from the provision, administration, failure to administer, or assistance in the administration of an epinephrine auto-injector provided they acted reasonably and in good faith.

The superintendent or designee may develop an administrative process to implement this policy.

Adopted 4/16 Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§135.185; 279.8; 281 IAC 14.3



EDUCATIONAL PROGRAM

Policy Title PHYSICAL EDUCATION Code 603.8

Students in grades kindergarten through twelve shall be required to participate in physical education courses unless they are excused by the principal of their attendance center.

A student may be excused from physical education courses if the student presents a written statement from a doctor stating that such activities could be injurious to the health of the student or if the student has been exempted because of a conflict with the student's religious beliefs.

A student in grades 9-12 may also be excused from physical education courses if the student is enrolled in academic courses not otherwise available or the student has obtained a physical education waiver for a quarter because the student is actively involved in an extra- or co-curricular program requiring 425 minutes of planned exercise weekly for the quarter.

A twelfth grade student may also be excused from physical education courses if the student is enrolled in a cooperative, work study or other educational program authorized by the school which requires the student's absence from school.

Any student who does not participate in physical education must complete a written request approved by the parent(s), guardian(s) or legal custodian(s), and a high school administrator.

Adopted 3/1/99 Reviewed 12/09; 9/13; 4/16 Revised 7/03; 7/08; 7/11; 9/12; 2/23/15

Related Policy: (Code Number) 602.1

Legal Reference: (Code of Iowa) § 256.11 (2007); 281 IAC 12.5



AUXILIARY SERVICES

Policy Title NUTRITION SERVICES PROGRAM

Code 702.1

The district will operate a school lunch and breakfast program in each attendance center under the guidelines of the USDA. The school Nutrition Services Program will include breakfast and lunch through participation in the National School Lunch Program and the School Breakfast Program. Students may bring their lunches from home and purchase milk or juice and other incidental items.

School Nutrition Services facilities are provided to serve students and all school personnel when school is in session and during school-related activities. These facilities may also be used by other groups deemed appropriate and acceptable by the superintendent or designee and under the supervision of the Nutrition Services Manager. If other groups use school facilities and require the use of kitchen equipment, a Nutrition Services employee must be present. The cost of providing the Nutrition Services employee shall be reimbursed by the group. In addition, a maintenance rental fee may be required as determined by Policy 1004.1, Community Use of School Buildings, and the related administrative regulations.

The school Nutrition Services Program is operated on a nonprofit basis. The revenues of the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program will be used only for paying the regular operating costs of the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program. Supplies of the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program shall only be used for the school ~~n~~Nutrition ~~S~~ervices ~~p~~Program. The board will set, and periodically review, the prices for school lunches and breakfast. It shall be the responsibility of the superintendent or designee to make a recommendation regarding the prices of school lunch, breakfast and milk. Prices will be determined per USDA regulations.

District tax funds may be used to provide necessary physical plant facilities, purchase the equipment necessary for the establishment of Nutrition Services in new or existing buildings, replace major items of equipment, and payment for labor, over and above revenue from sale of meals to students and adults.

Page 1 of 2

Adopted 6/15/70 Reviewed 10/12; 11/13 Revised 2/09; 10/10; 9/12/11; 4/15; 4/16
Related Policy: (Code Numbers) 1004.1, 710, 905
Legal Reference: (Code of Iowa) 42 U.S.C. § § 1751 et seq. (2012); 7 C.F.R. Pt.
210 et seq (2012); Iowa Code ch. 283A (2013);
281 I.A.C. 58

AUXILIARY SERVICES

Policy Title NUTRITION SERVICES PROGRAM

Code 702.1

The Nutrition Services Program shall be under the direction of a school Nutrition Services Manager who will establish and maintain a central record system, prepare menus, develop standards, initiate purchasing, recommend personnel for employment, promotion, or dismissal, and conduct in-service training programs.

It shall be the responsibility of the Nutrition Services Manager to administer the program and to provide the superintendent and the Board of Education an annual report on the functioning of the school ~~n~~Nutrition ~~S~~Services ~~p~~Program.

Page 2 of 2

Adopted 6/15/70 Reviewed 10/12; 11/13 ~~Revised~~ 2/09; 10/10; 9/12/11; 4/15; 4/16

Related Policy: (Code Numbers) 1004.1, 710, 905

Legal Reference: (Code of Iowa) 42 U.S.C. § § 1751 *et seq.* (2012); 7 C.F.R. Pt.
210 *et seq.* (2012); Iowa Code ch. 283A (2013);
281 I.A.C. 58



AUXILIARY SERVICES

Policy Title MEAL CHARGES

Code New 702.1-R

In order to maintain financial stability and equality of all lunch paying students amidst a fast growing school district, policies regarding lunch accounts have been adopted. The State of Iowa Bureau of Nutrition and Health Services recommends that negative balances should not be acceptable.

Elementary Students:

- Elementary students will be provided a meal;
- Balance reminders will be provided to students when their account is less than \$7.50;
- Hand stamps will be used at the elementary level to remind parents/guardians when the meal account balance is low; parents/guardians may request no hand stamp;
- Families will receive email communications when the account balance is low.

Middle School Students:

- Students may charge any combination of meals up to a value of \$15.00;
- No snacks or a la carte items may be charged; with the exception of milk;
- When the charge limit is reached, a substitute sandwich; such as peanut butter or cheese, will be served until charges are paid in full;
- Allergies will be taken into consideration;
- Students will be notified of their balance verbally at the cash register when the balance falls below \$7.00;
- Families will receive email communications when the account balance is low.

High School Students:

- No charges are allowed;
- Students must present their ID card to the cashier in order to make a purchase;
- Students will be notified of their balance verbally at the cash register when the balance falls below \$7.00;
- Families will receive email communications when the account balance is low.

Adults:

- No charges are allowed;
- Adults will be notified of their balance verbally at the cash register when the balance falls below \$9.00;
- Adults will receive email communications when the account balance is low.

Adopted 4/18/2016 Reviewed _____ Revised _____

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) _____



ADMINISTRATIVE REGULATIONS REGARDING
FREE AND REDUCED-PRICE MEALS

The Linn-Mar Community School District agrees to participate in the National School Breakfast/Lunch Program, and to receive commodities donated by the USDA and accepts responsibility for providing either free or reduced-price meals to eligible children in the schools under its jurisdiction.

The school food authority assures the Child Nutrition Programs Division that the school system will uniformly implement the following policy to determine the children's eligibility for free and reduced-price meals in all National School Breakfast/Lunch Program schools under its jurisdiction. In fulfilling its responsibilities the school nutrition authority:

- A. Agrees to serve meals free to children from families whose income is at or below that qualifying them for free meals.
- B. Agrees to serve meals at a maximum reduced-price at or below the maximum amount allowed by regulations to children from families whose income is at or below that qualifying them for reduced-price meals.
- C. Agrees to provide these benefits to foster children, and to children from families who are experiencing strikes, layoffs, and unemployment which cause the family's income to fall within qualifying limits.
- D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of the meals. The names of the children eligible to receive either free meals or reduced-price meals shall not be published, posted, or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for either free meals or reduced-price meals shall not be required to:
 - 1. Work for the meals.
 - 2. Use a separate lunchroom.
 - 3. Go through a separate serving line.
 - 4. Enter the lunchroom through a separate entrance.
 - 5. Eat meals at a different time.
 - 6. Eat meals different from that sold to children paying the full price.
- E. Agrees that in the operation of child nutrition programs no child shall be discriminated against because of age, race, creed, gender, national origin, religion, sexual orientation, disability, ethnicity, gender identity, or physical appearance.

- F. Agrees to establish and use a fair hearing procedure for parents' appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for either free meals or reduced-price meals. During the appeal and hearing the child will continue to receive either free meals or reduced-price meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years.

Prior to initiating the hearing procedure, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice nor diminish the right to a fair hearing.

The hearing procedure shall provide the following:

1. A publicly-announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue interference.
6. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
7. That the hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
8. That the decision of the hearing official be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.
9. That the parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
10. That for each hearing a written record be prepared, including the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official and the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
11. That such written record be preserved for a period of three (3) years and shall be available for examination by the parties concerned or their representatives at any reasonable time and place during such period.

- G. Agrees to designate Susan Knight, Manager of Nutrition Services*
Linn-Mar Community School District
2999 North 10th Street, Marion, Iowa 52302

as the determining official(s) who will review applications and make determinations of eligibility. This official(s) will use the criteria outlined in this policy to determine which individual children are eligible for either free meals or reduced-price meals.

- H. Agrees to develop and send to each child's parent or guardian a letter as outlined herein, including an application for either free meals or reduced-price meals at the beginning of each school year and whenever there is a change in eligibility criteria.

On an annual basis, parents will need to complete the application and return it to the determining official(s) (named in G) for review. Such applications and documentation of action taken will be maintained for three (3) years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time, at any time during the year, shall be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same school food authority, eligibility for either free meals or reduced-price meals will be transferred to and honored by the receiving school. All children from a family will receive the same benefits. Within ten working days of the receipt of applications, parents or guardians will be notified individually in writing of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

When an application is rejected, parents or guardians will be informed of the reason for denial and of the hearing procedure. The designated hearing official is:

Dr. Kathleen Mulholland

*Superintendent

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

- I. Agrees to submit to the news media, local employment offices, and major employers contemplating or experiencing large layoffs the public release which is attached.
- J. Agrees to collect racial, ethnic data on all applicants for free and reduced-price benefits and to keep this information on file for the processed applications

*Must be different persons.

The following attachments are adopted with and considered a part of the preceding policies. (Should the School Nutrition Authority wish to develop its own different format for any of these attachments, it must be certain that all of the essential elements are retained and that all meanings are still obviously and correctly present in any such modification):

- Attachment A – Income Guidelines for Free and Reduced-Price Meals
- Attachment B – Sample Letter to Parent
- Attachment C – Application Form
- Attachment D – Sample Notification Form
- Attachment E – Public Release
- Attachment F – Collection Procedures

Attachments A-F reviewed annually by:

J.T. Anderson

Chief Financial Officer
Linn-Mar Community School District
2999 North 10th Street
Marion, Iowa 52302
(319) 447-3000

Forms (A) Income Guidelines for Free and Reduced-Priced Meals, (B) Sample Letter to Parent, and (C) Application Form are published annually in the Back to School District Directory.



AUXILIARY SERVICES

Policy Title VENDING MACHINES

Code 702.5

Food served or purchased by students during the school day and food served or purchased for other than special circumstances shall be approved by the superintendent or designee, and shall meet the criteria established by the Iowa Healthy Kids Act USDA Smart Snacks guidelines. Vending machines in the school building shall be the responsibility of the building principal. Purchases from the vending machines, other than juice/water machines, shall not be made during the meal periods and other times of the day as governed by the Wellness Policy 504.12 and the Iowa Healthy Kids Act USDA Smart Snacks guidelines.

Money raised from the vending machines in areas accessible by students shall be used to support student programs.

Vending machines in staff lounges can be tied to the building's pop fund and the money raised from the machine can be used to support staff-related social initiatives on the school district site.

It shall be the responsibility of the superintendent or designee, in conjunction with principals, to develop administrative regulations regarding the use of vending machines and other sales of food to students.

Adopted 4/19/99 Reviewed 9/11; 11/13; 4/15 Revised 2/05; 2/09; 10/10; 10/12; 4/16

Related Policy: (Code Numbers) 504.5, 710

Legal Reference: (Code of Iowa) 42 U.S.C. § § 1751 et seq. (2012); 7 C.F.R. Pt.
210 et seq (2012); Iowa Code ch. 283A (2013);
281 I.A.C. 58



EXPENDITURES

Policy Title PURCHASING – BIDDING: GOODS/SERVICES Code 803.1

The board supports economic development in Iowa. Purchases by the school should take into account Iowa goods and services from locally-owned businesses located within the Corridor or from an Iowa based company which offers these goods or services if the cost and other considerations meet the required specifications. When spending federal Child Nutrition Funds, geographical preference is allowed only for unprocessed agricultural food items.

It is the responsibility of the superintendent or designee to approve purchases, except those authorized by or requiring direct board action. The superintendent may coordinate and combine purchases with other governmental bodies to take advantage of volume price breaks. Joint purchases with other political subdivisions will be considered in the purchase of equipment, accessories or attachments with an estimated cost of \$50,000 or more.

The superintendent will have the authority to authorize purchases without competitive bids for goods and services costing under \$25,000 without prior board approval. For goods and services costing more than \$25,000 and less than \$50,000, the superintendent will receive quote(s) of the goods and services to be purchased prior to approval of the board. Major item purchases, including school buses will require competitive sealed bids. The competitive sealed bid requirement is waived in the case of emergency purchases.

The purchase will be made from the lowest responsible bidder based upon total cost considerations including, but not limited to, the cost of the goods and services being purchased, availability of service and/or repair, delivery date, the targeted small business procurement goal and other factors deemed relevant by the board.

When using federal Child Nutrition Funds to purchase goods and services, dollars spent annually must be estimated. It is acceptable to categorize (e.g., groceries, milk, produce, small equipment, large equipment, supplies, and chemicals). A formal sealed bid procurement process is required when annual spending in the category exceeds \$25,000 annually. An informal process is used for all other purchase under the threshold.

The board and the superintendent will have the right to reject any or all bids, or any part thereof, and to re-advertise. If it is determined that a targeted small business which bid on the project may be unable to perform the contract, the superintendent will notify the Department of Economic Development. The board will enter into such contract or contracts as the board deems in the best interests of the school district.

Adopted 6/15/70 **Reviewed** 6/99; 7/10; 4/16 Revised 4/05; 5/09; 10/12; 12/13; 5/15

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 23A; 26; 28E; 72.3; 73; 285.10(3),
.10(7); 301 (2013), 261 IAC 54; 281 IAC 43.25;
481 IAC 25; 1984 Op. Att’y Gen 115;
974 Op. Att’y Gen. 171



EXPENDITURES

Policy Title BIDS AND AWARDS FOR CONSTRUCTION CONTRACTS Code 803.2

The board supports economic development in Iowa, particularly in Corridor area. Award of construction contracts should take into account the location of the business and should consider Iowa based companies if the bids submitted are comparable in quality and can be executed without additional cost when compared to those submitted by other bidders.

Public, competitive sealed bids are required for construction projects, including renovation and repair, with a cost exceeding the statutory minimums required by law. The public, competitive sealed bid requirement at the statutory minimums required by law is waived in the case of emergency repairs when the repairs are necessary to prevent the closing of a school. The AEA administrator will certify that the emergency repairs are necessary to prevent the closing of a school. The superintendent will comply with the competitive quote process for those projects subject to the competitive quote law. The superintendent will determine the process for obtaining quotes for projects below the competitive quote limit. The superintendent shall approve the quote for the project.

The award of construction contracts will, generally, be made to the lowest responsible bidder. Criteria for consideration in determining responsible bidders includes, but is not limited to:

- History of project completion dates;
- Timeliness of work progress on prior projects;
- Number, cost, and quality of change orders on previous projects;
- Prior experience and qualifications of sub-contractors to do specified work.

The board, in its discretion, after considering factors relating to the construction, including, but not limited to, the cost of the construction, availability of service and/or repair, completion date, and any other factors deemed relevant by the board, may choose a bid other than the lowest bid. The board may also offer incentives for meeting project construction deadlines or penalties for exceeding project deadlines, or assign contractors a risk factor based on past performance and experience. The board will have the right to reject any or all bids, or any part thereof, and to enter into the contract or contracts deemed to be in the best interests of the school district.

It is the responsibility of the superintendent to make a recommendation and the reason for it to the board for construction contract bids. The board secretary shall recommend, to the board, which bid to accept.

Adopted 5/4/09 Reviewed 7/10; 5/15; 4/16 Revised 10/12; 12/9/13

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 72; 73; 73A.2, .18; 297.7-8 (2013)
HF 2713 (2006)



RECORDS

Policy Title CARE, MAINTENANCE AND DISPOSAL OF SCHOOL DISTRICT RECORDS Code 805.2

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent and board secretary to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

- | | |
|--|---|
| • Secretary's financial records | Permanently |
| • Treasurer's financial records | Permanently |
| • <u>Open meeting minutes</u> of the Board of Directors | Permanently |
| • Annual audit reports | Permanently |
| • Annual budget | Permanently |
| • Permanent record of individual pupil | Permanently |
| • <u>School election results</u> | <u>Permanently</u> |
| • <u>Real property records (e.g., deeds, abstracts)</u> | <u>Permanently</u> |
| • Records of payment of judgments against the school district | 20 years |
| • Bonds and bond coupons | 11 years, <u>after maturity, cancellation, transfer, redemption, and/or replacement</u> |
| • Written contracts | 10 years |
| • Cancelled warrants, check stubs, bank statements, bills, invoices, and related records | 5 years |
| • Recordings <u>and minutes</u> of closed meetings | 1 year |
| • Program grants | As determined by the grant |
| • Non-payroll personnel records | <u>7 years + 10 years after leaving the district</u> |
| • <u>Employment applications</u> | <u>2 years</u> |
| • Payroll records | 3 years |
| • <u>School meal programs accounts/records</u> | <u>3 years after submission of the final claim for reimbursement</u> |

In the event that any federal or state agency requires a record to be retained for a period of time longer than that listed above for audit purposes or otherwise, the record shall be retained beyond the listed period as long as is required for the resolution of the issue by the federal or state agency.

Current employees' records shall be housed in the central administration office of the school district. Records of employees no longer working for the district can be stored in a secure off site location. The employees' records shall be maintained by the superintendent, the building

administrator, the employee's immediate supervisor, human resource director and the board secretary.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends. Permanent records must be housed in a fireproof vault. Permanent records shall be housed in a fire resistant safe or vault or electronically with a secure backup file. The building administrator shall be responsible for keeping these records current. Permanent Records of students who have graduated or are no longer enrolled in the school district shall be housed in an appropriately safe and secure storage area or facility and will be retained permanently. These records will be maintained by the superintendent.

Special education records shall be maintained in accordance with the law.

The superintendent may microfilm or microfiche or digitize or otherwise electronically retain school district records and may destroy paper copies of the records, if they are more than three years old. An electronic record which accurately reflects the information set forth in the paper record after it was first generated in its final form as an electronic record, and which remains accessible for later reference meets the same legal requirements for retention as the original paper record. A properly authenticated reproduction of a microfilmed or digitized record meets the same legal requirements as the original record.



MAINTENANCE AND OPERATIONS

Policy Title DISPOSITION OF OBSOLETE EQUIPMENT Code 902.6

School property, such as equipment, furnishings, or supplies, will be disposed of when such property is determined to be of no further use to the district. It is the objective of the district in disposing of the property to achieve the best available price or most economical disposal.

Obsolete equipment having a value of less than \$5,000 for an individual item will be sold or disposed of in a manner determined by the superintendent or designee, which may include sealed bids, donation to a nonprofit group, auction, garage sale, or via electronic means. However, the sale of equipment, furnishings or supplies disposed of in this manner will be published in a newspaper of general circulation. The publication of the sale or disposition will be published with at least one insertion each week for two consecutive weeks. Any other disposition may be done in any other manner, including only one insertion in same newspaper.

A public hearing will be held regarding the disposal of the equipment with a value of \$5,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date. Upon completion of the public hearing, the board may authorize disposition of the property.

It is the responsibility of the superintendent, in collaboration with the chief financial officer, to make a recommendation to the board regarding the method for disposing of property of no further use to the school district.

Adopted 6/15/70 **Reviewed** 2/00; 3/05; 11/10; 1/14; **4/16** Revised 3/90; 6/09; 11/12; 5/15
Related Policy: (Code Number) 704; 705.1; 803
Legal Reference: (Code of Iowa) Iowa Code §§ 297.22-.25 (2014)



SCHOOL-COMMUNITY RELATIONS

Policy Title AQUATIC CENTER USE

Code New **1004.8**

Aquatic Center Guidelines – Linn-Mar Community School District

All users of the Linn-Mar Aquatic Center are subject to the General Laws of Iowa prohibiting the use or practices of hazing, gambling, nicotine and tobacco products, alcoholic beverages, controlled substances, firearms and dangerous weapons in any school building or on school property.

Aquatic Center Guidelines:

- A Linn-Mar Community School District lifeguard must be present before entering the water.
- Only swimmers, coaches, officials and other approved district personnel are allowed on the pool deck. Spectators are not allowed on the pool deck at any time and may observe aquatic activities only from the pool lobby or spectator stadia.
- Proper swimwear is required. Swimmers may not swim while wearing compression shorts as swim attire or athletic sport bras as swim attire.
- Swimmers should not enter the pool if they have a communicable disease or an open wound.
- Swimming or diving instruction may be provided solely by district aquatics staff or approved groups.
- No diving in the shallow end of the swimming pool and in other areas with the marking “NO DIVING”.
- No horseplay in or around the swimming pool.
- No running on the deck.
- Proficient swimming ability is required in deep water areas. The use of flotation aide devices (other than those made available by Linn-Mar Community School District) by non-swimmers is prohibited unless authorized by the Aquatic Center manager.
- No swimming or reaching beneath the moveable bulkheads.
- No use of starting platforms unless approved.
- No glass containers in the aquatic center.
- Activities deemed unsafe by the lifeguard will be prohibited.
- No possession, use or consumption of alcoholic beverages or other illegal substances on Linn-Mar campus. Linn-Mar is nicotine and tobacco and drug-free.

The district retains the right to terminate any activity at any time if there are violations of Board of Education policies and administrative rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

Adopted **4/18/16** Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



SCHOOL-COMMUNITY RELATIONS

Policy Title AQUATIC CENTER USE

Code New 1004.8

Community Use of the Aquatic Center:

By contract only through Learning Resource Center.

Support Services
2999 N 10th Street
Marion IA 52302
319-447-3145

Usage agreement:

All Aquatic Center guidelines shall be adhered to by any and all renters and/or users of the facility. These will be provided to the renter/user prior to usage of Aquatic Center



SCHEDULE OF AQUATIC CENTER RENTAL FEES

Code New 1004.8-E1

Rental Fees:

Charges begin with the time designated for the opening of the Aquatic Center and shall terminate with the closing of the Aquatic Center and with the Aquatic Center's facilitator's sign-off on the condition of the facility.

Fee Includes:	Minimum Charge: (first 2 hours)	Each Additional Hour:
Access to the Pool	\$300.00 for first two hours	\$150.00 per hour
Use of Timing System	\$100.00 for first two hours	\$50.00 per hour
Timing Computer Operator	\$15.00 per hour	\$15.00 per hour
Linn-Mar Employed Lifeguards (Minimum of three lifeguards)	\$10.00 per hour x # of lifeguards	\$10.00 per hour x # of lifeguards
Access to Concessions Room*	\$60.00 for first two hours	\$30 per hour
Custodian	\$30.00 per hour x # of custodians	\$30.00 per hour x # of custodians
Parking Lots**	\$50.00 for first two hours	\$25.00 per hour
Linn-Mar Supervisor	\$100.00 for first two hours	\$50.00 per hour

**The Linn-Mar Booster Club reserves the right of all concessions sold at the Aquatic Center.*

***Parking lot fees charged when not combined with any other fees.*

Additional Fees for Specific Events:

- Maintenance provided by district with additional cost to renter.

What is Required by Contract:

- One "Trained" crowd manager per every 250 people in attendance. "Trained" refers to individuals who are knowledgeable and have access to all emergency routes, exits and shelters within the Aquatic Center.
- One "Door Monitor" who is responsible for granting access to individuals who are permitted to proceed through the glass door and go to the pool level floor.

Concessions/Sales of Merchandise:

- The Linn-Mar Booster Club reserves the right of all concessions sold at the Aquatic Center.
- Any sale of merchandise must have approval of the superintendent or designee.

The district retains the right to terminate any activity at any time if there are violations of the Board of Education policies and administrative rules, or federal, state or municipal laws, or if the activity is deemed to be hazardous to people, buildings, or equipment.

Sunday requests will be limited. Holiday weekends will not be available for Aquatic Center use.

With use of the Aquatic Center by events or groups that are outside regular school events, notification of these events needs to be requested six months in advance.



Linn-Mar Aquatic Center Use Application

Linn-Mar Support Services Office

2999 North 10th Street

Marion, Iowa 52302

Office: (319) 447-3145

Fax: (319) 377-9252

Rick Ironside – rironside@linnmar.k12.ia.us

Bobby Kelley – bkelley@linnmar.k12.ia.us

Attn: Rick Ironside, Executive Director of Support Services
Bobby Kelley, Aquatic Center Manager

Date of Application: _____

Name and Address of Organization: _____

Profit	Not-For-Profit	Non-Profit
--------	----------------	------------

 - Beneficiary of Event Proceeds (check one)

Address of Organization:

(Address)

(City/State/Zip)

Phone Number: _____

Name of the group/team interested in using the Aquatic Center:

Name of the Supervisor, Coach, Director (person responsible for supervision):

Supervisor Phone Number: Home: _____ Cell: _____

Date(s) requested for Aquatic Center use:

Requested hours of use: from: _____ a.m./p.m. to: _____ a.m./p.m.

Are you interested in using the Daktronics timing system? (Circle one) Yes No

Type of swimming activity at the Aquatic Center: (Swim Meet/Diving Meet/Other) Please list below:

Linn-Mar Aquatic Center Use Application

Estimated Attendance: _____

Are you charging admission? Yes No

Amount charged for admission: \$ _____ **Entry fee for participants:** \$ _____

Estimate of all revenues collected with event's rental: \$ _____

Please check the following item(s) that you would like access to during your event:

_____ Deep end 25 yard competition set up

_____ Shallow end 25 yard competition set up

_____ Deep end use for competitive diving events

_____ Use of Daktronics timing computer for swim meets and/or diving meets

_____ Use of concessions stand

***The Linn-Mar Booster Club reserves all concession rights and privileges.*

Please list any other special needs for your event(s) (outside equipment, chairs, catering, etc.) that you will be providing which must be approved: _____

In the event of severe or inclement weather in the form of a heavy snowfall, the Linn-Mar District is not responsible for assuring that the parking lots are plowed and accessible. The district will be prudent in clearing the lots, but in the case of a heavy snow, events may need to be cancelled.

It is the responsibility of the person in charge of renting out the Aquatic Center for their group to inform the Aquatic Center facilitator of the magnitude of their event. The Aquatic Center facilitator and the executive director of support services must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the pricing of the Aquatic Center rental.

All information will be processed by the Aquatic Center facilitator and the executive director of support services. If approved, you will receive a Usage Agreement, Cost Agreement and an Aquatic Center Protocol sheet. These forms must be reviewed, signed and sent back to the executive director of support services along with a check for the amount stated in the cost agreement and a copy of insurance naming the Linn-Mar Board of Education as secondary insured.

The above provided information is accurate and the person signing this application agrees to follow the guidelines stated in the Aquatic Center Agreement and Aquatic Center Protocol forms. If any of the information changes before use of the Aquatic Center, the individual signing the form must contact the Aquatic Center facilitator to discuss whether these changes can be implemented. ***The individual signing the agreement assumes full responsibility for fees incurred or damages sustained.***

Linn-Mar Aquatic Center Use Application

The undersigned individual or organization, by its authorized representative, agrees that all rules and regulations of the Linn-Mar Community School District will be strictly adhered to by all persons attending the meeting or event as set forth above. In addition, the facility is to be left as it was found. The undersigned will be responsible for insuring that those persons attending the event will utilize only the room(s) as indicated above and the halls and entrances thereto. The undersigned individual or organization shall be responsible for payment for any damage done to the building, the room or any of its contents, by any person attending the event which it is the sponsor.

The undersigned individual or organization hereby releases Linn-Mar Community School District, its agents and employees and agrees to indemnify Linn-Mar Community School District and hold Linn-Mar Community School District harmless from any and all property damage and bodily injury claims arising out of or resulting from his/her/its negligence during the use of the room as indicated above, including any expenses and attorney fees which Linn-Mar Community School District may incur in defending any such claim. ***Each individual or organization is required to furnish a certificate of insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in aggregate.***

Applicant/Supervisor Signature (adult over 21)

Date

Aquatic Center Facilitator Signature

Date

Executive Director of Support Services Signature

Date

Processed by Sarah Offerman

(Initials)

(Date)



SCHOOL-COMMUNITY RELATIONS

Policy Title TRANSPORTING STUDENTS IN PRIVATE VEHICLES Code 1005.6

Generally, transporting students for school purposes shall be done in a vehicle owned by the school district and driven by a school bus driver.

In case of emergency or special circumstance, students may be transported in private vehicles for school purposes. It shall be within the discretion of the superintendent to determine when this is appropriate.

Individuals transporting students for school purposes in private vehicles must have the permission of the superintendent or designee and meet all applicable requirements set by the district.

Private vehicles will be used only when:

- The driver possesses a valid drivers' license;
- The vehicle is in good condition and meets all applicable safety requirements;
- Vehicles used for private transportation must have enough passenger restraints to accommodate the number of passengers being transported;
- Proof of insurance has been supplied to the superintendent or designee and the insurance satisfies the minimum coverage requirements for driving personal vehicles in the State of Iowa;
- When the parents of the students to be transported have given written permission to the superintendent or designee.

The school district assumes no responsibility for those students who have not received the approval of the superintendent or designee and who ride in private vehicles for school purposes. If transportation is not provided by the school district, or if transportation provided by the school district is declined by the student or parent/guardian, then the responsibility and corresponding liability for transportation for school purposes shall rest solely with the student and/or guardian.

This policy statement applies to transportation of students for school purposes in addition to transporting students to and from their designated attendance centers. It shall be the responsibility of the superintendent to develop administrative regulations regarding this policy. The superintendent may develop an administrative policy to implement this policy.

Adopted 6/85 Reviewed 6/90; 10/08; 3/13; 4/14; 6/15 Revised 3/00; 6/05; 11/10; 4/16

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8; 285; 321; 281 I.A.C. 43



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

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

Linn-Mar Community School District Board of Education Work Session Minutes March 7, 2016

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 (2999 N 10th St, Marion) by President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Bisgard, Gustason, Buelt, Nietert, and Morrison. Board Attorney Terry Abernathy was present as well.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 148-03-07

Motion by Patterson for the Board to adopt the agenda as presented. Second by Hutcheson. Voice vote; motion unanimously approved.

300: CLOSED SESSION

301: Motion to Move to Closed Session Motion 149-03-07

Motion by Patterson for the Board to enter into closed session as provided in Section 21.5(l)(e) of the Code of Iowa to conduct hearings to determine whether to suspend or expel two students. Second by Weaver. Roll call vote; all ayes. Motion unanimously approved. Board entered into closed session at 5:02 PM.

302: Motion to Return to Open Session Motion 150-03-07

Motion by Hutcheson for the Board to return to open session. Second by AbouAssaly. Roll call vote; all ayes. Motion unanimously approved. Board returned to open session at 6:02 PM.

400: OPEN SESSION

401: Determinations Motion 151-03-07

Motion by Patterson for the Board to recommend the expulsion of Student A until the start of the second semester of the 2016-17 school year. Second by Nelson. Roll call vote; all ayes. Motion unanimously approved.

Motion by Patterson for the Board to recommend the expulsion of Student B until the start of the fourth quarter of the 2016-17 school year. Second by Hutcheson. Roll call vote; all ayes. Motion unanimously approved. **Motion 152-03-07**

500: ADJOURNMENT **Motion 153-03-07**

Motion by Patterson for the Board to adjourn the work session at 6:04 PM. Second by Hutcheson. Voice vote; motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Angie Morrison, Board Secretary
3/7/16*

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
<p>Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i></p>	<p>Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i></p>	<p>Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i></p>	<p>Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i></p>	<p>Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i></p>

Linn-Mar Community School District Board Meeting Regular Session Minutes March 7, 2016

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order at 7:00 PM in the boardroom of the Learning Resource Center by Board President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Morrison, Bisgard, Breitfelder, Anderson, K. Christian, Ramos, and Ironside. Administration absent: Schumacher.

200: REVISION AND/OR ADOPTION OF THE AGENDA *Motion 154-03-07*

Motion by Hutcheson for the Board to approve the agenda as presented. Second by Patterson. Voice vote; motion unanimously approved.

300: RECOGNITIONS/PROCLAMATIONS

Tim Isenberg, Board President, presented High School English Teachers Angie Axeen and Liz Sheka with a certificate of recognition for coordinating a trip for 50 students to attend the Urban Education Network (UEN) Lobby Day at the State Capitol on February 24th.



400: AUDIENCE COMMUNICATIONS

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

600: INFORMATIONAL REPORTS

601: Technology Committee

Isenberg and Ramos reported that during the February 23rd Technology Committee meeting topics discussed included the website revision, BrightBytes survey results, the Thoughtexchange Strategic Planning process, and an update on the new server hardware and storage.

602: Marion City Council

Patterson reported that during the March 3rd Marion City Council meeting she invited the Council and attendees to participate in the online Thoughtexchange survey. Patterson also reported that the Council continues to offer Saturday hours from 9:30-11:30 AM at the Marion Public Library. Patterson suggested that a plot of the proposed housing developments approved by the City be developed to assess the affect the additional population will have on the District.

603: Board Visit: Wilkins Elementary

Board members shared that they enjoyed their March 4th visit to Wilkins Elementary. Highlights of the visit included a teacher video on the PBIS process and learning that Kenneth Williams, Consultant on Education and Leadership, will present at their PLC professional development events. The Board was also excited to learn that the staff is using various avenues to review academics, behavior, and attendance data to increase reading comprehension, PBIS planning, and strategic planning. Wilkins will be welcoming a therapy dog to their staff soon.

604: Legislative/Policy Committee

Gadelha, Patterson, and Nelson reported that during the March 4th Legislative/Policy Committee meeting they reviewed several recommendations from the Iowa Association of School Boards (IASB) on policy updates. The suggested IASB policy updates will be presented for first reading at the April 4th Board meeting. Gadelha clarified that the High School academic eligibility policy will remain the same but formatting will be updated to make the policy more concise.

605: Certified Budget Update

Exhibit 605.1

Chief Financial Officer JT Anderson reviewed several tax levy scenarios that were considered in determining the figures to present for the certified budget for FY17. There were a variety of scenarios because Legislators have not settled on the rate of Supplemental State Aid. It is the Administration's recommendation to certify the FY17 budget with the proposed tax rate at \$17.42 (per \$1,000 taxable valuation). Once SSA is determined; the proposed tax rate submitted in the FY17 budget can be lowered if necessary. The proposed FY17 budget will be published in *The Marion Times* on March 24th and a public hearing and Board approval will occur on April 4th.

606: Administration Report

Exhibit 606.1

Jeri Ramos, Executive Director of Technology, reported that Juicebox Interactive has designed a rough mockup of the new District website. The mockup will be used to gather input on growing the District's website into an informational hub that is user-friendly and meets the needs of the students, families, staff, and community. The goal is to have a soft rollout of the new website over the summer; with a hard rollout in the fall.

Shannon Bisgard, Associate Superintendent, reported that for the 2017-18 school year the District will be bringing in five educational consultants from Solution Tree to present PLC professional development opportunities to the certified staff. In the past, the District has sent small groups of certified staff to various locations for these professional development opportunities; but by bringing the Solution Tree consultants into the District, not only will more staff be able to participate, the District will save money.

Superintendent Shepherd shared that because the bids for the Excelsior Middle School entrance renovation came in 70% higher than anticipated, the renovation will be postponed and will remain on the short list of projects to be considered when funds become available. Shepherd shared that even though this is not the path the Administration wanted to take, it is necessary at this time and shared that Excelsior does have a secure entrance in place even though it isn't the ideal design.

Superintendent Shepherd updated the Board on the timeline of the Thoughtexchange process. On March 3rd the District launched the "Share" stage of the online Thoughtexchange process to the community, families, and staff seeking input on what they believe is most important for the future of the District. The "Share" stage will remain open online through March 13th. The information provided from the participants will be compiled and another invitation will be sent out to invite folks to participate in the "Star" stage; wherein they will have the opportunity to

prioritize the areas of focus the District should include in the Strategic Planning process. The "Star" stage will be open from March 29th thru April 10th.

700: UNFINISHED BUSINESS

701: Approval of Bid for Westfield Classroom Addition **Motion 155-03-07** *Exhibit 701.1*

Motion by Patterson for the Board to approve the total bid from Larson Construction for the Westfield Elementary classroom addition in the amount of \$2,176,000.00. Second by Weaver. Shepherd shared that the previously discussed option of including skylights in the inner classrooms will be assessed once the contract is awarded to determine cost and feasibility. Voice vote; motion unanimously approved.

702: Approval of Combined Bid for Oak Ridge Cafeteria Expansion & High School Kitchen Expansion **Motion 156-03-07** *Exhibit 702.1*

Motion by Gadelha for the Board to approve the combined bid from Garling Construction for the Oak Ridge Middle School cafeteria expansion and High School kitchen renovation for the combined total amount of \$1,970,000.00. Second by Nelson. Voice vote; motion unanimously approved.

800: NEW BUSINESS

801: Approval of Fundraisers **Motion 157-03-07** *Exhibit 801.1*

Motion by Patterson for the Board to approve the list of fundraisers as presented. Second by Gadelha. Voice vote; motion unanimously approved.

802: Receive and File Recommendations Regarding Termination of Employment Contracts

Motion by Patterson for the Board to receive and file with Angie Morrison, Board Secretary, 32 recommendations regarding termination of employment contracts. Second by Hutcheson. Voice vote; motion unanimously approved.

Motion 158-03-07

803: Recommendation Regarding Termination of Employment Contracts **Motion 159-03-07**

This agenda item is the Board decision on the recommendation regarding termination of employment contracts. Of the 32 recommendations, the 21 listed below have not requested hearings.

	Name	Budget Reduction
1	Alexander, Melissa	6 extended days to 3 extended days
2	Bundy, Debra	4 extended days to 3 extended days
3	Buonadonna, Margaret	10 extended days to 5 extended days
4	Duncan, Cynde	6 extended days to 3 extended days
5	Goodell, Todd	10 extended days to 5 extended days
6	Haker, Rachelle	10 extended days to 5 extended days
7	Kennedy, David	10 extended days to 5 extended days
8	Knudson, Kathryn	4 extended days to 3 extended days
9	Kraus, Sue	6 extended days to 3 extended days
10	Krebsbach, Krista	6 extended days to 3 extended days
11	Merulla, Katherine	6 extended days to 3 extended days
12	Mohwinkle, Nicholas	4 extended days to 3 extended days
13	Platten, Amanda	10 extended days to 5 extended days
14	Shanahan, Katherine	4 extended days to 3 extended days
15	Southwood, Cristina	4 extended days to 3 extended days
16	Starmer, Lindsey	10 extended days to 5 extended days
17	Vaske, Laura	10 extended days to 5 extended days
18	Wanda, Victoria	10 extended days to 5 extended days
19	Ward, Kelly	4 extended days to 3 extended days
20	Wiley, Sally	4 extended days to 3 extended days
21	Woods, Kimberly	10 extended days to 5 extended days

Tim Isenberg, Board President, read the following, "This is a notice and recommendation to terminate the contracts of the 21 teachers listed above for budget reduction reasons. The contracts to be terminated are between the 21 teachers listed above and the Board of Directors, these reductions are for services rendered during the 2015-16 school year, ending June 30, 2016. This notice pertains only to the reduction of extended contract days as reported in the list above, which are part of the teachers' continuing contracts. The Superintendent's recommendation is that the 21 teachers listed above be issued continuing contracts as regular, full-time employees for the 2016-17 school year."

Isenberg requested a motion from the Board that the recommendation of the Superintendent be accepted and that the contracts of the 21 teachers listed above be terminated effective at the end of the current school year for the reasons that were set forth in the Superintendent's Notice and Recommendation to Terminate the Contracts of the 21 teachers listed above and that the additional recommendation of the Superintendent be accepted and that the 21 teachers listed above be issued continuing contracts as regular, full-time employees for the 2016-17 school year. So moved by Patterson. Second by AbouAssaly.

Superintendent Shepherd read the following statement, "Linn-Mar Community School District's general fund budget is facing pressure due to inadequate State funding over the past several years and uncertainty of funding in future years. Over the past six years, the State Supplemental Growth Rate has increased an average of only 1.875% per year, while the inflationary index of expenditures has increased on average 3%-4% per year over the same time frame. As a result, the District has overspent its general fund by approximately \$700,000 each of the last three years. For the next fiscal year (2017), Legislators from both parties have acknowledged that the Supplemental State Growth Rate will likely be close to 2.5%. Assuming this scenario, Linn-Mar is projected to have an approximate general fund deficit of \$900,000. Based on this projection, it has been determined that an overall reduction of \$500,000 in general fund recurring expenditures is necessary to mitigate a portion of this deficit."

Roll call vote; all ayes. Motion unanimously approved.

804: Approval of Termination of Non-probationary Administrator Motion 160-03-07
Motion by Gadelha that the Board approve the termination of the employment contract of Chad Schumacher, High School Renovations/Administrator, effective June 30, 2016. Second by Nelson. Board members expressed their reservations about terminating Schumacher's contract but are supportive of the Administration's decision. Roll call vote; all ayes. Motion unanimously approved.

805: Open Enrollment Request Motion 161-03-07
Motion by Patterson for the Board to approve the following open enrollment request as presented. Second by Nelson. Voice vote; motion unanimously approved.

Denied Out

Name	Grade	Receiving District	Reason
Williams, Cameron	9 th	Marion Independent	Late, no good cause

900: CONSENT AGENDA

901: Personnel

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Schmidt, June	HS: Music Teacher/Show Choir Director	6/2/16	Retirement

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Christensen, Julia	OR: Student Support Associate	3/7/16	\$11.71/hour
Damodaran, Vino	EH: Part-Time Student Support Associate	3/2/16	\$11.71/hour
Hummer, Madison	NE: Student Support Associate	2/29/16	\$11.71/hour
Juergens, Barbara	NS: From 4.75 to 1.5 hours/day	3/7/16	Same
Larson, Carla	WF: Student Support Associate	2/23/16	\$11.71/hour
Manning, Anthony	LG: Student Support Associate	2/22/16	\$11.71/hour
Ohrt, Mikayla	NE: Student Support Associate	2/29/16	\$11.71/hour
Saxion, Rebecca	OR: Student Support Associate	2/18/16	\$11.71/hour
Wetrich, Joseph	O&M: Certified Maintenance/Mechanic	2/29/16	\$23.71/hour

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Callahan, Joyce	NS: NE General Help	6/2/16	Retirement
Cornthwaite, Lois	NS: BW General Help	2/25/16	Personal
Entas, Jami	AC: Pool Maintenance Technician	6/30/16	Reduction
Koppen, Pete	O&M: Skilled Maintenance	6/30/16	Reduction
Molenaar, Becky	HS: General Ed Assistant	6/30/16	Reduction
Stern, Krista	AC: Pool Maintenance Technician	6/30/16	Reduction

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Haines, Kiley	HS: Assistant 10 th Gr Volleyball Coach	3/2/16	Schedule H Category D
Lapel, Andrew	HS: Head 10 th Gr Baseball Coach	5/2/16	Schedule H Category C

Extra-Curricular Positions: Resignation

Name	Assignment	Dept Action	Reason
Hutchison, Andrea	HS: Assistant Poms Coach	2/22/16	Personal
McAndrew, Brian	EX: Head 8 th Gr Football Coach	2/17/16	Personal
Meeks, Austin	EX: Assistant 8 th Gr Football Coach	2/17/16	Personal
Wolken, Ali	HS: Assistant Poms Coach	2/29/16	Personal

902: Approval of Minutes from February 22nd

Exhibit 902.1

903: Approval of Bills

Exhibit 903.1

904: Approval of Contracts

Exhibits 904.1-9

1. Interagency agreements for Special Education programming with Burlington CSD (1) Cedar Rapids CSD (2), Dallas Center-Grimes CSD (1), Marion Independent (4), and Perry CSD (1). *(For student confidentiality, no exhibits provided.)*
2. Contract with Varsity Group Marketing to administer an advertising program at the District's athletic facilities including the High School main gym, Stadium, and Aquatic Center.

3. Retail Natural Gas Supplier Agreement with MidAmerican Gas for the 2018-19 school year.
4. Memorandum of Agreement with Junior Achievement of Eastern Iowa for the 2016-17 school year.
5. Agreement with Solution Tree, Inc., to provide ten (10) days of professional development to the District in support of our Professional Learning Communities (PLCs) for the 2017-18 school year for a total of \$69,800.00.
6. Agreement for Cooperation in a Student Teaching Program with Coe College for the 2016-17 school year.
7. Agreement for Cooperation in a Student Teaching or Field Experience Program with Mount Mercy University for the 2016-17 school year.
8. Agreement for Cooperation in a Student Teaching Program with Upper Iowa University for the 2016-17 school year.
9. Contract Change Order with Larson Construction Company for various materials and labor associated with the High School renovation project totaling \$58,180.91.

905: Fieldtrip Requests

Exhibits 905.1-4

1. Overnight fieldtrip request for the High School Speech Team to compete at the Iowa High School Speech Association State Competition at North Scott High School in Eldridge, Iowa on Friday, March 4th thru Saturday, March 5th.
2. Overnight fieldtrip request for High School Model UN to attend Spring Conference at the University of Northern Iowa in Cedar Falls on April 14-16, 2016.
3. Overnight fieldtrip request for the High School Robotics Team to compete at the Iowa FRC Regional Competition at the University of Northern Iowa in Cedar Falls on March 24-26, 2016.
4. Overnight fieldtrip request for the High School Armed Services Club to participate in a Spring Field Ops Day at Camp Wapsie in Coggon on April 22-23, 2016.

906: Board Information

907: Items Removed from the Consent Agenda for Separate Action

908: Approval of the Consent Agenda ***Motion 162-03-07***

Motion by Patterson for the Board to approve the Consent Agenda as presented. Second by AbouAssaly. Hutcheson recognized the retirement of June Schmidt, HS Music Teacher and Show Choir Director. Reservations were shared by Board members about selling outside advertising at our District facilities (Exhibit 904.2), but they understand and support the need to raise revenue to offset reductions. Question was raised as to what the contract change order (Exhibit 904.9) for the High School renovation project covered; Anderson clarified it was for various materials and labor associated with changes in the scope of the project. Anderson also clarified that the High School renovation project has a \$500,000 contingency to cover change orders and that approximately \$225,000 has already been spent from this contingency. Voice vote; motion unanimously approved.

1000: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1001: Communications

Patterson shared a reminder of the High School musical performance on April 28th at 7:00 PM and the last Show Choir performance on April 2nd. The April 2nd Show Choir performance will include a special recognition of June Schmidt and Bob Anderson. Schmidt is retiring from the District at the end of the year and Anderson is stepping down as Director of the 10th Street Edition Show Choir.

Weaver shared his frustrations about the Legislature not moving more quickly on school funding and that Legislators are not listening to the voices of those directly involved in providing education to Iowa students.

Nelson congratulated all the individuals and teams listed in the Achievements/Recognitions section of the Administration Report for their hard work and successes. Nelson also extended a reminder to community, students, parents, and staff to be a part of the Thoughtexchange process to help the District determine areas of focus that should be included in the Strategic Planning process.

1002: Calendar

Date	Time	Event	Location
March 9 th	7:00 AM	Executive Committee	Superintendent's Office
March 9 th	7:30 AM	Board Visit	Oak Ridge Middle School
March 9 th	11:30 AM	MEDCO Annual Luncheon	CR Marriott
March 9 th	4:30 PM	Special Education Advisory	Boardroom
March 10 th	9:00 AM	ERMA Advisory	LRC Room 200
March 10 th	5:30 PM	Board Mixer with City & MISD	LM High School Foyer
Date	Time	Event	Location
March 14 th -18 th		Spring Break	
March 17 th	5:30 PM	Marion City Council (AbouAssaly/Weaver)	City Hall
March 23 rd	7:00 AM	Executive Committee	Superintendent's Office
Date	Time	Event	Location
April 4 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
April 7 th	5:30 PM	Marion City Council	City Hall
April 12 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
April 13 th	7:00 AM	Executive Committee	Superintendent's Office
April 13 th	4:30 PM	LIONS Awards & Volunteer Recognition	Boardroom
April 16 th	8:30 AM	Coffee Conversation	Excelsior Middle School
April 18 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
April 21 st	5:30 PM	Marion City Council	City Hall
April 27 th	7:00 AM	Executive Committee	Superintendent's Office

Additional Dates to Remember:

- March 11th – LIONS Awards Nominations Due (Jessi Pfaff: 319-447-3114)
- March 24th – Robotics FIRST Competition @ UNI McLeod Center
- March 24th – Parent University – Boardroom @ 6:30 PM
- April 8th – MANE Event @ CR Marriott – 6:00 PM
- April 10th-16th – National Volunteer Week
- April 23rd – Growl Prowl @ LM Stadium – 9:00 AM

1003: Committees

Board Committees	Participants
Executive Committee	Isenberg, Patterson, Shepherd
Finance/Audit Committee	Abouassaly, Anderson, Hutcheson, Morrison, Shepherd, Weaver
Legislative/Policy Committee	Gadelha, Nelson, Patterson, Shepherd
District Committees	Participants
Career & Technical Education	Bisgard, Nelson
Construction Advisory	Ironside, Shepherd, Weaver
ERMA Advisory	Hutcheson, Ironside
Equity Advisory	Bisgard, Christian, Patterson, Ramos

District Committees	Participants
Health & Human Development	Abouassaly, Breitfelder
School Improvement Advisory	Bisgard, Gadelha
Special Education Committee	Breitfelder, Nelson
Technology Committee	Isenberg, Ramos

1100: ADJOURNMENT *Motion 163-03-07*

Motion by Hutcheson to adjourn the regular session at 8:00 PM. Second by Patterson. Voice vote; motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
3/7/16*



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

Strategic Goal 1	Strategic Goal 2	Strategic Goal 3	Strategic Goal 4	Strategic Goal 5
Student Achievement: <i>All action on teaching and learning will focus on empowering achievement at the highest level for each student.</i>	Learning Environments: <i>All buildings and facilities will support the learning and teaching needed to unlock the potential in each student.</i>	Staff Development: <i>All staff will learn, perform and lead in such a manner as to inspire learning for students.</i>	Community Engagement: <i>The entire school community will engage the families, residents and stakeholders for the purpose of increasing opportunities for students.</i>	Resources: <i>All resources, real and potential, will be planned, and allocated in the spirit of providing an exciting and secure future for the students and District.</i>

**Linn-Mar Community School District Board of Education
Special Meeting Minutes
March 10, 2016
Linn-Mar High School**

100 CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education special meeting was called to order at 5:30 PM in the foyer of Linn-Mar High School by President Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, AbouAssaly, Gadelha, Nelson, and Weaver. Absent: Hutcheson and Patterson. Administration present: Shepherd.

200 REVISION AND/OR ADOPTION OF THE AGENDA *Motion 164-03-10*

Motion by Nelson for the Board to accept the agenda as presented. Second by AbouAssaly. Voice vote; motion unanimously approved.

300 RECEPTION

The Board enjoyed a social reception and tour of the High School with members of the Marion City Council, members of the Marion Independent School District Board of Education, High School Principal Jeff Gustason, and High School Associate Principal Kim Buelte.

400 ADJOURNMENT *Motion 165-03-10*

Motion by Gadelha to adjourn the special meeting at 6:30 PM. Second by Nelson. Voice vote; motion unanimously approved.

Tim Isenberg, Board President

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
3/10/16*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
Fund: Aquatic Center		
BMO MASTERCARD	GENERAL SUPPLIES	\$1,133.41
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$8,148.36
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$220.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$146.51
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$626.50
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$146.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$626.50
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$552.51
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$407.63
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$611.77
ISI SWIMMING INC	GENERAL SUPPLIES	\$50.00
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$5.56
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$10.19
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$1,038.48
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$74.20
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$210.97
Fund Total:		\$14,012.10
Fund: GENERAL		
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$3,230.00
ABS ACTIVITY BASED SUPPLIES	INSTRUCTIONAL SUPPLIES	\$276.14
ACE HARDWARE-1062A	GENERAL SUPPLIES	\$33.87
ACE HARDWARE-1062A	MAINTENANCE SUPPLIES	\$104.66
ADVANCE AUTO PARTS	MAINTENANCE SUPPLIES	\$138.94
ADVANCE AUTO PARTS	TRANSP. PARTS	\$599.44
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$4,134.98
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$313.06
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$1,173.50
ALL INTEGRATED SOLUTIONS	GENERAL SUPPLIES	\$363.06
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$60.00
ALLIANT ENERGY	ELECTRICITY	\$63,579.17
ANDERSON LADD, INC	MAINTENANCE SUPPLIES	\$173.04
ANDERSON, JT	TRAVEL	\$210.60
APPLE COMPUTER INC	GENERAL SUPPLIES	\$1,437.00
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$2,799.00
AQUATIC SOLUTIONS, LLC	INSTRUCTIONAL SUPPLIES	\$1,967.74
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$463.16
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$502.65
ART CRAFT STUDIO	INSTRUCTIONAL SUPPLIES	\$205.00
ASCD	PROF SERV: EDUCATION	\$239.00
AUCA CHICAGO LOCKBOX	GENERAL SUPPLIES	\$1,801.45
BAGSBY TAMMY	TRAVEL	\$13.69
BAKER & TAYLOR, INC	LIBRARY BOOKS	\$167.50
BARNES & NOBLE	INSTRUCTIONAL SUPPLIES	\$346.59

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
BARNES & NOBLE	LIBRARY BOOKS	\$929.40
BARNES & NOBLE-NOOK MEDIA	LIBRARY BOOKS	\$350.25
BARRY DEBRA	TRAVEL	\$220.27
BEKE CATHLEEN	TRAVEL	\$92.82
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$1,486.21
BIO CORPORATION	INSTRUCTIONAL SUPPLIES	\$253.83
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES	\$158.46
BMO MASTERCARD	COMP/TECH HARDWARE	\$19.94
BMO MASTERCARD	COMPUTER SOFTWARE	\$261.67
BMO MASTERCARD	DUES AND FEES	\$392.99
BMO MASTERCARD	EQUIPMENT >\$1999	\$2,826.90
BMO MASTERCARD	EQUIPMENT REPAIR	\$40.60
BMO MASTERCARD	GENERAL SUPPLIES	\$1,728.24
BMO MASTERCARD	GROUNDS UPKEEP	\$27.90
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$11,390.30
BMO MASTERCARD	LIBRARY BOOKS	\$714.08
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$1,118.04
BMO MASTERCARD	MISC REVENUE	(\$6.29)
BMO MASTERCARD	PROF SERV: EDUCATION	\$1,978.06
BMO MASTERCARD	REF & RSRCH MATERIAL	\$88.22
BMO MASTERCARD	REPAIR PARTS	\$3.58
BMO MASTERCARD	REPAIR/MAINT SERVICE	\$148.76
BMO MASTERCARD	STAFF WORKSH/CONF	\$5,285.91
BMO MASTERCARD	TEXTBOOKS	\$145.85
BMO MASTERCARD	TRAVEL	\$5,088.06
BOOKHOUSE	LIBRARY BOOKS	\$273.18
BP	GASOLINE	\$250.26
BREITFELDER, LEISA	TRAVEL	\$13.73
BROWN PHILIP	TRAVEL	\$3.59
C.J. COOPER & ASSOCIATES	PHYSICALS	\$1,000.50
CALCARA MARILYN	TRAVEL	\$21.45
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES	\$100.00
CEDAR RAPIDS COMM SCH DIST	INSTRUCTIONAL SUPPLIES	\$3,844.00
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$919.62
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$10,188.60
CEDAR RAPIDS ICE ARENA	INSTRUCTIONAL SUPPLIES	\$72.00
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,298.73
CENGAGE LEARNING	INSTRUCTIONAL SUPPLIES	\$585.75
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$2,820.01
CENTURYLINK	TELEPHONE	\$3,084.87
CLAY ELIZABETH	TRAVEL	\$1.79
COE COLLEGE	INSTRUCTIONAL SUPPLIES	\$472.00
COLLECTION	EE LIAB-GARNISHMENTS	\$507.79
COLTON KRISTI	TRAVEL	\$17.32
COMMUNICATIONS ENGINEERING CO	RADIOS	\$85.90

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
COMMUNICATIONS ENGINEERING CO	TECH REPAIRS	\$470.00
COMMUNITY HEALTH CHARITIES	EE LIAB-CHARITY	\$25.00
CONNERLY DEBRA	TRAVEL	\$2.81
COOKSLEY DAWN	TRAVEL	\$41.07
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$6.50
COTTON GALLERY LTD.	MAINTENANCE SUPPLIES	\$133.00
COUNTY LINE HATCHERY	INSTRUCTIONAL SUPPLIES	\$450.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$67.20
CROCK MOLLY	TRAVEL	\$40.56
CULLIGAN	MAINTENANCE SUPPLIES	\$1,622.20
CUMMINS CENTRAL POWER LLC	TRANSP. PARTS	\$835.82
CUMMINS CENTRAL POWER LLC	VEHICLE REPAIR	\$2,254.12
DEMCO	GENERAL SUPPLIES	\$371.80
DEMCO	LIBRARY BOOKS	\$83.55
DENNIS COMPANY	REPAIR PARTS	\$375.96
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$2,600.00
DES MOINES AREA COMMUNITY COLLEGE	TUITION-COMM COLLEGE	\$250.00
DRYSACE INC	MAINTENANCE SUPPLIES	\$4,309.70
EMSLRC	INSTRUCTIONAL SUPPLIES	\$305.00
ENTERPRISE	RENTALS EQUIPMENT	\$2,339.46
F & W SERVICE CO., INC	REPAIR/MAINT SERVICE	\$102.95
FAMILY VIDEO	FACILITY RENTAL	\$3,466.13
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$2,876,398.19
FEDEX	INSTRUCTIONAL SUPPLIES	\$29.31
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$6,842.76
FRY KEVIN	TRAVEL	\$16.15
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$1,071.30
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$163.20
GILCREST/JEWETT	INSTRUCTIONAL SUPPLIES	\$624.50
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$1,273.55
GRANT WOOD AEA	GENERAL SUPPLIES	\$254.40
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$59,064.58
GRANT WOOD AEA	PROFESSIONAL-OTHER	\$21.00
GRANT WOOD AEA	STAFF WORKSH/CONF	\$2,470.00
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$830.51
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$1,048.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$27,169.60
HAYES ELIZABETH	TRAVEL	\$32.92
HEARTLAND HOME CARE, INC	PROF SERV: EDUCATION	\$2,600.00
HICKS KRISTI	TRAVEL	\$39.31
HOER SARA	TRAVEL	\$107.25
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$2,747.94
HUPP ELECTRIC MOTORS	EQUIPMENT REPAIR	\$144.97
HUPP ELECTRIC MOTORS	REPAIR/MAINT SERVICE	\$259.97
HUTCHESON, TODD	GENERAL SUPPLIES	\$29.59

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$129.18
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES	\$72.68
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$1,729.19
IAAE	INSTRUCTIONAL SUPPLIES	\$760.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$2,115.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$59,960.64
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$256,383.87
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$59,960.64
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$256,383.87
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$422,786.07
INTERSTATE ALL BATTERY CENTER	TRANSP. PARTS	\$7.00
INTERSTATE BATTERIES OF UPPER IA	TRANSP. PARTS	\$371.85
INVOLTA	OTHER TECH SER	\$345.00
IOWA DEPT OF REVENUE - ADMIN WAGE LEVY	EE LIAB-GARNISHMENTS	\$488.57
IOWA GOLD DISTRIBUTING	GENERAL SUPPLIES	\$98.49
IOWA GOLD DISTRIBUTING	REPAIR/MAINT SERVICE	\$514.50
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$4,037.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$256,248.51
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$384,588.43
IOWA SHARES	EE LIAB-CHARITY	\$28.00
IOWA SOLUTIONS	TECH REPAIRS	\$275.00
ISFIS	OTHER PROFESSIONAL	\$630.00
ISNO	DUES AND FEES	\$155.00
JC'S TOWING LLP	GENERAL SUPPLIES	\$400.64
KALLMAN CREATES PUBLICATIONS	INSTRUCTIONAL SUPPLIES	\$122.00
KESL CAROL	TRAVEL	\$79.05
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$100.00
KIRKWOOD COMM COLLEGE	TEXTBOOKS	\$251.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$73,549.20
KOENEN KARLA	TRAVEL	\$19.15
KRETSCHMER KELLY	TRAVEL	\$225.42
LAKESHORE	GENERAL SUPPLIES	\$26.99
LANE TODD	TRAVEL	\$183.96
LANHAM, JESSICA	TRAVEL	\$27.96
LARUE	INSTRUCTIONAL SUPPLIES	\$23.50
LASER RESOURCES, LLC	Copies	\$11,233.84
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$662.60
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$454.15
LASER RESOURCES, LLC	SERVICE AGREEMENTS	\$18.79
LETTER PERFECT	GENERAL SUPPLIES	\$15.00
LINN CO-OP OIL	GASOLINE	\$21,714.53
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$2,431.48
LINN CO-OP OIL	MAINTENANCE SUPPLIES	\$34.47
LINN CO-OP OIL	REPAIR PARTS	\$227.65
LINN COUNTY REC	ELECTRICITY	\$24,774.32

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$47.51
LMEA	EE LIAB-UNION DUES	\$10,095.49
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$845.47
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$4,513.33
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$11,778.70
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	\$120.00
MARION INDEPENDENT SCHOOLS	TUITION OPEN ENROLL	\$5,563.39
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$250.92
MARION JANITORIAL SUPPLY CO	GENERAL SUPPLIES	\$91.02
MARION POLICE	DUES AND FEES	\$1,720.00
MARION TIMES	ADVERTISING	\$971.59
MARION WATER DEPT	WATER/SEWER	\$4,051.28
MARTINEZ WHITNEY	MISC REVENUE	\$3.99
McCABE TECH LLC	INSTRUCTIONAL SUPPLIES	\$178.00
McSWEENEY, CHRISTINE	TRAVEL	\$64.19
MENARDS -13127	GENERAL SUPPLIES	\$483.04
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$874.03
MENARDS -13127	MAINTENANCE SUPPLIES	\$53.05
MERCY EAP SERVICES	OTHER PROFESSIONAL	\$544.00
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$391.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$30,768.38
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$712,020.49
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$36,914.58
METRO INTERAGENCY INS PROG.	ER LIAB-MEDICAL INSURANCE	\$39,732.00
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$17,463.28
MID AMERICAN ENERGY	NATURAL GAS	\$34,579.11
MIDWEST COMPUTER PRODUCTS	AUDIO-VISUAL MEDIA	\$874.50
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$874.50
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$1,776.28
MIDWEST WHEEL	TRANSP. PARTS	\$273.66
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MILLER PHIL	TRAVEL	\$121.29
MODEL ME KIDS	INSTRUCTIONAL SUPPLIES	\$210.90
MORRISON ANGIE	TRAVEL	\$109.20
MORROW DWAYNE	TXTBK RENTAL PS	\$50.00
NAPT	DUES AND FEES	\$100.00
NASCO	INSTRUCTIONAL SUPPLIES	\$2,043.94
NETWORK COMPUTER SOLUTIONS E.IA	INSTRUCTIONAL SUPPLIES	\$464.00
NORTHSTAR AV	GENERAL SUPPLIES	\$614.00
NORTHSTAR AV	INSTRUCTIONAL SUPPLIES	\$727.00
NORTHSTAR AV	MAINTENANCE SUPPLIES	\$798.00
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$2,093.75
OLSON ERIC	OFFICIAL/JUDGE	\$75.00
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$685.00
PACE SUPPLY	MAINTENANCE SUPPLIES	\$148.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
PAUL REVERE LIFE INS. CO.	DISTRICT LIFE INSURANCE	\$211.74
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$472.87
PHELPS AMY	Professional Educational Services	\$100.00
PHONAK	INSTRUCTIONAL SUPPLIES	\$318.39
PICKENS BARNES & ABERNATHY	LEGAL SERVICES	\$745.60
PITNEY BOWES	GENERAL SUPPLIES	\$216.72
PITNEY BOWES	POSTAGE/UPS	\$996.21
PITSCO INC	INSTRUCTIONAL SUPPLIES	\$86.00
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$2,011.12
POLAR ELECTRO INC	INSTRUCTIONAL SUPPLIES	\$139.00
Polk County Sheriff	EE LIAB-GARNISHMENTS	\$442.82
POOL TECH MIDWEST INC	CHEMICALS	\$2,807.00
PROVIDENT LIFE/ACCIDENT INS. CO.	DISTRICT LIFE INSURANCE	\$1,988.98
QUALITY CLEANING EQUIPMENT	GENERAL SUPPLIES	\$352.62
QUILL CORPORATION	GENERAL SUPPLIES	\$157.67
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$1,383.57
QUINN STORAGE	SERVICE AGREEMENTS	\$75.00
QUINTIN SHEPHERD	TRAVEL	\$20.28
RADIO ENGINEERING INDUSTRIES	OTHER TECH SER	\$186.00
RAMOS JERI	TRAVEL	\$45.86
READ NATURALLY	INSTRUCTIONAL SUPPLIES	\$99.60
REALLY GOOD STUFF INC	LIBRARY BOOKS	\$136.77
REDEXIM TURF PRODUCTS	MAINTENANCE SUPPLIES	\$45.28
REGENTS OF THE UNIVERSITY OF MINNESOTA	INSTRUCTIONAL SUPPLIES	\$110.00
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$83.17
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$532.48
ROTO-ROOTER	REPAIR/MAINT SERVICE	\$700.00
ROYAL IMAGING SUPPLIES	Copies	\$59.80
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$362.70
SADLER POWER TRAIN	TRANSP. PARTS	\$881.87
SAGE PUBLICATIONS INC	INSTRUCTIONAL SUPPLIES	\$54.00
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$199.96
SANBORN, SYMON	TRAVEL	\$10.37
SCANTRON	INSTRUCTIONAL SUPPLIES	\$318.23
SCHNEEKLOTH SANDY	INSTRUCTIONAL SUPPLIES	\$40.96
SCHOLASTIC BOOK CLUBS	INSTRUCTIONAL SUPPLIES	\$62.64
SCHOLASTIC BOOK CLUBS	LIBRARY BOOKS	\$98.00
SCHOLASTIC BOOK FAIR INC	LIBRARY BOOKS	\$8,876.06
SCHOLASTIC BOOK FAIR INC	MISC REVENUE	\$6,458.16
SCHOOL BUS SALES	TRANSP. PARTS	\$2,983.69
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$575.16
SCHOOL TECH SUPPLY	COMP/TECH HARDWARE	\$718.00
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$165.75
SEIU LOCAL 199	EE LIAB-UNION DUES	\$714.04
SHARON K. GONZALEZ,	TAXES AND ASSESSMENT	\$2,297.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
SHERWIN-WILLIAMS	INSTRUCTIONAL SUPPLIES	\$71.45
SHORTER MARGARET	TRAVEL	\$44.54
SOCCER.COM	INSTRUCTIONAL SUPPLIES	\$351.40
SOCCERONE	INSTRUCTIONAL SUPPLIES	\$239.80
SOCIAL STUDIES SCHOOL SERVICE.	INSTRUCTIONAL SUPPLIES	\$375.20
SPRAY-LAND USA	GENERAL SUPPLIES	\$6.20
STAPLES	INSTRUCTIONAL SUPPLIES	\$283.85
STATE HYGIENIC LABORATORY	CHEMICALS	\$12.50
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$3,385.02
SYSTEMS UNLIMITED, INC.	PROF SERV: EDUCATION	\$1,995.00
TERRELL DAN	TRAVEL	\$14.98
THE SHREDDER	INSTRUCTIONAL SUPPLIES	\$426.00
THERAPRO INC	INSTRUCTIONAL SUPPLIES	\$300.80
THERAPY SHOPPE INC	INSTRUCTIONAL SUPPLIES	\$54.98
THINK SAFE INC	INSTRUCTIONAL SUPPLIES	\$225.00
THOMAS BUS	TRANSP. PARTS	\$796.04
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$1,510.51
THOMSEN, KARI	INSTRUCTIONAL SUPPLIES	\$36.00
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$7,081.44
TRANSFINDER CORPORATION	GENERAL SOFTWARE	\$1,100.00
TRANSFINDER CORPORATION	SERVICE AGREEMENTS	\$4,700.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$183,490.71
U.S. CELLULAR	TELEPHONE	\$1,041.02
U.S. TOY CO	INSTRUCTIONAL SUPPLIES	\$397.80
UNITED REFRIGERATION	REPAIR PARTS	\$29.67
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$1,178.87
UNITYPOINT HEALTH	PROF SERV: EDUCATION	\$150.00
UNUM LIFE INS. CO.	ER LIAB-DISTRICT DISABILITY	\$748.42
VAN METER CO	MAINTENANCE SUPPLIES	\$486.82
VAN METER CO	OTHER PROFESSIONAL	\$265.00
VIETH KELLY	TRAVEL	\$54.95
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$47,815.87
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$15,517.19
WAGE WORKS	EE LIAB-FLEX HEALTH	\$10,990.07
WALMART	GENERAL SUPPLIES	\$55.63
WALMART	INSTRUCTIONAL SUPPLIES	\$776.92
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$308.86
WEBER PAINT & GLASS	MAINTENANCE SUPPLIES	\$48.99
WELLMARK	OTHER PROFESSIONAL	\$1,035.00
WENGER	EQUIPMENT >\$1999	\$873.00
WENGER	INSTRUCTIONAL SUPPLIES	\$873.00
WEST MUSIC CO	EQUIPMENT >\$1999	\$795.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$72.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$471.52
YMCA-3167	GENERAL SUPPLIES	\$225.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
ZIMMERMAN JESSICA	TRAVEL	\$18.25
Fund Total:		\$6,249,902.67
Fund: LOCAL OPT SALES TAX		
BMO MASTERCARD	COMP/TECH HARDWARE	\$225.54
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$2,972.50
NOVAK DESIGN GROUP	ARCHITECT	\$18,430.45
Fund Total:		\$21,628.49
Fund: MANAGEMENT LEVY		
MERCYCARE COMMUNITY PHYSICIANS	WORKERS COMP	\$288.00
Fund Total:		\$288.00
Fund: NUTRITION SERVICES		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$17,915.36
BMO MASTERCARD	GENERAL SUPPLIES	\$314.44
BMO MASTERCARD	MEETING EXP/SERVICES	\$150.00
BMO MASTERCARD	TRAVEL	\$127.68
EARTHGRAINS	PURCHASE FOOD	\$3,276.98
EMS DETERGENT SERVICES	CLEANING PRODUCTS	\$1,951.35
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$82,267.26
GALYEAN LINDA	UNEARNED REVENUE	\$74.23
GANGESTAD, RENEE	UNEARNED REVENUE	\$13.75
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$150.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$1,748.62
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$7,476.86
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$1,748.62
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$7,476.86
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$9,173.88
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$7,439.59
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$11,165.58
KECK, INC.	PURCHASE FOOD	\$4,905.36
KNIGHT SUSAN	TRAVEL	\$123.24
KOPPEN PETER	UNEARNED REVENUE	\$20.00
LASER RESOURCES, LLC	Copies	\$13.29
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$150.30
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$208.99
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$513.08
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$23,972.22
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$1,753.56
MOSER, JESSICA	GENERAL SUPPLIES	\$21.37
MURPHY JENNIFER	UNEARNED REVENUE	\$25.25
NOTH RUTH	TRAVEL	\$6.59
OFFICE EXPRESS	GENERAL SUPPLIES	\$129.62
PIZZA HUT OF AMERICA, INC. & AFFIL	PURCHASE FOOD	\$1,346.49
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$35.00
SCHOOL NUTRITION ASSOCIATION	DUES AND FEES	\$22.50

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
SPEER BRIDGET	UNEARNED REVENUE	\$14.20
SUBWAY-19486	PURCHASE FOOD	\$2,226.00
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$128.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$3,560.12
U.S. DEPARTMENT OF TREASURY-FMS	EE LIAB-GARNISHMENTS	\$139.50
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$50.00
VOYA RETIREMENT INSURANCE	EE LIAB-403 (B)	\$4,040.00

Fund Total: \$195,875.74

Fund: PHY PLANT & EQ LEVY

BLUETARP FINANCIAL	EQUIPMENT >\$1999	\$3,115.52
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
DLR GROUP INC	ARCHITECT	\$16,312.50
IOWA WALL SAWING INC.	CONSTRUCTION SERV	\$1,040.00
MENARDS -13127	BLDG. CONST SUPPLIES	\$107.86
OLMSTEAD CONSTRUCTION	CONSTRUCTION SERV	\$4,760.00
OPN ARCHITECTS, INC.	ARCHITECT	\$87,315.54
PRIMARY SYSTEMS	CONSTRUCTION SERV	\$1,562.00
REXCO EQUIPMENT	EQUIPMENT >\$1999	\$2,758.00
SHIVE-HATTERY INC.	ARCHITECT	\$14,633.02
TRI STATE TOWER, INC	CONSTRUCTION SERV	\$4,000.00
TRICON CONSTRUCTION GROUP 2245	CONSTRUCTION SERV	\$6,005.69
WELTER STORAGE EQUIPMENT CO INC	BLDG. CONST SUPPLIES	\$525.00

Fund Total: \$146,660.13

Fund: Pool 10 Million Issue and 2013 10M Issue

AOSNC, LLC	CONSTRUCTION SERV	\$20,043.63
BMO MASTERCARD	OTHER PROFESSIONAL	\$36.99
COMMUNICATIONS ENGINEERING CO	COMP/TECH HARDWARE	\$2,121.61
DLR GROUP INC	ARCHITECT	\$40,388.00
ECCO MIDWEST, INC	CONSTRUCTION SERV	\$4,985.18
GARLING CONSTRUCTION	CONSTRUCTION SERV	\$27,288.05
HAWKEYE ENVIRONMENTAL	CONSTRUCTION SERV	\$658.00
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$1,159,169.45
LOWES	BLDG. CONST SUPPLIES	\$2,906.35
PODS ENTERPRISES, LLC	BLDG. CONST SUPPLIES	\$1,252.00
SCHOOL SPECIALTY INC	BLDG. CONST SUPPLIES	\$724.36
SOIL-TEK	CONSTRUCTION SERV	\$250.00

Fund Total: \$1,259,823.62

Fund: PUB ED & REC LEVY

FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,472.38
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$30.34
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$129.68
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$30.34
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$129.68
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$201.22

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$141.60
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$212.51
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$2.50
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	\$6.95
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$45.76
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	\$730.66
METRO INTERAGENCY INS PROG.	ER LIAB-DENTAL INS	\$37.10
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$83.58
UNITED WAY OF EAST CENTRAL IOWA	EE LIAB-CHARITY	\$29.99

Fund Total: \$3,284.29

Fund: STUDENT ACTIVITY

ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$265.43
B & H PHOTO	EQUIPMENT >\$1999	\$7,490.00
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$8,883.38
BMO MASTERCARD	TRAVEL	\$4,423.29
BROUSSARD LISA	TRAVEL	\$690.35
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$1,390.98
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES	\$200.00
CEDAR RAPIDS KERNELS	INSTRUCTIONAL SUPPLIES	\$300.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$160.00
COE COLLEGE	INSTRUCTIONAL SUPPLIES	\$333.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$2,675.95
COYLE STEEL DRUM COMPANY	INSTRUCTIONAL SUPPLIES	\$1,800.00
CROWN TROPHY	INSTRUCTIONAL SUPPLIES	\$275.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$1,164.20
DUBUQUE SENIOR HIGH SCHOOL	INSTRUCTIONAL SUPPLIES	\$96.00
ECISOA	DUES AND FEES	\$160.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,839.85
GAFFNEY NANCY	INSTRUCTIONAL SUPPLIES	\$750.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES	\$4,426.15
GENSKOW JOHN	INSTRUCTIONAL SUPPLIES	\$100.00
GONZALEZ TARA	INSTRUCTIONAL SUPPLIES	\$66.00
GREAT AMERICAN OPPORTUNITIES, INC	INSTRUCTIONAL SUPPLIES	\$1,740.00
HOUSE OF TROPHIES	INSTRUCTIONAL SUPPLIES	\$169.55
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$2,789.45
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$31.22
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$133.56
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$31.22
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$133.56
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$92.81
IOWA FFA ASSOCIATION	DUES AND FEES	\$1,134.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$11.00
IOWA JAZZ CHAMPIONSHIPS	INSTRUCTIONAL SUPPLIES	\$200.00
IOWA PUBLIC EMPL RETIR SYSTEM	EE LIAB-IPERS	\$94.31
IOWA PUBLIC EMPL RETIR SYSTEM	ER LIAB-IPERS	\$141.53

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 03/04/2016 - 03/31/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
IOWA STATE TRACK & FIELD	DUES AND FEES	\$145.00
JEFFERSON HIGH SCHOOL	DUES AND FEES	\$180.00
JYM BAG	INSTRUCTIONAL SUPPLIES	\$1,089.00
KETTELKAMP, CINDY	TRAVEL	\$180.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$834.16
LEVEL 10	INSTRUCTIONAL SUPPLIES	\$616.00
M-F ATHLETIC CO.	INSTRUCTIONAL SUPPLIES	\$148.00
MAHMENS SCOTT	TRAVEL	\$218.40
MARION POLICE	INSTRUCTIONAL SUPPLIES	\$301.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$60.85
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$118.21
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$651.15
MOE TONYA	TRAVEL	\$58.50
MURRAY CRAIG	OFFICIAL/JUDGE	\$30.00
NE DISTRICT FFA C/O ERIC SCHMITT	DUES AND FEES	\$60.00
ORIENTAL TRADING CO	INSTRUCTIONAL SUPPLIES	\$83.31
PLEASANT VALLEY HIGH SCHOOL	DUES AND FEES	\$75.00
PORTO'JONNY	INSTRUCTIONAL SUPPLIES	\$112.46
PROM NITE	INSTRUCTIONAL SUPPLIES	\$159.83
R&B AQUATIC DISTRIBUTION	INSTRUCTIONAL SUPPLIES	\$499.80
ROBSON ALEXIS	INSTRUCTIONAL SUPPLIES	\$1,697.90
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$557.03
SOCCER.COM	INSTRUCTIONAL SUPPLIES	\$10.44
SOCCERONE	INSTRUCTIONAL SUPPLIES	\$262.57
SPLASH MULTISPORT	INSTRUCTIONAL SUPPLIES	\$637.00
STAPLES	INSTRUCTIONAL SUPPLIES	\$177.63
TELECKY PAIGE	INSTRUCTIONAL SUPPLIES	\$240.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$56.58
UNI ATHLETICS	DUES AND FEES	\$150.00
UNIVERSITY OF DUBUQUE	DUES AND FEES	\$300.00
VERBENA, LLC	INSTRUCTIONAL SUPPLIES	\$800.00
WALMART	INSTRUCTIONAL SUPPLIES	\$261.24
WENGER	INSTRUCTIONAL SUPPLIES	\$107.00
WEST HIGH SCHOOL	DUES AND FEES	\$90.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,099.54

Fund Total: \$56,259.39

Fund: Student Store

KOLLEGE TOWN SPORTS	GENERAL SUPPLIES	\$347.27
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Fund Total: \$347.27

Grand Total: \$7,948,081.70

End of Report

**CLINICAL FIELD EXPERIENCE CONTRACTUAL AGREEMENT****Linn-Mar Comm School District**

This contract is made and entered into between Luther College, Education Department, 700 College Drive, Decorah, Iowa 52101 and Linn-Mar Comm School District, 2999 N Tenth St, , Marion, IA 52302.

PROVISIONS:

1. Luther College and Linn-Mar Comm School District agree to participate, if placements are available in the district, in a clinical field experience program, which includes, but is not limited to: Student teaching, student observations, and other field experiences during the 2016-2017 academic year.

2. Luther College will provide supervision by one or more of the following for students participating in clinical field experiences that are placed in the school district identified under item 1 above.

- Luther faculty member(s)
- Trained and credentialed specialist in education

3. Luther College agrees to compensate:

- _____ District
- _____ Cooperating Teacher
(Indicate district's preference for payment.)

in the amount of \$175 for one-half a semester or \$350 for a full semester for each student placed as a student teacher. Payment is to be made at the end of each semester after the Luther College Education Department receives the completed Student Teacher Evaluation from the cooperating teacher. Payment for a student teacher who has withdrawn prior to the middle of the term shall be one-half of the normal reimbursement with payment to be made at the end of the period. **Other field experiences identified in this agreement will be compensated with regard to time involvement and course objective, and will be stated at the time of the request.**

4. Student teachers and other field experience enrollees of the Luther College Education Department are to comply with all the contracted school district's rules, regulations, and policies. Termination or change in assignment will be the option of Linn-Mar Comm School District, as well as the option of Luther College, should circumstances warrant such an action.

5. Cooperating teachers must have at least three years of teaching experience in the appropriate subject area. It may not be their first year in their current assignment/building.

6. All clinical field experience students will be required to pass a background check as required by Linn-Mar Comm School District.

7. Linn-Mar Comm School District and Luther College agree that neither party will discriminate on the basis of race, color, religion, sex, age, sexual orientation, national origin, or handicap.

Date: 3/3/16

Signature: Barbara Boback
Department Chair, Luther College Education Department

Date: 2/25/16

Signature: Kevin Kraus
Academic Dean, Luther College

Date: _____

Signature: _____
Representative, Linn-Mar Comm School District

COOPERATIVE AGREEMENT
by and between
UNIVERSITY OF NORTHERN IOWA AND EDUCATIONAL AGENCIES
for the 2016-2017 Academic Year

This agreement entered into by and between the Board of Regents, State of Iowa, the governing body of the University of Northern Iowa, and Linn-Mar Community School District (hereinafter referred to as the "cooperating educational agency"), in accordance with the Code of Iowa:

Section 262.30 ... CONTRACTS FOR TRAINING TEACHERS provides:

The board of directors of any school district in the state of Iowa may enter into contract with the state board of regents for furnishing instruction to pupils of such school district, and for training teachers for the schools of the state in such particular lines of demonstration and instruction as are deemed necessary for the efficiency of the University of Northern Iowa ... as training schools for teachers.

AND, Section 272.27 ... STUDENT TEACHING AND OTHER EDUCATIONAL EXPERIENCES provides:

If the rules adopted by the board of educational examiners for issuance of any type or class of license require an applicant to complete work in student teaching, prestudent teaching experiences, field experiences, practicums, clinicals, or internships, an institution with a practitioner preparation program approved by the state board of education under section 256.7, subsection 3, shall enter into a written contract with any school district, accredited nonpublic school, preschool registered or licensed by the department of human services, or area education agency in Iowa under terms and conditions as agreed upon by the contracting parties. Please see 272.27 for full details.

1. Scope of Agreement

- 1.1 This Agreement sets forth the role, responsibilities, and rights of personnel associated with the cooperating educational agency, personnel associated with the University of Northern Iowa and of any student enrolled at the university, while assigned as a student teacher or for any other educational experience in the cooperating educational agency.

2. Options of Student Teachers and other Educational Experience Students

- 2.1 Students must be registered for the appropriate university course. Student teaching is a full semester experience. (Students seeking additional endorsement may register for four (4) hours of credit.) The student teaching period will be a minimum of 14 weeks in duration.

3. Placement of Students

- 3.1 Placement of students shall be accomplished on a cooperative basis between the University of Northern Iowa and the cooperating educational agency.
- 3.2 Placement shall be initiated by the university coordinator (hereinafter referred to as coordinator) upon completion of an application from each student setting out his/her qualifications/background and the assignment(s) needed to meet course requirements, certification, endorsement, and approval area standards.
- 3.3 Requests for assignment of students may be accompanied by suggested names of individuals who are recommended to serve as a cooperating teacher/educational agency supervisor by the coordinator.
- 3.4 The University of Northern Iowa reserves the right to decline the assignment of a student to classroom teachers/educational agency supervisors who may request a student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.
- 3.5 The cooperating educational agency reserves the right to refuse assignment to any given student. However, said decision shall not be based on race, color, sex, national origin, disability, age, religion, sexual orientation, veteran status or on any other basis protected by state and/or federal law.

4. Termination or Change of Assignment

- 4.1 The coordinator or cooperating educational agency may, for good cause, terminate or change the assignment of any student. Prior to reaching a decision the coordinator and the cooperating educational agency designee shall consult with the cooperating teacher/educational agency supervisor and all other concerned parties regarding the reason(s) for termination or change in assignment.

5. Supervision of Students

- 5.1 A member of the university faculty, or designee, will serve as the coordinator or supervisor of the student teaching program or educational experiences for the purpose of administering the program and supervising/evaluating the students in cooperation with the cooperating teachers/educational agency supervisors who guide and direct the students.
- 5.2 The identification, selection and continued use of qualified cooperating teachers/educational agency supervisors shall be the joint responsibility of the coordinator and the administrators of the cooperating educational agencies.

Distribution of copies:

() Cooperating Educational Agency

() Office of the President's Designee



Cornell College

MAR 25 2016

Student Teaching/Field Experience Agreement 2016-2017

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

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

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

1.0 Assignment of Student Teachers and Field Experience Students.

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

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

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

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



Cornell College

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

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

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

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

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

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

4.0 Compensation for Local Cooperating School Districts.

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

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

Linn Mar Community School District

Dated _____

By _____
President of the Board of Education



Cornell College

Board of Trustees of Cornell College

Dated 3-23-16

By Ray L. Langpeth
Vice President for Business Affairs



February 25, 2016

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

Attn: Mr. Rick Ironside
P: 319.447.3000
E: rironside@linnmar.k12.ia.us

Re: Proposal for Construction Observation and Materials Testing Services
Oak Ridge Middle School Cafeteria Expansion
4901 Alburnett Road
Marion, Iowa
Terracon Proposal No. P06161040

Dear Mr. Ironside:

As requested, Terracon Consultants, Inc. (Terracon) is submitting this proposal for completion of construction observation and materials testing services for the above-referenced project. This proposal outlines our understanding of the project and scope of services, provides a fee schedule and estimated cost for our services, and presents our Agreement for Services.

Terracon provided geotechnical engineering services for the project in 2001 (Terracon Project No. 06015110.01). As such, we believe our experience, work on the project as the Geotechnical Engineer, and commitment to responsive quality service will continue to make Terracon a valuable asset to the project.

1.0 PROJECT INFORMATION

- Project information available for review at the time of this proposal includes:
 - Civil, structural and architectural plans dated February 9, 2016
 - Project specifications dated February 9, 2016
 - A telephone conversation with Eric Beron of DLR Group dated February 15, 2016 to discuss preliminary scope, quantities and/or schedule information
- We understand the project consists of:
 - The construction of a single-story, slab-on-grade expansion to a middle school cafeteria.

Terracon Consultants, Inc. 2640 12th Street SW Cedar Rapids, IA 52404
P [319] 366 8321 F [319] 366 0032 terracon.com

Environmental



Facilities



Geotechnical



Materials

- The structure will be founded on:
 - Shallow spread footings earth formed cast in-place concrete
- The structural framing will be comprised of:
 - Steel beams, joists and/or trusses
 - Metal deck and roof
 - Structural masonry walls
 - Reinforced concrete
- Also included as part of the construction will be
 - Underground utilities
 - Site grading fill placement

2.0 SCOPE OF SERVICES

2.1 Field and Laboratory Services

Terracon will provide appropriately trained employees equipped to respond to the materials testing and construction observation needs of this project as scheduled by the Client or your designated representative. Based on our review of the information provided above, we understand the scope of the on-call services includes:

- Earthwork observation and testing
 - Compaction testing of newly placed fill
 - Proofroll observations
 - Subgrade observations
- Laboratory soil/aggregate testing
 - Standard Proctors
 - Modified Proctors
- Shallow foundation bearing soil observation and testing
 - Excavations will be observed for cleanliness and geometry
 - Excavation bottoms at select locations will be evaluated using manual sampling and testing techniques to a maximum depth of about 3 feet below bearing level
 - Foundation soil conditions will be compared to information contained in the geotechnical report for this project to determine if suitable bearing conditions exist

- Cast-in-place concrete reinforcing steel observation
 - Bar type and grade, size, condition, lap length, cover, position and securement
 - Note that we should be contacted to observe walls and columns taller than 5 feet both before and after formwork is set to enable proper viewing of the steel and to verify clearance
 - Cast in-place anchor bolts
- Portland cement concrete field testing and laboratory testing
 - Perform temperature, slump, air content testing and cast strength specimens
 - We assume that strength specimens will be four 4" x 8" cylinders and that sample pickups will be performed only during normal business hours Monday through Friday unless directed otherwise. If pickups are requested outside of this timeframe, special arrangements will need to be made and additional costs will apply.
 - We also assume that the concrete will be sampled as the concrete is delivered from the mixer to the conveying vehicle used to transport the concrete to the forms (ie, truck discharge) as indicated in the relevant American Concrete Institute (ACI) and American Society for Testing and Materials (ASTM) documents. If other locations for sampling are desired (such as pump discharge), we can provide this. However, we will require safe access, and additional costs may be incurred.
 - Laboratory testing
 - Compressive strength of concrete
- Floor flatness/levelness testing
 - Prepare the floor surface, determine the quantity, length and location of runs and perform floor profiling
 - Floor slabs will generally be tested within 24 hours of final concrete finishing, although the test method allows up to 72 hours for completion.
 - Measurements will be performed using a Dipstick floor profiler or equivalent
- Structural masonry observation and testing
 - Observation, structural masonry construction in general accordance with International Building Code (IBC), Level 1 outlined in the specifications
 - In general, this includes periodic observations of site prepared mortar, construction of mortar joints, location of vertical and horizontal reinforcement, condition of cells to be grouted, cold or hot weather masonry practices as applicable, and the preparation of samples. This also includes observation of grout placement
 - Material sampling

Proposal for Construction Observation & Materials Testing Services

Oak Ridge Middle School Cafeteria Expansion ■ Marion, Iowa
February 25, 2016 ■ Terracon Proposal No. P06161040



- Measure grout flow/slump and temperature and cast 3" x 6" grout prisms. For estimating purposes, we assume that cardboard grout sample boxes will be allowed due to the low cost and convenience. However, they are not recognized as an approved mold by ASTM. If the client wishes grout prisms to be formed in general accordance with ASTM C1019, we will need access to forming materials and a protected space onsite to make the samples, and additional costs will apply.
- Laboratory testing
 - Compressive strength of grout and CMU block
- Project Management
 - Attendance at pre-construction and project meetings at Client's request
 - Technical consulting at Client's request
 - Supervision of laboratory and field services
 - Preparation and review of project reports and invoices

If we have misunderstood any aspect of the proposed project, please advise us at once so we can evaluate the scope of services and make any necessary adjustments prior to finalizing the contract. Once the project is underway, you can request additional services. We will confirm your request by sending you a short supplemental agreement form that states the additional services, making them part of the original agreement.

2.2 Scheduling

Terracon's services will be performed on an as-requested basis with scheduling by the Client or the client's designated representative. Terracon will not be responsible for scheduling our services and will not be responsible for tests or observations that are not performed due to failure to schedule our services on the project. Since our personnel will not be at the site on a resident basis, it will be imperative that we be advised when work is in progress. Services should be scheduled a minimum of 24 hours in advance. Scheduling personnel will be on an as-available basis which may require changes in personnel assigned to the project. For instances of short-notice requests, personnel may have to be utilized which have a higher rate than those normally assigned and this higher cost may be passed on to the client.

All requests for services should be submitted to the Cedar Rapids, Iowa office at the following phone number: (319) 221-7300. Services should not be scheduled through our field personnel.

We recommend the scope of services described in this proposal be provided to the person(s) responsible for scheduling our services so they are aware of the services that are proposed.

2.3 Data Collection and Reporting

All field technicians are responsible to provide a daily report identifying what work was found to be in compliance with the project specifications and drawings and report any non-conformances. The field technicians are required to immediately communicate any non-conformances to the site superintendent and our Project Manager. Effective and timely communication is essential for non-conforming items. Our Project Manager will be responsible for reviewing each technician's reports, keeping non-conformance lists up to date, and communicating test results in a timely manner.

To ensure our project manager and field personnel meet the goals we have set for report turnaround, we have developed report tracking software to evaluate the status of any test result or report within our system. This allows us to achieve better communication, more consistency, and faster turnaround of reporting on the project. Data, observations, and other testing and inspection information are easily entered into the system allowing for immediate availability for quality review and electronic distribution of reports.

Terracon will maintain non-conformance logs and lists for all testing types performed by us. The list will be maintained electronically in our database and can be updated and e-mailed or printed at any time.

2.3.1 CMELMS™ Management System

In order to provide our clients with real-time field and laboratory data management and reporting, Terracon developed and maintains an automated application that we call CMELMS. The acronym stands for **Construction Materials Engineering Laboratory Management System** and is utilized by construction materials engineering and testing operations in our offices.

CMELMS is a complete and comprehensive field and laboratory testing data and results management system. It automates the delivery of our testing and inspection information and can be used anywhere with an internet connection or through a wireless device. Data (test results and inspections) can be entered into the application right from the project site so that project managers and engineering staff have real-time access to the field data. Final Client Reports are produced in the same application, which allows us to achieve better communication, more consistency, and faster turnaround of reports on the project.

2.3.2 Report Turnaround Time

Our Project Managers and/or field technicians will report failing tests or non-conformance items immediately to the designated parties and will typically have digitally-signed reports distributed by the end of the next business day. As stated, using our CMELMS software and our field reporting and communication services and capabilities, the test results and inspection information is quickly

entered into the system and a report produced. Non-deviation reports will typically be digitally signed and distributed within 3 to 5 business days of service. Laboratory test reports will typically be digitally signed and distributed within 2 business days of the completion of each test. Our reports can be sent digitally via email, posted to our Client Document Website (CDW), or posted to a designated ftp website.

2.4 Terracon's Incident and Injury-Free Culture

Employee safety is a core value of Terracon and we are committed to an Incident and Injury-Free (IIF) workplace. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. All employees are expected to perform their job assignments with safety as a primary objective. Terracon dedicates the time, resources, and equipment necessary for an IIF environment and no employee will be required to work in unsafe conditions.

3.0 COMPENSATION

Fees for services provided will be based on the attached Unit Rate Schedule. These rates will apply for the duration of the project.

Based on our review of the above-referenced information, our estimated cost to perform the proposed scope of services is \$12,139. A breakdown of our cost is provided in the attached Cost Estimate. For the purposes of developing this estimate, the quantities were estimated based on typical means and methods utilized by contractors/subcontractors in this area.

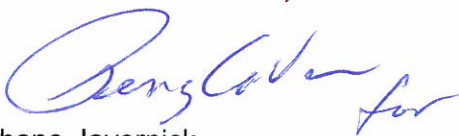
It should be noted the Client would be billed only for the amount of service provided, i.e. Terracon will not bill for the total budget if the total booked is less than the budget. Please note this is only a budget estimate and not a not-to-exceed price. Many factors, including those out of our control, such as weather and the contractor's schedule, responses to requests for information, and how often we are called to the site, will dictate the final fee for our services. Furthermore, all costs associated with deviations, re-testing and re-inspections of failing items, on-site standby time, overtime, and short-notice premiums are not included in our estimated cost.

4.0 AUTHORIZATION

This proposal may be accepted by executing the attached Agreement for Services and returning it along with this proposal to Terracon. This Agreement, including the limitations it contains, shall constitute the exclusive terms, conditions and services to be performed for this project. This proposal is valid only if authorized within sixty days from the listed proposal date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call the undersigned if you have any questions or would like to review this proposal.

Sincerely,
Terracon Consultants, Inc.


Shane Javernick
Staff Engineer


Guy L. Johnson
Department Manager – Materials Services

SAJ/GLJ:N:\Proposal Documents\2016\P06161040\P06161040.OakRidge.225.proposal.docx

Copies to: Addressee (1 pdf)
DLR Group; Attn. MR Eric Beron AIA, eberon@DLRGroup.com

Attachments: Unit Rate Schedule
Cost Estimate
Agreement for Services

Proposal for Materials Testing and Construction Observation Services

Oak Ridge Middle School Cafeteria Expansion ■ Marion, Iowa

February 25, 2016 ■ Terracon Proposal No. P06161040

**Unit Rate Schedule**

	Rate	Unit
PERSONNEL		
Field Technician	\$50.00	hour*
Senior Field Technician	\$80.00	hour*
Structural Steel Technician	\$80.00	hour*
Floor Flatness Technician	\$60.00	hour*
Field Engineer	\$98.00	hour*
Project Coordinator	\$65.00	hour
Project Manager/Engineer	\$98.00	hour
Senior Project Manager/Engineer	\$120.00	hour
LABORATORY TESTING		
Standard Proctor, Soil	\$120.00	each
Standard Proctor, Rock	\$140.00	each
Atterberg Limits (single point)	\$75.00	each
Compressive Strength Cylinder (4" x 8", Terracon-made)	\$13.00	each
Compressive Strength Cylinder (4" x 8", made by others)	\$20.00	each
Compressive Strength of Grout	\$20.00	each
Compressive Strength of CMU	\$65.00	each
FIELD EQUIPMENT/MATERIALS		
Floor Flatness Gauge	\$125.00	day
Nuclear Density Gauge	\$20.00	trip
Cure Box, per pour	\$5.00	each
Consumables	Cost + 15%	
TRIP CHARGE		
Technician	\$80.00	trip
Field Engineer	\$110.00	trip
Regional Struct. Steel Tech (includes vehicle and mileage only)	\$100.00	trip
Project Manager/Engineer	\$110.00	trip
Senior Project Engineer/Manager	\$130.00	trip

*Overtime is defined as all hours in excess of eight (8) per day, outside of the normal hours of 7:00AM to 5:00PM Monday through Friday, and all hours worked on Saturdays, Sundays, and holidays. Overtime rates will be 1.5 times the hourly rate quoted (2 times the hourly rate for Sundays and holidays).

-A one-hour minimum charge per task is applicable to all site visits (three-hour minimum per trip for regional structural steel tech). The representative's travel time, vehicle, and mileage are combined into a Trip Charge (Regional structural steel tech Trip Charge includes vehicle and mileage only).

You will be invoiced on a periodic basis for services actually performed as authorized or requested by you or your designated representative.

COST ESTIMATE

Service Type	No. of Services	Hr(s)./ service	Rate	Unit	Cost
EARTHWORK OBSERVATION AND TESTING					
Field Technician					
Site Grading Fill Placement	3	2.00	\$50.00	hour	\$300.00
Utility Trench Backfill Placement	2	2.00	\$50.00	hour	\$200.00
Floor Slab Subgrade Preparation	2	2.00	\$50.00	hour	\$200.00
Senior Field Technician					
Subgrade Observation/Proofroll	1	2.00	\$80.00	hour	\$160.00
Trip Charge*					
Technician	8		\$80.00	visit	\$640.00
Field Equipment					
Nuclear Density Gauge	7		\$20.00	trip	\$140.00
Subtotal =					\$1,640.00

LABORATORY SOIL / AGGREGATE TESTING					
Standard Proctor, Soil	2		\$120.00	each	\$240.00
Standard Proctor, Rock	1		\$140.00	each	\$140.00
Subtotal =					\$380.00

FOUNDATION EXCAVATION OBSERVATION AND TESTING					
Estimated quantities are based on the following: Assumed 4 trips to check the bearing capacity of the foundation prior to placing concrete.					
Senior Field Technician					
Observation & Testing of Footing Excavations	3	3.00	\$80.00	hour	\$720.00
Field Engineer					
Observation & Testing of Footing Excavations	1	3.00	\$98.00	hour	\$294.00
Trip Charge*					
Technician	3		\$80.00	visit	\$240.00
Field Engineer	1		\$110.00	visit	\$110.00
Subtotal =					\$1,364.00

REINFORCED CONCRETE OBSERVATION					
Estimated quantities are based on the following: Assumed 4 trips for the foundation and 2 trips for the floor. Observation performed during same trip as Concrete Testing.					
Field Technician					
Reinforcing Steel Observation	6	1.00	\$50.00	hour	\$300.00
Trip Charge*					

COST ESTIMATE

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
Technician	0		\$80.00	visit	\$0.00
Subtotal =					\$300.00

PORTLAND CEMENT CONCRETE TESTING

Estimated quantities are based on the following: Assumed 4 trips for the foundation and 2 trips for the floor. One set of 4 cylinders (4"x8") per pour.

Field Technician

Standard testing (temp, slump, air content, compressive strength samples)

Casting of 1 Set of Samples	6	2.00	\$50.00	hour	\$600.00
Sample Pickup/Login	5	1.00	\$50.00	hour	\$250.00

Trip Charge*

Technician	11		\$80.00	visit	\$880.00
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Laboratory Testing

Compressive Strength Cylinder (4" x 8", Terracon-made)	24		\$13.00	test	\$312.00
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Subtotal = \$2,042.00

FLOOR FLATNESS AND LEVELNESS TESTING

Floor Flatness and Levelness Testing

Floor Flatness and Levelness Testing	1	5.00	\$60.00	hour	\$300.00
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Trip Charge*

Technician	1		\$80.00	visit	\$80.00
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Field Equipment

Floor Flatness Gauge	1		\$125.00	day	\$125.00
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Subtotal = \$505.00

STRUCTURAL STEEL OBSERVATION

Estimated quantities are based on the following: Assumed 2 trips to observe welded and bolted connections of joist and 1 trip to observe the steel decking.

Structural Steel Technician

Regional Structural Steel Technician	3	5.00	\$80.00	hour	\$1,200.00
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Trip Charge*

Regional Structural Steel Technician	3		\$100.00	visit	\$300.00
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Subtotal = \$1,500.00

STRUCTURAL MASONRY OBSERVATION AND TESTING

Proposal for Materials Testing and Construction Observation Services

Oak Ridge Middle School Cafeteria Expansion ■ Marion, Iowa

February 25, 2016 ■ Terracon Proposal No. P06161040

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/ service	Rate	Unit	Cost
Estimated quantities are based on the following: We assume the contractor will only be placing grout once per day, allowing us to observe the reinforcing steel and grouting, and obtain samples as needed during the same visit. One set of four grout samples to be obtained from each of the first three days of masonry construction, followed by one set of samples for each 5,000 square feet of wall area thereafter. One set of 3 samples to be obtained for each 5,000 square feet of wall for compressive strength of CMU.					
Field Technician					
Reinforcing Steel and Masonry Cell Observation, Sample Preparation	3	3.00	\$50.00	hour	\$450.00
Sample Pickup/Login	3	1.00	\$50.00	hour	\$150.00
Trip Charge*					
Technician	6		\$80.00	visit	\$480.00
Laboratory Testing					
Compressive Strength of Grout	12		\$20.00	each	\$240.00
Compressive Strength of CMU	9		\$65.00	each	\$585.00
Subtotal =					\$1,905.00

PROJECT MANAGEMENT

Project Administration					
Project Coordinator	9		\$65.00	hour	\$585.00
Project Manager/Engineer	15		\$98.00	hour	\$1,470.00
Senior Project Manager/Engineer	2		\$120.00	hour	\$240.00
Safety Orientation/Pre-Task Planning					
Project Manager/Engineer	1		\$98.00	hour	\$98.00
Trip Charge (Project Meetings, Safety Orientation, etc.)					
Project Manager/Engineer	1		\$110.00	visit	\$110.00
Subtotal =					\$2,503.00

ESTIMATED OBSERVATION AND TESTING FEE**ESTIMATED TOTAL = \$12,139.00**

*We anticipate providing multiple services during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can then be revised if necessary.

AGREEMENT FOR SERVICES

This **AGREEMENT** is between Linn-Mar Community School District ("Client") and Terracon Consultants, Inc. ("Consultant") for Services to be provided by Consultant for Client on the Oak Ridge Middle School Cafeteria Expansion project ("Project"), as described in the Project Information section of Consultant's Proposal dated 02/25/2016 ("Proposal") unless the Project is otherwise described in Exhibit A to this Agreement (which section or Exhibit is incorporated into this Agreement).

- 1. Scope of Services.** The scope of Consultant's services is described in the Scope of Services section of the Proposal ("Services"), unless Services are otherwise described in Exhibit B to this Agreement (which section or exhibit is incorporated into this Agreement). Portions of the Services may be subcontracted. Consultant's Services do not include the investigation or detection of, nor do recommendations in Consultant's reports address the presence or prevention of biological pollutants (e.g., mold, fungi, bacteria, viruses, or their byproducts) or occupant safety issues, such as vulnerability to natural disasters, terrorism, or violence. If Services include purchase of software, Client will execute a separate software license agreement. Consultant's findings, opinions, and recommendations are based solely upon data and information obtained by and furnished to Consultant at the time of the Services.
- 2. Acceptance/ Termination.** Client agrees that execution of this Agreement is a material element of the consideration Consultant requires to execute the Services, and if Services are initiated by Consultant prior to execution of this Agreement as an accommodation for Client at Client's request, both parties shall consider that commencement of Services constitutes formal acceptance of all terms and conditions of this Agreement. Additional terms and conditions may be added or changed only by written amendment to this Agreement signed by both parties. In the event Client uses a purchase order or other form to administer this Agreement, the use of such form shall be for convenience purposes only and any additional or conflicting terms it contains are stricken. This Agreement shall not be assigned by either party without prior written consent of the other party. Either party may terminate this Agreement or the Services upon written notice to the other. In such case, Consultant shall be paid costs incurred and fees earned to the date of termination plus reasonable costs of closing the project.
- 3. Change Orders.** Client may request changes to the scope of Services by altering or adding to the Services to be performed. If Client so requests, Consultant will return to Client a statement (or supplemental proposal) of the change setting forth an adjustment to the Services and fees for the requested changes. Following Client's review, Client shall provide written acceptance. If Client does not follow these procedures, but instead directs, authorizes, or permits Consultant to perform changed or additional work, the Services are changed accordingly and Consultant will be paid for this work according to the fees stated or its current fee schedule. If project conditions change materially from those observed at the site or described to Consultant at the time of proposal, Consultant is entitled to a change order equitably adjusting its Services and fee.
- 4. Compensation and Terms of Payment.** Client shall pay compensation for the Services performed at the fees stated in the Compensation section of the Proposal unless fees are otherwise stated in Exhibit C to this Agreement (which section or Exhibit is incorporated into this Agreement). If not stated in either, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Fees do not include sales tax. Client will pay applicable sales tax as required by law. Consultant may invoice Client at least monthly and payment is due upon receipt of invoice. Client shall notify Consultant in writing, at the address below, within 15 days of the date of the invoice if Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Client shall pay a finance fee of 1.5% per month, but not exceeding the maximum rate allowed by law, for all unpaid amounts 30 days or older. Client agrees to pay all collection-related costs that Consultant incurs, including attorney fees. Consultant may suspend Services for lack of timely payment. It is the responsibility of Client to determine whether federal, state, or local prevailing wage requirements apply and to notify Consultant if prevailing wages apply. If it is later determined that prevailing wages apply, and Consultant was not previously notified by Client, Client agrees to pay the prevailing wage from that point forward, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. Client also agrees to defend, indemnify, and hold harmless Consultant from any alleged violations made by any governmental agency regulating prevailing wage activity for failing to pay prevailing wages, including the payment of any fines or penalties.
- 5. Third Party Reliance.** This Agreement and the Services provided are for Consultant and Client's sole benefit and exclusive use with no third party beneficiaries intended. Reliance upon the Services and any work product is limited to Client, and is not intended for third parties. For a limited time period not to exceed three months from the date of the report, Consultant will issue additional reports to others agreed upon with Client, however Client understands that such reliance will not be granted until those parties sign and return Consultant's reliance agreement and Consultant receives the agreed-upon reliance fee.
- 6. LIMITATION OF LIABILITY.** CLIENT AND CONSULTANT HAVE EVALUATED THE RISKS AND REWARDS ASSOCIATED WITH THIS PROJECT, INCLUDING CONSULTANT'S FEE RELATIVE TO THE RISKS ASSUMED, AND AGREE TO ALLOCATE CERTAIN OF THE ASSOCIATED RISKS. TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL AGGREGATE LIABILITY OF CONSULTANT (AND ITS RELATED CORPORATIONS AND EMPLOYEES) TO CLIENT AND THIRD PARTIES GRANTED RELIANCE IS LIMITED TO THE GREATER OF \$50,000 OR CONSULTANT'S FEE, FOR ANY AND ALL INJURIES, DAMAGES, CLAIMS, LOSSES, OR EXPENSES (INCLUDING ATTORNEY AND EXPERT FEES) ARISING OUT OF CONSULTANT'S SERVICES OR THIS AGREEMENT. PRIOR TO ACCEPTANCE OF THIS AGREEMENT AND UPON WRITTEN REQUEST FROM CLIENT, CONSULTANT MAY NEGOTIATE A HIGHER LIMITATION FOR ADDITIONAL CONSIDERATION. THIS LIMITATION SHALL APPLY REGARDLESS OF AVAILABLE PROFESSIONAL LIABILITY INSURANCE COVERAGE, CAUSE(S) OR THE THEORY OF LIABILITY, INCLUDING NEGLIGENCE, INDEMNITY, OR OTHER RECOVERY. THIS LIMITATION SHALL NOT APPLY TO THE EXTENT THE DAMAGE IS PAID UNDER CONSULTANT'S COMMERCIAL GENERAL LIABILITY POLICY.
- 7. Indemnity/Statute of Limitations.** Consultant and Client shall indemnify and hold harmless the other and their respective employees from and against legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by their negligent acts, errors, or omissions. In the event such claims, losses, damages, or expenses are legally determined to be caused by the joint or concurrent negligence of Consultant and Client, they shall be borne by each party in proportion to its own negligence under comparative fault principles. Neither party shall have a duty to defend the other party, and no duty to defend is hereby created by this indemnity provision and such duty is explicitly waived under this Agreement. Causes of action arising out of Consultant's services or this Agreement regardless of cause(s) or the theory of liability, including negligence, indemnity or other recovery shall be deemed to have accrued and the applicable statute of limitations shall commence to run not later than the date of Consultant's substantial completion of services on the project.
- 8. Warranty.** Consultant will perform the Services in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale. **EXCEPT FOR THE STANDARD OF CARE PREVIOUSLY STATED, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.**
- 9. Insurance.** Consultant represents that it now carries, and will continue to carry: (i) workers' compensation insurance in accordance with the laws of the states having jurisdiction over Consultant's employees who are engaged in the Services, and employer's liability insurance (\$1,000,000); (ii) commercial general liability insurance (\$1,000,000 occ / \$2,000,000 agg); (iii) automobile liability insurance (\$1,000,000 B.I. and P.D. combined single

limit); and (iv) professional liability insurance (\$1,000,000 claim / agg). Certificates of insurance will be provided upon request. Client and Consultant shall waive subrogation against the other party on all general liability and property coverage.

- 10. CONSEQUENTIAL DAMAGES.** NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.
- 11. Dispute Resolution.** Client shall not be entitled to assert a Claim against Consultant based on any theory of professional negligence unless and until Client has obtained the written opinion from a registered, independent, and reputable engineer, architect, or geologist that Consultant has violated the standard of care applicable to Consultant's performance of the Services. Client shall provide this opinion to Consultant and the parties shall endeavor to resolve the dispute within 30 days, after which Client may pursue its remedies at law. This Agreement shall be governed by and construed according to Kansas law.
- 12. Subsurface Explorations.** Subsurface conditions throughout the site may vary from those depicted on logs of discrete borings, test pits, or other exploratory services. Client understands Consultant's layout of boring and test locations is approximate and that Consultant may deviate a reasonable distance from those locations. Consultant will take reasonable precautions to reduce damage to the site when performing Services; however, Client accepts that invasive services such as drilling or sampling may damage or alter the site. Site restoration is not provided unless specifically included in the Services.
- 13. Testing and Observations.** Client understands that testing and observation are discrete sampling procedures, and that such procedures indicate conditions only at the depths, locations, and times the procedures were performed. Consultant will provide test results and opinions based on tests and field observations only for the work tested. Client understands that testing and observation are not continuous or exhaustive, and are conducted to reduce - not eliminate - project risk. Client agrees to the level or amount of testing performed and the associated risk. Client is responsible (even if delegated to contractor) for requesting services, and notifying and scheduling Consultant so Consultant can perform these Services. Consultant is not responsible for damages caused by services not performed due to a failure to request or schedule Consultant's services. Consultant shall not be responsible for the quality and completeness of Client's contractor's work or their adherence to the project documents, and Consultant's performance of testing and observation services shall not relieve Client's contractor in any way from its responsibility for defects discovered in its work, or create a warranty or guarantee. Consultant will not supervise or direct the work performed by Client's contractor or its subcontractors and is not responsible for their means and methods.
- 14. Sample Disposition, Affected Materials, and Indemnity.** Samples are consumed in testing or disposed of upon completion of tests (unless stated otherwise in the Services). Client shall furnish or cause to be furnished to Consultant all documents and information known or available to Client that relate to the identity, location, quantity, nature, or characteristic of any hazardous waste, toxic, radioactive, or contaminated materials ("Affected Materials") at or near the site, and shall immediately transmit new, updated, or revised information as it becomes available. Client agrees that Consultant is not responsible for the disposition of Affected Material unless specifically provided in the Services, and that Client is responsible for directing such disposition. In the event that test samples obtained during the performance of Services (i) contain substances hazardous to health, safety, or the environment, or (ii) equipment used during the Services cannot reasonably be decontaminated, Client shall sign documentation (if necessary) required to ensure the equipment and/or samples are transported and disposed of properly, and agrees to pay Consultant the fair market value of this equipment and reasonable disposal costs. In no event shall Consultant be required to sign a hazardous waste manifest or take title to any Affected Materials. Client shall have the obligation to make all spill or release notifications to appropriate governmental agencies. The Client agrees that Consultant neither created nor contributed to the creation or existence of any Affected Materials conditions at the site. Accordingly, Client waives any claim against Consultant and agrees to indemnify and save Consultant, its agents, employees, and related companies harmless from any claim, liability or defense cost, including attorney and expert fees, for injury or loss sustained by any party from such exposures allegedly arising out of Consultant's non-negligent performance of services hereunder, or for any claims against Consultant as a generator, disposer, or arranger of Affected Materials under federal, state, or local law or ordinance.
- 15. Ownership of Documents.** Work product, such as reports, logs, data, notes, or calculations, prepared by Consultant shall remain Consultant's property. Proprietary concepts, systems, and ideas developed during performance of the Services shall remain the sole property of Consultant. Files shall be maintained in general accordance with Consultant's document retention policies and practices.
- 16. Utilities.** Client shall provide the location and/or arrange for the marking of private utilities and subterranean structures. Consultant shall take reasonable precautions to avoid damage or injury to subterranean structures or utilities. Consultant shall not be responsible for damage to subterranean structures or utilities that are not called to Consultant's attention, are not correctly marked, including by a utility locate service, or are incorrectly shown on the plans furnished to Consultant.
- 17. Site Access and Safety.** Client shall secure all necessary site related approvals, permits, licenses, and consents necessary to commence and complete the Services and will execute any necessary site access agreement. Consultant will be responsible for supervision and site safety measures for its own employees, but shall not be responsible for the supervision or health and safety precautions for any other parties, including Client, Client's contractors, subcontractors, or other parties present at the site.

Consultant: **Terracon Consultants, Inc.**
 By:  Date: **2/25/2016**
 Name/Title: **Guy L. Johnson / Construction Services**
Department Manager
 Address: **2640 12th St SW**
Cedar Rapids, IA 52404-3440
 Phone: **(319) 366-8321** Fax: **(319) 366-0032**
 Email: **Guy.Johnson@terracon.com**

Client: **Linn-Mar Community School District**
 By: _____ Date: _____
 Name/Title: **Rick Ironside / Associate Superintendent**
 Address: **2999 North 10th Street**
Marion, IA 52302-5499
 Phone: **(319) 447-3000** Fax: _____
 Email: **RIronside@linnmar.k12.ia.us**

Reference Number: P06161040



February 25, 2016

Linn-Mar Community School District
2999 North 10th St
Marion, Iowa

Attention: Mr. Chad Schumacher
P: (319) 730-3610
E: CSchumacher@linnmar.k12.ia.us

Re: Supplemental for Construction Materials Testing Services
Linn-Mar High School Kitchen Renovation
3111 North 10th St
Marion, Iowa
Terracon Project No. 06151019

Dear Mr. Schumacher:

As requested, Terracon Consultants, Inc. (Terracon) is submitting this supplemental proposal for completion of construction observation and materials testing services for the above-referenced project. This proposal outlines our understanding of the project and scope of services, provides a fee schedule and estimated cost for our services, and presents our Supplement to Agreement for Services.

1.0 PROJECT INFORMATION

- Project information available for review at the time of this proposal includes:
 - Civil, structural and architectural plans dated February 9, 2016
 - Project specifications dated February 9, 2016
 - A telephone conversation with Eric Beron from DLR Group dated February 15, 2016 to discuss preliminary scope, quantities and/or schedule information
- We understand the project consists of:
 - A renovation of a high school kitchen consisting of constructing new interior foundations, floors and walls.
- The structure will be founded on:
 - Shallow spread footings composed of formed (or earth formed) cast in-place concrete



- The structural framing will be comprised of:
 - Structural masonry walls
 - Reinforced concrete

2.0 SCOPE OF SERVICES

2.1 Field and Laboratory Services

Terracon will provide employees appropriately trained and equipped to respond to the testing needs of this project as scheduled by the Client or Client's designated representative. Based on our review of the project plans and specifications dated January 29, 2015 our proposed scope of services is as follows:

- Laboratory soil/aggregate testing
 - Standard Proctors
 - Modified Proctors
 - Atterberg Limits
- Shallow foundation bearing soil observation and testing
 - Excavations will be observed for cleanliness and geometry
 - Excavation bottoms at select locations will be evaluated using manual sampling and testing techniques to a maximum depth of about 3 feet below bearing level
 - Foundation soil conditions will be compared to information contained in the geotechnical report for this project to determine if suitable bearing conditions exist
 - Cast-in-place concrete reinforcing steel observation Bar type and grade, size, condition, lap length, cover, position and securement
 - Note that we should be contacted to observe walls and columns taller than 5 feet both before and after formwork is set to enable proper viewing of the steel and to verify clearance
 - Cast in-place anchor bolts
- Portland cement concrete field testing and laboratory testing
 - Perform temperature, slump, air content testing and cast strength specimens
 - We assume that strength specimens will be 4" x 8" cylinders and that sample pickups will be performed only during normal business hours Monday through Friday unless directed otherwise. If pickups are requested outside of this timeframe, special arrangements will need to be made and additional costs will apply.
 - We also assume that the concrete will be sampled as the concrete is delivered from the mixer to the conveying vehicle used to transport the concrete to the forms (ie, truck discharge) as indicated in the relevant American Concrete Institute (ACI) and

Proposal for Construction Testing Services

Linn-Mar High School Kitchen Renovation ■ Marion, Iowa
February 25, 2016 ■ Terracon Project No. 06151019



American Society for Testing and Materials (ASTM) documents. If other locations for sampling are desired (such as pump discharge), we can provide this. However, we will require safe access, and additional costs may be incurred.

- Laboratory testing
 - Compressive strength of concrete
- Structural masonry observation and testing
 - Observation, structural masonry construction in general accordance with International Building Code (IBC), Level 1 outlined in the specifications
 - In general, this includes periodic observations of site prepared mortar, construction of mortar joints, location of vertical and horizontal reinforcement, condition of cells to be grouted, cold or hot weather masonry practices as applicable, and the preparation of samples. This also includes observation of grout placement
 - Material sampling
 - Measure grout flow/slump and temperature and cast 3" x 6" grout prisms. For estimating purposes, we assume that cardboard grout sample boxes will be allowed due to the low cost and convenience. However, they are not recognized as an approved mold by ASTM. If the client wishes grout prisms to be formed in general accordance with ASTM C1019, we will need access to forming materials and a protected space onsite to make the samples, and additional costs will apply.
- Laboratory testing
 - Compressive strength of grout and CMU block
- Project Management
 - Attendance at pre-construction and project meetings at Client's request
 - Technical consulting at Client's request
 - Supervision of laboratory and field services
 - Preparation and review of project reports and invoices

If we have misunderstood any aspect of the proposed project, please advise us at once so we can evaluate the scope of services and make any necessary adjustments. We will confirm your request by sending you a short supplement form that states the additional services, making them part of the original agreement. We would be happy to attend a preconstruction meeting to discuss testing requirements with Linn-Mar, DLR and the contractor.

Please note our scope of service does **NOT** include testing or observation services associated with construction of the segmental retaining walls. We would be happy to provide a proposal for these services upon request.

2.2 Scheduling

Terracon's services will be performed on an as-requested basis with scheduling by the Client or the client's designated representative. Terracon will not be responsible for scheduling our services and will not be responsible for tests or observations that are not performed due to failure to schedule our services on the project. Since our personnel will not be at the site on a resident basis, it will be imperative that we be advised when work is in progress. Services should be scheduled a minimum of 24 hours in advance. Scheduling personnel will be on an as-available basis which may require changes in personnel assigned to the project. For instances of short-notice requests, personnel may have to be utilized which have a higher rate than those normally assigned and this higher cost may be passed on to the client.

All requests for services should be submitted to the Cedar Rapids, Iowa office at the following phone number: (319) 221-7300. Services should not be scheduled through our field personnel.

We recommend the scope of work described in this proposal be provided to the person(s) responsible for scheduling our services so they are aware of the services that are proposed.

2.3 Data Collection and Reporting

All field technicians are responsible to provide a daily report identifying what work was found to be in compliance with the project specifications and drawings and report any non-conformances. The field technicians are required to immediately communicate any non-conformances to the site superintendent and our Project Manager. Effective and timely communication is essential for non-conforming items. Our Project Manager will be responsible for reviewing each technician's reports, keeping non-conformance lists up-to-date, and communicating test results in a timely manner.

To ensure our project manager and field personnel meet the goals we have set for report turnaround, we have developed report tracking software to evaluate the status of any test result or report within our system. This allows us to achieve better communication, more consistency, and faster turnaround of reporting on the project. Data, observations, and other testing and inspection information are easily entered into the system and reports are auto-generated allowing for immediate availability of test results.

Terracon will maintain non-conformance logs and lists for all testing types performed by us. The list will be maintained electronically in our database and can be updated and e-mailed or printed at any time.

2.3.1 CMELMS™ Management System

In order to provide our clients with real-time field and laboratory data management and reporting, Terracon developed and maintains an automated application that we call CMELMS. The acronym

stands for ***Construction Materials Engineering Laboratory Management System*** and is utilized by construction materials engineering and testing operations in our offices.

CMELMS is a complete and comprehensive field and laboratory testing data and results management system. The application can manage an unlimited number of reports and data for ease of reporting and documentation purposes. Features in the application include accessing and distributing test results and field observation reports by a push of a button.

CMELMS automates the delivery of our testing and inspection information and can be used anywhere with an internet connection or through a wireless device. Data (test results and inspections) can be entered into the application right from the project site so that project managers and engineering staff have real-time access to the field data. Final Client Reports are produced in the same application, which allows us to achieve better communication, more consistency, and faster turnaround of reports on the project.

2.3.2 Report Turnaround Time

Our Project Managers and/or field technicians will report failing tests or non-conformance items immediately to the designated parties and will have digitally-signed reports distributed within 24 business hours of service. As stated, using our CMELMS software and our field reporting and communication services and capabilities, the test results and inspection information is quickly entered into the system and a report produced. Non-deviation reports will be digitally signed and distributed, within 5 business days of service. Laboratory test reports will be digitally signed and distributed within 2 business days of the completion of each test. Our reports can be sent digitally via -email, posted to our Client Document Website (CDW), or posted to a designated ftp website.

2.4 Terracon's Incident and Injury-Free Culture

Employee safety is a core value of Terracon and we are committed to an Incident and Injury-Free (IIF) workplace. It is our personal and organizational commitment at all levels of the company to everyone going home safe to their family every day. All employees are expected to perform their job assignments with safety as a primary objective. Terracon dedicates the time, resources, and equipment necessary for an IIF environment and no employee will be required to work in unsafe conditions.

3.0 COMPENSATION

Fees for services provided will be based on the attached Unit Rate Schedule. These rates will apply for the duration of the project.

Proposal for Construction Testing Services

Linn-Mar High School Kitchen Renovation ■ Marion, Iowa
February 25, 2016 ■ Terracon Project No. 06151019



Based on our review of the above-referenced information, our estimated cost to perform the proposed scope of services is \$4,199. A breakdown of our cost is provided in the attached Cost Estimate. For the purposes of developing this estimate, the quantities were estimated based on typical means and methods utilized by contractors/subcontractors in this area.

It should be noted the Client would be billed only for the amount of service provided, i.e. Terracon will not bill for the total budget if the total booked is less than the budget. Please note this is only a budget estimate and not a not-to-exceed price. Many factors, including those out of our control, such as weather and the contractor's schedule, responses to requests for information, and how often we are called to the site, will dictate the final fee for our services. Furthermore, all costs associated with deviations, re-testing and re-inspections of failing items, on-site standby time, overtime, and short-notice premiums are not included in our estimated cost.

4.0 AUTHORIZATION

This proposal may be accepted by executing the attached Supplemental Agreement for Services and returning it along with this proposal to Terracon. This proposal is valid only if authorized within sixty days from the listed proposal date.

We appreciate the opportunity to provide this proposal and look forward to working with you on this project. Please call the undersigned if you have any questions or would like to review this proposal.

Sincerely,

Terracon Consultants, Inc.

A handwritten signature in blue ink, appearing to read "Shane Javernick".

Shane Javernick
Project Manager

A handwritten signature in blue ink, appearing to read "Guy Johnson".

Guy Johnson
Department Manager

SJ/GLJ:N:\Projects\2015\06151019\PROPOSAL-CONTRACT DOCUMENTS\061510019.0222.Linn Mar.Supplemental.docx

Enclosures

Copies to: Addressee (PDF)

DLR Group: Attn. Mr. Eric Beron, AIA, eberon@DLRgroup.com

Proposal for Materials Testing and Construction Observation Services

Linn-Mar High School Kitchen Renovation ■ Marion, Iowa

February 25, 2016 ■ Terracon Project No. 06151019

**Unit Rate Schedule**

	Rate	Unit
PERSONNEL		
Field Technician	\$50.00	hour*
Senior Field Technician	\$80.00	hour*
Field Engineer	\$98.00	hour*
Project Coordinator	\$65.00	hour
Project Manager/Engineer	\$98.00	hour
Senior Project Manager/Engineer	\$120.00	hour
LABORATORY TESTING		
Standard Proctor, Soil	\$120.00	each
Standard Proctor, Rock	\$140.00	each
Atterberg Limits (single point)	\$75.00	each
Compressive Strength Cylinder (4" x 8", Terracon-made)	\$13.00	each
Compressive Strength Cylinder (4" x 8", made by others)	\$20.00	each
Compressive Strength of Grout	\$20.00	each
Compressive Strength of CMU	\$65.00	each
FIELD EQUIPMENT/MATERIALS		
Nuclear Density Gauge	\$20.00	trip
Consumables	Cost + 15%	
TRIP CHARGE		
Technician	\$80.00	trip
Field Engineer	\$110.00	trip
Project Manager/Engineer	\$110.00	trip
Senior Project Engineer/Manager	\$130.00	trip

*Overtime is defined as all hours in excess of eight (8) per day, outside of the normal hours of 7:00AM to 5:00PM Monday through Friday, and all hours worked on Saturdays, Sundays, and holidays. Overtime rates will be 1.5 times the hourly rate quoted (2 times the hourly rate for Sundays and holidays).

-A one-hour minimum charge per task is applicable to all site visits (three-hour minimum per trip for regional structural steel tech). The representative's travel time, vehicle, and mileage are combined into a Trip Charge (Regional structural steel tech Trip Charge includes vehicle and mileage only).

You will be invoiced on a periodic basis for services actually performed as authorized or requested by you or your designated representative.

Proposal for Materials Testing and Construction Observation Services

Linn-Mar High School Kitchen Renovation ■ Marion, Iowa

February 25, 2016 ■ Terracon Project No. 06151019

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
EARTHWORK OBSERVATION AND TESTING					
Field Technician					
Site Grading Fill Placement	2	2.00	\$50.00	hour	\$200.00
Pavement & Floor Slab Subgrade Preparation	1	2.00	\$50.00	hour	\$100.00
Trip Charge*					
Technician	3		\$80.00	visit	\$240.00
Field Equipment					
Nuclear Density Gauge	3		\$20.00	trip	\$60.00
Subtotal =					\$600.00

LABORATORY SOIL / AGGREGATE TESTING

Standard Proctor, Soil	1		\$120.00	each	\$120.00
Standard Proctor, Rock	1		\$140.00	each	\$140.00
Subtotal =					\$260.00

FOUNDATION EXCAVATION OBSERVATION AND TESTING

Senior Field Technician					
Observation & Testing of Footing Excavations	1	3.00	\$80.00	hour	\$240.00
Trip Charge*					
Technician	1		\$80.00	visit	\$80.00
Subtotal =					\$320.00

REINFORCED CONCRETE OBSERVATION

Estimated quantities are based on the following: Assumed 2 trips for footings and 1 trip for floor. Observations will be performed during the same trip as concrete testing.

Field Technician					
Reinforcing Steel Observation	3	1.00	\$50.00	hour	\$150.00
Trip Charge*					
Technician	0		\$80.00	visit	\$0.00
Subtotal =					\$150.00

PORTLAND CEMENT CONCRETE TESTING

Estimated quantities are based on the following: Assumed 2 trips for the footings and 1 trip for the floor. One set of 4 cylinders (4"x8") will be cast per pour.

Field Technician	
<i>Standard testing (temp, slump, air content, compressive strength samples)</i>	

Proposal for Materials Testing and Construction Observation Services

Linn-Mar High School Kitchen Renovation ■ Marion, Iowa

February 25, 2016 ■ Terracon Project No. 06151019

**COST ESTIMATE**

Service Type	No. of Services	Hr(s)/service	Rate	Unit	Cost
Casting of 1 Set of Samples	3	2.00	\$50.00	hour	\$300.00
Sample Pickup/Login	2	1.00	\$50.00	hour	\$100.00
Trip Charge*					
Technician	5		\$80.00	visit	\$400.00
Laboratory Testing					
Compressive Strength Cylinder (4" x 8", Terracon-made)	12		\$13.00	test	\$156.00
Subtotal =					\$956.00

STRUCTURAL MASONRY OBSERVATION AND TESTING

Estimated quantities are based on the following: We assume the contractor will only be placing grout once per day, allowing us to observe the reinforcing steel and grouting, and obtain samples as needed during the same visit. One set of four grout samples to be obtained from each of the first three days of masonry construction, followed by one set of samples for each 5,000 square feet of wall area thereafter. One set of three block samples to be obtained for each 5,000 square feet of wall compressive strength of CMU.

Field Technician

Reinforcing Steel and Masonry Cell Observation, Sample Preparation	2	3.00	\$50.00	hour	\$300.00
Sample Pickup/Login	1	1.00	\$50.00	hour	\$50.00
Trip Charge*					
Technician	3		\$80.00	visit	\$240.00
Laboratory Testing					
Compressive Strength of Grout	8		\$20.00	each	\$160.00
Compressive Strength of CMU	3		\$65.00	each	\$195.00
Subtotal =					\$945.00

PROJECT MANAGEMENT**Project Administration**

Project Coordinator	4		\$65.00	hour	\$260.00
Project Manager/Engineer	6		\$98.00	hour	\$588.00
Senior Project Manager/Engineer	1		\$120.00	hour	\$120.00
Subtotal =					\$968.00

ESTIMATED OBSERVATION AND TESTING FEE**ESTIMATED TOTAL = \$4,199.00**

*We anticipate providing multiple services during some trips; therefore, the quantity of services estimated may not equal the quantity of trips estimated.

It should be noted the client is billed only for the amount of service provided, i.e. Terracon will not bill for the total

Proposal for Materials Testing and Construction Observation Services

Linn-Mar High School Kitchen Renovation ■ Marion, Iowa

February 25, 2016 ■ Terracon Project No. 06151019



COST ESTIMATE

Service Type	No. of Services	Hr(s)/ service	Rate	Unit	Cost
Cost Estimate if the total booked is less than the estimate. The number of tests, trips, and hours on-site are primarily controlled by the contractor's schedule. We recommend the contractor review our estimated number of tests, trips, and duration of on-site time to determine if our estimate is compatible with their production. The estimated cost can then be revised if necessary.					

SUPPLEMENT TO AGREEMENT FOR SERVICES

CHANGE TO SCOPE OF SERVICES AND FEES

This **SUPPLEMENT to AGREEMENT FOR SERVICES** to the original Agreement for Services (original Agreement dated 02/11/2015, Agreement reference number P06160056) is between Linn-Mar Community School District ("Client") and Terracon Consultants, Inc. ("Consultant") for additional or changed Services to be provided by Consultant for client on the Project, as described in the Agreement for Services. This Supplement is incorporated into and part of the Agreement for Services.

- 1. Scope of Services.** The scope of the additional or changed Services are described in the Scope of Services section of the Consultant's Supplemental Proposal, unless Services are otherwise described below or in Exhibit B to this Supplement (which section or exhibit are incorporated into the Supplement).

See Supplemental Proposal No. 06151019 dated 2/25/16

- 2. Compensation.** Client shall pay compensation for the additional or changed Services performed at the fees stated in the Supplemental Proposal unless fees are otherwise stated below or in Exhibit C to this Supplement (which section or exhibit are incorporated into the Supplement).

See Supplemental Proposal No. 06151019 dated 2/25/16

All terms and conditions of the **Agreement for Services** shall continue in full force and effect. This Supplement is accepted and Consultant is authorized to proceed.

Consultant: **Terracon Consultants, Inc.**
By:  Date: **2/25/2016**
Name/Title: **Guy L. Johnson / Construction Services
Department Manager**
Address: **2640 12th St SW
Cedar Rapids, IA 52404-3440**
Phone: **(319) 366-8321** Fax: **(319) 366-0032**
Email: **Guy.Johnson@terracon.com**

Client: **Linn-Mar Community School District**
By: _____ Date: _____
Name/Title: **Chad Schumacher /**
Address: **2999 North 10th Street
Marion, IA 52302-5499**
Phone: _____ Fax: _____
Email: **CSchumacher@linnmar.k12.ia.us**