



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
Regular Session Minutes
February 22, 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 5:00 PM in the boardroom of the Learning Resource Center by President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Nelson, and Weaver. Absent: Hutcheson. Administration present: Shepherd, Bisgard, Breitsfelder, Anderson, Christian, Ramos, Ironside, Schumacher, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA **Motion 144-02-22**

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

300: SPECIAL PRESENTATION

301: ROAR Store Update

Exhibit 301.1

Business Education Teacher Corey Brinkmeyer and two of his students shared the following highlights regarding The ROAR Store:

- Opened in 2012 and gives students the opportunity to apply what they've learned in class, improves school spirit, offers brand name LM apparel, and contributes a marginal profit back to the District.
- Mission statement: *To provide LM students with the opportunity to experience all aspects of running a small business and, in turn, provide the community with a convenient place to purchase branded LM merchandise.*
- Currently housed in a kiosk inside Door #1 of the High School; but hope to have a brick and mortar store by August 2016.
- Since the beginning of the current school year, The ROAR Store has raised approximately \$9,000 in revenue.
- Goals: to be financially independent by the end of the year and continue to purchase new inventory.

President Tim Isenberg presented a certificate of achievement to Mr. Brinkmeyer and the students for their hard work and dedication to growing The ROAR Store.

400: AUDIENCE COMMUNICATIONS

- The following parents shared their concerns regarding the treatment of their students by the High School Football staff: Mark Henrichs, Bob Jordan, and Michelle Jones.
- The following parents and students shared words of support regarding the High School Football staff: Bill Roth, Larry Atwater, Derek Randklev, Greg Monroe, Lori Henry, Shea Hartzler, Noah Evans, Sue Atwater, Neme Siaway, Elaine Perry, Mark Phillips, and Reese Phillips.

- Derek Jensen was glad to see the 9th Grade Boys' Basketball Team recognized on the LM website and Administration Report; but was disappointed that the 9th Grade Girls' Basketball Team was not recognized. Jensen shared that the girls had a great year with 17 wins and only 2 losses.
- James Renn, Sr., shared his concerns regarding the denial of his family's request to open enroll their son out of the Linn-Mar CSD so that he could enter more appropriate programming in the Cedar Rapids CSD due to his educational needs.
- President Isenberg thanked the audience for sharing their thoughts and clarified that, due to Board Policy 204.9 *Procedures for Addressing the Board of Directors*, the Board would not respond directly at this time but valued their time and words.

500: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

600: RECOGNITIONS/PROCLAMATIONS

700: INFORMATIONAL REPORTS

701: ERMA Advisory

Rick Ironside, Executive Director of Support Services, reported that at the February 11th ERMA Advisory meeting the discussion focused on an energy audit of Wilkins Elementary as well as a customized rebate program with Alliant Energy and MidAmerican Energy that would tie into the upcoming renovation projects at Westfield, Excelsior, Oak Ridge, and the High School kitchen. Ironside also reported that if the Board approves the natural gas contract with MidAmerican Energy at the March 7th Board meeting, the District will lock in the price of \$3.99 per MMBtu for the 2018-19 school year; which is a savings of \$.65 per MMBtu and substantially lower than the contracted amount of \$5.11 per MMBtu back in 2013-14.

702: Board Visit

Board members reported that they truly enjoyed their February 17th visit with the Compass Alternative High School Program. The Board was thankful for the report Dawn Young, Compass Supervisor, presented at the February 8th Board meeting because it allowed them a deeper understanding of the program prior to visiting. One of the main concerns for the Compass program is space and serving more students. Suggestions made by the Board were: 1) to build space concerns into the District's Strategic Planning discussion, 2) upgrade the computers so they are better equipped to meet needs of student learning, and 3) begin process of recognizing student learning needs at an earlier age so students can enroll in the program before they begin struggling in school.

703: Finance/Audit Committee

JT Anderson, CFO, and Weaver reported that at the February 18th Finance/Audit Committee meeting discussion included the need to certify the District budget at a higher rate since State legislation has not set the SSA amount. Anderson shared that it is easier to certify the budget at a higher rate and then lower it once the State determines the SSA amount than it is to raise the rate after certifying the budget.

704: Marion City Council

Nelson reported that at the February 18th Marion City Council meeting it was shared there will be a new housing development near Echo Hill Elementary that will include 28 single-family homes and discussion also occurred about issues with water retention in the same area.

705: Coffee Conversation

Weaver reported that at the February 20th Coffee Conversation at the Aquatic Center discussion included issues with the Iowa Report Card grading of schools and how the data can be misleading based on various factors; such as boundary changes and change in student body.

706: Administration Report

Exhibit 706.1

Shannon Bisgard, Associate Superintendent, highlighted the FAST data that was included in the Administration Report and clarified the assessment is only in its second year so there isn't much data to evaluate progress over a long period. Students are tested three times a year (fall, winter, and spring) and Linn-Mar students were above the State average during winter testing. Bisgard reminded the Board that FAST assessment topics rotate so the assessment is always changing, which effects the data in a variety of ways.

Bisgard also clarified that due to the District reporting student attendance hours (1,080) instead of student attendance days (180); based on the new State guidelines, the February 2nd weather cancellation day will not be made up by students on Friday, April 1st...students will still have Friday, April 1st off. But, because teaching staff are under a 191 day work contract, they will have to make up the February 2nd weather cancellation day, but when they will do so has not yet been determined. Bisgard further clarified that this is a change from previous procedure and will not automatically become the new norm as each school cancellation day that may occur will need to be reviewed situationally to determine if the District continues to meet the State's requirements for number of attendance hours.

Superintendent Shepherd shared that the Thoughtexchange Strategic Planning process is fully underway and the next step will be a community-wide, online survey to gather in-depth thoughts and suggestions on what is working for the District, what needs improvement, and ideas for ways to improve. Once the data is collected and organized a process will occur to prioritize focus areas.

Superintendent Shepherd clarified that the next step on approving an agreement with the City of Marion regarding the Tower Terrace Road project will be for the Board to reflect upon the wording presented by the City Manager, Lon Pluckhahn, and then vote on acceptance of the wording. After some discussion, it was agreed that the Board will request Lon Pluckhahn, City Manager, to attend one of the Board meetings in April to update them on the Tower Terrace Project.

Shepherd also thanked Derek Jensen for raising the awareness that the 9th Grade Girls' Basketball Team had been overlooked on the website and Administration Report, apologized for the oversight, and ensured Jensen that the Administration Report is a work in progress and the recognition would definitely be included in the next report.

Gadelha thanked the Administration for including a clarification on the operation of the student activity bus in the Administration Report and asked for further clarification on its funding. Leisa Breitfelder, Executive Director of Student Services, clarified that funding is split between At-Risk money and building money. Breitfelder clarified that if anyone has questions about the use of the activity bus that they are welcome to contact her directly at lbreitfelder@Linnmar.k12.ia.us or 319-447-3003.

800: UNFINISHED BUSINESS

900: NEW BUSINESS

901: Open Enrollment Requests

Motion 145-02-22

Motion by Gadelha for the Board to approve the open enrollment requests as presented. Second by Nelson. It was clarified by Shannon Bisdard, Associate Superintendent, that questions regarding the open enrollment process can be directed to him and that the District is limited by State policy on the terminology used for stating the reasons for approval/denial as well as filing deadlines/timelines. Voice vote; motion approved.

Denied In

Name	Grade	Resident District	Reason
Robertson, Star	2 nd	Cedar Rapids CSD	Late; no good cause

Denied Out

Name	Grade	Receiving District	Reason
Renn, James Jr.	9 th	Cedar Rapids CSD	Late; no good cause

Approved In

Name	Grade	Resident District	Reason
Harlan, Adelynn	2 nd	Cedar Rapids CSD	Good Cause
Harlan, Adriana	1 st	Cedar Rapids CSD	Good Cause

1000: CONSENT AGENDA

1001: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Conklin, Sarah	TR: From Sub Driver to Regular Bus Driver	2/8/16	Step 1
Cornthwaite, Lois	NS: BW General Help	2/12/16	PTNS Step 1
Kane, Joseph	O&M: Certified Maintenance	2/1/16	Increase to SEIU F+2 Step 3
Miller, Kayla	EH: Student Support Associate	2/15/16	LMSEAA II, Step 6
Stuart, Gary	TR: From Sub Driver to Regular Bus Driver	2/8/16	Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Barvinek, Margaret	OR: Student Support Associate	2/3/16	Personal
Pereyda, Danielle	NE: Student Support Associate	2/8/16	Personal

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Redmond, Michael	HS: Heath 10 th / Asst Varsity Baseball Coach	2/9/16	Personal

1002: Approval of Minutes from February 8th

Exhibit 1002.1

1003: Approval of Minutes from February 15th

Exhibit 1003.1

1004: Approval of Bills

Exhibit 1004.1

1005: Approval of Contracts

Exhibits 1005.1-4

1. Agreement with Curriculum for Agricultural Science Education (CASE) and the High School for professional development session spearheaded by Barb Lemmer, Agri-Science Teacher.

2. Interagency agreements for Special Education programming with Cedar Rapids CSD (7), Council Bluffs CSD (1), and Mid-Prairie CSD (1). *(For student confidentiality, no exhibits provided)*
3. Agreement for provision of childcare services for before/after school care for the 2016-17 school year at Bowman Woods, Indian Creek, and Westfield with Hand in Hand, Inc.
4. Host contract with Marzano Research to provide a speaker, Tammy Heflebower, on the topic of Formative Assessment & Standards-Based Grading on August 19, 2016, and October 24, 2016, for the cost of \$13,000.00; which includes travel, lodging, and other incidental expenses.

1006: Fieldtrip Request

Exhibits 1006.1-3

1. Overnight fieldtrip request for the High School Speech students to compete at the Iowa High School Speech Association All-State Festival in Marshalltown, Iowa, from Friday, February 19th thru Saturday, February 20th.
2. Overnight fieldtrip request for the High School Future Business Leaders of America (FBLA) to attend the State Leadership Conference in Coralville, Iowa, from Thursday, March 31st thru Saturday, April 2nd.
3. Overnight fieldtrip request for the High School Robotics Team to attend the FIRST Tech Challenge State Championship event in Coralville, Iowa, from Friday, March 4th thru Saturday, March 5th.

1007: Board Information

1008: Items Removed from the Consent Agenda for Separate Action

1009: Approval of the Consent Agenda

Motion 146-02-22

Motion by Patterson for the Board to approve the consent agenda as presented. Second by AbouAssaly. Gadelha requested: 1) actual salaries be included on the personnel listing, 2) clarification on exhibit 1005.1, 3) clarification on exhibit 1005.4, and 4) clarification on exhibit 1006.1. The following clarifications were shared by the Administration:

- 1) Further thought will be given regarding including the actual salaries in the personnel listing and a decision will be made by Karla Christian, Executive Director of Human Resources, and Superintendent Shepherd.
- 2) It was clarified that Exhibit 1005.1 *Agreement with CASE* is an ongoing professional development opportunity that Barb Lemmer has to have reapproved on a yearly basis for her Agri-Science class/curriculum.
- 3) It was clarified that Exhibit 1005.4 *Host Contract with Marzano Research* is an ongoing professional development opportunity for Middle School staff.
- 4) It was clarified that Exhibit 1006.1 *Overnight Fieldtrip Request for HS Speech* was submitted for approval after the fieldtrip took place because their attendance at All-State was determined by the outcome of the previous competition. It was further shared that Board Policy states that the Superintendent can approve high school fieldtrips and the fieldtrip was approved by Superintendent Shepherd before being presented to the Board.

Voice vote; motion approved.

1100: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1101: Communications

- AbouAssaly updated the Board that he reached out to the parent who had shared a concern with him via email to let them know the Board will review policy regarding their concern. AbouAssaly also encouraged them to attend a Board meeting to share their concerns in person.

- Patterson reminded the Board that Bob Anderson and June Schmidt led their last Show Choir competition over the weekend. Bob will be stepping down from Show Choir at the end of the year and June will be retiring from the District.
- Isenberg thanked JT Anderson, Chief Financial Officer, for taking 48 High School students to UEN Day at the Capitol on Wednesday, February 24th. Dr. Shepherd is encouraging parents to attend as well.
- Gadelha thanked the audience for coming to share their concerns and words of support. Gadelha also stated that the Board trusts the staff and Administration's leadership and will be curious as to what changes will take place to ensure that all voices are heard and students feel safe.
- Weaver also thanked the audience for coming and shared that he hopes healing will occur so that we can move forward with building Linn-Mar pride.
- Nelson, too, thanked the audience for coming to share their voice and stated it is important for everyone's voice to be heard. Nelson also thanked The ROAR Store for their presentation.

1102: Calendar

Date	Time	Event	Location
February 23 rd	5:30 PM	Technology Committee	Boardroom
February 24 th	9:30 AM	UEN Day at the Capitol	Wallace Auditorium
February 25 th	6:00 PM	Marion Civil Rights Commission StarPower	Lowe Park
Date	Time	Event	Location
March 3 rd	5:30 PM	Marion City Council (<i>Tina</i>)	City Hall
March 4 th	7:30 AM	Board Visit	Wilkins Elementary
March 4 th	9:00 AM	Legislative/Policy Committee	Superintendent's Conference Room
March 7 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
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 14 th -18 th		Spring Break	
March 17 th	5:30 PM	Marion City Council (<i>AbouAssaly/Weaver</i>)	City Hall
March 23 rd	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
- March 26th – Final Show Choir Concert @ HS Auditorium – 4:00 PM and 7:30 PM

1103: 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

1200: ADJOURNMENT

Motion 147-02-22

Motion by Patterson for the Board to adjourn the regular session at 6:50 PM. Second by AbouAssaly. Voice vote; motion approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
February 22, 2016*

Winter 2016-Update

the
ROAR
store

the
ROAR
store

- Background
- Financing
- Advisory Board
- Student Roles
- Moving Forward
- In the Classroom
- Questions



Background

2012-present

Background



Purpose

- Give students the opportunity to apply what they've learned
- Improve school spirit
- Provide the LM Community with high-quality branded products
- Eventually the marginal profit will go to the school

Goal: Sell brand driven products to Linn-Mar fans at a competitive, but affordable price.



Background



**the
ROAR
store**

Mission Statement

Our mission is to provide Linn-Mar High School students with the opportunity to experience all aspects of running a small business, and in turn provide the surrounding community with a convenient place to purchase branded Linn-Mar merchandise.

Background



**the
ROAR
store**

Our Target Market

Linn-Mar School District

Students

Adults

High School

Middle
School

Elementary
School

Parents &
Alumni

Background

The logo for 'the ROAR store' is displayed on a black background. 'the' is in a white, lowercase, sans-serif font. 'ROAR' is in a large, bold, red, uppercase, sans-serif font with a white outline. 'store' is in a white, lowercase, sans-serif font.

Product

- Brand Name, Licensed Linn-Mar apparel
 - t-shirts, sweatshirts, shorts, hats, water bottles, etc.

A collection of seven athletic items: a dark grey short-sleeved t-shirt, a red drawstring backpack with a white Nike swoosh, a dark grey long-sleeved V-neck shirt with black sleeves, a white short-sleeved polo shirt with black accents, a grey long-sleeved zip-up sweatshirt with black horizontal stripes across the chest, a red short-sleeved polo shirt with white accents, and a grey long-sleeved zip-up sweatshirt.

Background

The logo for 'the ROAR store' is displayed on a black background. 'the' is in a white, lowercase, sans-serif font. 'ROAR' is in a large, bold, red, uppercase, sans-serif font with a white outline. 'store' is in a white, lowercase, sans-serif font.

Future Products

A collection of seven athletic items, identical to the 'Current product line' image: a dark grey short-sleeved t-shirt, a red drawstring backpack with a white Nike swoosh, a dark grey long-sleeved V-neck shirt with black sleeves, a white short-sleeved polo shirt with black accents, a grey long-sleeved zip-up sweatshirt with black horizontal stripes across the chest, a red short-sleeved polo shirt with white accents, and a grey long-sleeved zip-up sweatshirt.

Background



the
ROAR
store

Place

- Kiosk
- Brick and Mortar, Fall
- **Website

Price

- Quality item = Quality price
- Competitive, but affordable
- Target Margin = 25% Gross

Promotion

- LMTV; Posters; District Website
- Social media; Email blasts
- Sandwich Board




the
ROAR
store

Current Year

Current Year



Since the beginning of this school year

- Held regular hours during school days
- Open at events including basketball, volleyball, swimming, Parent-Teacher conferences, Academic Awards ceremonies
- Approximately \$9000 in revenue this year (YTD)
- Preparing a "community flyer" with men's, women's, and youth styles and sizes available



Financing

Financing



- General fund
 - Equipment and accessories
- Sales
 - Purchasing all NEW inventory
- To pay for equipment needed for the brick and mortar store*
- Capital funding campaign
 - Taking donations through the business office
- LM Foundation
 - 2nd Revenue stream for donations
- Plan through 2015-16 school year
 - Purchase additional NEW inventory; continue to sell Athletic Surplus
- Goal
 - To be financially independent by the end of this year, having raised \$10,000
 - Move into brick and mortar store, August 2016

Financing



- Plan through 2015-16 school year
 - Purchase additional NEW inventory; continue to sell Athletic Surplus
- Goal
 - To be financially independent by the end of this year, having raised \$10,000
 - Move into brick and mortar store, August 2016



Advisory Board

Members & How to use it to our advantage



Advisory Board

Role of the board

- To get a better understanding of how to make our business succeed from people who have ran or consulted with a successful business.

Current Members

- Scott Swenson: Director, Iowa small business Dev. Center at Kirkwood
- Dawn Bowlus: Director, Youth Entrepreneurship at Univ. of Iowa
- Kent Stock: Motivational Speaker, Community Savings Bank
- Nina Brundell: Owner, Kieck's apparel
- Tracy Hand: Owner, Sudz Car Wash
- Dr. Ellen Miller: Owner, Miller Eye Care
- Kris Fassler: Operations Director, Iowa startup Accelerator
- Jim Vancurra: Chair, SCORE, former owner of Gym Bag, Screen Printing
- Steve Beevers: Owner, Podiatry Associates P.C.



Student Roles

How to get students running the business



Student Roles

- Financial managers
 - must have taken a accounting class
- Student managers
 - students must have retail store experience
- Student employees
 - must have taken the course before or must be currently enrolled in the course
- Departments/Committees
 - Marketing
 - Accounting
 - Management.



Moving Forward

Where the business goes after today



Moving Forward

- Raise more money to purchase a limited amount of new inventory
 - Many students have asked for new items to be sold
- Continue buying/selling inventory
- Move into the brick and mortar store, establish regular hours



In the Classroom


Curriculum & Activities




In the Classroom

- Modified Marketing Curriculum
 - DECA, Student-Based Enterprise program
- Project-Based Learning (one major project during each section offered)
 - 1st Quarter, Fundraising
 - Current, Operations Plan
 - No sections offered during 3rd/4th quarter
- Assessments
 - Curriculum-based quizzes
 - Classroom presentations
 - Completion of projects
 - Assigned roles
 - Participation in classroom activities

**Course needs to be a semester long for students to see projects through



Student-Made Video about theROARstore



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 February 22, 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. Pilot summer school program will be held June 2016
4. Prepare for anticipated 2016-17 implementation of Next Generation Science Standards
5. Prepare for anticipated implementation of Iowa School Report Card

UPDATES AS OF 2-22-2016:

1. **FAST Winter Testing Data:** As part of the Early Literacy Implementation (ELI) legislation, we have completed our winter FAST testing that is required for all Kindergarten through 3rd grade students. *Refer to pages 15-21 of the Administration Report for a summary of the data.*

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 February 22, 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

UPDATES AS OF 2-22-2016:

Short-Term:

1. Preschool registration was held February 8th. The registration was online with the link being available on the preschool webpage beginning at noon. An update of registration as of February 15th is:
 - a. 122 families registered their child for 4-year old preschool; 12 of those are families outside the District, 20 families marked that they receive government assistance.
 - b. 96 families registered their child for 3-year old preschool; 8 of those are families outside the District.

Next Steps/Strategy – Technology Planning

1. Short-Term: Evaluate learning management system and security systems
2. Planning (1-3 years): Office 2016 rollout and extend fiber/high speed connection to remaining facilities

No updates at this time.

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 February 22, 2016

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

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

UPDATES AS OF 2-22-2016:

Snow Day Make-Up: The first snow day of the school year occurred on February 2, 2016. According to the District calendar, the first snow day was to be made up on April 1, 2016. We are planning to make a change due to the new guidelines from the State of Iowa. Since Linn-Mar has chosen to meet the State requirement of 1,080 hours, as opposed to 180 school days, we have flexibility in making up school days. Our current calendar has additional hours built in to accommodate for potential school cancellations, late starts, and early dismissals. Because of these additional hours, the District is not required to make up the February 2nd snow day for students. Even though students do not have to make up the day, teaching staff are under contract for 191 days, so teachers will make up this day as a Professional Development day at the end of the school year. We are happy to have this flexibility and can use it for collaboration and professional development with our staff.

Professional Development Initiatives: A summary of the Professional Development Day activities for February 22nd are included on pages 11-14 of this report.

Transportation Staff Development: The Transportation Department has been working diligently on providing safe environments for themselves and the students they transport. There are two types of CPI (Crisis, Prevention, Intervention) certifications:

1. De-escalation techniques, preventative strategies, and safety well-being
2. De-escalation techniques, preventative strategies, safety well-being, and safety holds (restraints)

There are 51 employees within the Transportation Department who are certified in the CPI #1 version and an additional 16 employees are certified in the CPI #2 version. Since being certified in one version or another for one calendar year, the employees have met with their CPI trainer every 2-3 months to problem solve, discuss other strategies, and refresh the key components to their CPI training.

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 February 22, 2016

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

Crisis Committee and District Emergency Planning: A subgroup of the Crisis Committee met to discuss two major topics; building safety procedures and building safety plans. The focus was on where we are at now, where we need to go, and how we need to get there. (Committee members include: Stacia Walker, Dan Ludwig, Mike Shipley, John Christian, Kevin McCauley, Chris Robertson, Julie Martin, and Chad Schumacher)

- **Building Safety Procedures:** It was discussed that every building handles visitors and sign-in differently. There are several advantages to buildings that use a computer for sign-in and sign-out; specifically, accountability in a crisis situation. *A recommendation from the Committee is for each building to use the computer sign-in and sign-out Google form that can be shared with the LRC.*
- **Building Safety Plans:** ALICE training was discussed. All staff have been trained in Hide, Run, Fight. What is the next step after the buildings are evacuated? It was decided that Stacia Walker, Mike Shipley, and Chris Robertson will attend ALICE training to become ALICE certified. This will allow them to assist with ALICE staff development. *A recommendation was to develop a district-wide ALICE curriculum that could be delivered to staff by the Crisis Committee; additionally, dedicating twice a year to ALICE staff development. One of those dates being in August at the beginning of the school year.* Student/staff death crisis plans were discussed. In the event of a tragic event with one of our students, or our staff members, are the buildings prepared to respond? *The Committee recommended each building identify their crisis team and start to develop their response plan.*

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 February 22, 2016

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

UPDATES AS OF 2-22-2016:

Strategic Plan:

1. A Board strategic planning retreat was conducted on February 15th at 5:00 PM. The purpose of the retreat was to help set direction for the full community engagement portion of the strategic planning process. Attendees engaged in a two-hour conversation around the three themes discussed in the State of the District Address:
 - a. Student Pathways from Preschool to High School
 - b. Technology as a Learning Tool
 - c. Facility Planning for the Future

As of the writing of this report, we have not yet had the time to consolidate all of the notes taken at the meeting. We will update the Board in a future Administration Report.

2. A technical kick-off team has been assembled and met on February 18th in order to plan the ThoughtExchange community involvement phase of our strategic planning efforts.
 - a. The first community engagement phase, the “Share Step” will begin on March 3rd and last through March 13th. This is the step where everyone (students, parents, teachers, community members) has an opportunity to provide feedback on what matters to them.

Activity Bus:

A question was posed during the February 8th Board meeting about our use of activity buses. Here are some details about that process: The activity buses pick up at 4pm at Oak Ridge and then a little after 4pm at Excelsior on Mondays, Wednesdays, and Thursdays. Any student who needs to stay after school to meet with a teacher or be involved with a teacher sponsored activity may receive a ride home on the activity bus. The teacher- sponsored activities include academic support, mentoring, and clubs that require a teacher as a sponsor. The only parameter for riding the activity bus is the student must be a bus rider under the transportation requirements and not a walker.

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 February 22, 2016

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

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

UPDATES AS OF 2-22-2016:

Tower Terrace Update: You will recall when we last discussed the Tower Terrace Road project, we had some remaining questions of the City as it relates to the bridge and anticipated timelines. Here are the answers to our questions:

1. What was the City timeline for the road and bridge?
 - a. The timeline for the road from 10th Street to the bridge approach would be April 1-November 1, 2016, and the stretch from Alburnett to C Avenue April 1-November 1, 2017.
 - b. The bridge is undetermined at this time. It is in the 10-year capital improvement program for the City, but does not have funding or a timeline associated with it at this time. A conversation with the City Manager indicates that a reasonable estimate is 8-10 years unless other funding becomes available.
2. Current Traffic counts on 10th and 29th?
 - a. 29th W = 7,800
 - b. 29th E = 7,300
 - c. 10th S = 5,900
 - d. 10th N = 6,500

The current draft agreement reads:

“As additional consideration, the City shall construct a pedestrian bridge or overpass for Tower Terrace Road (the “Pedestrian Bridge”) upon the occurrence of one of the following conditions: (1) the Tower Terrace Road Bridge over Indian Creek is no less than two months away from construction completion; (2) if at any time after the execution of this agreement, traffic safety warrants (which shall be monitored by the City at a minimum of once every two years and at the City’s sole cost and expense) reflect an annual average daily traffic count of 7,500 or greater, and either a minimum pedestrian volume of 250 or greater or turning movements of 2,500 or greater; or (3) funding is allocated by, obtained by, or granted to the City for the Pedestrian Bridge through any internal or external funding source.

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 February 22, 2016

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

Upon commencement of the construction of the TTR project, the parties shall jointly form one or more committees to study traffic safety around the District's schools located in the City and, more specifically, determine the appropriate location of the Pedestrian Bridge. The committee shall determine a mutually agreeable location of the Pedestrian Bridge provided that the location ensures the safety of students seeking to cross Tower Terrace Road and does not substantially interfere with the District's use of its property.

In contemplation of the Pedestrian Bridge, the City shall include the extension of a trail from Indian Creek east of the main Linn-Mar campus west, which shall include the pedestrian bridge and terminate in a connection at 10th street and Lowe Park in its trails plan. Additionally, the City shall make its best efforts to allocate or apply for any and all applicable external funding sources for the Pedestrian Bridge, specifically including funding from the Corridor Metropolitan Planning Organization, at the earliest available opportunity, but in no event later than one year following the date the parties sign this Agreement.

Until such time as the Pedestrian Bridge is fully operational, the City shall reimburse the District for the annual cost of a crossing guard for the east leg of Tower Terrace Road where it intersects 10th street. The District shall have complete discretion in choosing the crossing guard and determining the hours the crossing guard will be on duty. Additionally, until such time as the Pedestrian Bridge is completed, the City shall post and enforce a speed limit of 25 miles per hour on the section of Tower Terrace road where it is constructed on the ROW."

Dr. Shepherd will verbally report on this item during the Administration Report on February 22nd for a brief discussion with the Board about next steps. With approval to move forward, we will present this final agreement to the City Manager to see if there are any other final modifications (we anticipate none). If there are no final changes, we will put this on a future Board agenda for a first reading only. We will put it on a second agenda, at a later date, for a final reading and approval.

Westfield School Visit Clarification: One take away from the recent Board visit to Westfield was that the staff appreciated the money being spent on Technology, but that they wanted to increase the amount of professional development so that they can use technology effectively. The group of teachers clarified that what they were requesting during the Board visit was not more professional development for Technology, but a *full-time Technology Teacher*. They would like it to be another "Specials" class like Art, Music, and PE. They would like a full-time TIC dedicated to their building with a full-time schedule load.

High School Advertising: The Policy Committee reviewed the fundraising policy and it was the consensus of the group that no change in policy is required in order to approve the advertising contract for the High School. *Policy 1005.4* currently states that advertising is prohibited "***unless authorized by the board or administration***". The policy allows for advertising as it stands.

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 February 22, 2016

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

Certified Budget Update: Supplemental State Aid is still not known and may not be known before the District has to publish its certified budget. Therefore, we have modeled different budget scenarios based on the following SSA% levels; 0%, 1.25%, 2%, 2.45%, 3%, and 4%. In summary, it is anticipated that no matter the level of SSA%, the District will be able to maintain an overall tax levy of approximately \$17.38 per \$1,000 of valuation.

It should be noted that if the State Legislature cannot come to an agreement on SSA, then the percentage reverts to zero. If this were to occur, Linn-Mar would be on the budget guarantee, which Board action is needed to approve this budget authority. Although 0% is not likely, the administration is recommending that the Board approve this resolution at its meeting in March or April to be on the safe side.

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 February 22, 2016

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

Achievements and Honors:

State Large Group Speech Contest: Linn-Mar High School students competed in nine events, of which seven received Division I ratings. In addition, four of the seven events received the high honor of being awarded Division I ratings by all three judges in the room. Those four groups were:

- One Act Play - *The Other Room*
 - Selected as Outstanding Performers at the IHSSA State Large Group Speech Contest
 - Nominated in the non-performing category for All-State Large Group Festival on Feb 20th
- Mime - *A Flight to be Remembered...Or Forgotten*
- Group Improvisation
- TV/Radio Broadcasting - *WDNR*
 - Selected as Outstanding Performers at the IHSSA State Large Group Speech Contest
 - Nominated in the performing category for All-State Large Group Festival on Feb 20th

The All-State Large Group Festival will be hosted at the Iowa State Center in Ames, Iowa on February 20th. Visit the following website for more information: http://www.ihssa.org/all_state_program.html.

The Short Film entry, *Ghost Girl*, the Musical Theatre entry, *Take Me or Leave Me*, and the Freshmen Solo Mime entry, *Blast From the Past*, all received two Division I and one Division II scores during the State large Group Speech Contest; which resulted in an overall Division I rating. The Readers Theatre group received a Division II rating.

Novak Elementary Traveling Mirror Ball Typing Trophy: Courtney C., from Mrs. Frette's classroom was the recent fifth grade winner of the coveted Mirror Ball Typing Trophy. Using NitroType.com, students are given a sentence to type and then their typing skills are judged on speed and accuracy.

Indian Creek Elementary Students Attend Marion City Council Meeting:

Four Indian Creek fourth grade students attended the Marion City Council meeting on Thursday, February 4th. They led the Council in the *Pledge of Allegiance* and then each student had the opportunity to read their essay about why the City of Marion is a great place to live. The students who participated were Ella Frale, Howie Ighedo, Kylie Wassmer, and Rachel Dunnwald.



Linn-Mar Wrestling: Four Linn-Mar wrestlers, Alex Streicher, Johnny Clymer, Shea Hartzler, and Brayden Schultz will represent Linn-Mar at the State Wrestling Tournament in Des Moines February 18th at the Wells Fargo Arena.

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 February 22, 2016

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

Young Musicians Honor Band: Seventeen 5th and 6th Grade Band students were selected for the Young Musicians Honor Band which consists of students from over 50 Iowa schools. The performance will be held on Saturday, February 20th starting at 5:30 PM in the Prairie High School concert hall.

- 5th Grade students: Hannah Beckmann (flute) Owen Schlesinger (bass clarinet), Abbey Vezina (Alto Sax), Seth Frerking (trumpet), Makoto Carolin (French horn), Blake Behrens (trombone), Syler Bushlack (tuba), and Jack Noehren (percussion).
- 6th Grade students: Danielle Sunseri (flute), Shrey Kapoor (Bari sax), Vivian Shanley (French horn), Braeden Dupree (trombone), Brenden Brooks (trombone), Ryan Getz (baritone), Michael Heiserman (tuba), Sydney Ruske (tuba), and Arjun Palaniappan (percussion).
- In addition, two Linn-Mar Directors were selected to be Guest Conductors: Oak Ridge Middle School Band Director Stephanie Nuss will direct the 132 member first year band and High School Band Director Aaron Nuss will direct the 132 member second year band.

Freshman Boys Basketball Teams: The Freshman Boys Basketball Black team finished first place among Cedar Rapids and Iowa City schools overall, with a record of 17 wins and 1 loss. The Linn-Mar Freshman Boys Basketball Red team came in second place with a record of 15 wins and 3 losses.

Scholastic Art & Writing Awards: Three Linn-Mar High School Students were recognized for their artistic talents by the Scholastic Art & Writing Awards in the visual arts categories of Sculpture and Ceramics. These pieces were chosen out of 300,000 works entered nationwide. The Scholastic Art & Writing Awards recognize the vision, ingenuity, and talent of our Nation's youth and provide opportunities for creative teens to be celebrated.

- Dana Mineart received the Silver Key Award for her sculpture entitled, *Cat Burglar*.
- Lauren Gassmann received Honorable Mention for her sculpture entitled, *Roots*.
- Madeline Morris received recognition for two ceramics entries: The Silver Key in Ceramics for her sculpture entitled, *Wonder* and Honorable Mention for her sculpture entitled, *Time*.



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 February 22, 2016

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

High School Professional Development Feb. 22, 2016

7:30 Breakfast starts – Come join us in the HS Commons for Breakfast, courtesy of the Prom Committee. This is to thank all of you who have volunteered to chaperone Prom in the past, those of you volunteering to chaperone Prom this year (May 14, 2016) and all of you who are inconvenienced by anything dealing with Prom (like PE teachers giving up their classroom!)

7:45-8:15 PD Activity Starts in Commons – questions to reflect on Dr. Moore’s visit – Group

8:25-9:00	Group A to Session # 1	Group B to Session # 4	Group C to Session # 3	Group D to Session # 2
9:05-9:40	Group A to Session # 2	Group B to Session # 1	Group C to Session # 4	Group D to Session # 3
9:45- 10:20	Group A to Session # 3	Group B to Session # 2	Group C to Session # 1	Group D to Session # 4
10:25- 11	Group A to Session # 4	Group B to Session # 3	Group C to Session # 2	Group D to Session # 1

Session 1 – Grant Wood AEA (in LC/MC) - Explore Grant Wood AEA Media Services including our catalog, eBook Platforms, and our one stop search tool - Integrated One Search. Delve into eBooks, how to search them in our catalog, and how to access all of our content through the Integrated One Search Tool.

Session 2- Anxiety (in Food Court) – How to help identify anxiety in our students and action steps you can take, presented by Jennifer Thurston and Mandy Barker

Session 3- Supporting Students across the SPECTRUM – (Kathryn Woerner’s room E137B) – Kat Power and members from Spectrum will present. Staff will learn about how they can support students that are lesbian, gay, bisexual, transgender and questioning. We will discuss terminology and statistics regarding LGBTQ students, difficulties they face in school, misconceptions and assumptions that are made by peers and staff, and how you, as an educator, can support these students and be an ally.

Session 4 – How LM High School teachers are integrating technology / Fishbowl updates – (Pilcher’s room G143B) – Presented by Dana Lampe - See how our teachers are integrating technology with their lessons. Short videos of technology in action. Update on what's happening in the Fishbowl.

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 February 22, 2016

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

11:10 – 12 Focus Strand

<u>Classroom</u>	<u>Class</u>	<u>Facilitator</u>
B003 (Grigg's Room)	Technology Committee	Dana Lampe
E135 (Swaney's)	Art and Science of Teaching	Jeff Gustason and Sue Atwater
E137B (Woerner's)	Transitioning to LMHS	Kathryn Woerner
LRC 314 (Collison's)	Best Practices	Amy Collison, Jessica Johnson, Jo Middlekauff, Jeanne Turner
B006 (Yum's)	Reporting Practices	Tina Oberbroeckling
Main Office Conference Room	Teacher Rounds	Sheri Crandall
J206 (Hoffman's)	At Risk Students	Joe Nietert and Todd Goodell

12-1 Lunch on your own

1:15 LC/MC – Jeff Frost discusses SCED Codes and Curriculum Maps expectations

After Jeff finishes: PLC work/Dept time. Make sure ALL maps for courses you teach are up-to-date and actually reflect what you are teaching – should include priority learnings/standards and scales. If maps are completed and up-to-date, then you may use the time for a departmental issues deemed appropriate by your department chair or PLC facilitator or you may do individual PLC work.

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 February 22, 2016

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

Middle School Professional Development 2-22-16

Excelsior	Oak Ridge
8:00-11:00 Mental Health Presentations	ALICE Review Officer Daubs PBIS Content Team Work
11:00 – 12:00 Lunch	
ALICE Review Officer Daubs PBIS Content Team Work	12:00-3:00 Mental Health Presentations

Content Team Agenda

1. Create common proficiency scales based on Essential Learning Outcomes
2. Compare student work to know you have authentic scales and similar grading practices
3. ELO templates and developed scales will be shared at end of school year
4. Common Rubrics
5. Common Pacing Guides

Stretch goal, use common pre-assessment data, of unit Essential Learning Outcomes, to exchange and regroup students to differentiate instruction

2016-17 Proficiency Scales used to communicate learning goals, provide feedback on learning to students/parents, and align curriculum-instruction-assessment. Proficiency scales and assessments will be implemented and refined/revised to prepare for standards based grading and reporting during the 2017-18 school year.

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 February 22, 2016

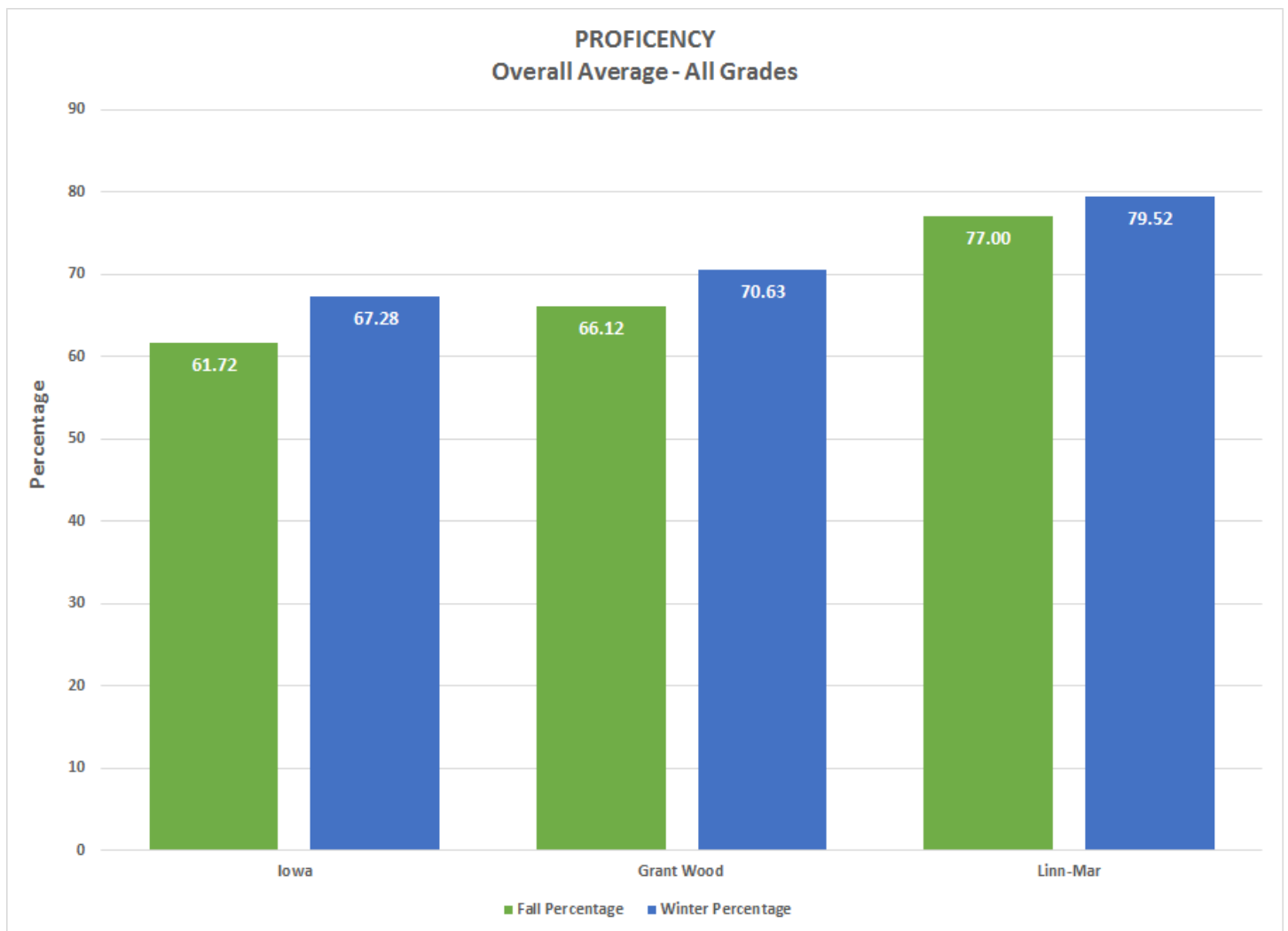
Inspire Learning. Unlock Potential. **Empower Achievement.**

7:30-3:30	<u>Building PK-5 Certified Staff</u> <ul style="list-style-type: none"> How Our Curriculum Can Support High Quality Classroom Reading Instruction
12:00-1:00	<u>Lunch & Travel to Meetings</u>
1:00-3:30 (Please note variance in times)	<u>Specials Teachers (1:00-3:30)</u> <ul style="list-style-type: none"> K-5 Art – Meet at Linn Grove, Tiffany Boyle to Host K-5 P.E. – Meet at Indian Creek, Amy Hutcheson to Host K-12 Vocal Music – Meet at Westfield, Keelyn Kanz to Host K-5 Teacher Librarians – Meet at Westfield, Deb Wegmann to Host K-5 Talented and Gifted – Meet at the High School, Deb Connerly <u>PK-12+ Student Support Services (1:30-3:30)</u> <ul style="list-style-type: none"> Meet at Excelsior Middle School, Leisa Breitfelder to Host <u>ECBP Teachers (1:30-3:30)</u> <ul style="list-style-type: none"> Meet at Novak, Cyndi Hofstetter to Host <u>ELL Teachers (1:30-3:30)</u> <ul style="list-style-type: none"> Meet at Echo Hill, Lisa Klein to Host <u>Counselors (will vary depending per building)</u> <ul style="list-style-type: none"> Leisa Breitfelder has discussed this with counselors

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 February 22, 2016

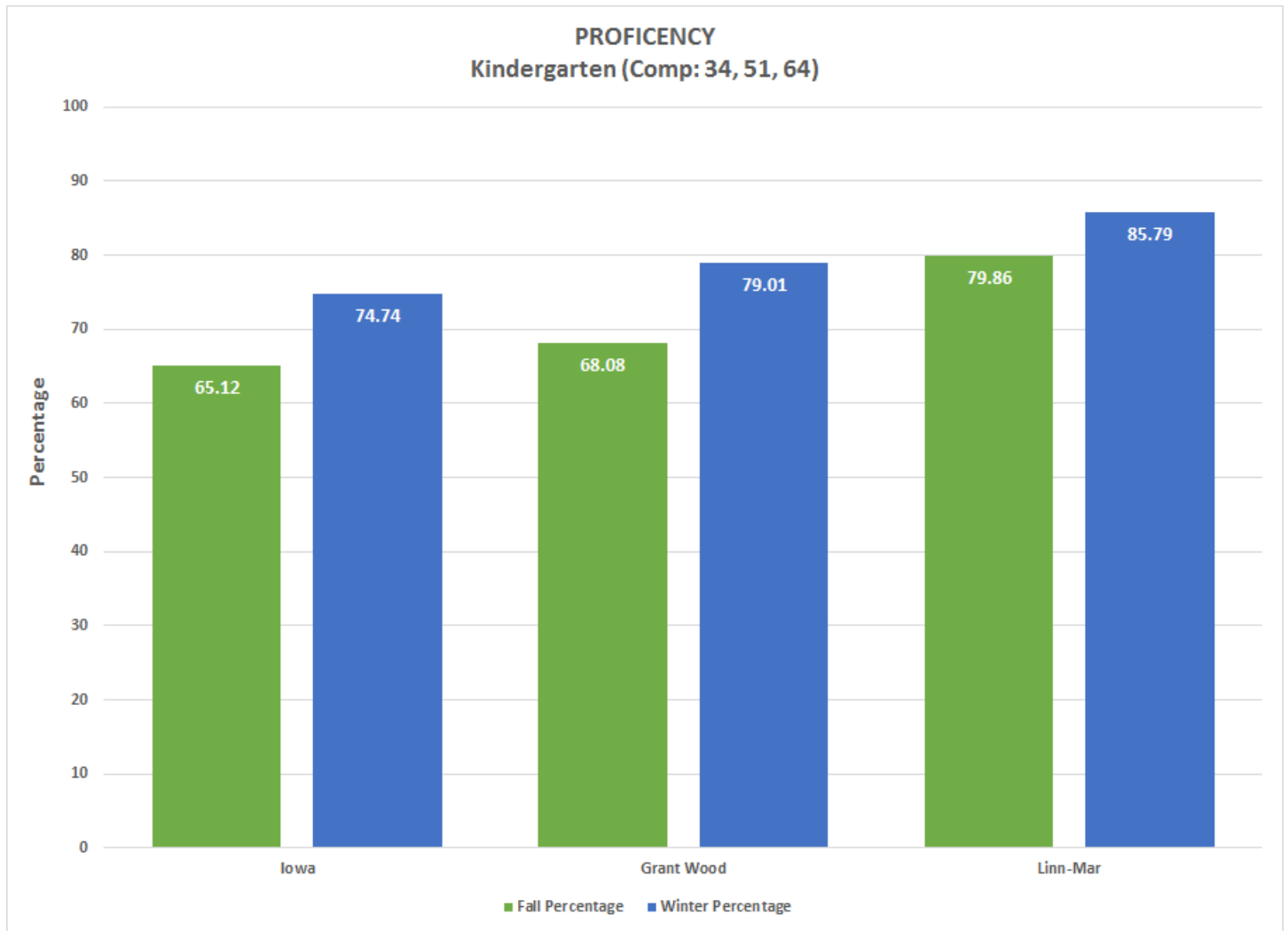
Inspire Learning. Unlock Potential. Empower Achievement.



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 February 22, 2016

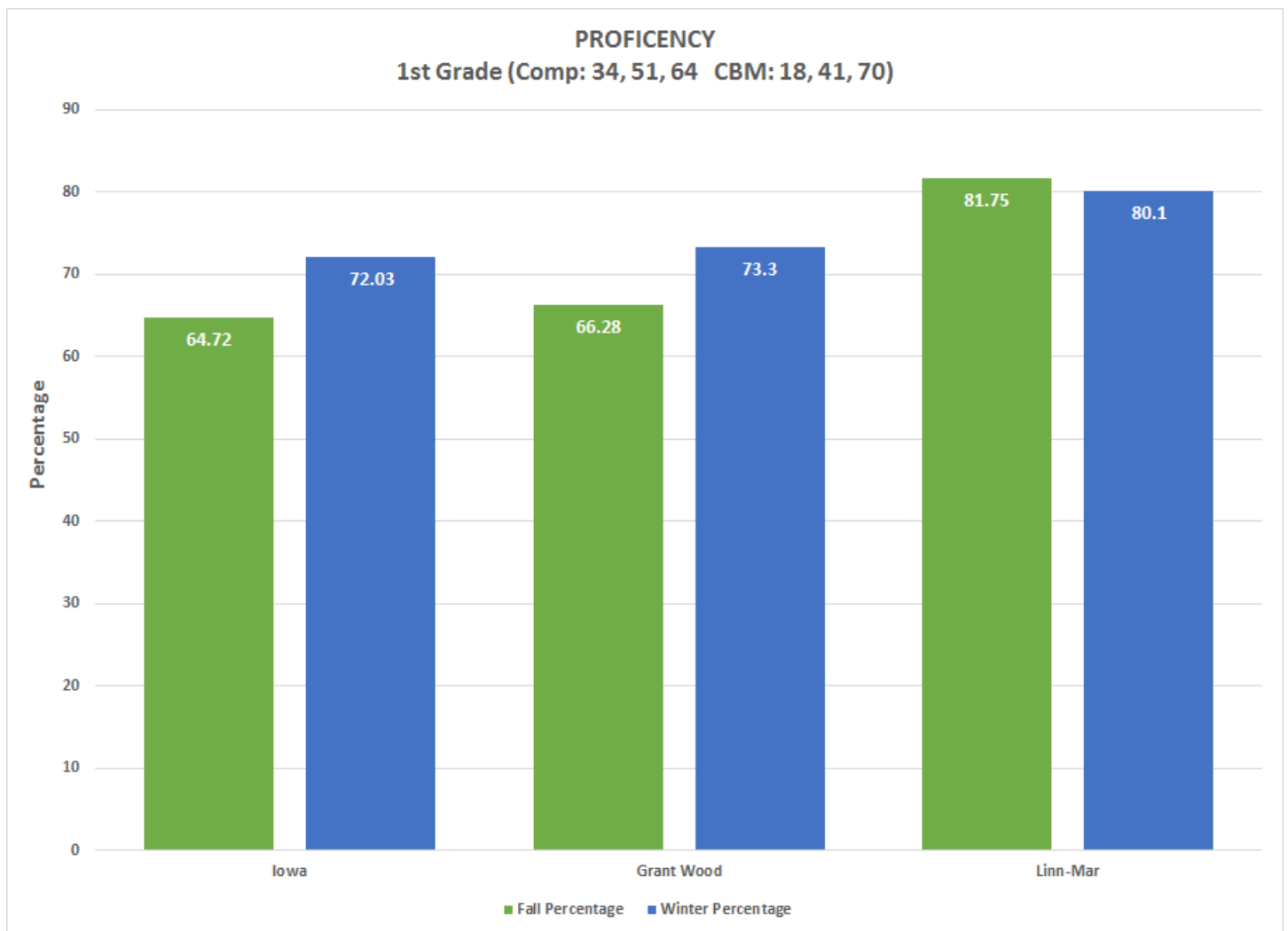
Inspire Learning. Unlock Potential. **Empower Achievement.**



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 February 22, 2016

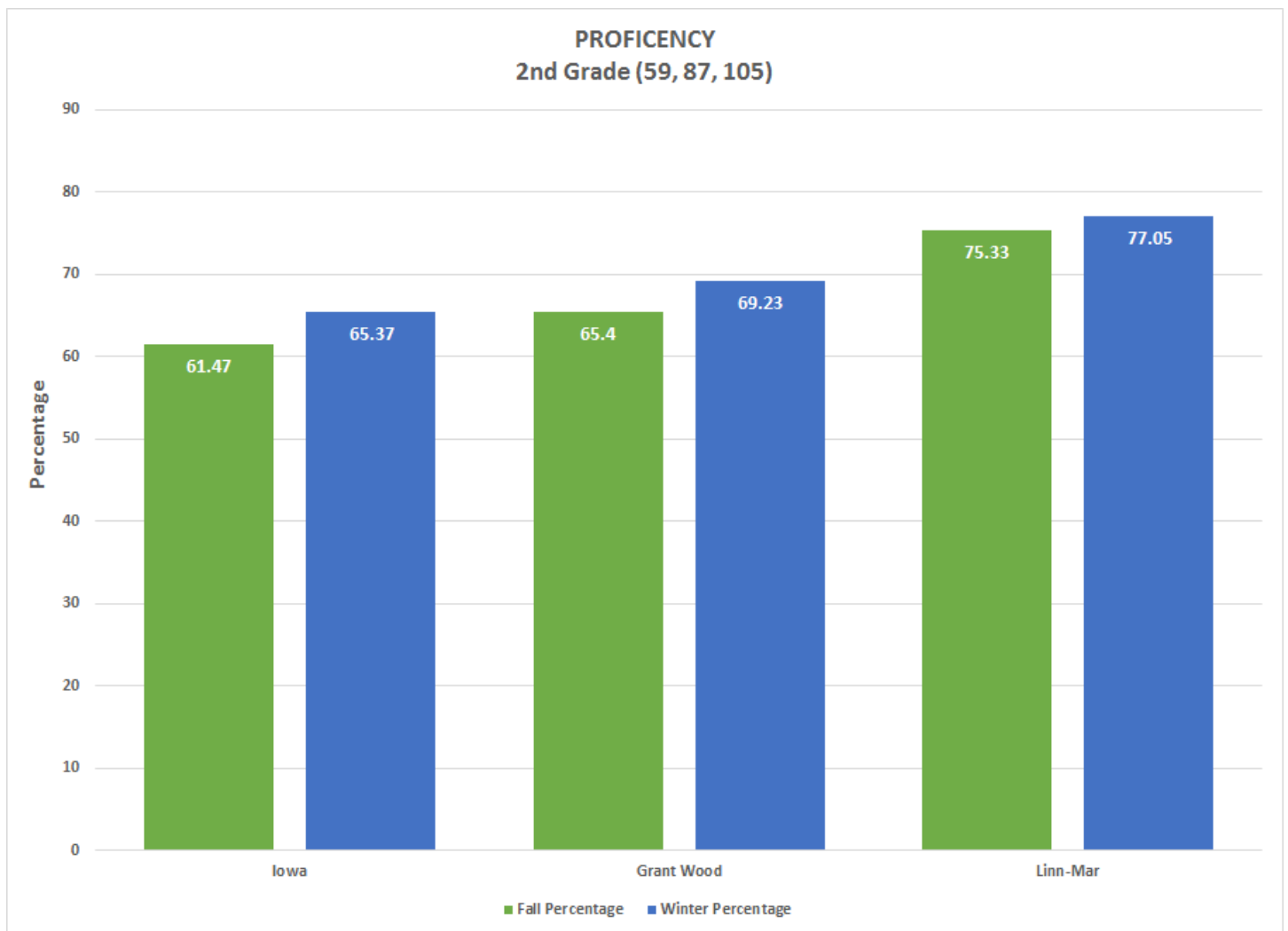
Inspire Learning. Unlock Potential. **Empower Achievement.**



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 February 22, 2016

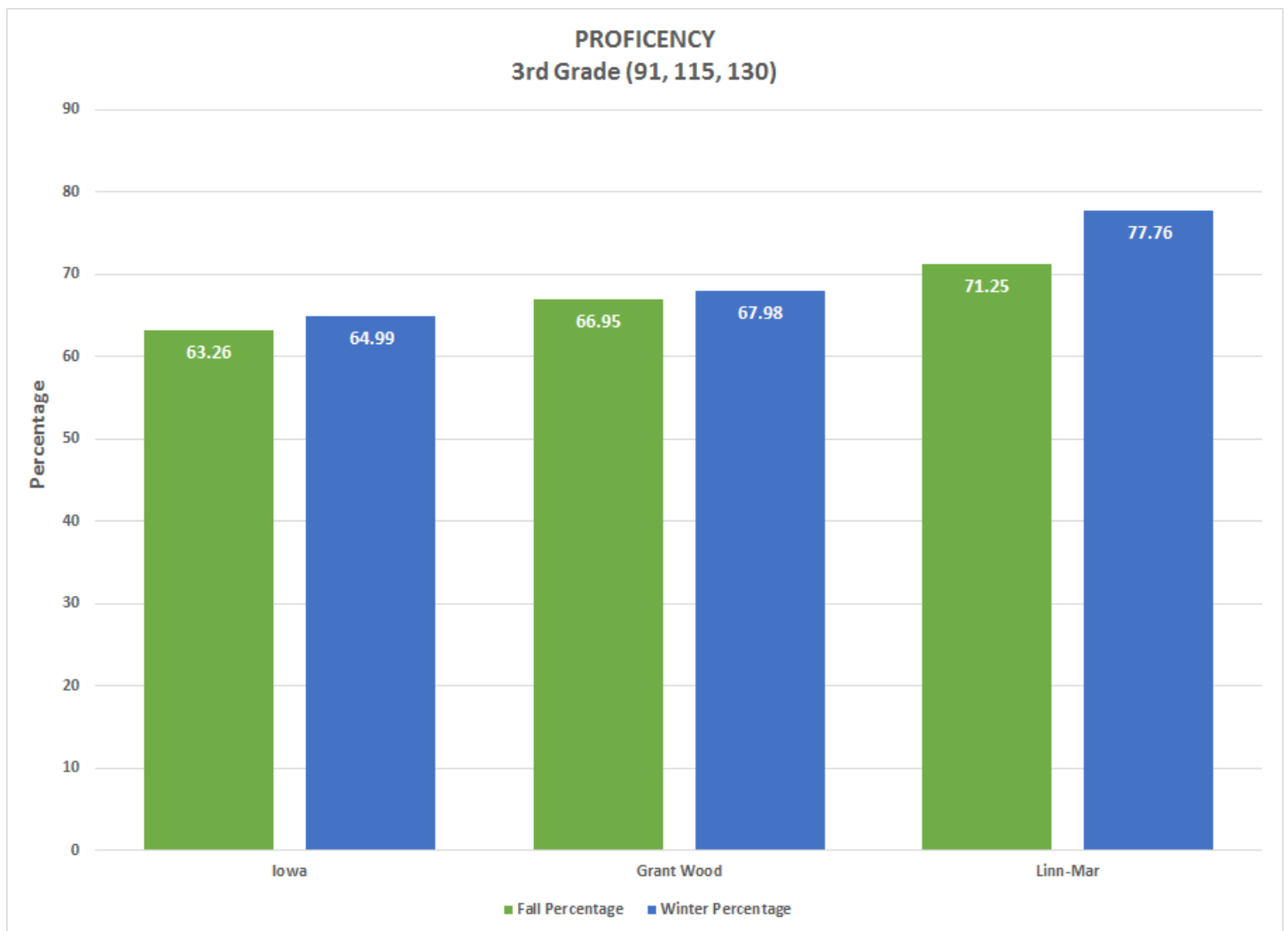
Inspire Learning. Unlock Potential. **Empower Achievement.**



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 February 22, 2016

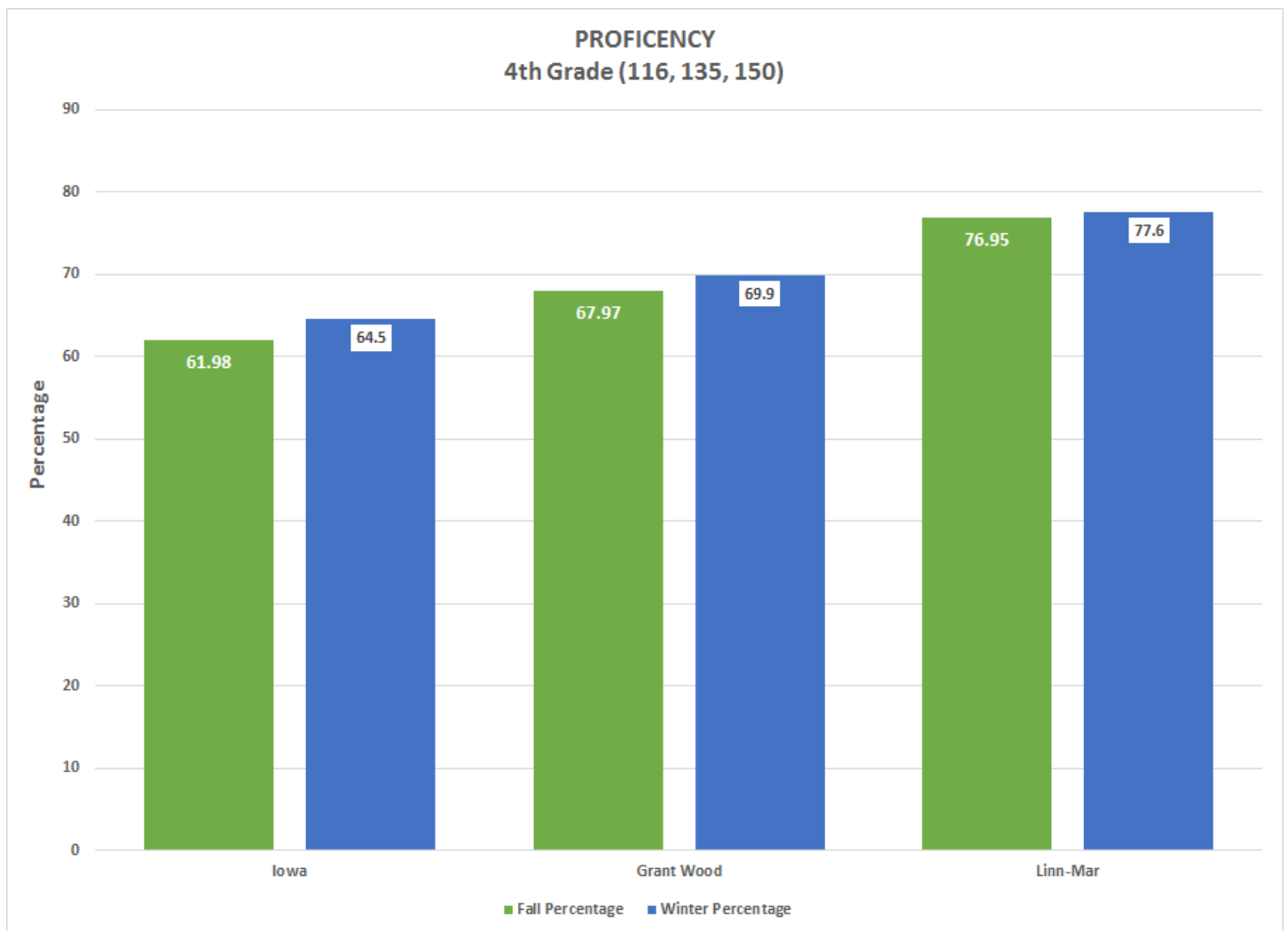
Inspire Learning. Unlock Potential. **Empower Achievement.**



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 February 22, 2016

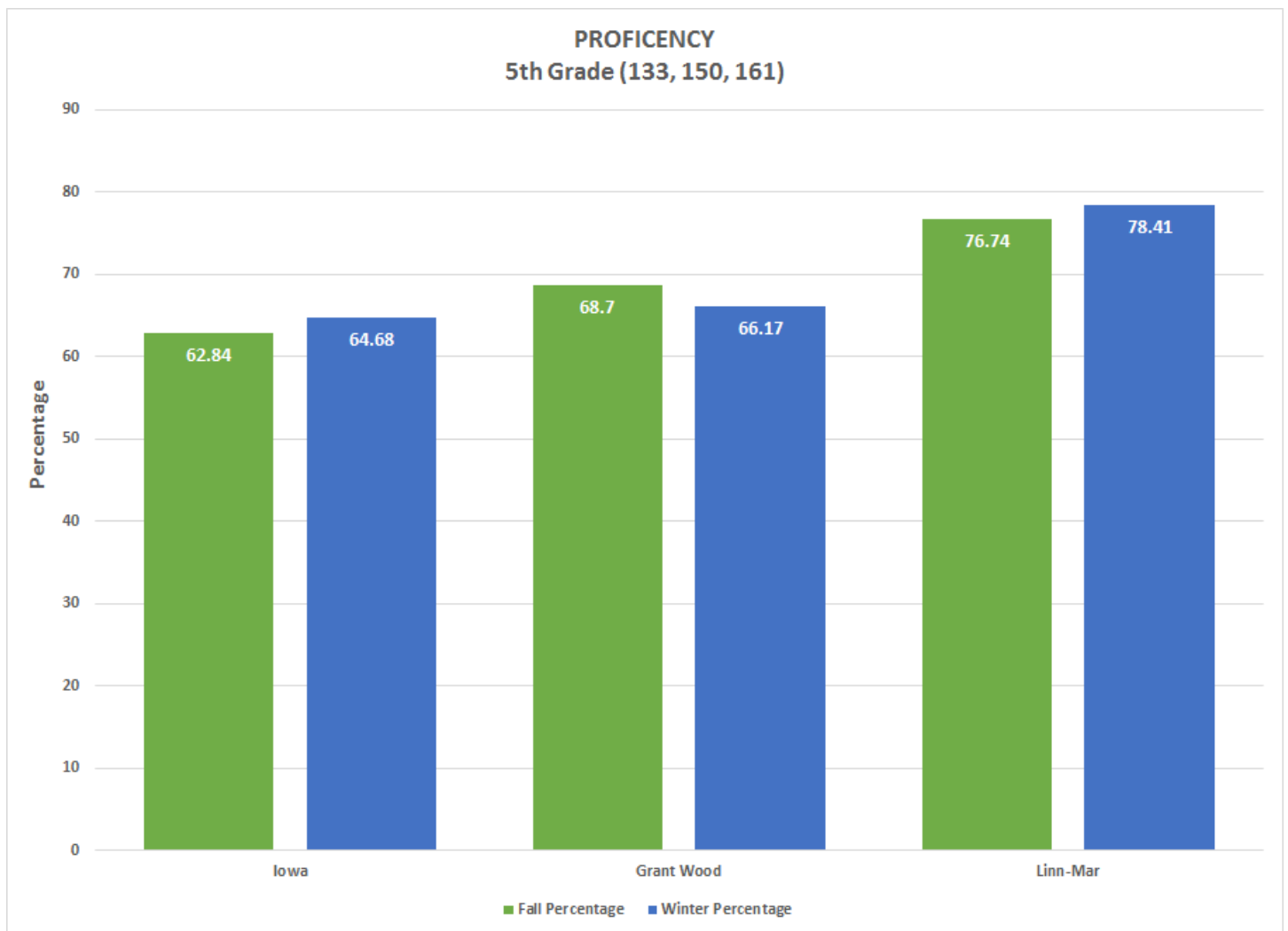
Inspire Learning. Unlock Potential. **Empower Achievement.**



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 February 22, 2016

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





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
February 8, 2016 @ 5:00 PM
LRC Boardroom**

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

200: Revision and/or Adoption of Agenda

Motion 129-02-08

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

300: Reports/Discussion

301: Board Learning

Superintendent Shepherd led the Board in a brief discussion regarding completing a survey to determine where they are as a Board and to determine areas of focus, strengths, and improvements.

302: At-Risk/Dropout Prevention Modified Supplemental Amount

Exhibit 302.1

Leisa Breitfelder, Executive Director of Student Services, and Angie Morrison, Business Manager, updated the Board on the At-Risk/Dropout Prevention Modified Supplemental Amount application. During the report it was shared that the 2016-17 application will request the maximum amount of the grant, add funding to support a summer reading program for students identified in need of additional support based on their FAST assessment results, and that there was a change in the submission date for the application from December 15th to February 5th. As a result of applying for the maximum amount of the grant and incorporating potential funding into the grant application for the summer reading program, the monies spent to fund these programs out of the general fund will be freed up for other uses.

303: Childcare Proposal

Exhibit 303.1

Angie Morrison, Business Manager, updated the Board on the 2016-17 before/after school childcare proposals for Bowman Woods, Indian Creek, and Westfield. Five requests for proposals were sent out and four proposals were received, reviewed, and rated by members of the Administration, Building Principals, and Buildings School Administrative Managers (SAMs). A recommendation will be made to the Board during the February 22nd regular session to award the 2016-17 before/after school childcare to Hand in Hand, Inc., for Bowman Woods, Indian Creek, and Westfield.

304: Compass Update

Exhibit 304.1

Dawn Young, Compass Supervisor, gave a great report on the Compass Alternative High School Program that is a partnership with the Marion Independent School District to meet the needs of at-risk students including returning dropouts and potential dropouts. The Compass program is in its 11th year and has grown from serving 18 students in its first year to currently serving 64 students in three classrooms with five staff members. There are 52 Linn-Mar students and 12 Marion Independent students in the program. The Compass curriculum allows more flexibility in serving the students based on their individual learning needs to achieve credits needed to graduate from High School.

400: Adjournment

Motion 130-02-08

Motion by Patterson for the Board to adjourn the work session at 5:58 PM. Second by Hutcheson. Voice vote; motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
February 9, 2016*



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 Meeting
Regular Session Minutes
February 8, 2016 @ 7:00 PM
LRC Boardroom**

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

200: REVISION AND/OR ADOPTION OF THE AGENDA

Motion 131-02-08

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

300: AUDIENCE COMMUNICATIONS

400: RESOLUTIONS/OPENING OF BIDS/PUBLIC HEARINGS

401: Public Hearing: Excelsior Entrance Renovation

There was a public hearing on the plans, specifications, form of contract, and estimated total cost of the Excelsior Middle School entrance renovation project. No comments were received.

402: Public Hearing: High School Kitchen Renovation

There was a public hearing on the plans, specifications, form of contract, and estimated total cost for the High School kitchen renovation project. No comments were received.

403: Public Hearing: Oak Ridge Cafeteria Expansion

There was a public hearing on the plans, specifications, form of contract, and estimated total cost for the Oak Ridge Middle School cafeteria expansion project. No comments were received.

404: Public Hearing: Westfield Classroom Addition

There was a public hearing on the plans, specifications, form of contract, and estimated total cost for the Westfield Elementary classroom addition project. No comments were received.

500: RECOGNITIONS/PROCLAMATIONS

501: Special Olympics Winter Competition

Exhibit 501.1

Ginger Halverson, Adaptive PE Teacher, and Annette Hoffa, Student Support Associate, shared highlights of the Special Olympics Winter Competition held in Dubuque, Iowa. The students are

"In it to win it" when they compete. A slideshow of pictures was shared that showed huge smiles on the faces of the students as they competed and were awarded their medals. Board President Tim Isenberg presented Ginger and Annette with a certificate of recognition for the sportsmanship, hard work, and achievements they and the students gave as they represented Linn-Mar in the Winter Special Olympics.

600: BOARD ANNOUNCEMENTS AND REPORTS

601: Board Visit

The Board reported that at their January 27th visit to Excelsior Middle School they were excited to be presented with information on Olweus, PBIS, student incentives and competitions to encourage doing the right thing, and that reinforcements for students were not always material items.

602: Marion City Council

Gadelha reported that at the February 4th Marion City Council meeting the City set a public hearing on the 2016-17 budget for March 3rd. Gadelha also reported that a Sidewalk Advisory is being formed as part of the 2016-17 sidewalk assessments to determine which landowners need to install sidewalks on their vacant lots. Gadelha was unclear as to whether the sidewalk assessments would have an impact on District busing. A reminder was shared that the Marion City Council now offers office hours every Saturday morning from 9:30-11:30 AM at the Marion Public Library.

Hutcheson left at 7:20 PM.

603: Legislative/Policy Committee

Patterson reported that at the February 5th Legislative/Policy Committee meeting eight policies were reviewed based on the newest release of the Policy Primer by the Iowa Association of School Boards (IASB). Additional policies will be reviewed and changes presented for first reading at a future Board meeting.

700: INFORMATIONAL REPORTS

701: Administrative Report

Exhibit 701.1

Superintendent Quintin Shepherd highlighted the following items included in the Administrative Report: 1) page 3 - information on the ECBP/Preschool program location changes for 2016-17, 2) page 5 - information on the Strategic Planning Process, and 3) page 8 - student and staff achievements and honors.

800: UNFINISHED BUSINESS

801: Approval of Specifications for Excelsior Entrance Renovation *Motion 132-02-08*

Motion by Patterson for the Board to approve plans, specifications, form of contract, and estimated total cost for the Excelsior Middle School entrance renovation to be let for bids on March 3, 2016, at 1:00 PM. Second by Weaver. Voice vote; motion unanimously approved.

802: Approval of Specifications for High School Kitchen Renovation *Motion 133-02-08*

Motion by Gadelha for the Board to approve plans, specifications, form of contract, and estimated total cost for the High School kitchen renovation to be let for bids on March 3, 2016, at 2:00 PM. Second by Patterson. The plans are modern, exciting, and the new design will speed up lunch service to students. Voice vote; motion unanimously approved.

803: Approval of Specifications Oak Ridge Cafeteria Expansion **Motion 134-02-08**

Motion by Patterson for the Board to approve plans, specifications, form of contract, and estimated total cost for the Oak Ridge Middle School cafeteria expansion to be let for bids on March 3, 2016, at 2:00 PM. Second by Nelson. Voice vote; motion unanimously approved.

804: Approval of Specifications for Westfield Classroom Addition **Motion 135-02-08**

Motion by Gadelha for the Board to approve plans, specifications, form of contract, and estimated total cost to include, as an option, renderings and cost estimate for skylights in the two interior classrooms that are not spec'd to have exterior windows for the Westfield Elementary classroom addition to be let for bids on March 3, 2016, at 3:00 PM. Second by Weaver. Voice vote; motion unanimously approved.

900: NEW BUSINESS**901: Approval of At-Risk/Dropout Prevention Modified Supplemental Amount**

Refer to Exhibit 302.1 pages 7-8

Motion 136-02-08

Motion by Patterson for the Board to approve the At-Risk/Dropout Prevention Modified Supplemental Amount application as presented for the maximized amount of \$1,160,122.00. Second by Nelson. By maximizing to the full amount, general fund monies will be freed up for other uses. Voice vote; motion unanimously approved.

902: Open Enrollment Requests**Motion 137-02-08**

Motion by Patterson for the Board to approve the following open enrollment request as presented. Second by Gadelha. Voice vote; motion unanimously approved.

Approved Out

Name	Grade	Receiving District	Reason
High, Noah	11 th	Marion	Good Cause

1000: CONSENT AGENDA**1001: Personnel*****Certified Staff: Extended Leave of Absence***

Name	Assignment	Dept Action	Reason
Dostal, Colette	EX: Student Support Services Teacher	2016-17 Year	Childcare

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Gallo, Laura	HS: Counselor (On LOA 2015-16 school yr)	6/1/2016	Other employment

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Brizard, Serena	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Callahan, Claire	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Garman, Madisen	Four Oaks: Student Support Associate	2/1/16	LMSEAA II, Step 6
Havertape, Lauren	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Kelley, Shannon	AC: Aquatic Instructor	2/8/16	\$10.00/hr
McAllister, Karla	EH: From pt to ft Student Support Assoc	2/8/16	Same
Olinger, Corey	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Pajunen, Taylor	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Reed, Macey	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Renz, Madison	AC: Aquatic Instructor	2/8/16	\$10.00/hr
Rundle, Emily	AC: Aquatic Instructor/Lifeguard	2/8/16	\$10.00/\$7.50/hr
Willard, Diana	HS: Student Support Associate	1/26/16	LMSEAA II, Step 10

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Dietiker, Mackenzie	EH: Student Support Associate	1/29/16	Other employment
Preiss, Melissa	NS: BW General Help	2/5/16	Personal

Extra-Curricular: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Atwater, Mark	EX: Assistant 7 th Gr Wrestling Coach	1/19/16	Schedule H, Category D

Extra-Curricular: Resignation

Name	Assignment	Dept Action	Reason
Henik, Katlyn	OR: Assistant 8 th Gr Volleyball Coach	1/21/16	Personal

1002: Approval of Minutes from January 25, 2016

Exhibit 1002.1

1003: Approval of Bills

Exhibit 1003.1

1004: Approval of Contracts

Exhibit 1004.1-5

1. Special Education Agreements with Des Moines Independent CSD (2), Indianola CSD (1), Marion Independent CSD (1), and Waverly-Shell Rock CSD (1). *(For student confidentiality, no exhibits provided.)*
2. Lease agreement with Pitney Bowes for the District postage meter.
3. Contract change order with Larson Construction for various materials and labor pertaining to Phase 2 of the High School renovation project in the amount of \$44,691.07.
4. Agreement with OPN Architects, Inc., to provide design services, construction documents, and consultants for the Westfield Elementary classroom addition.
5. Non-Commercial licensing agreement with Hal Hart, Coach for the Linn-Mar Red 14U Baseball team.

1005: Fieldtrip Request

Exhibit 1005.1

Request from the Barb Lemmer, FFA Chapter Advisor, for the FFA students to attend the State Leadership Conference in Ames, Iowa, from Sunday, April 17th through Tuesday, April 19th.

1006: Board Information

Exhibits 1006.1

Cash balances and finance report for January 2015 and January 2016.

1007: Approval of the Consent Agenda

Motion 138-02-08

Motion by Patterson for the Board to approve the Consent Agenda as presented. Second by AbouAssaly. Gadelha requested *Item 1002: Approval of Minutes from January 25, 2016*, be removed for separate consideration so that additional information can be included regarding *Item 602: Board Visit to Westfield Elementary*.

Motion by Patterson for the Consent Agenda to be approved with the removal of item *1002: Approval of Minutes from January 25, 2016*, for separate action. Second by Gadelha. Voice vote; motion unanimously approved.

Motion 139-02-08

1008: Items Removed from the Consent Agenda for Separate Action

Motion 140-02-08

Motion by Gadelha for the Board to approve *Item 1002: Approval of Minutes from January 25, 2016*, with the clarification of *Item 602: Board Visit to Westfield Elementary* to include that the

Westfield staff requested additional technology training opportunities as part of their professional development. Second by Patterson. Voice vote; motion unanimously approved.

1100: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1101: Communications

- Nelson and Isenberg shared information on the IASB Day on the Hill event with Iowa legislators. They had the opportunity to speak with Mathis, Rizer, Green, and others. Isenberg shared that it is Mathis and Rizer's thoughts that SSA will be between 2-3% but Isenberg was unclear as to whether this includes Teacher Leadership monies. Isenberg also shared that Mathis and Rizer believe that SAVE will only continue as is if additional monies can be found elsewhere to address the clean water proposal.
- Weaver stated that the Board does not do a good job at tooting the District's own horn and that there is no enthusiasm in Lion Land. Weaver stated the Board needs to be more positive in sharing recognitions on a larger scale, such as at sporting events, to promote positive Linn-Mar achievements in front of students, families, and the community.
- Gadelha congratulated Susan Knight for her 2014-15 recognition as Food Service Director of the Year. Gadelha also shared that she has been approached regarding the lack of equity pertaining to the availability and routes of the after school activity bus. Breitfelder clarified that the activity bus is funded by At Risk funds so its main focus is on at risk activities. Shepherd shared that additional information on the activity bus will be included on the February 22nd Administrative Report.
- AbouAssaly wished Patterson a happy birthday. AbouAssaly also shared he received a parental communication sharing concerns regarding policy; but that he felt it might just be a misunderstanding of the policy. AbouAssaly provided a copy of the parental communication to the Board members and will notify the parent that their concerns have been passed onto the Legislative/Policy Committee for further consideration. AbouAssaly will also share with the parent that they are welcome to address the Board during audience communications at the upcoming Board meetings.
- Isenberg congratulated the Wilkins Lego League team for being invited to visit the Capitol by host Ken Rizer. The students had the opportunity to visit the House floor.

1102: Calendar

Date	Time	Event	Location
February 11 th	9:00 AM	ERMA Advisory	LRC Room 200
February 15 th	5:00 PM	Board Retreat	Boardroom
February 17 th	7:00 AM	Executive Committee	Superintendent's Office
February 17 th	7:30 AM	Board Visit	COMPASS
February 18 th	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
February 18 th	5:30 PM	Marion City Council (<i>Nelson</i>)	City Hall
February 20 th	8:30 AM	Coffee Conversation (<i>Hutcheson/Weaver</i>)	Aquatic Center
February 22 nd	5:00 PM	Board Work Session	Boardroom
	7:00 PM	Board Regular Session	
February 23 rd	5:30 PM	Technology Committee	Boardroom
February 24 th	9:30 AM	UEN Day at the Capitol	Wallace Auditorium
February 25 th	6:00 PM	Marion Civil Rights Commission StarPower	Lowe Park
Date	Time	Event	Location
March 1 st	7:30 AM	Finance/Audit Committee	Superintendent's Conference Room
March 3 rd	5:30 PM	Marion City Council (<i>Patterson</i>)	City Hall
March 4 th	7:30 AM	Board Visit	Wilkins Elementary

Date	Time	Event	Location
March 7 th	5:00 PM 7:00 PM	Board Work Session Board Regular Session	Boardroom
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 17 th	5:30 PM	Marion City Council (<i>Spring Break</i>)	City Hall

Additional Dates to Remember:

- February 8th – LIONS Awards Nomination Packets Available (Jessi Pfaff: 319-447-3114)
- February 9th – Parent Advisory – Boardroom @ 5:00 PM
- February 13th – Lego League Competitions @ HS – 8:30 AM and 12:30 PM
- February 18th – PTO Officers – Boardroom @ 6:30 PM
- March 11th – LIONS Awards Nominations Due (Jessi Pfaff: 319-447-3114)
- March 24th – Parent University – Boardroom @ 6:30 PM

1103: 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

1200: ADJOURNMENT

Motion 141-02-08

Motion by Patterson for the Board to adjourn the regular session at 7:55 PM. Second by AbouAssaly. Voice vote; motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
February 9, 2016*



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
Strategic Planning Retreat Minutes
February 15, 2016 @ 5:00 PM
LRC Boardroom**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education strategic planning retreat was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10th St., Marion).

Board members present: Isenberg, Patterson, AbouAssaly, Gadelha, Hutcheson, Nelson, and Weaver. Administration present: Shepherd, Bisgard, Breitfelder, Anderson, Ramos, Schumacher, Ludwig, Buchholz, McConnell, Monroe, Rogers, Schulz, Gustason, Buelt, Hutcheson, Nietert, Rausch, J. Christian, Young, Hicks, Frost, Kretschmar, Read, and Rohrer. Absent: K. Christian, Ironside, Morrison, O'Donnell, McSweeney, Watts, and Barry.

200: Revision and/or Adoption of Agenda

Motion 142-02-15

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

300: Strategic Planning Session

The Board and Administrators broke up into small groups for discussion on the topics of student pathways from preschool to high school, technology as a learning tool, and facility planning for the future.

400: Adjournment

Motion 143-02-15

Motion by Patterson for the Board to adjourn the strategic planning retreat at 6:50 PM. Second by Hutcheson. Voice vote; motion unanimously approved.

Tim Isenberg, Board President

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
February 15, 2016*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
Fund: Aquatic Center		
BLACK HAWK SWIMMING ASSOCIATION	GENERAL SUPPLIES	\$220.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$1,443.30
CRAW PARKER	TRAVEL	\$54.60
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$935.34
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$15.64
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$66.89
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$15.64
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$66.89
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$12.90
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES	\$796.25
ISI SWIMMING INC	GENERAL SUPPLIES	\$261.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$6.73
Fund Total:		\$3,895.18
Fund: GENERAL		
95 PERCENT GROUP INC	STAFF WORKSH/CONF	\$178.00
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION	\$3,800.00
A-1 PRECISION SHARPENING	INSTRUCTIONAL SUPPLIES	\$296.50
ACCUTRAIN CORPORATION	INSTRUCTIONAL SUPPLIES	\$295.00
ACE HARDWARE-1062A	GENERAL SUPPLIES	\$7.49
ACE HARDWARE-1062A	MAINTENANCE SUPPLIES	\$26.50
ADVANCE AUTO PARTS	MAINTENANCE SUPPLIES	\$4.95
ADVANCE AUTO PARTS	TRANSP. PARTS	\$505.34
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$1,800.00
AHLERS AND COONEY, P.C.	PROF SERV: EDUCATION	\$434.00
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES	\$36.84
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$31.54
ALICE TRAINING INSTITUTE, LLC	DUES AND FEES	\$1,785.00
ALL INTEGRATED SOLUTIONS	GENERAL SUPPLIES	\$5.01
AMBROSY TODD	OFFICIAL/JUDGE	\$55.00
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$5.15
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$186.54
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$953.62
AUCA CHICAGO LOCKBOX	GENERAL SUPPLIES	\$1,586.25
BACKES ELAYNA	LIBRARY BOOKS	\$14.50
BAGSBY TAMMY	TRAVEL	\$24.34
BARNES & NOBLE	LIBRARY BOOKS	\$403.56
BATTERIES PLUS	EQUIPMENT REPAIR	\$9.99
BAUER BUILT	TIRES AND TUBES	\$818.06
BIG RIGGER BUILDERS INC	VEHICLE REPAIR	\$1,162.85
BISGARD SHANNON	TRAVEL	\$6.63
BREITFELDER, LEISA	TRAVEL	\$9.75
BRENES, DAYSI	TRAVEL	\$69.26
BROOMHEAD YVETTE	TRAVEL	\$16.38
BROWN PHILIP	TRAVEL	\$7.76

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
CALCARA MARILYN	TRAVEL	\$19.46
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION	\$1,131.84
CEDAR RAPIDS COMM SCH DIST	TUITION IN STATE	\$2,180.34
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$10,188.60
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$1,522.91
CENTURYLINK	TELEPHONE	\$2,086.90
CLAY ELIZABETH	TRAVEL	\$204.36
COLLECTION	EE LIAB-GARNISHMENTS	\$30.00
COLTON KRISTI	TRAVEL	\$24.77
COMMUNICATIONS ENGINEERING CO	COMP/TECH HARDWARE	\$1,846.94
CONNERLY DEBRA	TRAVEL	\$6.79
COOKSLEY DAWN	TRAVEL	\$27.22
COTTON GALLERY LTD.	MISC REVENUE	\$226.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$210.80
CUMMINS CENTRAL POWER LLC	VEHICLE REPAIR	\$580.24
DAUTREMONT STACIA	TRAVEL	\$113.49
DEPARTMENT OF EDUCATION	BUS INSPECTION FEES	\$40.00
DOMINO'S PIZZA-4358	INSTRUCTIONAL SUPPLIES	\$228.78
F & W SERVICE CO., INC	REPAIR/MAINT SERVICE	\$85.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$97.68
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$329,618.74
FREIBURGER VICKI	TRAVEL	\$15.72
FUTURE LINE	EQUIPMENT REPAIR	\$3,126.53
GEE ASPHALT SYSTEMS INC	GROUND'S UPKEEP	\$8,072.24
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$507.00
HALVERSON GINGER	TRAVEL	\$73.32
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$27,169.60
HAYES ELIZABETH	TRAVEL	\$27.14
HEARTLAND HOME CARE, INC	PROF SERV: EDUCATION	\$1,350.00
HEWLETT-PACKARD COMPANY	INSTRUCTIONAL SUPPLIES	\$13,785.00
HICKS KRISTI	TRAVEL	\$22.54
IASB	OTHER PROFESSIONAL	\$260.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$2,115.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$6,443.05
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$27,549.59
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6,443.05
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$27,549.59
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$29,522.44
IOWA CITY COMMUNITY SCHOOLS	TUITION IN STATE	\$3,791.70
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$59,413.21
IOWA SOLUTIONS	OTHER TECH SER	\$1,414.76
ISFIS	OTHER PROFESSIONAL	\$594.00
ISNO	DUES AND FEES	\$837.00
JANSSEN, BOBBIE	TRAVEL	\$92.82
JC'S TOWING LLP	GENERAL SUPPLIES	\$200.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range:

02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
JEFFRY DOWNING	OFFICIAL/JUDGE	\$55.00
JESSEN ALICIA	TRAVEL	\$29.95
JOHN DEERE FINANCIAL	MAINTENANCE SUPPLIES	\$89.95
KCKK-FM	INSTRUCTIONAL SUPPLIES	\$100.00
KESL CAROL	TRAVEL	\$44.42
KOENEN KARLA	TRAVEL	\$7.84
LANHAM, JESSICA	TRAVEL	\$27.22
LASER RESOURCES, LLC	Copies	\$222.95
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$328.00
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$290.25
LINN COUNTY EXTENSION	DUES AND FEES	\$35.00
LINN COUNTY REC	ELECTRICITY	\$25,233.16
LINTECUM, CHRISTOPHER	INSTRUCTIONAL SUPPLIES	\$37.89
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$343.83
MADISON NATIONAL LIFE INS. CO., INC	DISTRICT LIFE INSURANCE	\$54.00
MADISON NATIONAL LIFE INS. CO., INC	ER LIAB-DISTRICT DISABILITY	(\$143.72)
MADISON NATIONAL LIFE INS. CO., INC	RETIREE INSURANCE	\$120.00
MARION IRON CO.	INSTRUCTIONAL SUPPLIES	\$13.35
MARION TIMES	ADVERTISING	\$561.72
McCABE TECH LLC	INSTRUCTIONAL SUPPLIES	\$75.00
McSWEENEY, CHRISTINE	TRAVEL	\$45.94
MENARDS -13127	GENERAL SUPPLIES	\$224.87
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$34.25
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$1,100.00
METRO INTERAGENCY INS PROG.	EE LIAB-DENTAL INSURANCE	\$26,056.83
METRO INTERAGENCY INS PROG.	EE LIAB-MEDICAL INSURANCE	(\$16,934.78)
METRO INTERAGENCY INS PROG.	RETIREE INSURANCE	\$17,463.28
MIDAMERICA BOOKS	LIBRARY BOOKS	\$125.07
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MILLENNIUM TECHNOLOGY OF IOWA	REPAIR/MAINT SERVICE	\$187.00
MJ'S ART STAMPS	INSTRUCTIONAL SUPPLIES	\$47.85
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$332.33
MORGAN JOHN	OFFICIAL/JUDGE	\$55.00
MORRISON ANGIE	TRAVEL	\$127.53
MORROW JONATHAN	OFFICIAL/JUDGE	\$55.00
MUTUAL WHEEL CO	TRANSP. PARTS	\$998.26
NASCO	INSTRUCTIONAL SUPPLIES	\$1,344.65
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$290.00
OVERHEAD DOOR CO	REPAIR/MAINT SERVICE	\$170.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES	\$276.15
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$256.58
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$94.73
POLAR ELECTRO INC	INSTRUCTIONAL SUPPLIES	\$350.00
POOL TECH MIDWEST INC	CHEMICALS	\$668.25
POSTMASTER	POSTAGE/UPS	\$10,000.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
QUILL CORPORATION	GENERAL SUPPLIES	\$78.48
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$49.40
REPUBLIC SERVICES OF IOWA	INSTRUCTIONAL SUPPLIES	\$193.36
ROSENBERG JENNIFER	INSTRUCTIONAL SUPPLIES	\$600.00
ROYAL IMAGING SUPPLIES	GENERAL SUPPLIES	\$157.40
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$179.40
SADLER POWER TRAIN	TRANSP. PARTS	\$504.45
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$16.72
SANDSTROM STEVE	INSTRUCTIONAL SUPPLIES	\$432.00
SCHOOL BUS SALES	TRANSP. PARTS	\$1,993.09
SHORTER MARGARET	TRAVEL	\$42.32
SHRED-IT DES MOINES	GENERAL SUPPLIES	\$55.85
SMITH BRANDON	OFFICIAL/JUDGE	\$55.00
SOURCE ONE LOGOS	INSTRUCTIONAL SUPPLIES	\$168.42
STATE HYGIENIC LABORATORY	CHEMICALS	\$12.50
SUNDANCE/NEWBRIDGE ED PUBLISHING	INSTRUCTIONAL SUPPLIES	\$326.70
SYSTEMS UNLIMITED, INC.	PROF SERV: EDUCATION	\$2,982.00
TERRELL DAN	TRAVEL	\$20.59
TERRY KARLA	TRAVEL	\$16.38
THE SHREDDER	INSTRUCTIONAL SUPPLIES	\$186.00
THOMAS BUS	TRANSP. PARTS	\$357.88
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$1,274.91
TJ REICHER INC.	INSTRUCTIONAL SUPPLIES	\$1,000.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$14,346.49
TRIER KELLY	TRAVEL	\$117.94
TRILOGY PRODUCTIONS	EQUIPMENT REPAIR	\$125.00
TURNER EDUCATIONAL PRODUCTS, LLC	INSTRUCTIONAL SUPPLIES	\$439.99
U.S. CELLULAR	TELEPHONE	\$1,075.73
U.S. TOY CO	INSTRUCTIONAL SUPPLIES	\$490.60
UI COLLEGE OF ENGINEERING-PLTW	STAFF WORKSH/CONF	\$50.00
UNITYPOINT HEALTH	PROF SERV: EDUCATION	\$7,645.08
USI CORPORATION	REPAIR/MAINT SERVICE	\$509.80
VAN METER CO	DUES AND FEES	\$310.00
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$7,554.62
WAGE WORKS	EE LIAB-FLEX HEALTH	\$2,993.79
WALDERBACH ADAM	OFFICIAL/JUDGE	\$55.00
WARD'S NATURAL SCIENCE	INSTRUCTIONAL SUPPLIES	\$243.03
WOODWARD GRANGER COMM SCHOOL DIS	TUITION IN STATE	\$4,332.24
ZIMMERMAN JESSICA	TRAVEL	\$17.82

Fund Total: \$708,286.55

Fund: LOCAL OPT SALES TAX

DLR GROUP INC	ARCHITECT	\$9,750.00
---------------	-----------	------------

Fund Total: \$9,750.00

Fund: NUTRITION SERVICES

A & P FOOD EQUIPMENT	EQUIPMENT REPAIR	\$208.23
----------------------	------------------	----------

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$16,806.51
EARTHGRAINS	PURCHASE FOOD	\$2,836.73
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$41,424.17
HUMITECH OF IOWA INC	REPAIR/MAINT SERVICE	\$150.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$868.27
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$3,712.51
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$868.27
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$3,712.51
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$3,976.10
KNIGHT SUSAN	TRAVEL	\$32.37
NOTH RUTH	TRAVEL	\$9.32
OSBORN COLLEEN	TRAVEL	\$49.84
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$933.45
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$118.84
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$5,513.09
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$109,228.51
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$1,714.41
VAN METER CO	EQUIPMENT REPAIR	\$401.06

Fund Total: \$192,564.19

Fund: PHY PLANT & EQ LEVY

CAPITOL R & D INC	BLDG. CONST SUPPLIES	\$512.47
COMMUNICATIONS ENGINEERING CO	EQUIPMENT >\$1999	\$1,231.61
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
FRAZIER INVESTMENTS, LLC	CONSTRUCTION SERV	\$1,000.00
LYNCH FORD	VEHICLES	\$29,715.00
OPN ARCHITECTS, INC.	ARCHITECT	\$43,884.63
SCHOOL BUS SALES	VEHICLES	\$1,100.00

Fund Total: \$81,968.71

Fund: Pool 10 Million Issue and 2013 10M Issue

COMMUNICATIONS ENGINEERING CO	COMP/TECH HARDWARE	\$5,266.17
COMMUNICATIONS ENGINEERING CO	CONSTRUCTION SERV	\$4,542.95
DLR GROUP INC	ARCHITECT	\$37,418.79
HAWKEYE ENVIRONMENTAL	CONSTRUCTION SERV	\$1,142.00
IOWA APPLIANCE CENTER, INC	BLDG. CONST SUPPLIES	\$1,272.00
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$746,931.83
STOREY KENWORTHY	EQUIPMENT >\$1999	\$32,064.19

Fund Total: \$828,637.93

Fund: PUB ED & REC LEVY

GAMETIME	GROUNDS UPKEEP	\$105.38
----------	----------------	----------

Fund Total: \$105.38

Fund: STUDENT ACTIVITY

AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$1,834.53
ANDERSON DAVID	INSTRUCTIONAL SUPPLIES	\$75.00
ANDYMARK, INC	INSTRUCTIONAL SUPPLIES	\$278.24

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
BAWDEN JAMES	INSTRUCTIONAL SUPPLIES	\$75.00
BECKMAN, BARBARA	TRAVEL	\$787.95
BO HUNK BBQ	INSTRUCTIONAL SUPPLIES	\$33.75
BURKLE CORY	OFFICIAL/JUDGE	\$55.00
BURMESTER KARL	OFFICIAL/JUDGE	\$129.00
CONNOLLY, WILLIAM	OFFICIAL/JUDGE	\$55.00
COSTELLO TIM	OFFICIAL/JUDGE	\$60.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$285.00
DE LEON MARCO	TRAVEL	\$202.41
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES	\$35.00
DES MOINES SUPPLY COMPANY	INSTRUCTIONAL SUPPLIES	\$96.00
DRISKELL ELIZABETH	INSTRUCTIONAL SUPPLIES	\$75.00
DUFFY JOEL	OFFICIAL/JUDGE	\$55.00
DVORAK JOHN	OFFICIAL/JUDGE	\$55.00
DYRLAND DANIEL	OFFICIAL/JUDGE	\$61.90
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$551.59
FEE MARILYN	INSTRUCTIONAL SUPPLIES	\$75.00
FEE MICHAEL E	INSTRUCTIONAL SUPPLIES	\$75.00
FIRST TO THE FINISH INC	INSTRUCTIONAL SUPPLIES	\$81.83
FLOOD KEVIN	OFFICIAL/JUDGE	\$50.00
FRUEHLING SCOTT	OFFICIAL/JUDGE	\$110.00
GANGESTAD, RENEE	TRAVEL	\$295.00
HEBDON MARK	OFFICIAL/JUDGE	\$90.00
HEIDELBAUER CHRISTOPHER	OFFICIAL/JUDGE	\$55.00
HEISLER DOUG	OFFICIAL/JUDGE	\$50.00
HILDEBRAND, KAREN	TRAVEL	\$575.00
IMS BRANDED SOLUTIONS	INSTRUCTIONAL SUPPLIES	\$177.00
INSTEP DANCEWEAR	INSTRUCTIONAL SUPPLIES	\$1,200.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$9.63
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$41.19
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$9.63
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$41.19
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$38.78
IOWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES	\$2,622.00
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$301.00
KAIN KEY	OFFICIAL/JUDGE	\$108.40
KUEMPEL JEANNE	TRAVEL	\$995.00
LIDS TEAM SPORTS	INSTRUCTIONAL SUPPLIES	\$1,512.00
LONG RANDY	OFFICIAL/JUDGE	\$50.00
LOSEN, KIM	TRAVEL	\$995.00
MAJOR RONALD	OFFICIAL/JUDGE	\$215.00
MAXWELL, NORMA	TRAVEL	\$300.00
MCDOWELL STEVE	OFFICIAL/JUDGE	\$90.00
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$475.28
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$338.93

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 02/05/2016 - 02/18/2016

Fiscal Year: 2015-2016

Vendor Name	Description	Check Total
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$2,310.00
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES	\$780.00
MUSIC THEATRE INTERNATIONAL	INSTRUCTIONAL SUPPLIES	\$3,907.50
NATIONAL FFA ORGANIZATION	INSTRUCTIONAL SUPPLIES	\$770.00
NEW COVENANT BIBLE CHURCH	INSTRUCTIONAL SUPPLIES	\$85.00
NOST MATTHEW	OFFICIAL/JUDGE	\$121.10
PALANIAPPAN SARADHA	TRAVEL	\$420.00
PANTINI ANDY	OFFICIAL/JUDGE	\$50.00
PEIFFER RON	OFFICIAL/JUDGE	\$55.00
RIPLEY RICHARD	OFFICIAL/JUDGE	\$55.00
ROEN JEFFREY	OFFICIAL/JUDGE	\$90.00
SAMS AMY	INSTRUCTIONAL SUPPLIES	\$75.00
SAUTER, TROY	TRAVEL	\$796.75
SCHROEDER RANDY	OFFICIAL/JUDGE	\$90.00
SCHUELLER ROGER	OFFICIAL/JUDGE	\$124.50
SHANLEY STEVE	INSTRUCTIONAL SUPPLIES	\$3,768.40
SPECHT KIMBERLY	INSTRUCTIONAL SUPPLIES	\$75.00
STONE TRACY	OFFICIAL/JUDGE	\$56.90
STORM STEEL	INSTRUCTIONAL SUPPLIES	\$255.74
STURENFELDT ROB	OFFICIAL/JUDGE	\$200.00
THUL DAVID	OFFICIAL/JUDGE	\$110.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$23.22
VIBRATIONS PRO DJs & PHOTOBOOTH	INSTRUCTIONAL SUPPLIES	\$400.00
WALLACE STEVE	OFFICIAL/JUDGE	\$90.00
WASHINGTON HIGH SCHOOL-23046	DUES AND FEES	\$200.00
WINTER JERRY	OFFICIAL/JUDGE	\$55.00

Fund Total: \$30,741.34

Fund: Student Store

COTTON GALLERY LTD.	GENERAL SUPPLIES	\$256.00
---------------------	------------------	----------

Fund Total: \$256.00

Grand Total: \$1,856,205.28

End of Report



Curriculum for Agricultural Science Education

CASE School District Agreement

The following agreement is to be completed by the teacher and school administration for participation in a CASE Institute professional development session. CASE is committed to ensuring that teachers and students are supported in their efforts when adopting CASE curriculum resources. The following agreement ensures the communication of expectations required to make the CASE experience successful for all involved.

Teacher Responsibilities at CASE Institute

- Demonstrate a professional attitude during the institute that provides for the maximum effectiveness of learning
- Complete assigned tasks as instructed by the CASE Institute facilitators to meet the requirements of the CASE Institute
- Complete assignments at a satisfactory level according to the judgment of the CASE Institute facilitators
- Participate in **all** sessions according to the schedule provided by the CASE Institute facilitators

Administrative Responsibilities at local site

- Provide resources for teacher's participation in the CASE Institute professional development
- Provide equipment and supplies for instruction related to CASE curriculum as recommended by CASE
- Adapt course scheduling to promote adequate student enrollment and class time for CASE courses.

Please complete **all shaded sections** before printing off the agreement. Once all shaded information is added, print the agreement and obtain signatures. This agreement will serve as a contract between CASE, the teacher, and their respective school administration.

Return this form to: Miranda Chaplin
CASE Operations/Outreach Director
300 Garrigus Building
Lexington, KY 40546

Fax: (859) 323-3919

Or, scan and email to: miranda.chaplin@case4learning.org

Please note this cover pages does NOT need to be submitted with the agreement.

CASE School District Agreement

CASE Course
Attending:

☐ AFNR

☐ ASA

☐ ASP

☐ APT

☐ NRE

☒ APB

☐ FSS

☐ ARD

Name of School:		Linn-Mar Community Schools			
Mailing Address:		3111 North 10th Street			
Mailing Address:					
City:	Marion	State:	Iowa	Zip:	52302

Teacher Information

First Name:	Barb	Last Name:	Lemmer
Phone:	319-480-0386	Email:	blemmer@linnmar.k12.ia.us

Area(s) of teacher certification:

☒ Agricultural Education
☐ Vocational Education

☐ Alternatively Certified
☐ Other Science

☐ Biology
☐ Other

By signing this agreement, I accept the responsibility and I agree to the following:

- Demonstrate a professional attitude during the institute that provides for the maximum effectiveness of learning
- Complete assigned tasks as instructed by the CASE Institute facilitators to meet the requirements of the CASE Institute
- Complete assignments at a satisfactory level according to the judgment of the facilitators
- Participate in **all** sessions according to the schedule for the CASE Institute

I understand that CASE will not grant me certification for my unsatisfactory participation outlined above and I will not receive the CASE curriculum because of inadequate understanding of the materials.

Teacher Signature: *Barb Lemmer* Date: 2-3-2016

Administration Section

By signing this agreement, I understand the requirements that my teacher must complete during the CASE Institute. I agree to support the teacher and the implementation of CASE curriculum by providing the following requirements:

- Resources for my teacher's participation in the CASE Institute professional development
- Equipment and supplies for instruction related to CASE curriculum as recommended by CASE, through an implementation plan over time if necessary
- Adapting course scheduling to promote adequate student enrollment and class time for the CASE course

I understand that students will not be CASE certified in the future if CASE program requirements are not provided for proper instruction. CASE certification will be critical for our students to receive articulation credit and participate in program of study examinations.

*Principal Signature: *Jeffrey M. Gust* Date: 2-3-16

First Name:	Jeff	Last Name:	Gustason
Phone:	319-480-3041	Email:	jgustason@linnmar.k12.ia.us

*Superintendent Signature: _____ Date: _____

First Name:	Quintin	Last Name:	Shepherd
Phone:	319-447-3001	Email:	qshepherd@linnmar.k12.ia.us

AGREEMENT **FOR PROVISION OF** **DAY CARE SERVICES**

This Agreement is made this 22nd day of February, 2016, between the Linn-Mar Community School District, hereinafter referred to as DISTRICT, and Hand In Hand, a licensed child care provider, pursuant to Iowa Code §279.49.

Recitals

The DISTRICT sets forth this agreement for the operation of a program at **Indian Creek Elementary**, 2900 Indian Creek Road, Marion, IA.; **Bowman Woods Elementary**, 151 Boyson Road NE, Marion IA, and **Westfield Elementary**, 901 East main Street NE, Robins, IA to provide before and after school child care and summer child care to students enrolled in kindergarten through grade five. Hand In Hand recognizes that continuity of personnel, program quality, and maintaining the low cost of a program is important to both the DISTRICT and the parents who use this service. The DISTRICT and Hand in Hand sets forth in writing the terms and conditions of their agreement and understanding.

IT IS THEREFORE AGREED AS FOLLOWS:

Appointment. The DISTRICT hereby grants Hand In Hand, the contract to offer a before and after school child care and summer child care programs at **Indian Creek Elementary(83), Bowman Woods Elementary(65) and Westfield Elementary(69)** to students enrolled in Linn-Mar schools' kindergarten through grade five (with consideration of requests for exceptions to serve students in grades 6-8 with special needs – as approved annually on a case by case review by Student Services Executive Director and the Department of Human Services).

Location. School year before and after school child care: the aforementioned before and after school child care will be housed in the multipurpose room at **Indian Creek Elementary, Bowman Woods Elementary and Westfield Elementary**. This space shall be available Monday through Friday, from 6:30 a.m. until the first bell, and until 6:00 p.m. from the last bell on days when school is in session. During the school year on scheduled in-service days, snow days, and emergency days, the space shall be available from 6:30 a.m. to 6:00 p.m. In addition, the DISTRICT grants Hand In Hand, his/her agents, employees, clients, and other persons doing work for or business with Hand In Hand, that is related to this agreement, the right to use the common areas consisting of the parking area, roadways, pathways, sidewalks, and entrances and exits designated by the DISTRICT for common use, subject to the terms and conditions of this agreement. The DISTRICT further grants Hand In Hand access to the outdoor play area at such times as may be mutually agreed upon between the school principal and Hand In Hand.

Summer child care program: During the summer, the designated primary space (multipurpose room and gym) shall be available from 6:30 a.m. to 6:00 p.m. In addition, the DISTRICT grants Hand In Hand, his/her agents, employees, clients, and other persons doing work for or business with Hand In Hand that is related to this agreement, the right to use the common areas consisting of the parking area, roadways, pathways, sidewalks, and entrances and exits designated by the DISTRICT for common use, subject to the terms and conditions of this agreement. The DISTRICT further grants Hand In Hand access to the outdoor play area at such times as may be mutually agreed upon between the school principal and Hand In Hand. See use of premises section for use of other areas. The District will notify Hand in Hand in the spring which buildings will be unavailable for summer use due to construction, District programs or other circumstances.

Rental. Hand In Hand agrees to rent the multipurpose room at **Indian Creek Elementary, Bowman Woods Elementary and Westfield Elementary** for the monthly fee of \$750 per building during the 2016/2017 school year (the 'year' for the purpose of this agreement is the school year as defined by the District School Calendar) and a monthly fee of \$1,300 (including multipurpose room and gym) during the summer of 2016 (The "summer of 2016 consists of 3 complete months – June, July, August. Overlapping school days with summer child care during June or August will be pro-rated). The daily gym rental rate is \$35 (includes 6:30 – 7:30 a.m. and after school). On days that the gym is available only from 4-5 p.m., the rental rate will be \$25/day.

Reservations for rental of the gym will be made on a monthly basis through the District's Business Office when the gym is not being utilized by school-sponsored after-school programs beginning as soon as all students have been dismissed from the building. The school principal will provide a schedule of rental days by the 20th of each month for the upcoming month. The provider will have the option to rent the gym space for any available times during that month. The DISTRICT reserves the right to use the gym on a reserved day, if needed, for school-sponsored programming, provided the principal gives at least 7

days advance notice to the Business Office and the Provider. Payment of rental fees will be made monthly to the Business Office, 2999 North 10th Street, Marion, Iowa 52302, and are due the first day of each month. Hand In Hand shall advise the DISTRICT on or before April 1st of any intention to discontinue renting the space for the following year.

Use of Premises. Hand In Hand covenants and agrees during the term of this agreement to use and to occupy the leased premises only for the operation of a before and after school child care program or the summer child care program. Should Hand In Hand desire to use other areas in the school (for example, kitchen, stoves, prep areas, etc.), Hand In Hand staff must first request use and receive approval; use the space appropriately; and be responsible for cleaning/returning the space to the condition it was in prior to their use. In the event the DISTRICT determines that overtime custodial service may be necessary, the provider will be responsible for the overtime custodial wages. Any day that the District cancels school due to snow and/or icy conditions, the provider will pay \$50 per site for snow removal.

Agreement for Provision of Extended Care Service

Care and Maintenance of Premises. Hand In Hand takes said premises in their present condition except for such repairs and alterations as may be expressly herein provided. The DISTRICT will keep the roof, walls, and other structural parts of the building in good repair. The DISTRICT shall provide custodial services including trash, garbage, and snow removal and shall pay for all utilities and heat for the before and after school child care program and the summer child care program areas. Hand In Hand shall care for and maintain said premises in a reasonably safe and serviceable condition. Except for normal wear and tear, Hand In Hand will not permit or allow said premises to be damaged or depreciated in value by his/her own act or negligence or any act or negligence of his/her agents, employees or the students enrolled in the before and after school child care program or the summer child care program. Hand In Hand will make no unlawful use of said premises and agrees to comply with all valid regulations of the Board of Health and the Department of Human Services, city ordinances or applicable municipality, the law of the State of Iowa and the federal government. This provision shall not be construed as creating any duty by Hand In Hand to the general public.

Assignment and Subletting. Hand In Hand may not mortgage, pledge, assign or otherwise encumber his/her interests in this agreement or sublease the property which he/she is renting. If for any reason, Hand In Hand ceases doing business as Hand In Hand, and/or ceases to be licensed child care provider, Hand In Hand must notify an official of the DISTRICT immediately. The DISTRICT retains the right to revoke this agreement by written notice at any time after such notification.

Standards of Operation. Hand In Hand agrees to operate a before and after school child care and summer child care programs in compliance with the DISTRICT'S standards. Hand In Hand will confer with the DISTRICT on the programs offered, the fees charged and any and all other matters of importance to the school administration. **Child care fees will remain constant for the duration of this contract.** In the event of a disagreement regarding these matters, Hand In Hand, agrees to abide by standards set by the DISTRICT. In the event of severe inclement weather and the DISTRICT must close, provider will agree to leave premises as soon as children are safely relocated. A per diem reimbursement will be granted the following month to the provider. The DISTRICT retains the right to revoke this agreement via written notice in the event Hand In Hand fails to operate the before and after school child care and summer child care programs in compliance with the DISTRICT'S standards.

Insurance. Hand In Hand shall procure, maintain and provide the DISTRICT with proof of a bodily injury and property damage liability policy in the following limits and add the DISTRICT as an additional insured under the policy:

- a. \$1,000,000 aggregate limit of liability and property damage,
- b. Split limits of \$250,000 for each person and \$5,000,000 for each accident for bodily injury liability, and \$100,000 for property damage, and
- c. \$1,000,000 umbrella coverage.

Hand In Hand shall deliver to the DISTRICT, promptly after this agreement commences, insurers' certificates evidencing all insurance that Hand In Hand must maintain under this agreement and within thirty (30) days before any such insurance expires, another certificate evidencing its renewal.

Terms. Except as herein and otherwise provided, this agreement shall remain in force and effect for the summer of 2016 and the 2016/2017 school year. The 2016/2017 agreement shall, subject to applicable state law, terminate at the end of the stated term or if written notice of termination is sent by either party to the other at least ninety (90) days in advance of such termination.

The DISTRICT retains the right to revoke this agreement in the event Hand In Hand is no longer licensed by the State of Iowa as a child care center pursuant to Iowa Code 237A, or Hand In Hand fails to maintain adequate insurance coverage. Hand In Hand is obligated to notify the DISTRICT immediately in the event of a change of nature described above occurs.

Indemnification/Independent Contractor Status. Hand In Hand and DISTRICT are independent contractors, and shall not be construed as joint ventures, partners, agents, servants, or employees of each other. Hand In Hand shall indicate its independent status on any advertising or signs it may use. Further, Hand In Hand, shall indemnify and hold the DISTRICT harmless from and against any and all loss, damage, liability and expenses incurred arising from a violation of this agreement and from any and all claims, damages, causes of action, or suits arising out of the business operations of Hand In Hand, including any made by employees by Hand In Hand.

Agreement for Provision of Extended Care Service

Compliance with Laws. Hand In Hand shall comply with all applicable laws, statutes, ordinances, orders or codes of any public or governmental authority having jurisdiction over its business operations.

Waiver. Failure of either party to enforce any of the provisions of this agreement or to exercise any rights or remedies granted herein shall in no way be deemed to be a waiver of such provisions or in any way affect the validity of this agreement. An exercise by either party of any of the rights or remedies contained in this agreement shall not prohibit them from exercising the same or any other rights thereafter. Further, all rights and remedies are cumulative and severable.

Notices. All notices required to be sent to the DISTRICT shall be sent by registered or certified mail addressed to the Linn-Mar Community School District at its office at 2999 North 10th Street, Marion, Iowa 52302, or at such other address as the DISTRICT shall designate in writing. All notices required to be sent to Hand In Hand shall be sent by registered or certified mail addressed to: Hand In Hand, 3524 35th Ave, Marion, IA 52302, or at other such address as Hand In Hand shall designate in writing.

Separability of Provisions. Should any part of this agreement between the DISTRICT and Hand In Hand be found to be illegal, or in violation of public or Board Policy, or for any other reason unenforceable in law, such findings shall in no event invalidate the other parts of this agreement.

Entire Agreement. This agreement between the DISTRICT and Hand In Hand encompasses all of the terms and conditions and representations made by either party and supersedes any other agreement discussed by the parties. This agreement may not be amended except in writing signed by the parties to this agreement.

Applicable Law. This agreement has been made in the State of Iowa and shall be interpreted and construed in accordance with the laws of that state.

In Witness Whereof, the parties have executed this agreement on the date indicated.

Date

Kathy Pruitt,
Hand In Hand

Date

Angie Morrison
Business Manager
Linn-Mar Community School District

Tim Isenberg
School Board President
Linn-Mar Community School District



HOST CONTRACT

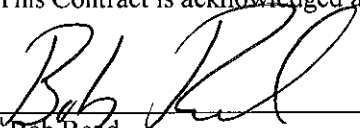
Effective February 10, 2016, Linn-Mar Community Schools (“Host”) and Marzano Research LLC (“Marzano Research”) agree that Marzano Research will provide an Associate to disseminate information to Host in exchange for \$13,000.00 (USD). The parties agree as follows:

1. **Services:** Marzano Research agrees to provide a speaker, Tammy Heflebower (“Associate”), to disseminate information for Host on the topic of *Formative Assessment & Standards-Based Grading* on 08/19/2016 & 10/24/2016.
2. **Compensation:** Host will pay Marzano Research a total contract amount of \$13,000.00 (USD). Host will provide a purchase order for the total contract amount immediately upon entering the contract. Host will pay Marzano Research a non-refundable deposit of 20% of the total contract amount, \$2,600.00 (USD), which will be applied toward payment of the total contract amount and invoiced immediately upon executing this Contract. The remaining contract balance of \$10,400.00 (USD) will be invoiced upon completion of the services. All payments are due net 30 days from date of invoice. All late payments are subject to a Finance Charge of 1.5% monthly.
3. **Travel Arrangements and Expenses:** The total contract amount includes all travel, lodging, and other incidental expenses incurred by Associate.
4. **Intellectual Property:** Host acknowledges that Marzano Research or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with the services performed under this Agreement, and that no materials will be developed specifically for Host. Marzano Research or Associate shall retain all copyrights owned prior to entering this Agreement, and Host may not reproduce any materials not designated reproducible without the express written permission of Marzano Research. Host is responsible for the reproduction of all handouts and other print materials related to the services, and Host will notify the Associate directly of any deadlines for reproduction.
5. **Audio/Video Equipment:** Host will provide audio/video equipment and technical support for the sessions.
6. **Recording of Presentation:** All audio and video recording is prohibited.
7. **Confidentiality:** Marzano Research will keep confidential any information or data not generally known to the public it encounters in performing under this Contract. Marzano Research will require any subcontractors it may hire to keep such data confidential, and proof thereof will be made available upon Host’s request.
8. **Termination:** If Host terminates this Contract within 90 days of the workshop for any reason but Force Majeure, Host shall reimburse Marzano Research for any reasonable business expenses incurred in anticipation of performance of this Contract that exceed the amount of the deposit. Marzano Research may terminate this Contract if Marzano Research has not received a purchase order within 30 days of the effective date of this Contract.
9. **Force Majeure:** If events beyond the parties’ control, such as acts of God, disaster, war, curtailment or interruption of transportation facilities, acts of terrorism, State Department or other governmental or international agency travel advisory, civil disturbance, interruption or cessation of electrical power, strikes,

disease, epidemic, or any other cause beyond the parties' control which makes it impossible for to perform under this Contract, then Marzano Research agrees to offer services at a later date, provided such can be rescheduled with Host. Marzano Research shall have an affirmative duty to notify Host immediately of any circumstance or event that will prevent Marzano Research from performing under this Contract.

- 10. Indemnity:** Marzano Research shall indemnify and hold harmless Host from any and all claims, actions, costs, or liabilities arising from Marzano Research's negligent acts or omissions during the course of performance under this Contract, except those resulting from Host's negligence.
- 11. Notices:** All notices to be given under this Contract shall be sent by certified mail to Marzano Research LLC, 555 N. Morton St., Bloomington, Indiana 47404, and to Linn-Mar, 2999 North 10th Street, Marion, IA 52302, or to such address as may be given by either party in writing. Notice shall be deemed given on the date of mailing.
- 12. Governing Law/Venue:** This Contract shall be deemed to have been made in the State of Indiana and shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Indiana, without regard to conflict of laws principles. Judicial proceedings regarding any matter arising under the terms of this Contract shall be brought solely in the federal or local courts of the State of Indiana.
- 13. Nature of Contract:** Host is engaging Marzano Research's services as an independent contractor, and nothing in this Contract shall be construed as an agreement for employment. This Contract is non-exclusive, and Marzano Research may enter into contracts with other parties for professional services similar to those set forth in this Contract.
- 14. Entire Contract:** This Contract and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Contract shall be effective unless made in writing and signed by both parties, and the unenforceability, invalidity, or illegality of any provision of this Contract shall not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder shall not constitute a waiver of any provision of this Contract or of any subsequent default or breach of the same or a different kind.

This Contract is acknowledged and accepted by Host and Marzano Research:

	<u>2-17-16</u>		
Bob Read	Date	Beth Watson	Date
Linn-Mar Community Schools		Vice President, Business Development	
		Marzano Research LLC	

Code 603.3-R2

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

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

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

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Field Trips Criteria:

The following checklist and application must be submitted for overnight trips along with the required documentation

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3		
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.		
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.		
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.		
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3		
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.		
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		
School Administrator Approval		<i>Kim Bryant</i>	Date 2/12/16	
District Administrator Approval		<i>Keith A. Jensen</i>	Date 2/15/16	
Board Approval			Date	

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

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10

Overnight trip for Iowa High School Speech Association All-State Festival

Objectives and Purpose: The purpose for this overnight trip is to have students at the festival for the opening ceremony and in time to present their event.

Justification: Transport the students to the All-State Festival

Itinerary:

On Friday evening, around 4:30pm, we will leave Linn-Mar High School to travel to Marshalltown to stay at the Hampton Inn and Suites. We will eat dinner at the Pizza Ranch, then return to the hotel.

Students will have some free time to swim and relax. On Saturday morning, we will travel to Ames (ISU campus) to present at the Festival. Around 5-5:30, the students will load the bus and return to Linn-Mar High School. If the students are hungry, we will stop and eat along the way.

Students will only be responsible for meals at the festival and on the trip home. Speech and Boosters will fund the hotel and the meal Friday night. The rooms for the hotel will run \$889.00 plus hotel tax. The meal at Pizza Ranch will cost approximately \$170.00.

Below is a list of students and chaperones:

Students: Names not listed for student confidentiality.



Code 603.3-R2

ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

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

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

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Field Trips Criteria:

The following checklist and application must be submitted for overnight trips along with the required documentation

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Administrator Approval	<i>Mark H. Hatcher</i>		Date 2/12/16	
District Administrator Approval	<i>Mark H. Hatcher</i>		Date 2/15/16	
Board Approval			Date	

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

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10



Linn-Mar Community Schools

2/15/16
Date Received

Overnight Field Trip Request Form

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

Sponsor: Future Business Leaders of America Date of Request: 2/12/2016

Purpose of the Trip: FBLA state Leadership Conference

Departure Date: Thursday, March 31 @ 3:30 pm Return Date: Saturday April 2 @ 4:30 pm

Destination: Coralville, IA

Chaperones: Dan Lampe Kathy Larson
Bill Hoefle
Brent Henry

Please attach these required items:

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

For Office Use Only	
Building Approval: <u>Mark Hutchins</u> Principal or Assoc. Principal	Date: <u>2/12/16</u>
District Approval: <u>Rick A. Smide</u> Executive Director-Support Services	Date: <u>2/15/16</u>

Request for Overnight Field Trip
High School Future Business Leaders of America

Submitted by Dana Lampe



SCHEDULE OF EVENTS
2016 IOWA FBLA STATE LEADERSHIP CONFERENCE
Coralville Marriott

WEDNESDAY, March 30

3:00 -6:00 p.m. State Officers' Meeting Borlaug

7:00 p.m. President's VIP Appreciation Dinner Duke Slater
(By invitation only)

THURSDAY, March 31

8:00 a.m.-1:00 p.m. State Officers' Meeting Suite

3:30 pm Linn-Mar FBLA participants depart for Coralville
4:30 pm Arrive at Coralville Marriott
4:45 pm Hotel Check-in and Registration
5:30 pm Events Begin for all

Written Test Events Session 1		
5:30 - 6:45 p.m.	Individual Written Tests	Coral Salon C, D, E
5:45 - 7:00	Team Written Tests	Coral Salon A & B

5:30 - 6:15	Mobile Application Development	Clark
5:30 - 7:00	Creed	Slater
5:30 - 7:30	Impromptu Speaking Prep	Wilson
5:30 - 7:30	Impromptu Speaking	Chapman
5:30 - 8:30	Public Speaking II	Wood
5:30 - 8:30	Partnership with Business	Benson
5:30 - 8:30	Job Interview Preliminary 1	Kirkwood
5:30 - 8:30	Job Interview Preliminary 2	Van Allen
5:30 - 7:00	3D Animation	Wallace
6:30 - 8:30	Adviser Meeting	Oakdale Salon II
7:00 - 8:30	Desktop Application Programming	Wallace
7:00 - 8:30	Computer Game & Simulation Program	Clark

Written Test Events Session 2		
7:00 - 8:15 p.m.	Individual Written Tests	Coral Salon C, D, E
7:15 - 8:30	Team Written Tests	Coral Salon A & B

8:45 - 9:15	General Opening Session (Chapter T-Shirts and Jeans)	Coral Grand Ballroom
	Introduction of State Officers	
	Introduction of Mr./Ms. FBLA Candidates	
	Introduction of Who's Who Candidates	
9:15 - 11:00	Dance (Blue Jeans for Babies)	Oakdale Ballroom
11:30 p.m.	Curfew	

FRIDAY, April 1

7:00 - 7:45 a.m.	Campaign Booth and Chapter Exhibit Set Up	Ballroom Foyer
7:15 - 7:45	State Officer Candidate Stage Practice	Coral Salon C
8:00 - 9:30	General Session	Coral Grand Ballroom
	Installation of New Chapters	
	Nomination/Acceptance Speeches	
9:30 - 11:30	Hospitality Management Prep	Oakdale Salon III
9:30 - 11:30	Hospitality Management	Oakdale Salon I
9:30 - 11:30	Entrepreneurship Prep	Oakdale Salon III
9:30 - 11:30	Entrepreneurship	Oakdale Salon II
9:30 - 12:00	E-Business	Wood
9:30 - 2:00	Job Interview Finals	Van Allen
9:30 - 2:00	Website Design	Clark
9:30 - 3:30	Digital Video	Duke Slater
9:30 - 3:30	Graphic Design	Chapman
10:00 - 11:30	NLC T-Shirt Design and Promotion	Coral Salon A and B
10:00 - 12:00	Management Info Systems Prep	Oakdale Salon III
10:00 - 12:00	Management Info Systems	Oakdale Salon IV
10:00 - 12:00	Global Business Prep	Oakdale Salon III
10:00 - 12:00	Global Business	Oakdale Salon V
10:00 - 1:00	Social Media Campaign	Wilson
10:00 - 1:30	Business Ethics	Benson
10:00 - 2:00 p.m.	Campaign Booths and Chapter Exhibit Open	Ballroom Foyer
10:00 - 3:00	Public Service Announcement	Wallace
10:30 - 11:45 a.m.	Written Test Events Session 3	
	All Individual Written Tests	Coral Salon C, D, E
11:00 - 2:00	Advisers'/Judges' Luncheon	2 nd Floor Commons
	(Come and go as your schedule allows)	
11:00 - 1:30	Parliamentary Procedure Prep	Oakdale Salon III
11:00 - 1:30	Parliamentary Procedure	Kirkwood
12:00 - 1:15 p.m.	Written Test Events Session 4	
	All Individual Written Tests	Coral Salon C, D, E
12:00 - 1:30	NLC Pin Design and Promotion	Coral Salon A and B
12:00 - 2:00	Management Decision Making Prep	Oakdale Salon III
12:00 - 2:00	Management Decision Making	Oakdale Salon I
12:00 - 2:00	Marketing Prep	Oakdale Salon III
12:00 - 2:00	Marketing	Oakdale Salon II
12:30 - 2:30	Network Design Prep	Oakdale Salon III
12:30 - 2:30	Network Design	Oakdale Salon IV
12:30 - 2:30	Help Desk Prep	Oakdale Salon III
12:30 - 2:30	Help Desk	Oakdale Salon V
1:00 - 3:00	Emerging Business Issues	Wood
1:30 - 2:45 p.m.	Written Test Events Session 5	
	All Individual Written Tests	Coral Salon C, D, E
1:30 - 4:30	Business Presentation	Wilson
2:00 - 2:45	Battle of the Chapters Advanced	Coral Salon A and B
2:00 - 4:00	Banking and Financial Systems Prep	Oakdale Salon III
2:00 - 4:00	Banking and Financial Systems	Oakdale Salon II
2:00 - 6:00	Publication Design	Kirkwood
2:15 - 6:00	Community Service Project	Benson
2:30 - 4:30	Sports and Entertainment Management Prep	Oakdale Salon III
2:30 - 4:30	Sports and Entertainment Management	Oakdale Salon IV
2:30 - 4:30	Client Services Prep	Oakdale Salon III
2:30 - 4:30	Client Services	Oakdale Salon V
2:45 - 3:30	Battle of the Chapters	Coral Salon A and B

3:00 - 4:00	Dismantle Campaign Booths and Chapter Exhibits	Ballroom Foyer
3:00 - 4:15 p.m.	Written Test Events Session 6 All Individual Written Tests	Coral C, D, E
4:15 - 5:00	Vocabulary Relay Advanced	Coral Salon A and B
4:15 - 5:00	Spelling Relay	Oakdale Salon I and II
5:15 - 6:00	Vocabulary Relay	Coral Salon A and B
5:15 - 6:00	Spelling Relay Advanced	Oakdale Salon I and II
6:45 p.m.	Doors open for Banquet seating	Coral Grand Ballroom
7:00 - 9:00	Banquet Program	Coral Grand Ballroom
9:00 - 9:30	Change to T-Shirt and Jeans	
9:30 -	Hypnotist	Coral Grand Ballroom
11:30 p.m.	CurfewSaturday, March 14	
8:00 - 10:30	Local Chapter Exhibit	Chapman
8:00 - 11:30	Sales Presentation	Duke Slater
8:00 - 11:30	Future Business Leader (closed session)	Van Allen
8:15 - 10:00	American Enterprise Project	Wood
8:30 - 9:00	Business Financial Plan	Wilson
8:30 - 10:30	Public Speaking I	Benson
8:30 - 10:30	Electronic Career Portfolio	Wallace
8:30 - 11:00	Business Plan	Kirkwood
9:00 - 10:00	March of Dimes Mini Walk	River Walkway
10:30 - 11:30	Delegate Assembly (All Members)	Coral Grand Ballroom
11:30 - 12:30	Newly-elected and Past Officers meet with Ms. Smith	TBD
1:00 p.m.	Awards Assembly	Coral Grand Ballroom

Participants

Names not listed for student confidentiality.

Overnight Field Trip Request Form

FBLA – State Leadership Conference 2016 – March 31- April 2

State Officers, Sruthi Palaniappan and Jon Wisner will depart after school March 30 with Adviser Dana Lampe. All other participants will depart after school on Thursday, March 31 with advisers Brent Henry and Bill Hoefle.

Purpose: What is the purpose of this field trip/work site visit?

This conference is the culmination of the work, learning and experience of the students in FBLA. Students compete in events against other state chapters to determine who will be eligible to advance to the National Conference. This three day, two night, event will allow students to showcase their ability in many areas of business and highlight the learning that has occurred in a combination of classes, conferences, and experiences in our high school.

Pre-Planning: How are you planning to maximize the learning experiences of students on this field trip/work site visit?

The experiences in their core and elective classes, along with the regular meetings in FBLA and other conferences, will be good preparation for the skills necessary to do well at the conference. We have also provided preparatory sessions in test taking and presentation that will allow our students to excel at the conference. Students will attend group and individual sessions and sought out mentor relationships with current or former business owners who have provided valuable insight to evaluate presentations or tests to help them do well in their competitions. The advisers and officers are present at these sessions and have input to help the students achieve to the best of their ability.

Follow-Up: Explain a follow-up plan that will maximize the learning experiences of students on this field trip/work site visit?

Students who place and qualify for the National Conference immediately begin to modify/prepare for the conference by looking at the scores/critique of the judges at State Conference with the help of the advisers. Those who do not qualify for National Conference and are eligible for next year, begin preparing and modifying for the experience the following year.

Assessment: How will students be required to demonstrate their understanding of the learning expected from this experience?

Competitions are graded at the State Conference by local business people and the standard assessment from the national FBLA guidelines. Students receive their scores and explanation of that grade in writing from the judges. After every competition, many judges make recommendations for review. Students will use these to better their presentation/test for the National Conference.

Funding: Describe your sources of funding that meets both Department of Education and District guidelines.

Students pay for registration and lodging costs (\$106.00). Booster Club funds help students offset some of the registration costs. Restaurant partnerships and donations from local businesses help defray award and registration costs. We provide access to those businesses for the students to fundraise for "scholarships" for the cost of the conference. Many choose to fund the conference themselves. We have never turned down a student who could not afford the conference if they were interested.

Student Fees

Registration \$75.00
Lodging \$31.00
TOTAL \$106.00

Common Experience: What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should?

All students are competing in events in which they have interest, knowledge, experience and learning from life and school. They get to experience "real life" situations that will better prepare them for the business world. They also will participate in the campaign, election, installation of their state officers.

Multi-Disciplinary: Address how this field trip/work site visit will address more than one curricular area and how it offers the opportunity for curriculum integration.

Students will be able to use verbal and written skills developed in other disciplines to help in competing in their events. Many of the skills learned in their Math and English classes will help in producing quality work. Experiences in leadership roles for other organizations will also benefit them in their efforts.



ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

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

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

Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

Field Trips Criteria:

The following checklist and application must be submitted for overnight trips along with the required documentation

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multi-disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
School Administrator Approval		<i>Mark H. [Signature]</i>	Date	2/12/16
District Administrator Approval		<i>Red A. [Signature]</i>	Date	2/15/16
Board Approval			Date	

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

Adopted 2/1/99 Reviewed 9/08; 7/11; 9/12; 9/13 Revised 10/08; 1/11/10



Linn-Mar Community Schools

Date Received

Overnight Field Trip Request Form

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

Sponsor: Dan Niemitalo Date of Request: 2/12/16

Purpose of the Trip: Compete in FTC Iowa State Championship

Departure Date: 3/4/16 Return Date: 3/5/16

Destination: Coralville Marriott Hotel

Chaperones: Dan Niemitalo Andy Marshall

Please attach these required items:

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

For Office Use Only	
Building Approval: <u>Mark H. Hutter</u>	Date: <u>2/12/16</u>
Principal or Assoc. Principal	
District Approval: <u>Rick A. Jensen</u>	Date: <u>2/18/16</u>
Executive Director-Support Services	

Linn-Mar Robotics – FTC Iowa State Championship
FIRST Tech Challenge (FTC) State Championship Event

Event Venue:

Marriott Hotel
300 E 9th St, Coralville, IA 52241
(319) 688-4000

When:

Depart Friday, 03/04/16
Event all day on Saturday, 03/05/16
Return on Saturday early evening

Transportation:

Travel in a Linn-Mar school bus (transportation request to be submitted 2 weeks in advance). Drop off Friday and pick up Saturday evening. Some equipment to be transported in parent / coach personal vehicles with no students in those vehicles.

Lodging (tentative):

Quality Inn
209 W 9th St, Coralville, IA 52241
(319) 351-8144

Itinerary

Friday, 03/04/16:	Saturday, 03/05/16:
9:15 AM – Dismiss after 1st period class	6:30 AM Breakfast at hotel
9:30 AM – Depart from LMHS	7:00 AM Depart from hotel
10:20 AM - Arrive in Coralville	7:30 AM Team registration at event
11:00 AM – Inspections / Judging Interviews begin	8:00 AM Inspections / Interviews Begin
12:00 PM - Sack lunches	8:00 AM Robot maintenance/testing
1:00 PM - Continue preparations for Saturday	8:00 AM Networking with other teams
6:00 PM – Supper at hotel - order pizza	10:30 AM Qualifier Rounds Begin
8:00 PM – Team meetings / interview practice	12:30 PM Lunch
10:30 PM – In rooms	1:15 PM Resume Qualifier Rounds
11:00 PM – Lights Out	3:00 PM Alliance Selections
	3:30 PM Playoff Rounds
	5:30 PM Awards Ceremony
	6:30 PM Depart Event
	7:00 PM Supper / Celebration
	8:00 PM Arrive back at LMHS and unload

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

Empowering students to become technology leaders through experiential learning and mentorship.

Our team's activities flow from our mission statement. This competition trip meets our goals in a variety of ways.

- Provide students with experiences that are similar in many ways to the business world; that includes communicating in a professional manner with people from other organizations, solving problems on a tight time table, using technical knowledge in a high pressure situation, looking for best practices within other organizations, marketing our team and our "product" to other organizations, and more.
- Practice leadership in a variety of settings within the competitions; that includes leading the scouting effort, leading the drive team, organization the pits, and more.
- Practice many of the relevant technical and non-technical skills we have been working on in LM Robotics, including troubleshooting, programming, problem solving, communication, and data management.
- Practice the judging interview process. Students practice speaking in a way that is confident, persuasive, energetic, and clear to a non-technical audience while being convincing to a technical audience. They practice answering questions on the spot, which will help them with job interview skills. The interview is also very much a sales process involving some of the same soft skills as real sales. Dark Matter students prepare at length for these interviews, and the improvement throughout the year is striking when they get multiple chances at interviews. With this year's competition structure, they could potentially get only one interview if they don't enter additional events.
- Learn best practices from other teams. Some of the teams that will be in attendance at this event are world class teams with really well organized, highly respected, and historically successful programs. Since we will not be able to compete at the Kansas City Regional this year, we value the opportunity to expose our students to some of these people.
- Attempt to qualify for the North Super Regional Championship Tournament. This is the competition level above state and below World Championship. It is a very inspiring experience.

Pre-Planning and Follow-Up

Heading into this competition, the team has been very active and ambitious. It held debrief meetings after our League Championship event to identify our goals for the following month, which included building a new and improved robot for the state competition. Each area of the team is being tested heading into this state competition - the students are challenging themselves to improve their skills in CAD, programming, mechanical design, interviewing, documentatio, and project management. Each team member will have assigned roles at the competition related to the work they are doing during this month.

Follow-up

Following the competition, we will hold another major debrief meeting to evaluate past successes and determine future actions.

Assessment

The trip will be assessed in multiple ways. The competitive success of the team is one such measure; we hope to rank highly enough to be alliance captains, then advanced through elimination rounds and win the tournament.

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done.

Our FIRST Tech Challenge robotics teams frequently evaluate their recent competitions to celebrate what went well and identify what they can be doing better. They self-assess, but they also take feedback seriously when they receive it from coaches, mentors, judges, or in the form of competition results. Because the teams have competitions after Jan 17th, they will quickly incorporate their feedback into future behaviors, including new robot designs, better speaking strategies, better team organization, and better programming techniques.

Funding – Travel

Travel expenses (approximately \$100 per students) are paid for by students' families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms: \$75 x 5 rooms:	\$500
Total:	\$500

With approximately 14 students attending, this puts the cost per student at approximately \$35 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for lunch and supper meals (approximately \$20).

Funding – Other Expenses

The registration fees and parts/tools costs for this event are covered by the LM Robotics general budget.

Registration Fees:	\$250
Additional robot parts	\$500
Total:	\$750

LM Robotics' general budget (HS clubs account 21.3209.1900.950.7426) is funded as follows:

- Donations from businesses and non-profit organizations
- Donations from families and mentors
- LM Booster Club support
- Fundraising through summer robotics and Lego camps

Common Experience

The competitions are the most exciting and energizing parts of our endeavors. These competitions motivate students to work very hard and achieve some impressive things. Often when students come back from their very first competition, they come back with a higher level of motivation and go on to become stronger contributors. Also, competitions give them some experiences that they don't get in the shop. For example, they work cooperatively with allies from other schools even as they compete with them (FIRST refers to this highly workplace-relevant dynamic as "coopertition"). They act as ambassadors to introduce spectators to FIRST and its goals and principles. They give their award presentations to judge panels. They work to solve tricky unexpected problems in the very short time available – often just minutes.

FIRST emphasizes an ethos of Gracious Professionalism at all meetings and events related to FIRST. Students and mentors are expected to behave professionally, but also to relate in a friendly and helpful way to everybody, including competitors. It is common to see one team helping another team at events, even if they know they will face each other in the next match. The goal is for everybody to compete at an increasingly high level. Gracious Professionalism is a standard of behavior that will serve students very well when they become technology leaders.

Multi-Disciplinary:

The students will use and be exposed to many different STEM skills on any robotics trip; those include mechanical design, programming, and electronics. Beyond the many STEM skills, they also put their communication, leadership, and interpersonal skills to the test. The scouting team organizes itself complete a marathon of data collection, and then they have to organize and disseminate that data using a combination of paper, face to face communication, excel, and android app use. The drive team has to assert itself tactfully to advocate for the best strategies for our team and for alliances, even when the alliance partners may sometimes start off with dearly held, yet suboptimal strategic plans. The pit crew must work safely yet quickly and effectively to keep the robot running even when they have only minutes to work. The software team has to keep their cool and maintain their creativity as they tackle vexing bugs that pop up at the least convenient times. Business oriented members of the team will focus partly on scouting other team's organizational and business practices with plans to share ideas with our team later on. ALL students will be required to frequently practice effective communication with people they don't know.