

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

LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD WORK SESSION MINUTES JUNE 22, 2015 @ 5:00 PM

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 Board Room of the Learning Resource Center by President Isenberg. Roll was taken and it was determined a quorum was present.

Board members present: Isenberg, Buchholz, Gadelha, Hutcheson, Patterson, and Wilson. Absent: Crawford.

Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 300-06-22

Motion by Buchholz for the Board to adopt the agenda. Second by Hutcheson. Voice vote. Motion unanimously approved.

300: WORK SESSION/DISCUSSION INFORMATION

301: District Accomplishments

Walk-In Exhibit 301.1

The Board and Cabinet members participated in a discussion of District accomplishments completed over the last 12 years led by Mulholland. Mulholland briefly discussed results of the 2014-15 Strategic Plan goals.

400: ADJOURNMENT Motion 301-06-22

Motion by Wilson to adjourn the work session at 6:22 PM. Second by Hutcheson. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President
Angie Morrison, Board Secretary
impie interiori, Bourd Secretary

Minutes respectfully submitted by: Angie Morrison, Board Secretary June 22, 2015



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

LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD REGULAR SESSION MINUTES JUNE 22, 2015 @ 7:00 PM

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 Board Room of the Learning Resource Center by President Isenberg. Roll was taken and it was determined a quorum was present.

Board members present: Buchholz, Crawford, Gadelha, Hutcheson, Patterson, Wilson, and Isenberg.

Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 302-06-22

Motion by Hutcheson to adopt the agenda with the personnel walk-in exhibit. Second by Patterson. Voice vote. Motion unanimously approved.

300: AUDIENCE COMMUNICATIONS

Senator Liz Mathis congratulated those departing the District. Senator Mathis brought greetings and appreciation from the Senate for all that Superintendent Mulholland has done to move the District forward over the last 12 years and thanked her for her leadership. Senator Mathis also shared a summary report of the 2015 Legislative session.

400: RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

500: RECOGNITIONS/PROCLAMATIONS

501 & 502: Recognition of Deputy Superintendent

Superintendent Mulholland recognized Dr. Dirk Halupnik, Deputy Superintendent, and Julie Jensen, Executive Director of Student Services, for their leadership and collaboration during their years of service to the District. Mulholland noted their high expectations, effective collaboration, integrity, and care for all students and presented each of them with a plaque honoring their service.

503: Recognition of Superintendent

President Isenberg read a proclamation written in conjunction with the City of Marion recognizing Superintendent Mulholland's service to the community. The proclamation declared June 26, 2015, as Dr. Katie Mulholland Day and named her as Honorary Mayor for the day.

600: BOARD ANNOUNCEMENTS AND REPORTS

601: Marion City Council

Patterson shared a short summary of the June 18th meeting of the Marion City Council.

602: Finance/Audit Committee

Hutcheson reported that at the June 18th meeting the Finance/Audit Committee went over the budget scenarios to be presented by JT Anderson, CFO, later in the meeting. Bsed on the analysis Anderson reviewed, the committee supports lowering the levy rate to 17.3786 for FY16.

700: INFORMATIONAL REPORTS

701: High School Renovation Update

Exhibit 701.1

Chad Schumacher, High School Renovation Project Manager and Administrator, updated the Board on the High School renovations. Schumacher shared pictures and highlights of the progress, projected completion dates, and reported that the project is currently on schedule.

702: SIAC and Equity Committee Reports

Exhibit 702.1

Deputy Superintendent Dirk Halupnik reported that the SIAC Committee focused on early literacy, high school renovations, and Teacher Leadership during the 2014-15 year. Halupnik commented that the Committee is in its first year of a five year plan and reminded the Board of the legal requirements of the Committee. Halupnik also shared highlights from the Equity Advisory Committee. Among the topics discussed during 2014-15 were the Special Education program policies, demographic data, handbooks, and the nomination of the Shirley Pantini Equity Award which was presented to Amy Hutcheson for 2014-15.

703: Linn-Mar Mercy Family Counseling Partnership

Exhibit 703.1

Executive Director of Student Services Julie Jensen shared that the Linn-Mar Mercy Care Family Counseling partnership will provide free urgent care for mental health issues to Linn-Mar students. Mercy has reserved times that will be available to any Linn-Mar student to address acute issues before they become an emergency.

704: Business Office Update

Exhibit 704.1

Angie Morrison, Business Manager, updated the Board on Business Office highlights from the 2014-15 school year.

800: SUPERINTENDENT'S REPORT

801: Superintendent's Update

Walk-In Exhibit 801.1

Superintendent Katie Mulholland shared many student achievement from the spring sports season as well as an update on the City of Marion Tower Terrace agreement.

900: UNFINISHED BUSINESS

901: Review of FY2016 Budget and Tax Levy Determination

Exhibit 901.1

JT Anderson, Chief Financial Officer, updated the Board on the FY2016 certified budget and tax levy determination. Anderson shared three scenarios for a final tax levy based on the current status of supplemental state aid (SSA). The District must finalize the levy by June 29th even though Governor Branstad has not yet signed the bill to set SSA for FY16. Referencing the Finance/Audit Committee's recommendation, Anderson supported lowering the levy for the

SBRC allowable growth cash reserve levy which would set the total levy at 17.3786 for FY16, a reduction from the levy of 17.66722 which was certified on April 15, 2015.

902: Approval of Total Tax Levy Motion 303-06-22 Refer to Exhibit 901.1 Motion by Buchholz for the Board to approve adjusting the total tax levy rate to 17.3786 for FY2016. Second by Hutcheson. Voice vote. Ayes: Buchholz, Wilson, Hutcheson, Patterson, and Isenberg. Nays: Crawford and Gadelha. Motion approved.

903: Second Reading of 1000 Policy Series Motion 304-06-22 Exhibit 902.1 Motion by Patterson for the Board to approve the second reading of the 1000 Policy Series: School-Community Relations. Second by Gadelha. Voice vote. Motion unanimously approved.

	1000 SERII	ES - SCHOOL-COMMUNITY RELATIONS
1001		OMMUNICATIONS
Reviewed	6/15	1001.1 Board-Community Relations
Reviewed	6/15	1001.2 News and Media Relations
Revised	6/15	1001.4 Distribution of Materials
Reviewed	6/15	1001.4-R Administrative Regulations Regarding
		Distribution of Materials
Reviewed	6/15	1001.8 Public Examination of School District Records
1002	CITIZENS	ADVISORY COMMITTEES
Reviewed	6/15	1002.2 School-Community Groups
1003	RELATION	NS BETWEEN SCHOOL PERSONNEL AND PUBLIC
Reviewed	6/15	1003.3 Complaints About School Personnel
Reviewed	6/15	1003.4 School District Volunteers
Reviewed	6/15	1003.4-R Administrative Regulations Regarding School
		District Volunteers
Reviewed	6/15	1003.5 Visitors to the Schools
1004	USE OF SC	CHOOL FACILITIES
Reviewed	6/15	1004.1 Community Use of School District Buildings and
		Sites and Equipment
Revised	6/15	1004.1-R1 Administrative Regulations Regarding Community
		Use of Buildings and Sites and Equipment
Reviewed	6/15	1004.1-R2 Administrative Regulations–Schedule of Rentals
Reviewed	6/15	1004.1-R3 Administrative Regulations Regarding Insurance
		for Employee-Sponsored Activities
Revised	6/15	1004.1-E2 Schedule of Building Rental Fees
Reviewed	6/15	1004.1-E3 Application for Permit
Reviewed	6/15	1004.2 Stadium Use
Revised	6/15	1004.2-E1 Schedule of Stadium Rental Fees
Revised	6/15	1004.2-E2 Stadium Use Application
Reviewed	6/15	1004.2-E3 Participant Release Form
Reviewed	6/15	1004.3 Tobacco/Nicotine-Free Environment
Reviewed	6/15	1004.4 Use of School Facilities for Private Profit
Reviewed	6/15	1004.4-R Administrative Regulations Regarding Community
		Use of School Iowa Communication Network Facilities and
		Equipment
Reviewed	6/15	1004.5 Gratuities for Use of School Facilities
Reviewed	6/15	1004.6 Loan of School Equipment
Reviewed	6/15	1004.7 Shared Use of School Equipment\
1005	COMMUN	ITY ACTIVITIES INVOLVING STUDENTS
Reviewed	6/15	1005.1 Research Requests and Procedures
Reviewed	6/15	1005.3 Public Conduct on School Premises
Reviewed	6/15	1005.4 Fund-Raising, Student Solicitations
Reviewed	6/15	1005.4-R Administrative Regulations Regarding Fund-
		Raising, Student Solicitations

Reviewed	6/15	1005.4-E1 Fund-Raising Project Request Form
Reviewed	6/15	1005.4-E2 Fund-Raising Project Summary
Reviewed	6/15	1005.5 Revenue Enhancement/Gifts to Schools/Facility
		Naming Rights
Reviewed	6/15	1005.5-R Administrative Regulations Regarding Revenue
		Enhancement/Gifts to Schools/Facility Naming Rights
Reviewed	6/15	1005.6 Transporting Students in Private Vehicles
Reviewed	6/15	1005.6-E Field Trip Permission Form

1000: NEW BUSINESS

1001: Affirmative Action Plan Motion 305-06-22

Exhibit 1001.1

Executive Director of Human Resources Karla Christian and HR Generalist Phil Miller presented information on the Equal Opportunity/Affirmative Action Plan. Motion by Patterson for the Board to approve the Equal Employment Opportunity/Affirmative Action Plan for July 2015-June 2017. Second by Gadelha. Voice vote. Motion unanimously approved.

1002: Property, Auto and Liability Coverage Renewal Motion 306-06-22 Exhibit 1002.1 Motion by Wilson for the Board to approve the renewal of the Property, Auto, and Liability Coverage with EMC Insurance Company for 2015-16 at a premium cost of \$364,406.00. Second by Buchholz. Voice vote. Motion unanimously approved.

Motion 307-06-22 Refer to Exhibit 1002.1 Motion by Buchholz for the Board to approve the renewal of the Workers Compensation Insurance with United Heartland for 2015-16 at a cost of \$644,113.00. Second by Patterson. Voice vote. Motion unanimously approved.

1004: FY16 Administrator, Manager, and Exempt Staff Salaries Motion 308-06-22 Motion by Crawford for the Board to approve the administrator, manager, and exempt staff salaries for FY16 for a total amount of \$76,000.00; (1.3%) increase. Second by Gadelha. Voice vote. Motion unanimously approved.

1005: Open Enrollment Requests Motion 309-06-22

Motion by Buchholz for the Board to approve the Open Enrollment requests as presented. Second by Patterson. Voice vote. Motion unanimously approved.

Approved In

Name	Grade	Resident District	Reason
McGaffee, Brennan	11 th	Cedar Rapids	Good Cause
Wright, Tristan	9 th	Cedar Rapids	Good Cause

Approved Out

Name	Grade	Receiving District	Reason
Brandon, Rachael	8 th	Cedar Rapids	Good Cause

1100: CONSENT AGENDA

1101: Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Hale Keuseman, Sarah	OR: .5 Art Teacher	August 14, 2015	MA Step 9
Hamilton, Dianna	NE: Kindergarten Teacher	August 14, 2015	BA Step 9
Orr, Duane	EX: Associate Principal/AD	July 1, 2015	\$83,000/yr

Name	Assignment	Dept. Action	Salary Placement
Saldivar, Katherine	OR: .5 Foreign Language Teacher	August 14, 2015	BA Step 4
Sheehan, Kimberly	WE: From Paraprofessional to 3 rd Gr Teacher	August 14, 2015	BA Step 2
Starkey, Steven	EX: Associate Principal	July 1, 2015	\$75,000/yr

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Baker, Douglas	TR: Summer Help	June 15, 2015	\$10.00/hr
Bandfield, Anna	TR: Summer Help	June 15, 2015	\$9.50/hr
Berggren, Scott	Technology: Summer Help	June 3, 2015	Same
Blair, Charles	TR: Summer Help	June 15, 2015	\$9.50/hr
Brown, Harry	TR: From Sub Driver to Regular Driver	June 8, 2015	Step 1
Cope, Cheryl	TR: Summer Help	June 15, 2015	\$9.50/hr
Fiscella, Andrew	OR: ASSIST Support Associate	August 19, 2015	LMSEAA, II;
			Step 6
Hinders, Breana	O&M: Secretary	June 29, 2015	LMSEAA, IV;
			Step 8
Hook, Rachel	EH: Student Support Associate	August 19, 2015	LMSEAA, II;
			Step 6
Nelson, Tina	From OR Health Assistant to ASSIST Assoc	August 19, 2015	Same
Phillips, Ryan	NE: SAM	August 3, 2015	\$39,000/yr
Pratt, Angie	TR: Summer Help	June 15, 2015	\$10.00/hr
Sanchez, Kathleen	IC: From Student Support Assoc to Media	August 19, 2015	Same
	Asst		
Steward, Jarrett	TR: Summer Help	June 15, 2015	\$10.00/hr
Williams, Ethan	TR: Summer Help	June 15, 2015	\$10.00/hr

Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Anderson, Sam	NE: SAM	June 30, 2015	Other Employment
Kos, Laura	WF: Student Support Associate	June 8, 2015	Personal
Suttles, Laura	OR: Building Secretary	June 12, 2015	Personal

Walk-In Exhibit - K. Christian, Exec Director of HR

Name	Assignment	Dept. Action	Salary Placement
White, Judy	EX: Student Support Services Teacher	July 1, 2015	BA +24, Step 14

1102: Approval of Minutes from June 8, 2015

Exhibit 1102.1

1103: Approval of Bills

Exhibit 1103.1

1104: Approval of Contracts

Exhibits 1104.1-6

- 1. Iowa Association of School Boards (IASB) online policies subscription for the 2015-16 school year for a total cost of \$700.00.
- 2. Agreement with Grant Wood Area Education Agency for access, support, and use of the PowerSchool Student Information System for the 2015-16 fiscal year for a total cost of \$49,879.90.
- 3. School Affiliation Agreement with the University of Phoenix to provide student teaching experiences for specified student.
- 4. Interagency Agreement with Family Systems, a Division of Systems Unlimited, for school-based mental health services, including individual and group therapy and Behavioral Health Intervention Services (BHIS) and XIX therapy.
- 5. Approval of Change Order with Larson Construction for the High School Additions and Renovations Phase 2 for a new contract sum of \$19,544,381.55 (decrease of \$3,618.45).

6. Agreement with Grant Wood Area Education Agency to operate the Substitute Employee Management System (SEMS) beginning on July 1, 2015 and terminating on June 30, 2016 for the amount of \$26,078.19.

1105: Board Information

Exhibit 1105.1

School Finance Reports and Cash Balance Reports as of May 31, 2014and May 31, 2015.

1106: Items Removed from the Consent Agenda for Separate Action

1107: Approval of the Consent Agenda Motion 310-06-22

Motion by Wilson for the Board to approve the Consent Agenda with the personnel walk-in exhibit. Second by Hutcheson. Voice vote. Motion unanimously approved.

1200: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1201: Communications

Superintendent Mulholland shared it was a privilege to serve as the Linn-Mar District and that she appreciated being a part of a tremendous team. Mulholland thanked the Board for the last 12 years full of good discussions and working together with a focus on the students and learning.

1202: Calendar

Date	Time	Event	Location
July 7 th	7:30 AM	Finance/Audit Committee	LRC Office Conf Room
July 13 th	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
July 14 th	11:45 AM	Executive Committee	LRC Office Conf Room
July 21st	5:00 PM	Policy Committee	LRC Office Conf Room
Date	Time	Event	Location
August 10 th	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
August 20th	7:30 AM	All Staff Kickoff	HS Auditorium
August 24th		First Day of School	
August 24th	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	

1203: Committees

Committee	Participants
Executive Committee	Tim Isenberg, Barry Buchholz, Katie Mulholland
Finance/Audit Committee	Buchholz, Hutcheson, Wilson, Morrison, Anderson, Mulholland
Policy Committee	Rene Gadelha, Tina Patterson, Katie Mulholland
Career & Technical Education	Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rick Ironside, Katie Mulholland
Ed Leader 21	Rene Gadelha, Elizabeth Wilson, Julie Jensen, Dirk Halupnik
ERMA (Energy Efficiency)	Todd Hutcheson, Rick Ironside
Equity Advisory	Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Barry Buchholz, Julie Jensen
Legislative	Tina Patterson, Katie Mulholland
Linn-Mar Foundation	Katie Mulholland
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

1300: ADJOURNMENT Motion 311-06-22 Motion by Wilson to adjourn the more of 2.52 DM. Second

Motion by Wilson to adjourn the regular session at 8:52 PM. Motion unanimously approved.	Second by Patterson.	Voice vote.
	Tim Isenberg, Bo	ard President
	Angie Morrison, Bo	ard Secretary
	1 5	ully submitted by: , Board Secretary June 22, 2015

High School Renovation Update June 22, 2015



Lower Commons









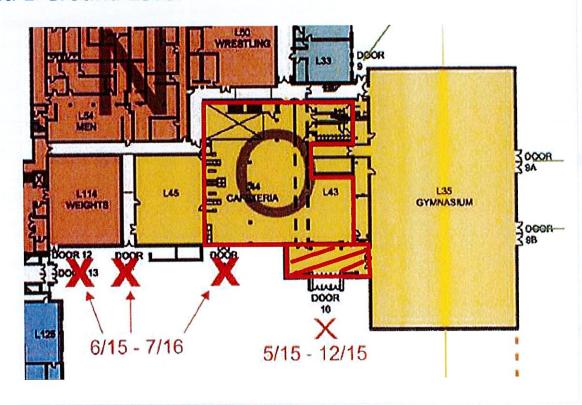
North Hall Demo

Lower Commons

Area B Ground Level

- New Ceiling
- New Lights
- New Paint
- New Wall Base
- New Stair Railings
- New Stair Treads
- Updated Bathrooms
- Completed August 15th

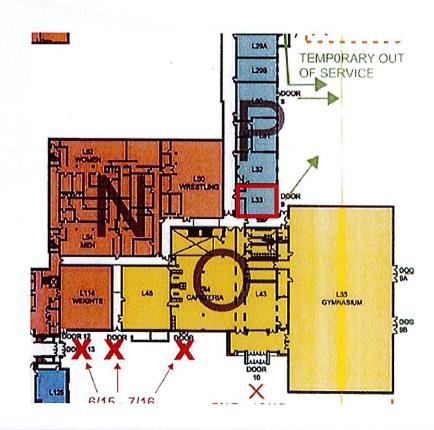




Transformer Relocation

Area E Ground Level

- Block Wall Complete
- Power Re-Routed
 - 3 Day Shutdown
- · Power to AC Back On
- Power to Gym Back On
- Power to Weight Room Back On
- Pool Back Up and Running







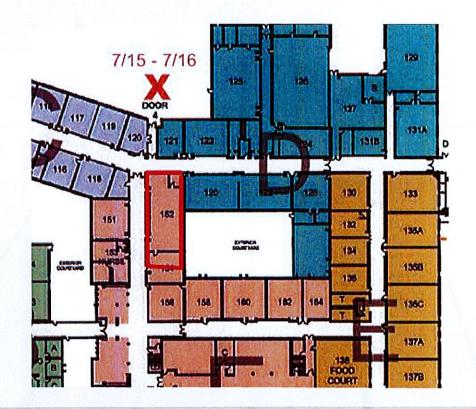
Foods Classroom





Area F - First Level

- Full Production Kitchen
- Reach-In Freezers
- Reach-In Refrigerators
- Work Stations
- Commercial Dishwasher



Art Labs

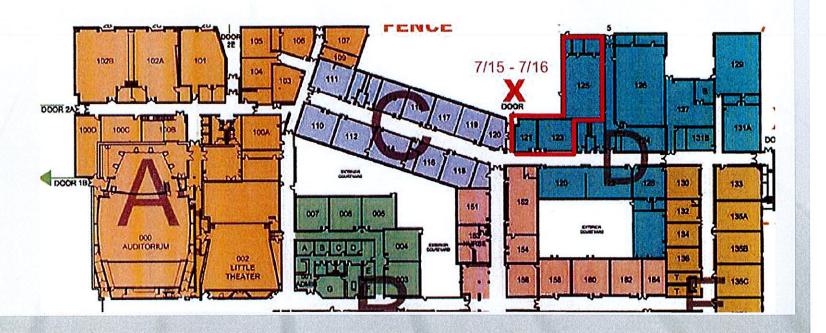
Area F - First Level



- Kiln Room Will be Ready in August
- Rooms will be Ready 2nd Quarter (Oct)







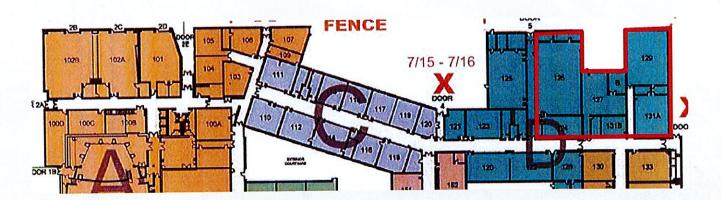
- Abatement Complete
- IT and Radio Towers Back in Service
- New Lights
- New Electrical
- New Paint
- New Plumbing
- Scheduled For Completion in August

Metals, Woods, PLTW

Area F - First Level



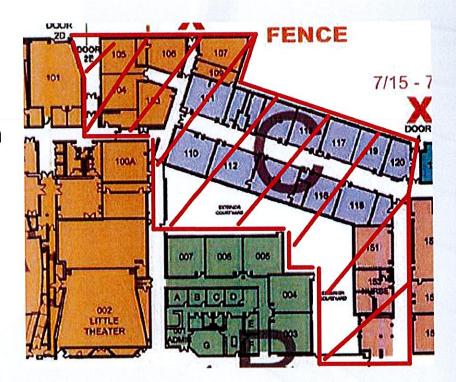




North Hall Demo

Area G & H - First Level

- Architectural Demo Complete
- Abatement Complete
- Roof Demo Started Today
- Structural Demo Will Begin on the 29th







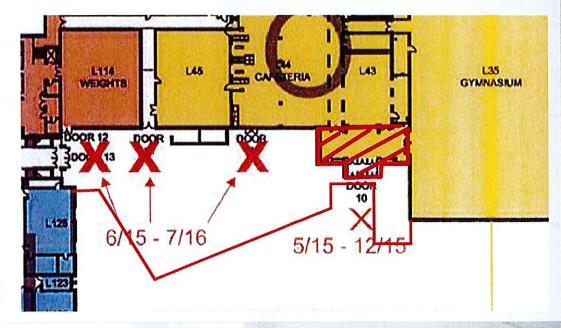


New South Entrance

Area B - Ground Level

- Relocated Water and Storm
- Relocated Electrical Service
- Footings Poured for New Mechanical Room

Over-Excavating















School Improvement Advisory Committee 2014-2015 Summary Report

Purpose of the School Improvement Advisory Committee

 Provide feedback and make recommendations to board on long term goals, educational needs, student learning goals, bullying and harassment policies, and other important educational issues

Members of the committee

- Nick AbouAssaly
- Shriya Anavkar
- Laureen Patel
- Mel Ramos
- Kim Sleezer
- Nick Wagner
- Steve Brooks
- Riley Murphy
- Tina Monroe
- Dirk Halupnik
- Rene Gadhela

Areas Reviewed:

Meeting #1 - (11/12/14)

- o Teacher Leadership Program
- Early Literacy Initiative
- High School Renovation
- Oak Ridge Middle School Gym Addition
- Education Goals

Meeting #2 -(6/3/15)

- o 2015 Assessment Data
- Early Literacy Initiative
- High School High Reliability Schools Initiative
- o Teacher Quality Student Achievement Workshops 2015-2016



Equity Advisory Committee 2014-2015 Summary Report

1. Purpose of the Equity Committee

- Designated by Linn-Mar Board of Education to play an advisory role in the development, implementation, and evaluation of the MCGF Plan.
- Comprised of students, parents, teachers, administrators, and community members of both genders and from diverse cultural groups.
- Reports to and makes recommendations to the Board of Education on:
 - Multicultural approaches to education which foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, including race, color, national origin, gender, disability, religion, marital status, creed, sexual orientation, gender identity, and socioeconomic background.
 - Gender fair approaches that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of women and men in society.

2. Members of the committee

- Lisa Klein ELL Teacher
- Bob Read Middle School Director of Teaching and Learning
- Chelvi Pandian Parent
- Helen Low- Parent
- Mel Ramos Parent
- Amy Collison High School Teacher
- Tina Patterson Board of Education Representative
- Chad Buchholz Middle School Administrator
- Doris Agyemang Parent

- Alicia Jessen- ELL Teacher
- Kim Buelt High School Administrator
- Josh Bean- Parent
- Cara Lausen Parent
- Colleen Fritz Elementary Teacher
- Phil Miller HR Generalist
- Karla Christian- Exec. Dir. of Human Resources
- Jeri Ramos Exec. Dir. of Technology Services
- Dirk Halupnik Deputy Superintendent

3. Areas Reviewed:

- Reviewed Year 1 of the 5 year MCGF Plan
 - Communicate to buildings the MCGF Plan
 - Address equity related issues
 - Provide staff development
 - Collect demographic information
 - Review curriculum documents to ensure infusion of MCGF approaches
 - Update and distribute a resource list identifying materials available for enhancing curriculum
- Equity/MCGF staff development and training needs review
- Demographic Data Review Certified Enrollment
- Demographic Data Review -Student Achievement
- Demographic Data Review Secondary Course Enrollment
- Demographic Data Review –Fine Arts Participation
- Extra-curricular Activity Demographic Review- 7-12
- Harassment Handout Review
- Handbook Review
- Diversity Activities Review
- Pantini award
- Special Education Program Policy Review
- Selection of Materials and Library Program Policy Review
- Serve as a District forum for Linn-Mar patrons to address Equity/MCGF educational issues.

4. Improvement Targets:

- Continue to identify possible equity related barriers and solutions
- Staff Development at all buildings
- Implement year 1 of MCGF 5 year plan
- Continue to analyze student data by gender and race/ethnicity at all levels
- Continue to review district publications for equity/nondiscrimination
- Continue to review hiring efforts and the district AA plan

2014-2015 Meeting Schedule:

=	Wednesday, November 5, 2014	4:00 – 5:00 p.m. LRC Board Room
-	Wednesday, December 3, 2014	4:00 – 5:00 p.m. LRC Board Room
•	Wednesday, February 4, 2014	4:00 – 5:00 p.m. LRC Board Room
H	Wednesday, April 1, 2015	4:00 – 5:00 p.m. LRC Board Room



To: Katie Mulholland, Superintendent

From: Julie Jensen, Executive Director of Student Services

Date: June 22, 2015

RE: Linn-Mar Mercy Family Counseling Partnership

The Linn-Mar School District and Mercy Family Counseling are proposing a pilot partnership to improve the mental health care needs of students in the Linn-Mar District. The goals of the partnership include:

- Provide easy access to mental health care at the time it is needed most.
- Reduce non-emergency room visits and help reduce wait times for mental health services.
- Provide timely evaluations by a mental health professional provider.

For the 2015/2016 school year Mercy Family Counseling will provide:

- Evidence based practices that are clinically researched to produce positive outcomes for children and their families. (See attached sample flow chart.)
- Reserved set time frames for Linn-Mar families to access services. (Mondays 11:00 am 1:00 pm; Wednesdays 8:00 – 10:00 am; Fridays 2:00 – 4:00 pm
- Initial visit will be no charge to family and/or Linn-Mar staff to contact

For the 2015/2016 school year Linn-Mar District agrees to:

- Refer students/families to Mercy Family Counseling Services during the agreed upon set time frames when urgent mental health services are needed.
- If student displays behaviors that are harmful to self or others emergency response practices will be used rather than a referral to Mercy Family Counseling.
- Executive Director of Student Services will be contact person for Mercy Family Counseling staff to contact with questions/concerns that may arise during the school year.

Mercy Family Counseling staff and Linn-Mar Student Assistance Team members and counselors will meet to set criteria for determining effectiveness of program every three months.



Business Office Highlights 2014-15

Communication

- Continued periodic meetings with secretaries (at least quarterly)
- Regular visits to buildings regarding budget and coding questions
 - Principals and secretaries
- Meet periodically with PTO treasurers
- Assisted with start -up of ROAR store and implementation of In Touch Receipting for store

Accounts Payable

- Revised reimbursement forms
- Reviewed and revised credit card policy and procedures
- Worked with Jeff Frost to transition Perkins purchases through the Business Office

Payroll

- Implemented TimeClock Plus
- Benefit Enrollment changes- worked with HR

Accounts Receivable

- Ongoing expansion of TouchBase for online payment options
 - o Preschool
 - o Tuition
 - o Camps, shirts
- Increased utilization of In Touch for Accounts Receivable functions
- Accept credit card payments at several of the buildings
- Worked with Bobby Kelley to establish payment procedures for the Aquatic Center programs

Business Practices

- Performed building audits of cash handling procedures
- Completed multiple applications and reports for Department of Education
- Took over responsibility of Fall BEDS Staff Reporting
- Took over Spring BEDS coordination
- Transitioned Medicaid Reimbursement Claiming from Student Services
- Transitioned Daycare Contracts from Student Services
- Created Business Office Procedure Handbook for processes within the office
- Revised Business Procedure Manual and Activity Handbook
- Expanded professional development for Business Office staff



Superintendent's Report Board of Education June 22, 2015

SG #1 Student Achievement

1. Special Olympics: Gold Medal for 50 Yard Run – Haleigh Draper, Excelsior 6th Grade
Gold Medal for Softball Throw – Haleigh Draper, Excelsior 6th Grade

2. Girls State: 2015 Girls State Governor – Sruthi Palaniappan, who also received a scholarship and other honors. Samsung State Scholarship – Brenna O'Hara, who will be competing at the national level for other

Scholarships.

Both Sruthi and Brenna will be seniors in 2015-16.

3. Girls Track: 2015 State Runner-Up

Gatorade Girls Track Athlete of the Year – Stephanie Jenks MVC Coach of the Year, All-Metro Coach of the Year – Nate Hopp

4. Boys Track: 2015 State Runner-Up

All-Metro Coach of the Year - Ken Hopkins

5. Boys Tennis: 2015 State Team Champions

2015 State Doubles Runner-Up – Tim Paulson and Trevor McCann MVC Coach of the Year, Metro Coach of the Year – Chris Wundram

6. Girls Soccer: All-State – 1st Team – Olivia Garcia

2nd Team – Jensen Sevening

7. Boys Soccer: 2015 State Tournament Champions

All-Tournament Team - Jack Ramsey, Captain; Ben Johnson, Phil Adams, Leroy Enzugusi

All-State – 1st Team – Ben Johnson

2nd Team – Jack Ramsey, Leroy Ensugusi

MVC Coach of the Year, All-Metro Coach of the Year - Corey Brinkmeyer

The report of Spring/Summer Athletic Achievements for 2014-15, without baseball or softball information, is attached.

SG #3 Community Engagement

8. Update: City of Marion Tower Terrace Agreement – At the May 18th Board meeting, my report included the agreement language at that time, which follows:

No less than once every four (4) years, the City shall cause a Study to be conducted of the Tower Terrace and 10th Street intersection to determine if there is a need for a pedestrian overpass or underpass. In the event that the Study shows that pedestrian safety warrants the need for a pedestrian overpass or underpass within four (4) years of the date of the Study, the City shall construct such pedestrian overpass or underpass within said same 4 year period. The City shall obtain pre-approval from the District of plans for the location and design of the pedestrian overpass or underpass.

The new language, on which J.T. worked with the District's attorney to craft new language, based on the feedback from that meeting follows:

The obligations of the parties to perform pursuant to this Agreement is contingent upon the following, all of which must occur no later than , 20_:

- A. The City includes a pedestrian over pass or underpass for Tower Terrace Road in the design and construction of the TTRD Project, the location, configuration and size of which overpass or underpass must be first approved by the District, in its sole discretion; and
- The City obtains funding adequate to construct the TTRD Project with said pedestrian overpass or underpass; and
- C. The City provides the District with documentation of satisfaction of subparagraphs 7A and 7B, above. In no event shall the District be required to convey property by deed or easement for the TTRD Project unless a pedestrian overpass or underpass will be constructed contemporaneously with the TTRD Project.

Following this report, a meeting will be set up with City Manager Lon Pluckhahn and his staff to review the next steps on the agreement.

Spring/Summer Athletic Achievements 2014-2015

Girls Track 2015 State Runner-Up

State Qualifiers

3000 Meter Run - Stephanie Jenks - 1st Place

1500 Metter Run – Stephanie Jenks – 1st Place

800 Meter Run – Stephanie Jenks – 1st Place – Amber Decker 5th Place

400 Meter Dash – Payton Wensel – 1st Place – Maddie Saville

400 Meter Hurdles - Stephanie Jenks - 5th Place

100 Meter Dash - Kira Ramsey

Shot Put – Lannie Nietert – 2nd Place

Discus – Lannie Nietert

Long Jump – Ariana Rolle – 3rd Place – Brooke Lorenz

High Jump - Brooke Lorenz

4 x 800 Relay – Maddie Saville, Payton Wensel, Hanna Saville, Amber Decker – 1st

Distance Medley Relay – Ariana Rolle, Brooke Lorenz, Payton Wensel, Amber Decker – 1st Place

4 x 200 Relay - Kira Ramsey, Sarah Renner, Niki Sharma, Jasmine Wardell

4 x 100 Relay – Ariana Rolle, Kira Ramsey, Jaclyn Simons, Brooke Lorenz

4 x 400 Relay – Maddie Saville, Amber Decker, Hanna Saville, Payton Wensel – 2nd Place

Sprint Medley Relay - Ariana Rolle, Jasmine Wardell, Kira Ramsey, Hanna Saville

Gatorade Girls Track Athlete of the Year

Stephanie Jenks

MVC All-Academic

Sydney Johnston, Maddie Saville

MVC Coach of the Year

Nate Hopp

MVC First Team All-Conference

Brooke Lorenz, Ariana Rolle, Payton Wensel, Stephanie Jenks, Maddie Saville, Amber Decker, Hanna Saville, Morgan Garcia, Abby Gries

MVC Second Team All-Conference

Lannie Nietert, Kira Ramsey

MVC Honorable Mention All-Conference

Sarah Renner, Sydney Johnston, Jaclyn Simons, Elli Hartzler, Melanie Fuhrmann, Chole McNeese

All-Metro First Team

Stephanie Jenks, Ariana Rolle, Brooke Lorenz, Maddie Saville, Payton Wensel, Hanna Saville, Amber Decker

All-Metro Second Team

Lannie Nietert, Kira Ramsey

All-Metro Honorable Mention

Sarah Renner, Jaclyn Simons

Metro Coach of the Year

Nate Hopp

Boys Track 2015 State Runner-Up

State Qualifiers

High Jump - Luke Willenborg

Long Jump - Derek Randklev

3200 Meter Run – Ryan Murphy – 8th Place

1500 Meter Run – Ryan Murphy

800 Meter Run – Greyson Dolezal

400 Meter Dash – Dalton Gosch – 5th Place

200 Meter Dash - Perrion Scott

100 Meter Dash – Perrion Scott – 3rd Place

110 High Hurdles - Daniel Gorsich - 4th Place - Zeal Baker

400 Low Hurdles - Nick House

4 x 800 Relay – Greyson Dolezal, Joe A'Hearn, Michael Mather, Bryan Fogerty – 3^{rd} Place

4 x 400 Relay – Joe A'Hearn, Greyson Dolezal, Dalton Gosch, Sean Zimmerman

4 x 200 Relay – Sean Zimmerman, Tristan Freese, Daniel Gorsich, Perrion Scott – 1st Place

4 x 100 Relay – Perrion Scott, Tristan Freese, Griffin Freese, Daniel Gorsich – 2nd Place Shuttle Hurdle Relay – Zeal Baker, Gavern Dochterman, Nick House, Daniel Gorsich – 2nd Place

Distance Medley Relay – Sean Zimmerman, Tristan Freese, Joe A'Hearn, Greyson Dolezal – 4th Place

MVC All-Academic

Noah Decker, Daniel Murphy

MVC First Team All-Conference

Perrion Scott, Dalton Gosch, Ryan Murphy, Daniel Gorsich, Nick House, Gavren Dochterman, Zeal Baker, Tristan Freese, Joe A'Hearn, Michael Mather, Sean Zimmerman

MVC Second Team All-Conference

Luke Willenborg, Lotukalafi Ahomana, Griffin Freese, Greyson Dolezal

MVC Honorable Mention All-Conference

Derek Randklev, Baylor Pree, David Petesich, Isaac Baumhoefener, Andrew Schuring, Bryan Fogerty

All-Metro First Team

Ryan Murphy, Daniel Gorsich, Perrion Scott, Greyson Dolezal, Joe A'Hearn, Michael Mather, Bryan Fogerty, Sean Zimmerman, Tristan Freese, Dalton Gosch, Griffin Freese, Zeal Baker, Gavern Dochterman, Nick House

All-Metro Honorable Mention

Lotukalafi Ahomana, Luke Willenborg

All-Metro Coach of the Year

Ken Hopkins

Girls Golf

MVC All-Academic

Danielle Gerlach, Hannah Westfall

MVC Honorable Mention All-Conference

Kristen Harding

All-Metro Second Team

Kristen Harding

All-Metro Honorable Mention

Megan Murphy, Alexa Mindrup

Girls Tennis

MVC All-Academic

Madigan Winn, Jessica Carpenter

MVC First Team All-Conference

Nicole Glanz

MVC Second Team All-Conference

Jamie Wantock

MVC Honorable Mention All-Conference

Megan Burr, Jessica Carpenter

All-Metro First Team

Nicole Glanz

All-Metro Second Team

Jamie Wantock

All-Metro Honorable Mention

Megan Burr, Jessica Carpenter

Boys Tennis 2015 State Team Champions

2015 State Doubles Runner-Up

Tim Paulson, Trevor McCann

2015 State Doubles Qualifiers

Ben Myers, Shane Skvor

MVC All-Academic

John Low, Ankur Parupally

MVC First Team All-Conference

Tim Paulson

MVC Second Team All-Conference

Trevor McCann

MVC Honorable Mention All-Conference

Ben Myers, Shane Skvor

MVC Coach of the Year

Chris Wundram

All-Metro First Team

Tim Paulson, Trevor McCann

All-Metro Second Team

Ben Myers

All-Metro Honorable Mention

Kyle Brendes, Shane Skvor

Metro Player of the Year

Tim Paulson

Metro Coach of the Year

Chris Wundram

Girls Soccer 2015 State Tournament Qualifiers

 $\frac{\textbf{All-State Recognition}}{\text{Olivia Garcia } 1^{\text{st}} \text{ Team, Jensen Sevening } 2^{\text{nd}} \text{ Team}}$

MVC All-Academic

Sophie Masters, Maddie Saville

MVC First Team All-Conference

Olivia Garcia, Jensen Sevening

MVC Second Team All-Conference

Emily Menges, Claire Larson, Jenna Ajram

MVC Honorable Mention All-Conference

Karlye Waterman, Rylie Frese

All-Metro First Team

Olivia Garcia, Jensen Sevening, Emily Menges

All-Metro Second Team

Claire Larson, Jenna Ajram

All-Metro Honorable Mention

Karlye Waterman, Rylie Frese

Boys Soccer 2015 State Tournament Champions

All-Tournament Team

Jack Ramsey - Captain, Ben Johnson, Phil Adams, Leroy Enzugusi

All-State Recognition

Ben Johnson 1st Team, Jack Ramsey 2nd Team, Leroy Enzugusi 2nd Team

MVC All-Academic

Noah Ajram, Jon Williams

MVC First Team All-Conference

Ben Johnson, Leroy Enzugusi, Daniel Luzindya, Jack Ramsey

MVC Second Team All-Conference

Hunter Wong, Alexy Boehm, Dustin Toy

MVC Honorable Mention All-Conference

Danny Peak, Bobby Charlton

MVC Player of the Year

Ben Johnson

MVC Coach of the Year

Corey Brinkmeyer

All-Metro First Team

Ben Johnson, Jack Ramsey, Leroy Enzugusi

All-Metro Second Team

Hunter Wong, Alexy Boehm, Danny Peak

All-Metro Honorable Mention

Devin Eby, Dustin Toy

All-Metro Coach of the Year

Corey Brinkmeyer

Softball

<u>Baseball</u>



Linn-Mar Community School District FY2016 Certified Budget Tax Levy Determination

Current Funding Status:

After a marathon session the House and Senate passed a 1.25 percent supplemental state aid rate for fiscal year 2016. In addition, the House and Senate provided \$55.7 million in one-time money for AEA's and school districts, which amounts to \$111.52 per pupil. Language is included that restricts the one-time money for instructional expenditures that include textbooks, library books, other instructional materials and equipment used by students, transportation costs, and educational initiatives that increase student achievement in grades PK-12. Districts may also use the one-time money to replace all or a portion of the budget guarantee. Note that the budget guarantee is not applicable to Linn-Mar for fiscal year 2016.

As we sit now it is unclear on whether or not the Governor will support the one-time funding provision, resulting in a possible veto. It is expected that the Governor will not take action on any bills impacting school aid funding until early July. However, any reduction adjustments to a District's FY2016 property tax levy must be made by June 29. Based on this information three scenarios regarding the FY2016 tax levy are described as follows:

Scenarios:

All of the scenarios presented on the next pages assume 1.25% in supplemental state aid. The main difference in each scenario is the dollar amount (if any) the cash reserve levy is reduced from the original budget certified on April 15. Also, note that each scenario has an "A" and a "B." All "A" scenarios assume that the District will receive one-time money (\$790,000), while all "B" scenarios assume the one-time money provision will be vetoed. Although the one-time money is State Aid and not property taxes (therefore not directly impacting the levy), whether or not the District receives this one-time funding will likely influence the amount by which the Board is comfortable reducing the amount of the cash reserve levy. A summary of each scenario is detailed:

- 1. This scenario reflects the preliminary aid and levy worksheet the District received on June 10. The SBRC Cash Reserve amount (\$3,138,229) and Other Cash Reserve (\$580,000) reflect the amounts that were certified on April 15. It is estimated that the district would have an approximate \$1 million surplus if the one-time money is approved or a \$200K surplus if the one-time money is vetoed. The resulting tax levy for this scenario is \$17.6961 per \$1,000 of valuation.
- 2. This scenario eliminates the \$580,000 of Other Cash Reserve Levy and maintains the SBRC Cash Reserve Levy at \$3,138,229. As previously discussed, the SBRC Cash Levy includes those items of approved additional spending authority whereby the District can levy property taxes to recoup the actual cash to match the granted authority. These items include underfunded mandates such as special education and ELL, or items such as on-time funding for enrollment growth. With this scenario it is estimated that the district would have an approximate \$400K surplus if the one-time money is approved or a \$400K deficit if the one-time money is vetoed. The resulting tax levy for this scenario is \$17.3786 per \$1,000 of valuation.
- 3. This scenario eliminates the \$580,000 of Other Cash Reserve Levy and reduces the SBRC Cash Levy by \$210,000 to \$2,923,229. The total reduction in cash reserves would be \$790,000 resulting in an overall tax levy that is comparable to the District's FY2014 tax rate. It is estimated that the district would have an approximate \$200K surplus if the one-time money is approved or a \$600K deficit if the one-time money is vetoed. The resulting tax levy for this scenario is \$17.2637 per \$1,000 of valuation.

Priority Considerations:

- Scenario 1: This scenario details the maximum amount of property tax dollars the District could request. The conversation about the Governor approving one-time money would be a non-issue, as both 1A and 1B scenarios would project enough resources to breakeven with estimated expenditures. The real issue to consider with this scenario is whether or not the District is justified in asking taxpayers for an "extra" \$580K (assuming the one-time money is approved) in FY2016 to set aside in reserves for future bleak years.
 - If approved, the tax levy of \$17.6961 would be an increase of 4.1% from the previous year levy of \$17.0041. Factoring in the rollback, a home assessed at \$200,000 would result in a property tax bill that is approximately \$10 more per month with the proposed levy rate. Commercial property assessed at \$500,000 would result in a decreased property tax bill of approximately \$10 per month.
- Scenario 2: In this scenario the District is not asking for any "extra" property tax dollars. The combined district cost general fund levy and the instructional support levy are primarily formula driven, so not in real control of the Board. In regards to the cash reserve levy, the dollars are those approved SBRC authority items that the District has already incurred expenditures and is requesting backfilled resources. Looking back at prior years it has always been the District's practice to utilize the cash reserve levy for the full amount of those SBRC approved items. Please also note that this scenario provides adequate funding for FY2016 if the one-time money is approved, or a manageable deficit if the one-time money is vetoed.

If approved, the tax levy of \$17.3786 would be an increase of 2.2% from the previous year levy of \$17.0041. Factoring in the rollback, a home assessed at \$200,000 would result in a property tax bill that is approximately \$7 more per month with the proposed levy rate. Commercial property assessed at \$500,000 would result in a decreased property tax bill of approximately \$21 per month.

• Scenario 3: This scenario details the minimum amount of property tax dollars the District should consider levying, while also providing an overall tax levy that is comparable to the FY2014 rate. Not only is the other cash reserve levy reduced in this scenario, but the SBRC cash reserve is also reduced, which would constitute an exception from prior years' practice. Given the bleak outlook for school funding, it may be more important than ever to ensure 100% of SBRC authority is backfilled with funding. Please also note that If the one-time money is approved by the Governor, this scenario (3A) does project enough resources to breakeven with estimated expenditures. However, if the one-time money is vetoed the projected deficit of \$600K is less manageable than Scenario 2.

If approved, the tax levy of \$17.2637 would be an increase of 1.5% from the previous year levy of \$17.0041. Factoring in the rollback, a home assessed at \$200,000 would result in a property tax bill that is approximately \$6 more per month with the proposed levy rate. Commercial property assessed at \$500,000 would result in a decreased property tax bill of approximately \$25 per month.

	FY2	016 Published		Scen	ario 1		1075	Scen	ario 2			Scen	ario 3	
		Budget	_	1A		1B	1	2A		2B		3A		3B
SSA Growth		0%		1.25%	1	25%		1.25%		1.25%		1.25%		1.25%
One Time Money Allocation included?		No		Yes		No		Yes		No		Yes		No
Reduce Cash Reserve Levy?		No		No		No	Y	'es (\$580K)	Y	es (\$580K)	Ye	s (\$790K)	Yes (\$790K)	
Revenues:											and the same			
Property Tax Levy to Fund Combined District Cost	\$	17,560,848	\$	17,574,739	Ś 17	574,739	Ś	17,574,739	Ś	17,574,739	\$ 1	7,574,739	Ś 1	7,574,739
Cash Reserve Levy- SBRC	\$	3,138,229	s	3,138,229		138,229	\$	3,138,229	Ś	3,138,229	95.00	2,923,229	- CON	2,923,229
Cash Reserve Levy- Other	\$	580,000	\$	580,000	\$	580,000	\$	-	\$	-	\$	-	\$	
Instructional Support Levy	\$	3,188,184	\$	3,228,699	\$ 3	228,699	\$	3,228,699	\$	3,228,699	\$	3,228,699	\$ 3	3,228,699
Income Surtaxes	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	
Tuition\Transportation Received	\$	3,600,000	\$	3,600,000	\$ 3	600,000	\$	3,600,000	S	3,600,000	\$	3,600,000	\$ 3	3,600,000
Earnings on Investments	\$	20,000	\$	20,000	\$	20,000	\$	20,000	\$	20,000	\$	20,000	\$	20,000
Nutrition Program Sales	\$	-	\$		\$	-	\$	5=0	\$	-	\$	-	\$	
Student Activities and Sales	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000	\$	100,000
Other Revenues from Local Sources	\$	800,000	\$	800,000	\$	800,000	\$	800,000	\$	800,000	\$	800,000	\$	800,000
Revenue from Intermediary Sources	\$	-	\$	~	\$	-	\$	-	\$	-	\$	-	\$,
State Foundation Aid	\$	43,493,471	\$	44,097,108	\$ 44	097,108	\$	44,097,108	\$	44,097,108	\$ 4	4,097,108	\$ 4	4,097,108
One Time Supplemental State Aid	\$	-	\$	790,000	\$	-	\$	790,000	\$	-	\$	790,000	\$	
Other State Sources	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000	\$	250,000
Commercial & Industrial State Replacement	\$	748,534	\$	750,246	\$	750,246	\$	732,612	\$	732,612	\$	726,230	\$	726,230
Title 1 Grants	\$	400,000	\$	400,000	\$	400,000	\$	400,000	\$	400,000	\$	400,000	\$	400,000
IDEA and Other Federal Sources	\$	1,700,000	\$	1,700,000	\$ 1	700,000	\$	1,700,000	\$	1,700,000	\$	1,700,000	\$	1,700,000
Total Est. General Fund Revenues	\$	75,579,266	\$	77,029,021	\$ 76	239,021	\$	76,431,387	\$	75,641,387	\$ 7	76,210,005	\$ 7.	5,420,005
Total Est. General Fund Expenditures	\$	76,000,000	\$	76,000,000	\$ 76	.000,000	\$	76,000,000	\$	76,000,000	\$ 7	76,000,000	\$ 7	6,000,000
Estimated Surplus/(Deficit)	\$	(420,734)	\$	1,029,021	\$	239,021	\$	431,387	\$	(358,613)	\$	210,005	\$	(579,99

	FY2016 Published	6 Published Scenario 1			0 2	Scenario 3		
	Budget	1A	1B	2A	2B	3A	3B	
Tax Rate								
General Fund Levy- Combined District Cost	\$9.6132	\$9.6208	\$9.6208	\$9.6208	\$9.6208	\$9.6208	\$9.6208	
Cash Reserve Levy- SBRC	\$1.7179	\$1.7179	\$1.7179	\$1.7179	\$1.7179	\$1.6030	\$1.6030	
Cash Reserve Levy- Other	\$0.3175	\$0.3175	\$0.3175	\$0.0000	\$0.0000	\$0.0000	\$0.0000	
Instructional Support Levy	\$1.6745	\$1.6958	\$1.6958	\$1.6958	\$1.6958	\$1.6958	\$1.6958	
Total General	\$13.3231	\$13.3520	\$13.3520	\$13.0344	\$13.0344	\$12.9195	\$12.9195	
Management Levy	\$0.5474	\$0.5474	\$0.5474	\$0.5474	\$0.5474	\$0.5474	\$0.547	
Voted PPEL	\$1.3400	\$1.3400	\$1.3400	\$1.3400	\$1.3400	\$1.3400	\$1.3400	
Regular PPEL	\$0.3300	\$0.3300	\$0.3300	\$0.3300	\$0.3300	\$0.3300	\$0.3300	
PERL	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	
Debt Service	\$1.9917	\$1.9917	\$1.9917	\$1.9917	\$1.9917	\$1.9917	\$1.9917	
Total Levy	\$17.6672	\$17.6961	\$17.6961	\$17.3786	\$17.3786	\$17.2637	\$17.2637	

LINN-MAR CSD CASH RESERVE LEVY DATA

	2011	2012	2013	2014	2015	2016
Special Education Deficit	\$608,018	\$443,478	\$0	\$590,982	\$1,065,702	\$1,683,857
ELL Deficit	N/A	N/A	N/A	N/A	N/A	\$155,759
Increasing Enrollment Growth	\$632,859	\$255,954	\$503,670	\$901,500	\$386,298	\$1,287,407
Open Enrollment Out Growth	\$0	\$0	\$294,150	\$0	\$339,057	\$0
Limited English Proficiency Growth	\$62,859	\$141,901	\$18,123	\$15,845	\$5,387	\$11,206
Total SBRC Cash Levy	\$1,303,736	\$841,333	\$815,943	\$1,508,327	\$1,796,444	\$3,138,229
Regular Cash Reserve Levy	\$3,797,681	\$2,526,550	\$2,000,000	\$797,572	\$275,000	
Total Cash Reserve Levy	\$5,101,417	\$3,367,883	\$2,815,943	\$2,305,899	\$2,071,444	\$3,138,229

0% Growth = \$580,000 1.25% Growth = \$217,500 2% Growth = \$0 3% Growth = <u>reduce</u> SBRC by \$290,000 4% Growth = <u>reduce</u> SBRC by \$580,000

The final amount of the cash reserve levy will be determined once the Legislature determines the State Percent of Growth Rate. If the growth rate is less than 2%, the District will need to utilize the SBRC cash levy and the additional cash levy to balance the budget. If the growth rate is 2% or above, the District will determine the appropriate total cash levy amount needed to balance the general fund budget. As the State Percent of Growth increases the more the cash reserve levy will be reduced. The published budget assumes 0% growth, which is the "worst case scenario" resulting in the highest overall tax levy of \$17.66. It is anticipated that growth will be more than 0% and thus, the overall tax levy will be lowered after budget publication.

	2011	2012	2013	2014	2015	2016
Tax Rate						
General Fund Levy- Combined District Cost	\$9.9561	\$10.1014	\$9.8973	\$9.7807	\$9.6732	\$9.6208
Cash Reserve Levy- SBRC	\$0.8547	\$0.5218	\$0.4806	\$0.8503	\$0.9898	\$1.7179
Cash Reserve Levy- Other	\$2.4913	\$1.5671	\$1.1779	\$0.4496	\$0.1515	\$0.0000
Instructional Support Levy	\$1.8177	\$1.7411	\$1.7042	\$1.6514	\$1.6919	\$1.6958
Total General	\$15.1198	\$13.9315	\$13.2600	\$12.7320	\$12.5064	\$13.0345
Management Levy	\$1.1467	\$0.5000	\$0.5000	\$0.6765	\$0.5234	\$0.5474
Voted PPEL	\$0.6700	\$1.3400	\$1.3400	\$1.3400	\$1.3400	\$1.3400
Regular PPEL	\$0.3300	\$0.3300	\$0.3300	\$0.3300	\$0.3300	\$0.3300
PERL	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350	\$0.1350
Debt Service	\$2.3384	\$2.3051	\$2.1660	\$2.0543	\$2.1693	\$1.9917
Total Levy	\$19.7399	\$18.5416	\$17.7310	\$17.2678	\$17.0041	\$17.3786
SSA%	2%	0%	2%	2%	4%	1.25%

Special Education Deficit: The District is required to provide educational services for those students identified with special needs. Expenditures related to special education consist primarily of staffing costs, specialized transportation, equipment/supplies, and contracted services. On the flip side, the District receives specific funding specifically for special education purposes. Such funding comes in the form of increased student weightings (Level 1,2, or 3), tuition-in receipts, Medicaid, and the IDEA Part B federal grant. Over time the demand for special needs services for students has increased, but the revenues have not kept pace. The result is an underfunded mandate, or deficit position for the district. The only way the District can recoup a special education deficit is through property taxes, which occurs two years in arrears. For example, the District incurred a \$1.6 million deficit in fiscal year 2014, but cannot recoup this deficit until FY2016.

English Language Learner Deficit: This is very similar to the discussion regarding special education, except these are students whereby English is not their first language. The District receives funding in the form of increased student weightings, but it is not enough to offset the costs of providing ELL services. The result is an underfunded mandate, or deficit position for the district. The only way the District can recoup the ELL deficit is through property taxes, which occurs two years in arrears. For example, the District incurred a \$155K deficit in fiscal year 2014, but cannot recoup this deficit until FY2016.

Increasing Enrollment: District's that have an enrollment growth from one year to the next year are eligible for an on-time funding budget adjustment. In the Fall of 2014 the District's enrollment was 6,943 compared to the Fall 2015 enrollment of 7,145. The increase of 202 students resulted in \$1.28 million budget adjustment, of which all or a portion is recaptured through the cash reserve levy.

<u>Open Enrollment Out Growth:</u> lowa Code section 282 allows a district of residence to apply for a modified supplemental amount if a student was not included in the resident district's enrollment count during the fall of the year proceeding the student's open enrollment transfer.

<u>Limited English Proficient Instruction Beyond 5 Years:</u> A district is allowed to apply for a modified supplemental amount for students whom require LEP instruction beyond 5 years. There were 8 students (at a weighting of .22 per student) that received these services resulting in a \$11,206 budget adjustment.



INDEX OF POLICIES

1000 SERIES - SCHOOL-COMMUNITY RELATIONS

		1001	PUBLIC COMMUNICATIONS
Reviewed		1001.1	Board-Community Relations
Reviewed		1001.2	News and Media Relations
	6/15	1001.4	Distribution of Materials
Reviewed	6/15	1001.4-R	Administrative Regulations Regarding Distribution of
			Materials
Reviewed	6/15	1001.8	Public Examination of School District Records
	C 14 =	1002	CITIZENS' ADVISORY COMMITTEES
Reviewed	6/15	1002.2	School-Community Groups
		1002	DELATIONS DETAILED SCHOOL DEDSONNEL AND THE
		1003	RELATIONS BETWEEN SCHOOL PERSONNEL AND THE
D : 1	C/1.5	1002.2	PUBLIC
Reviewed		1003.3	Complaints About School Personnel
Reviewed		1003.4	School District Volunteers
Reviewed	6/15	1003.4-R	Administrative Regulations Regarding School District Volunteers
Reviewed	6/15	1003.5	Visitors to the Schools
		1004	USE OF SCHOOL FACILITIES
Reviewed	6/15	1004.1	Community Use of School District Buildings and Sites and
			Equipment
Revised	6/15	1004.1-R1	Administrative Regulations Regarding Community Use of
			Buildings and Sites and Equipment
Reviewed	6/15	1004.1-R2	Administrative Regulations–Schedule of Rentals
Reviewed	6/15	1004.1-R3	Administrative Regulations Regarding Insurance for
			Employee-Sponsored Activities
Revised	6/15	1004.1-E2	Schedule of Building Rental Fees
Reviewed	6/15	1004.1-E3	Application for Permit
Reviewed	6/15	1004.2	Stadium Use
Revised	6/15	1004.2-E1	Schedule of Stadium Rental Fees
Revised	6/15	1004.2-E2	Stadium Use Application
Reviewed		1004.2-E3	Participant Release Form
Reviewed	6/15	1004.3	Tobacco/Nicotine-Free Environment
Reviewed	6/15	1004.4	Use of School Facilities for Private Profit
Reviewed		1004.4-R	Administrative Regulations Regarding Community Use of
	0, 20		School Iowa Communication Network Facilities and
			Equipment
Reviewed	6/15	1004.5	Gratuities for Use of School Facilities
Reviewed		1004.6	Loan of School Equipment
Reviewed		1004.7	Shared Use of School Equipment
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INDEX OF POLICIES

1000 SERIES - SCHOOL-COMMUNITY RELATIONS

	1005	COMMUNITY ACTIVITIES INVOLVING STUDENTS
Reviewed 6/15	1005.1	Research Requests and Procedures
Reviewed 6/15	1005.3	Public Conduct on School Premises
Reviewed 6/15	1005.4	Fund-Raising, Student Solicitations
Reviewed 6/15	1005.4-R	Administrative Regulations Regarding Fund-Raising, Student
		Solicitations
Reviewed 6/15	1005.4-E1	Fund-Raising Project Request Form
Reviewed 6/15	1005.4-E2	Fund-Raising Project Summary
Reviewed 6/15	1005.5	Revenue Enhancement/Gifts to Schools/Facility Naming
		Rights
Reviewed 6/15	1005.5-R	Administrative Regulations Regarding Revenue
		Enhancement/Gifts to Schools/Facility Naming Rights
Reviewed 6/15	1005.6	Transporting Students in Private Vehicles
Reviewed 6/15	1005.6-E	Field Trip Permission Form



SCHOOL-COMMUNITY RELATIONS

Policy Title	DISTRIBUTION OF MATERIALS	Code <u>1001.4</u>
copy or electronic materials v terials to be distributed must	idents, employees, parents or citizens may within the school district that are non-curr be approved by the superintendent or des- bution including informational or promoti	ricular. Non-curricular ma- ignee and meet certain
It shall be the responsibility of develop administrative regula	of the superintendent, in conjunction with ations regarding this policy.	the building principals, to
Adopted 9/21/98 Rev Related Policy: (Code Number	viewed 3/00; 11/10; 3/13 Revised_ er) 1001.4-R	8/06; 10/08; 4/14; 6/22/15
Legal Reference: (Code of Io	wa) Iowa Code §§ 279.8; 280.22 (2013); Hazelwood School District v. Kuhlmo Bethel School District v. Fraser, 478	eier, 484 US 260 (1988); US 675 (1986); New
	Jersey v. Des Moines Ind. Comm. Scl (1969); Bystrom v. Fridley High Scho	

1987)



ADMINISTRATIVE REGULATIONS REGARDING COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS AND SITES AND EQUIPMENT

Types of Activities Prohibited

- 1. District facilities shall not be used for the teaching or propagating of any theory or doctrine of a subversive nature which is intended to undermine or overthrow the constituted government of the United States.
- 2. Possible controversial issues that may cause disunity and disharmony among those supporting the general welfare shall be cause for refusing facility use.
- 3. On days when school is dismissed because of emergency conditions, and on non-school days with emergency conditions, no rentals or other facility use will take place.

Responsibilities of the Applicant

Upon approval of request, the applicant will be given a set of rules governing the use of facilities. Knowledge of and adherence to these rules is expected.

- 1. A Certificate of Insurance evidencing commercial general liability insurance in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate must accompany the request.
- 2. The group's designated representative must remain on-site during the entire activity.
- 3. The facility must be used only for the purpose that it was originally intended as set forth on the Facilities Request Form.
- 4. Persons using the facilities must confine themselves to the room or areas assigned for their use and the applicant must provide supervision to prevent trespassing to portions of the facility not authorized for use.
- 5. The group representative is responsible for communicating to the group members and for ensuring that the group members understand and follow all guidelines.
- 6. Any personal injuries received by any group member while using district facilities must be reported by contacting the District's designee (on application form) within 24 hours. Custodians/other staff present should also be notified. If it is on a Saturday or Sunday and there is no answer at the number on the form, then the representative is to call first thing Monday morning.
- 7. Any damage or theft to the facilities or equipment must be reported following the same guidelines.
- 8. The group representative will make himself or herself known to the custodian/other staff person present.
- 9. The group representative is responsible for knowing fire and tornado procedures for directing the group in an event of an emergency. Guidelines are posted in every room.
- 10. The use of tobacco/nicotine, nicotine products, alcohol, controlled substances (including copy-cat drugs), profane language, and gambling in any form (except licensed bingo and raffles), and weapons within buildings is prohibited.

- 11. When classrooms or other instructional areas are used, the contents of desks, files, storage, and display areas are not to be disturbed.
- 12. Permission to use additional educational equipment must be approved through the Executive Director of Support Services office in conjunction with the Principal or the Manager of Nutrition Services, as appropriate.
- 13. The use of candles or other fire hazards is strictly prohibited. The use of decorations must be specified on the request.
- 14. All activities must be of such a nature as not to create a nuisance or disturb the peace of the general neighborhood.
- 15. Personnel costs, including, but not limited to, custodians, nutrition services workers, and technicians may be included when determining total facility cost.
- 16. Applicants may be required to employ sworn law enforcement personnel to assist with supervision.
- 17. The requested facility may not be used for private parties, social events, celebrations or similar private uses.

Priority Schedule

Use of school facilities for activities other than the regular academic or co-curricular programs of the Linn-Mar School District will receive priority scheduling as follows:

First: District/School related groups:

- PTO
- Booster Club
- Linn-Mar Foundation
- District sponsored functions involving parents/adults
- District approved fund raising

Second: Organizations sponsoring youth groups of only Linn-Mar Students, for example:

- AAU Leagues
- City recreational programs
- YMCA leagues
- Church Recreational Groups

Third: Adult Education programs sponsored by tax supported education organizations:

- GWAEA, other public school districts
- Kirkwood Continuing Education Program
- University/College classes
- Other non-profit recreational programs and leagues

All requests for facilities not covered by this policy will need the approval of the Board of Directors.



SCHEDULE OF BUILDING RENTAL FEES

Community School District		
	Minimum	Each Additional
Facility	Charge	Hour
	(first 2 hours)	
High School:	,	
Gym (Main)	\$300.00	\$150.00
Gym (Auxiliary)	80.00	40.00
Cafeteria (Commons)	50.00	25.00
ICN Room	25.00	12.50
Auditorium (Stage & Seating)	300.00	150.00
Lighting*		30.00 per hr
Spot Lights*		30.00 per hr
Sound System*		30.00 per hr
Rigging Set-Up*		30.00 per hr
Piano (non-grand)*		20.00 per hr
Orchestra Shell*		40.00 set up
Chairs, Stands, Risers*		30.00 set up
Little Theatre (Stage & Seating)	100.00	50.00
Lighting*		25.00
Sound System*		25.00
Classrooms	25.00	10.00
Wrestling Room	30.00	15.00
Parking Lots**	50.00/per lot	25.00/per lot
Middle School:		
Gym (Main)	150.00	75.00
Gym (Auxiliary)	75.00 Excelsior	35.00 Excelsion
Gym (Auxiliary)	150.00 Oak Ridge	75.00 Oak Ridge
Commons	60.00	30.00
Classrooms	25.00	12.50
Parking Lots**	50.00/per lot	20.00/per lot
Elementary Schools:		
Gym	75.00	35.00
Classrooms	25.00	12.50
Multipurpose Rooms	40.00	20.00
Parking Lots**	30.00/per lot	15.00/per lot
Tennis Courts:	20.00 <u>25.00</u>	<u>15.00</u>

^{*}All technical areas will require our trained staff to be present.
**Parking Lot fees charged when not combined with any other fees.

Other Fees That May Apply

- When custodial services are required, a fee of \$30 per hour will be charged.
- When a building custodian is on duty, a flat fee of \$20.00 may be charged for a custodial fee.
- A Nutrition Services employee is required to be on duty whenever kitchen facilities are used. The fee for this employee is \$30 per hour.
- Use of the Auditorium or Little Theater may require a fee of \$30 per hour for the services of a District technician.
- When necessary, additional fees may include such things as cleaning fees, failure to cancel charges, and replacement or repair fees for damage or theft.
- The users shall be required to remove, or reimburse the District for the removal of any materials, equipment, furnishings or rubbish left after the use of facilities.



SCHEDULE OF STADIUM RENTAL FEES

Code 1004.2-E1

Rental Fees:

Charges begin with the time designated for the opening of the stadium and shall terminate with the closing of the stadium and with the Stadium Facilitator's Administrator's sign-off on the condition of the stadium.

Fee includes:	Minimum Charge (first 2	Each Additional Hour
	hours)	
Field Turf only-practice	\$300.00	\$150.00
Field Turf only- game	\$400.00	\$250.00
Track only	\$300.00	\$150.00
Field Turf & Track	\$400.00	\$250.00
Press box	\$30.00 per hr	\$30.00 per hr
Sound System	\$30.00 per hr	\$30.00 per hr
Scoreboard	\$30.00 per hr	\$30.00 per hr
Lights	\$30.00 per hr	\$30.00 per hr
Custodian	\$30.00 per hr x # of custodians	\$30.00 per hr x # of custodians
Parking Lots **	\$50.00	\$25.00
Linn-Mar Supervisor	\$50	\$50

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

Additional Fees for Specific Events:

- District hires any press box or building supervisors and charges to renter as a separate fee.
- Maintenance provided by District with additional cost to renter.

What is Required by Contract:

- One "Trained" crowd manager per every 250 people in attendance. "Trained" refers to individuals who are knowledgeable and have access to all emergency routes, exits, and shelters within the stadium grounds.
- One "Gate" manager for each gated entrance/exit used for an event.

Concessions/Sales of Merchandise:

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

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

The Linn-Mar Stadium will be closed from November 1 – March 1. Sunday requests will be limited.

Holiday weekends will not be available for Stadium use.

The District currently allows only six events to be scheduled in the Stadium per year. These are events or groups that are outside the regular school events. Notification of these events needs to be requested six months in advance.

Adopted	4/21/14	Reviewed	Revised	6/22/15	
Auonteu	4/21/14	Neviewed	Neviseu	O/ZZ/I.	

Code <u>1004.2-E2</u>



Linn-Mar High School Stadium Use Application

Linn-Mar Support Services Office 2999 North 10th Street Marion, Iowa 52302 Office: (319) 447-3145

Fax: (319) 377-9252

Rick Ironside – rironside@linnmar.k12.ia.us Tonya Moe – tmoe@linnmar.k12.ia.us

Attn: Rick Ironside, Executive Director of Support Services

Tonya Moe, Linn-Mar Stadium Facilitator Administrator

Date of Application:							
Name and Address o	f Organization:						
Profit	Not-For-Profit		Non-Profit] - Beneficia	ry of Event I	Proceeds (c	heck one)
Address of Organiza	tion:	(Address) (City/Stat)				
Phone Number:			* /				
Name of the group/to	eam interested in	using th	e stadium fa	cility:			
Name of the Supervi	sor, Coach, Direc	•	•	•	ŕ		
Supervisor Phone No					Cell:		
Date(s) requested for	stadium use:						
Requested hours of u	use: from:		_a.m./p.m. to:		a.m./p	o.m.	
What sections of the	stadium are you	intereste	ed in using? (Circle one) F	ield Turf	Track	Both
Type of activity at th	e stadium: (Footb	oall/Socc	er/Track Ever	nt/Band Eve	nt/Other) P	lease list b	elow.
For what purpose wi (game/practice/tourna				st below.			

Linn-Mar High School Stadium Use Application

? Y N				
Amount charged for admission \$ Entry Fee for Participants \$				
ems that you would lil	ke access to during your ever	nt:		
Locker Rooms	Track Equipment	(hurdles, long jump pits, etc.		
Press Box	Lights	Concessions **		
	1 0	he providing which		
	ems that you would lil Locker Rooms Press Box reserves all concession	ems that you would like access to during your ever Locker Rooms Track Equipment		

In the event of severe or inclement weather, the Linn-Mar High School Stadium is not responsible to put stadium user groups inside the high school unless indoor gym space or locker facilities are part of the signed agreement to use the stadium. There are buildings on the stadium grounds but are used for storage and concession purposes only.

It is the responsibility of the person in charge of renting out the stadium for their group to inform the Stadium Facilitator of the magnitude of their event. The Stadium Facilitator Administrator and the Executive Director of Support Services must have knowledge of this in advance and will hire police, site supervision, and trainers accordingly. All of this will be included in the pricing of the stadium rental.

All information will be processed by the Stadium Facilitator Administrator and the Executive Director of Support Services. If approved, you will receive a Usage Agreement, Cost Agreement, and a Stadium Protocol sheet. These forms must be reviewed, signed, and sent back to the Executive Director of Support Services along with a check for the amount stated in the cost agreement, and a copy of insurance naming the Linn-Mar Board of Education as secondary insured.

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

Linn-Mar High School Stadium Use Application

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

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

Applicant/Supervisor Signature (adult over 21)		Date Signed
Stadium Facilitator's <u>Administrator's</u> Signature		Date <u>Approved</u>
Executive Director of Support Services Signature		Date <u>Approved</u>
processed by Sarah Offerman (initials)	(Date)	
		Page 3 of

Adopted 4/21/14 Reviewed

Revised ______ 6/22/15

Linn-Mar Community School District Equal Employment Opportunity / Affirmative Action Plan



July 2015 - June 2017

The Linn-Mar Community School District shall provide equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, disability, veteran status, creed or genetic information in its educational programs and activities or in its employment and personnel policies and practices.

The Executive Director of Human Resources has been appointed Equal Opportunity Officer and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

Dr. Quintin Shepherd, Superintendent

Skittine Greative Diester of Nieman Resources

Karla Christian, Equity Coordinator / Affirmative Action Coordinator

Shannon Bisgard, Associate Superintendent

Linn-Mar Community School District Equal Employment Opportunity / Affirmative Action (EEO/AA Plan)

Table of Contents

Equity Co	ordinator	Page(s)
	entification	3
	sponsibilities	3
	visory Committee	3 3
Affirmative	Action Overview and Board Policies	5
400.1	EDUCATIONAL/EMPLOYMENT EQUITY	6
400.1 E	LINN-MAR COMMUNITY SCHOOL DISTRICT EQUITY	
	COMPLAINT FORM	7
403.33	AFFIRMATIVE ACTION	9
401	EQUAL EMPLOYMENT OPPORTUNITY	10
403.13	HARASSMENT/WORKPLACE BULLYING	12
403.14	SEXUAL HARASSMENT	15
	Complaint Form – 104-E1	17
	Witness Disclosure Form – 104-E2	18
Workforce	Analysis	
EE	O Form	18-21
Wo	orkforce Analysis (EEO-5)	22-27
Relevant L	Labor Market	28
Promotabi	lity Analysis	28
Mobility A	analysis	29
Vacancy A	analysis	29
Student Po	pulation	29
-	ve Analysis	30-32
Va	cancy Analysis/Projections	33
Progress A	· ·	33
Quantitativ	ve Goals	34
-	e Strategies	35-38
Qualitative		38
Plan Distri		39
	tement Distribution	40
	g Documentation	40
Conclusion	1	40

Identification of the Equity Coordinator(s) and Affirmative Action Coordinator

The Linn-Mar Community School District Board of Directors specified that the Executive Director of Human Resources and Associate Superintendent serve as Equity Coordinators. Furthermore, the Board of Directors specified that the Executive Director of Human Resources serve as the Affirmative Action Plan Coordinator.

Karla Christian, Executive Director of Human Resources Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302 1-319-447-3036 kchristian@linnmar.k12.ia.us

Shannon Bisgard, Associate Superintendent Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302 1-319-447-3028 sbisgard@linnmar.k12.ia.us

Responsibilities of the Equity Coordinator(s) / Officer(s):

- 1. Review and update the District's EEO/AA plan every two years (Affirmative Action Plan Coordinator).
- 2. Review, coordinate and monitor equal employment opportunity and affirmative action efforts (Affirmative Action Plan Coordinator).
- 3. Review, coordinate and administer equity compliance evaluation and monitoring systems, which includes conducting quantitative analyses to determine whether under representation and barriers to equal employment opportunity exist (Affirmative Action Plan Coordinator).
- 4. Review, coordinate and administer recordkeeping systems related to various aspects of civil rights compliance (Equity Coordinators).
- 5. Review, coordinate and administer complaint procedures (Equity Coordinators).
- 6. Provide program development services and delivery to administration related to discrimination, equity and compliance (Equity Coordinators).
- 7. Provide training to all staff regarding equity issues and compliance (Equity Coordinators).

Advisory Committee:

Members of the Linn-Mar Community School District Equity Advisory Committee are:

- Lisa Klein ELL Teacher
- Bob Read Middle School Director of Teaching and Learning
- Chelvi Pandian Parent
- Helen Low- Parent
- Mel Ramos Parent
- Tina Patterson Board of Education Representative
- Tiffany Chamberlain Parent
- Chad Buchholz Elementary Administrator

- Doris Agyemang Parent
- Alicia Jessen- ELL Teacher
- Josh Bean- Parent
- Phil Miller HR Generalist
- Karla Christian- Exec. Dir. of Human Resources
- Kim Buelt High School Administrator
- Jeri Ramos Exec. Dir. Of Technology
- Coleen Fritz Elementary Teacher
- Cara Larsen Parent
- Amy Collison HS Teacher

Advisory Committee Membership and Role:

The current Equity Advisory Committee has been designated by the Linn-Mar Board of Education to play an advisory role in the development, implementation, and evaluation of the Multicultural/Gender Fair Plan. The Equity Advisory Committee is comprised of students, parents, teachers, administrators and community members of both genders and from diverse cultural groups. The Equity Advisory Committee reports to and makes recommendations to the Board of Education.

This committee's role includes Affirmative Action involvement. At least one person from each racial/ethnic minority group represented in the regional population as well as a person with a disability or disabilities will be invited to participate on this committee. If there are no minority group members available locally, minority resource persons shall be invited to communicate about the District's activities on an annual basis.

The committee will establish procedures for frequency of meetings and meeting times. Written agendas and minutes will be accomplished / recorded.

Committee members will be made aware of their advisory capacity and that the administration may not carry out all of the recommendations. At the same time, the administrator(s) will be made aware that they have a responsibility to seriously consider all the recommendations made by the committee.

In an effort to keep the committee well informed, administration will provide committee members with copies of federal and state legislation, rules, and guidelines related to equal employment opportunity and affirmative action.

Among the specific responsibilities of the committee should be the following:

Multicultural/Gender Fair Plan to include:

- Goals and objectives for the educational program, curricular and co-curricular
- The infusion of MCGF concepts into each curricular and co-curricular areas
- Provision for education and training for all staff
- Evidence of input by both genders, diverse cultural groups, and persons with disabilities in development, implementation, and evaluation
- Ongoing monitoring and evaluation

Affirmative Action to include:

- Monitor issues of community interest and concern related to equal employment opportunity and affirmative action and provide that information to the administration and Board.
- Relay information on employment equity activities to the community at large.
- View all District employment policies and practices to assess the degree to which they promote multicultural and gender-fair concepts.
- Promote positive intergroup relations within the community, as well as to foster positive intergroup understanding and skills among employees and the community.
- Assist the District in building a more inclusive workforce and creating a culture of acceptance and diversity.
- Make recommendations to the District related to employment equity issues.
- Provide support for the District's Equal Opportunity / Affirmative Action Plan.

Affirmative Action Plan Overview

The Linn-Mar Community School District Equal Opportunity / Affirmative Action Plan includes Board Policies, duties of the coordinator and committee, surveys and analysis as well as goals for action. Board policies establish the legal foundation and the remaining materials propose administrative procedures to implement the Board policies.

Policy Title EDUCATIONAL/EMPLOYMENT EQUITY Code 400.1

The Linn-Mar Community School District shall provide equal educational and employment opportunities and will not illegally discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, disability, veteran status, creed or genetic information in its educational programs and activities or in its employment and personnel policies and practices.

This district shall provide educational programs and activities which include curricular and instructional resources which reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and life styles open to both men and women in our society. These programs and activities shall foster respect and appreciation for the cultural diversity found in our country, an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society, and reduce stereotyping and bias on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, disability and genetic information.

The district shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities, and disabled.

A fair and supportive environment will be provided for all students and employees regardless of their race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, disability or genetic information.

Employees shall be given notice of this policy annually. It shall also be given to job applicants and disseminated to students, parents, etc., through district publications.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Linn-Mar Equity Coordinators Executive Director of Human Resources, Karla Christian or Associate Superintendent, Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa, 52302, or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007). Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319, (800) 457-4416, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106, (800) 368-1019, or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481.

Adopted 7/9/81 Reviewed 07/05; 2/09; 2/10; 1/11; 12/11; 02/14 Revised 8/07; 2/09; 2/10; 1/24/11 Related Policy: (Code Number) 401.1, 403.11 Legal Reference: (Code of Iowa) Chapters 20, 70, 601A, §§19B.11, 278.8, 29 USC §§621-634; 42 USC §§2000e et seq.; 281 IAC 11.4, 12.4, 84-88, 95; Vietnam Era Veterans Readjustment Assistance Act (1974), as amended, 38 U.S.C. 4212; Age Discrimination in Employment Act (1967); Equal Pay Act (1963); Title II of the Genetic Information Nondiscrimination

Code <u>400.1-E</u>

LINN-MAR COMMUNITY SCHOOL DISTRICT EQUITY COMPLAINT FORM

Distribution of Form:		
1. Equity Coordinator		
Name of Complainant		
Building		
Date of Filing		
	ed	
Date Level I Meeting v	vas held (optional)	
Parties present at level	I Meeting	
Nature of Complaint _		
Remedy Requested		
	Signature	Date
	Address/City	
	Phone	

Disposition of <u>Human Reso</u>	ources Director / Equity Coordinator	
Signature of <u>Human Resou</u>	rces Director / Equity Coordinator	Date
<u>Human Resources Director</u>	/ Equity Coordinator's Disposition - Ac	ecepted or Rejected?
	Signature of Complainant	Date
Disposition by Superintend	ent	
	Signature	- Date

Policy Title AFFIRMATIVE ACTION Code 403.33

The Linn-Mar Community School District is committed to identifying and eliminating past and present effects of discrimination in employment including policies and practices that pose barriers to equal employment opportunity.

To achieve equal opportunity, the District recognizes the need to take affirmative action to identity classifications with under-representation of minorities, members of diverse racial/ethnic groups, females and persons with disabilities, to set goals and timetables for increasing the employment of under-represented groups and to develop an affirmative action plan for implementing those reasonable goals through outreach, recruitment, training, and other special activities and commitments.

The Affirmative Action Plan helps enable the District to:

- Employ the most qualified person for the position
- Fully utilize the available talent pool
- Be fair and just
- Provide diverse role models for students and better prepare students for living and working in diverse communities and for success in a global economy
- Reduce stereotypes
- Increase credibility with all stakeholders
- Encourage and support economic development and entice investment in Iowa

The Linn-Mar Community School District Affirmative Action Plan will be distributed annually to each covered location. Staff will be provided periodic professional development regarding their responsibilities for implementation of the Affirmative Action Plan. A report shall be given to the Board of Directors annually.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Linn-Mar Equity Coordinators Executive Director of Human Resources, Karla Christian or Associate Superintendent, Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa, 52302, or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007). Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319, (800) 457-4416, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106, (800) 368-1019, or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481.

Adopted	2/2/09	Reviewed	2/10; 1/11; 12/11; 02/14	Revised
Related Poli	icy: (Code Nu	ımber)		

Policy Title	EQUAL EMPLOYMENT OPPORTUNITY	Code 401
Legal Reference:	(code of lowa)	

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. It is a goal of the District to have a diverse workforce. Employees will support and comply with the district's established equal employment opportunity and diversity hiring practices. Employees will be given notice of this policy annually.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the Board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, gender identity, genetic information, as a covered veteran, or any other classification that is protected in accordance with applicable equal employment opportunity and affirmative action laws, directives and regulations of federal, state and local governing bodies.

Advertisements and notices for vacancies within the district will contain the following statement: "The Linn-Mar Community School District is an EEO employer dedicated to employing a diverse workforce of highly qualified employees." This statement will also appear on application forms.

Adopted 11/7/05 Reviewed 1/11; 12/11; 4/13; 2/14; 9/8/14 Revised 8/07; 2/09; 2/15/10

Related Policy: (Code Number)___

Legal Reference: (Code of Iowa) 29 USC §§621-634; 42 USC §§2000e et seg;

42 USC §§12101 et seq; Iowa Code §§19B; 20; 35C; 73; 216;279.8; 692.2; 692.2A; 692.2C(5); 235A.15; 235A.6e(9); 281 IAC 12.4; 95; 28 IAC 14.1; Iowa Code 280.3; Vietnam Era Veterans Readjustment Assistance Act (1974), as amended, 38 U.S.C. 4212; Age Discrimination in Employment Act (1967); Equal Pay Act (1963); Title II of the Genetic Information Nondiscrimination Act (2008); Title VII of the Civil Rights Act (1964); Title I and Title V of the Americans with Disabilities Act (1990)

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and polices, including but not limited to complaints of discrimination, will be directed to Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Associate Superintendent Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa 52302, or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007).

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and federal employment laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA, 50319, (800) 457-4416, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106 (800) 368-1019, or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481.

This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level.

Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center.

Adopted 11/7/05 Reviewed 1/11; 12/11; 4/13; 2/14; 9/8/14 Revised 8/07; 2/09; 2/15/10

Related Policy: (Code Number)

Legal Reference: (Code of Iowa) 29 USC §§621-634; 42 USC §§2000e et seq;

42 USC §§12101 et seq; Iowa Code §§19B; 20; 35C; 73; 216;279.8; 692.2; 692.2A; 692.2C(5); 235A.15; 235A.6e(9); 281 IAC 12.4; 95; 28 IAC 14.1; Iowa Code 280.3; Vietnam Era Veterans Readjustment Assistance Act (1974), as amended, 38 U.S.C. 4212; Age Discrimination in Employment Act (1967); Equal Pay Act (1963); Title II of the Genetic Information Nondiscrimination Act (2008); Title VII of the Civil Rights Act (1964); Title I and Title V of the Americans with Disabilities Act (1990)

- A. **Policy:** All members of the Linn-Mar Community School District including, but not necessarily limited to, the Board, the Administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from acts of intolerance, bullying or harassment toward employees or students because of age, race, creed, gender, marital status, national origin, religion, sexual orientation, disability, ethnicity, gender identity, genetic information, physical appearance or any other basis protected by federal, state or local law. Such acts may be treated as just cause for purposes of discipline or discharge.
- B. **Definitions:** Physical, verbal, non-verbal, and/or written or electronic acts of intolerance, bullying or harassment are unwelcome actions or language which are of a prejudicial or discriminatory nature or with demeaning intent related to age, race, creed, gender, marital status, national origin, religion, sexual orientation, disability, ethnicity, gender identity, genetic information or physical appearance that places an employee in reasonable fear of harm to the employee or their property, has a detrimental effect on the employee's physical or mental health or has the effect of substantially interfering with the employee's work performance or creation of an intimidating, offensive or hostile environment. The use of racial, ethnic, sexual/sexist slurs or slurs related to a disability or any of the other areas protected by this policy are clearly demeaning.
- C. Examples of Harassment/Workplace bullying include but are not limited to: Verbal:
 - Jokes that demean others
 - Name calling/inappropriate nicknames
 - Negative comments
 - Slander (toward a person or his/her family)
 - Shouting or raising voice at an individual with the exception of an emergency
 - Obscene verbal comments
 - Personal insults

Non-Verbal:

- Threatening gestures
- Glances which can convey threatening messages
- Written (including email) material that is harmful, malicious, threatening and/or slanderous
- Refusal to communicate or speak to individuals

Page 1 of 3

Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14 Related Policy: (Code Number) 103, 403.14, 502.14

Legal Reference: (Code of Iowa) 280.3; 20 U.S.C. 1221-1234i; 29 U.S.C. 794; 42 U.S.C. 2000d-2000d7; 42 U.S.C. 12101; Iowa Code 216.9; 280.28, 280.3; 281 I.A.C. 12.3(6); Morse v. Frederick, 127 S.Ct. 2618

Physical:

- Pushing, shoving, kicking, poking or tripping
- Assault, or threat of physical assault

Exclusion:

- Socially or physically excluding or disregarding a person in work-related activities
- Persistent singling out of one person

Other:

- Sabotaging another's work (ex., taking credit for another individual's work, blaming other individuals for mistakes they did not make, etc.)
- Not allowing a person to speak or express him/herself (ex., ignoring or excessively interrupting)
- Public humiliation
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Manipulating the ability of someone to do their work (withholding information, etc.)
- Taking credit for another person's ideas
- Publicly disclosing another's private information
- D. **Notification:** Members of the school community shall be given notice of this policy annually.
- E. **Complaint Procedures:** Persons who feel they are victims of acts of intolerance, bullying or harassment or persons who feel they are aware of acts of intolerance, bullying or harassment should take action by reporting said acts to or filing a complaint with the Executive Director of Human Resources or the Equity Coordinator, who will determine if an investigation is warranted. The investigator may request that the individual complete a written Harassment/Workplace Bullying complaint form and submit other evidence of the harassment/bullying including but not limited to, letters, electronic documents or pictures. If substantiated the District will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements and identities will be kept confidential to the extent possible and allowed by law. However, the District will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in acts of intolerance, bullying or harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14 Related Policy: (Code Number) 103, 403.14, 502.14

Legal Reference: (Code of Iowa) <u>280.3; 20 U.S.C. 1221-1234i; 29 U.S.C. 794; 42 U.S.C. 2000d-2000d7; 42 U.S.C. 12101; Iowa Code 216.9; 280.28, 280.3; 281 I.A.C. 12.3(6); Morse v. Frederick, 127 S.Ct. 2618</u>

Policy Title HARASSMENT/WORKPLACE BULLYING Code 403.13

The District prohibits retaliation of any kind against employees, who, in good faith, report bona fide acts of intolerance, bullying or harassment, assist with or conduct an investigation regarding such complaints or appear as a witness. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to his/her immediate supervisor, the Executive Director of Human Resources or the Equity Coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management.

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

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators, Executive Director of Human Resources, Karla Christian, or Associate Superintendent, Shannon Bisgard, at 2999 North Tenth Street, Marion, Iowa 52302, or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007).

Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA, 50319, (800) 457-4416, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106, or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481.

See: Complaint Form – 104-E1; Witness Disclosure Form – 104-E2

Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14 Related Policy: (Code Number) 103, 403.14, 502.14

Legal Reference: (Code of Iowa) 280.3; 20 U.S.C. 1221-1234i; 29 U.S.C. 794; 42 U.S.C. 2000d-2000d7; 42 U.S.C. 12101; Iowa Code 216.9; 280.28, 280.3; 281 I.A.C. 12.3(6); Morse v. Frederick, 127 S.Ct. 2618

Policy Title	SEXUAL HARASSMENT	Code	403.14

- A. **Policy:** All members of the Linn-Mar Community School District including, but not necessarily limited to, the Board, the Administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who is proven to engage in sexual harassment while acting as a member of the school community will be in violation of this policy and will be subject to discipline or discharge.
- B. **Definition of Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; or verbal, non-verbal or physical conduct of a sexual nature may constitute sexual harassment where:
 - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or,
 - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
 - 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.
- C. **Notification:** Members of the school community shall be given notice of this policy annually.
 - D. Complaint Procedures: Persons who feel they are victims of sexual harassment or persons who feel they are aware of acts of sexual harassment should take action by reporting said acts to or filing a complaint with the Executive Director of Human Resources or the Equity Coordinator, who will determine if an investigation is warranted. The investigator may request that the individual complete a written Sexual Harassment complaint form and submit other evidence of the sexual harassment including but not limited to, letters, electronic documents or pictures. If substantiated, the District will conduct a timely investigation in as confidential a manner as possible and allowed by law. Interviews, allegations, statements and identities will be kept confidential to the extent possible and allowed by law. However, the District will not allow the goal of confidentiality to be a deterrent to an effective investigation and all employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in acts of sexual harassment and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct

The District prohibits retaliation of any kind against employees, who, in good faith, report bona fide acts of sexual harassment, assist with or conduct an investigation regarding such complaints or appear as a witness. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to his/her

immediate supervisor, the Executive Director of Human Resources or the Equity Coordinator within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management.

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

Inquiries and grievances should be filed with: Linn-Mar Equity Coordinators Executive Director of Human Resources, Karla Christian, or Associate Superintendent, Shannon Bisgard at 2999 North Tenth Street, Marion, Iowa 52302, or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007).

Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319, (800) 457-4416, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106, (800) 368-1019, or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481.

See: Complaint Form – 104-E1; Witness Disclosure Form – 104-E2

Adopted 6/13/85 Reviewed 8/07; 2/10; 1/11; 12/11; 02/14 Revised 3/06; 8/07; 2/09; 2/15/10 Related Policy: (Code Number) 103, 403.13, 502.14

Legal Reference: (Code of Iowa) Section 703 of Title VII of the Civil Rights Act of 1964 as amended; 280.3 (2007)

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant:		
Position of complainant:		
Name of student or employee targe	et:	
Date of complaint:		
Name of alleged harasser or bully:		
Date and place of incident(s):		
Nature of Discrimination or Harass	sment Alleged (Check all that apply)
Age	Physical Attribute	Sex
Disability	Physical/Mental Ability	Sexual Orientation
Familial Status	Political Belief	Socio-economic Background
Gender Identify	Political Party Preference	Other – Please specify
Marital Status	Race/Color	
National Origin/Ethnic Background/Ancestry	Religion/Creed	
Description of misconduct:		
Name of witnesses (if any):		
Evidence of harassment or bullying	g; i.e., letters, photos, etc. (attach ev	idence, if possible):
Any other information:		
I agree that all of the information o	on this form is accurate and true to the	ne best of my knowledge.
Signature:		<u> </u>

Date: / /		Code	104-E2
	WITNESS DISCLOSURE FORM	Couc	10112
Name of witness:			
Position of witness:			
Date of testimony, interview:			
Description of instance witnessed	:		
	Code <u>104-E2</u>		
I agree that all of the information	on this form is accurate and true to the best of my know	rledge.	

Date:

Workforce Analysis/EEO Form

All employees are asked to submit data on gender, race/ethnicity and disability at time of hire.

EQUITY COMPLIANCE

To: Linn-Mar Employees From: Human Resources Office

Subject: Non-discrimination and Affirmative Action

Below you will find an edited excerpt from Board Policy 400.1 that ensures this district's compliance in the equity area.

You are encouraged to contact us if you have any questions or concerns related to education and/or employment, and we will be glad to help you.

We are also requesting that you help us as we compile the data needed to keep our district's Affirmative Action Plan up-to-date.

The Linn-Mar Community School District provides equal educational and employment opportunities and will not discriminate on the basis of race, creed, color, religion, gender, age, national origin, marital status, sexual orientation, gender identity, disability or genetic information.

The district shall take affirmative action in recruitment, appointment, assignment, and advancement of women and men, minorities and disabled.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to the Equity Coordinator, Linn-Mar Community School District, 2999 North 10th Street, Marion, Iowa 52302. Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, Iowa, 50319, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106, or the U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg., 400 Maryland Avenue, SW, Washington, DC, 20202-1100, (800) 421-3481.

Excerpt from: Policy 400.1, Educational/Employment Equity, adopted 7/9/1981

Please fill in the following information:

Name		
Social Security No.		
-		
City of Residence		

County of Residence	
Initial Date of Employment at Linn-Mar	(month/date/year)

L-M Building(s) Assignments	L-M Building(s) Assignments Part-time Full-ti			
If you are assigned to more than	Check (✓) one of these			
one building, list in descending	for each	building		
order of time spent	assignment			

Is your <u>total</u> district assignment: _____ part-time? _____ full-time?

Please complete the following table per the directions at the top of each column.

Certified

EEO5 Job	Job Title	Check (\checkmark) the job
Category		category for which
		you are being hired
1	Superintendent/Associate Superintendent/Business Administrator/	
	Human Resources/Instructional Services	
2	Principal	
3	Assistant Principal, Teaching	
4	Assistant Principal, Non-teaching	
5	Elementary Classroom Teacher, Grades PK-6	
6	Secondary Classroom Teacher, Grades 7-12	
7	Other Classroom Teacher (Art, Music, Physical Education,	
	Special Education, TAG, Alt High School-Compass Center)	
8	Guidance Counselors	
9	Psychological (Psychologist, Psychological/Social Worker)	N/A
10	Media Specialist/Teacher Librarian	
11	Consultant/Supervisor of Instruction (Comm. Ed., Curriculum, Student	
	Services)	
12	Other Professional (SAM, Student Dean, Nurse, Prevention Specialist,	
	Exempt Professional)	

Classified

EEO5 Job	Job Title	Entry Position
Category		(√)
13	Teacher Aide (Educational Assistant; Interpreter; Student Supervisor)	
14	Technician (Technology)	
15	Secretarial	
15-E	Administrative Assistant; Accounts Payable; Payroll Specialist	
16	Service Worker (Kitchen, Maintenance)	
17	Skilled Craft (Electrician, Mechanic)	
18	Service Worker (Transportation)	

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The following information is strictly voluntary, but it will facilitate development of our district's Affirmative Action Plan and documentation of our future progress toward any affirmative action goals we may set.

Date of Birth:			
	Month	Day	Year
Check (✓) all which apply t	o you:		
Male			
Female			
White (not H	spanic or Latino)		
	can American (not Hispan	nic or Latino)	
Hispanic or L	` 1	,	
Asian			
Native Hawai	ian or Other Pacific Islan	ıder	
American Ind	ian or Alaskan Native		
Two or More	Races		
Disability (Ar	ny person who has a phys	ical or mental in	npairment which
substantially limits one or m	nore major life activities,	has a record of s	uch impairment, or is
regarded as having such an	impairment.)		

Please complete this form and return it to the Human Resource Office, LRC.

Workforce Analysis (EEO-5):

Linn-Mar Community School District EEO-5 Report As of <u>10/01/08</u>

Student Count 6,452

					Staff Totals									
		Male Female												
Classification (Sof B	Totals (Sum of Col. B thru K) A	White (Not of Hispanic origin)	Black (Not of His- panic origin)	His- panic or Latino	Asian or Pacific Island- er E	American Indian or Alaskan Native F	White (Not of Hispanic origin)	Black (Not of His- panic origin) H	His- panic or Latino	Asian or Pacific Island- er J	Amer- ican Indian or Alaskan Native K	Dis- ability		
	I.	u		Α	. Full-ti	me Staff))		I.	l .	<u>I</u>	1		
. Officials, Adm.,	_	_				200								
Managers	5	3	-	-	-	-	2	-	-	-	-	_		
2. Principals	10	7	-	-	-	-	3	-	-	-	-	-		
3. Asst. Principals teaching	0	_	-	-	-	-	-	_	-	-	-	-		
Asst. Principals														
non-teaching	6	3	-	-	-	-	3	-	-	-	-	-		
5. Elementary														
Classroom														
Teachers	166	12	-	-	-	-	153	-	1	-	-	-		
5. Secondary														
Classroom	110	41	,		,		60			,				
Teachers	112	41	1	-	1	-	68	-	-	1	-			
. Other Classroom	122	20	1				01		1					
Teachers Guidance	123 17	30 5	1	-	-	-	91	-	1	-	-	-		
6. Guidance 7. Psychological	1 /	3	-	-	-	-	12	-	-	-	-	- \		
0. Librarians/	\	\	\	\	\	\	\	1	\	\	\	\		
Audio-visual Staff	10	_	_	_	_	_	10	_	_	_	_	_		
1. Consultants /	10	-	_	-	_	-	10		_	-	-	⊢ <u> </u>		
Supervisors of														
Instruction	4	1	_	_	_	_	3	_	_	_	_	_		
2. Other Professional		1												
Staff	20	7	-	-	-	_	13	-	-	-	-	_		
3. Teachers Aides	139	11	1	1	-	-	120	1	1	4	-	-		
4. Technicians	6	2	-	-	-	-	4	-	-	-	-	-		
5. Clerical /														
Secretarial Staff	41	-	-	-	-	-	41	-	-	-	-	1		
6. Service Workers	80	34	1	1	-	-	41	-	1	2	-	1		
7. Skilled Crafts	8	7	-	-	-	-	1	-	-	-	-	-		
8. Laborers,														
Unskilled	0	162	-	-	-	-	-	- 1	-	-	-	-		
9. Total (1-18)	747	163	4	2	1	-	565	1	4	7	-	2		
				В	. Part-ti	ime Staff	•							
0. Professional														
Instruction	32	2	-	-	-	-	30	-	-	-	-	-		
21. All Others	157	46	1	-	-	-	104	-	3	3	-	-		
22. Total (20-21)	189	48	1	-	-	-	134	-	3	3	-	_		

C. New [full-time] Hires (July thru Sept. of the Survey Year)

	Officials, Adm.,	0											
	Managers	0	-	-	-	-	-	-	•	-	-	-	-
24.	Principals/Asst.												
	Principals	1	-	-	-	-	-	1	-	-	-	-	-
25.	Classroom												
	Teachers	30	8	-	-	-	-	22	•	-	-	-	-
26.	Other Professional												
	Staff	4	1	-	-	-	-	3	-	-	-	-	-
27.	Nonprofessional												
	Staff	15	5	-	-	-	-	10	-	-	-	-	-
28.	Total (23-27)	50	14	-			-	36	-	-	-	-	-

PART II. STAFF STATI	STICS AS	*	ATE) 2010	-11-12	DO NOT IN	CLUDE ELECT	ED/APPOINT	ED OFFICIA	LS (SEE DE	FINITION IN	APPENDIX)
DISTRICT NAME:	LINNMAR CO	MM SCHOOL	DIST				DIST	RICT ID: 19	917220		
	STAFF TOTALS										
	OVERALL			MALE	•				FEMALE		
ACTIVITY ASSIGNMENT CLASSIFICATION	(COLUMN	NON-HISPANIC ORIGIN			ASIAN OR	AMERICA N INDIAN	NON-HISPANIC ORIGIN			ASIAN OR	AMERICA N INDIAN
CLASSIFICATION	S B-K)	WHITE	BLACK	HISPANIC	ISLANDER	OR ALASKAN NATIVE	WHITE	BLACK	HISPANIC	PACIFIC ISLANDER	NATIVE
		В	С	D	Е	F	G	н	I	J	K
			A.	FULL-T	IME STA	FF					
Officials, Administrators, Managers	5	3	0	0	0	0	2	0	0	0	0
2. Principals	10	7	0	0	0	0	3	0	0	0	0
3. Assistant Principal, Teaching	<u>l</u>	1	0	0	0	0	0	0	0	0	0
4. Assistant Principals, Non teaching	7	4	0	0	0	0	3	0	0	0	0
5. Elementary Classroom Teachers	167.	12	0	0	0	0	154	0	1	0 -	0
6. Secondary classroom Teachers	115 -	44	1	0	1	0	68	0	0	1	0
7. Other Classroom Teachers	124	31	1	0	0	0	91	0	1	0	0
8. Guidance	18	6	. 0	0	0	0 :	12	0	0	0	0
9. Psychological	0	0	0	0	0	0	0	0	0	0	0
10. Librarians /Audio Visual Staff	10	0	.0	0	0	0	10 °	0	0	0	0
11. Consultants & Super-visors of Instruction	5	1	. 0	0	. 0	0	4	0	0	0	0
12. Other Professional Staff	25	9	0	0	0	0	16	0	0	0	0
13. Teachers Aids	141	11	1,	1	0	0	122	0	1	5	0
14. Technicians	6	2	0	0	0	0	4	0	0	0	0
15. Clerical/Secretarial Staff	44	0	0	0	0	0	44	0	0	0	0
16. Service Workers	68	29	1	1	0	0	35	0	1	1	0
17. Skilled Crafts	6	6	0	0	0	0	0	0	0	0	0
18. Laborers, Unskilled	0	0	0	0	0	0	0	.· 0	Q,	0	0
19. TOTAL (Lines 1-18)	752	166	4	2	1	0	568	0	4	7	0
			В.	PART-T	IME STA	FF		-			
20. Professional Instructional	28	3	0	0	0	0	25	0	0	0	0
21, All Other	148	38	1	0	0	0	101	0	3	5	0
22. TOTAL (Lines 20-21)	176	4 I	ı	0	0	0	126	0	3	5	0
	C. N	EW HIRE	s (JULY	THRU S	EPT. OF	THE SU	RVEY Y	EAR)			
23. Officials, Administrators, Managers	0	0	0	. 0	0	0	0	0	0 -	0	0
24. Principals/Asst. Principals	0	0	0	0	. 0	0	0	. 0	0	0	0
25. Classroom Teachers	13	0	0	0	0	0	13	0	0	0	. 0
26. Other Professional Staff	3	3	0	0	0.	0	0	0	0	0	0
27. Nonprofessional Staff	6	0	0	0	0	0	6	0	0	0	0
28. TOTAL (Lines 23-28)	22	3	0	0	0	0	19	0	0	0	0

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7. Other Classroom Teache	m 0	1	35	0	0	0	0	0	14	0	0	.0	0	. 0	128
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12. Other Professional Staff		0	9	1	0	. 0	0	0	17	0	0	0	0	0	27
Cl. Teachers Aids	2	1	11	0	0	0	0	٥	154	2	2	2	2	0	176
14. Technicises	0	0	4	0	0	0		0	1	0	0		0	0	5
15. Clerical Separation State	r o	0	0	- 0	- 0	0	. 0	0	42	0	0	0	0		42
14. Service Woders	1	3	28	1	0	0	0	.0	41	0	0	2	0	0	76
17. Skilled Crufa	0	0	8	0	0	0	0	0	0	0	0	0	0	0	- 8
18. Laborera, Unskilled	0		1	0	0	0	0	0	0	0	0	0	0	9	_1
19. TOTAL (Lines 1-18	0 4	6	185	2	0	0	0	0	650	2	3	-4	3	0	859
20. Professional Instruction						PART-T									
21. All Other		0	2	0	0	0	0	0	17	0	0	0	9	0	19
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25. Clearum Teathers	1	0	11	0	0	0	0	0	30	0	0	0	0	0	42
26. Other Professional Staff	-	0	0	ū.	0	0	0	8	1	0	1	0	0	0	2
27. Neoprofitational Staff		2	6	0	٥	0	0	0	34	0	1	6	0	0	43
28. TOTAL (Lines 23-2		2	17	0	0	0	0	0	65	0	2		0	0	87
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Relevant Labor Market

The Linn-Mar Community School District utilized the State of Iowa Population by Gender and Minority Status data (2010 Estimate); State of Iowa Workforce Development Center Applicants data of 2012; Labor Force Status by Gender and Minority Group for 2010; Cedar Rapids MSA (Benton, Jones and Linn Counties) 2010 Estimate; Occupations of Workforce Development Center Applicants by EEO-1 Category; and Labor Force Status by Gender and Minority Group for 2010. These forms are available in the Human Resources Office.

When recruiting for staff vacancies, local, regional and/or national searches are conducted depending on the job category of the vacancy. Questions regarding relevant labor market (below) are utilized when conducting searches. Recruitment activities are based on the goals established to affirmatively recruit qualified women, men, members of diverse racial/ethnic groups, and persons with disabilities for job categories where underrepresentation exists.

Factors for Determining Our Relevant Labor Market for Recruitment

In most cases, advertising for hourly staff will occur locally; regional and/or national searches may be conducted for contracted, salaried and management staff.

The following questions are asked when determining the labor market in which to advertise for new candidates:

- 1. Where do current employees live?
- 2. What are the required qualifications for this position?
- 3. Where may persons who hold those qualifications be located?
 - For each location, will this source provide us with a reasonable supply of applicants for this position?
- 4. Are there qualified internal candidates?
- 5. Will the location (physical and web based) where we choose to advertise provide us an adequate supply of candidates?
- 6. What are the race and gender characteristics of people from that location who possess the qualifications?
- 7. Will the successful candidate be within commuting distance?
- 8. Would a candidate move from a distant location to take a position?
- 9. What recruitment methods have been used in the past?

Promotability Analysis

This analysis is a tabulation of the education and years of experience levels required for each respective job description within the District. This analysis is used to determine if there are any barriers to females and/or minorities in respect to promotions. This analysis is available in the Human Resources Office.

Mobility Analysis

A mobility analysis is completed every two years with the intent to examine staff advancement within the District. Staff advancement includes an increased pay level, a change in employee classification, and/or a voluntary change of job category. As a result, advancement may also include lateral changes. The analysis represents changes in job status for the previous three years and is reviewed to determine if barriers exist in the advancement of current employees. This analysis is available in the Human Resources Office

Vacancy Analysis

Adoption of numerical goals will be based on the review of the vacancy analysis. The vacancies for the past two years were examined by employee group. Projected vacancies for the next two years were based on the average number of vacancies per year over the past two year period.

Student Population

Student Demographic Data was reviewed by the District's Equity Committee with the intent of including it in the Affirmative Action plan to allow the numerical goals and timeline to be seen within the perspective of student demographics. This data is available in the Human Resources Office.

Quantitative Analysis

The Equity Advisory Committee examined availability of qualified candidates in the Relevant Labor Market Area. While specific, directly comparable data does not appear to be readily available especially relating to incidence of disabled employees, the committee concluded the following regarding the major job categories at Linn-Mar Community School District:

Linn-Mar Community School District Availability/Representation/Underrepresentation (Workforce Analysis) December 2014

Full Time Staff	Females				Minorities					
	Represen	tation	Availabil	ity	Number	Representation Availability			Number	
Job Group	Number	%	Number	%	Underrepresentation	Number	%	Number	%	Underrepresentation
Officials,										
Administrators,										
Managers 12				1					1	
(Job Group 1)	6	50%		52.1%	No	0	0		35.6%	Yes
Principals 10				1					1	
(Job Group 2)	4	40%		52.1%	Yes	0	0		35.6%	Yes
Asst. Principals										
8				1					1	
(Job Group 3,4)	4	50%		52.1%	No	0	0		35.6%	Yes
Elem. Teachers										
179				1					1	
(Job Group 5)	170	95%		58.5%	No	2	1%		34.9%	Yes
Secd. Teachers										
160				1					1	
(Job Group 6)	100	63%		58.5%	No	1	.6%		34.9%	Yes
Other Teachers										
120				1					1	
(Job Group 7)	84	70%		58.5%	No	1	0.8%		34.9%	Yes
Guidance 19				1					1	
(Job Group 8)	13	68%		58.5%	No	1	5%		34.9%	Yes
Psychological 0										
(Job Group 9)	n/a	n/a		n/a	No	n/a	n/a		n/a	Yes
Librarians 10				1					1	
(Job Group 10)	10	100%		58.5%	No	0	0%		34.9%	Yes
Supv. Instr. 6		c=0 :		1			001		1	
(Job Group 11)	4	67%		58.5%	No	0	0%		34.9%	Yes
Other Prof. 27		6007		1			201		1	
(Job Group 12)	17	63%		58.5%	No	1	3%		34.9%	Yes

Teacher Aide								
176			2				2	
(Job Group 13)	154	88%	79.8%	No	11	6%	35.7%	Yes
Technicians 5			2				2	
(Job Group 14)	1	20%	60%	No	0	0%	35.6%	Yes
Clerical/Secrt.								
42			2				2	
(Job Group 15)	42	100%	79.8%	No	0	0%	35.7%	Yes
Service Wkrs.								
76			2				2	
(Job Group 16)	41	54%	63.8%	No	7	9%	33.2%	Yes
Skilled Crafts 8			2				2	
(Job Group 17)	0	0%	4.6%	Yes	0	0%	39.4%	Yes
Labor unskld. 1								
(Job Group 18)	0	0%	n/a		0	n/a	n/a	
Total Full Time								
859								
(Job Groups 1-								
18)	650	76%			24	2.8%		

Part Time Staff	Females				Minorities					
	Represen	tation	Availabil	ity	Number	Representation		Availability		Number
Job Group	Number	%	Number	%	Underrepresentation	Number	%	Number	%	Underrepresentation
Professional										
Instruction 19				1					1	
(Job Group 20)	17	89%		58.5%	No	0	0		34.9%	Yes
All others 155				2					2	
(Job Group 21)	98	63%		50.1%	No	8	5%		36.7%	Yes
Total Part Time	115	66%				8	4.6%			
174										

Female and minority employee availability percentages were compiled using the following Iowa Workforce Development data (http://www.iowaworkforce.org) in addition to the promotability information available in the Human Resources office.

- 1 Iowa Workforce Development. Iowa Affirmative Action Data 2012 estimate: Iowa 2 Iowa Workforce Development. Iowa Affirmative Action Data 2012 estimate: Cedar Rapids MSA

Vacancy Analysis / Projections

Adoption of numerical goals will be based on the review of the vacancy analysis. The vacancies for the past two years were examined by employee group. Projected vacancies for the next two years (2015/2016 and 2016/2017) were based on the average number of vacancies per year over the past two year period.

Group	Projected	Comments
	Openings	
Administration/Managers/Principals/Assistant	2	There are possible resignations/retirements
Principals		projected in the next two years.
Certified Staff	88	The number who opted for early separation
		in 2014/2015 is 11.
Educational Assistants/Secretaries	80	Special Education positions have
		traditionally had high turnover.
Food Service	28	Can be high turnover
Maintenance/Custodial	8	Most turnover is due to retirements
Bus Drivers/Riders	30	Can be high turnover
Other	8	Student Supervisor, Other Professional

Progress Analysis

Analysis of Progress - 2014 Affirmative Action Goals

	Job Category(ies)	Underrepresentation	Projected Vacancy(ies)	Goal(s)	Progress Jan. 2013 through Dec. 2014
1	Superintendent Assoc. Superintendent/ Business Manager	Females, Minorities, Disabled	0 - 2 positions over next two years	1 – Meet one or more underrepresented categories	Since 2013, the District has hired 1 employee that is in one
2	Principals	Minorities, Disabled	0 - 1 positions over next two years	1 – Meet one or more underrepresented categories	or more underrepresented categories.
3	Assoc/Asst. Principal, Teaching	N/A	0 positions over next two years	0	
4	Assoc/Asst. Principal, Non-Teaching	Females, Minorities, Disabled	1 position over next two years	1 - Meet one or more underrepresented categories	
5	Elementary Classroom Teachers	Males, Minorities, Disabled	40 positions over next two years	10 - Meet one or more underrepresented categories	Since 2013, the District has hired 7 employees that are in
6	Secondary Classroom Teachers	Minorities, Disabled	35 positions over next two years	8 - Meet one or more underrepresented categories	one or more underrepresented categories.
7	Other Classroom Teachers	Males, Minorities, Disabled	8 positions over next two years	2 - Meet one or more underrepresented categories	
8	Guidance	Minorities, Disabled	5 positions over next two years	1 - Meet one or more underrepresented categories	
10	Media/Librarians	Minorities, Disabled	1 positions over next two years	1 – Meet one or more underrepresented categories	
11	Consultants/Supervisors of Instruction	Minorities	0 positions over next two years	0	
12	Other Professionals (Nurses, SAMS, Exempt professionals)	Minorities, Disabled	4 positions over next two years	1 - Meet one or more underrepresented categories	

13	Teacher's Aides (Educational	Males, Minorities, Disabled	80 positions over next	20 - Meet one or more	Since 2013, The
	Assistants)		two years	underrepresented	District has hired 14
				categories	employees that are in
14	Technicians	Minorities, Disabled	1 position over next	1 - Meet one or more	one or more
			two years	underrepresented	underrepresented
				categories	categories.
15	Clerical/Secretarial	Males, Minorities, Disabled	4 positions over next	1 - Meet one or more	
			two years	underrepresented	
				categories	
16	Service Workers	Minorities, Disabled	30 positions over next	7 - Meet one or more	
			two years	underrepresented	
				categories	
17	Skilled Crafts	Females, Minorities, Disabled	0 positions over next	0	
			two years		

Quantitative Goals for July 2015 – June 2017

Based on workforce analysis, as well as state and local demographic data, on February 4, 2015 the Equity Advisory Committee established areas of underrepresentation as noted in the quantitative analysis. As a result of this underrepresentation, the Equity Advisory Committee agreed that the District will strive to achieve 16% total minority representation to reflect student minority enrollment and as such the following specific numerical goals were established:

	Job Category	Under-Representation (Ex. Ethnic Minority, Gender, Disabled, etc.	Projected Vacancies Based on Average Over Past 2 Years	2013-2014 Numerical Goals
1 2 3 4	Superintendent, Assoc. Superintendent / Business Manager, Principals, Assoc. Asst. Principal – Teaching, Assoc/Asst. Principal, Non-teaching	Females, Minorities, Disabled	2	Meet one or more underrepresented categories
5 6 7 8 10 11 12	Elementary, Secondary and Other Classroom Teachers, Guidance, Media/Librarians, Consultants / Supervisors of Instruction, Other Professionals (Nurses, TAG, MLC)	Minorities, Disabled Males (Elementary)	88	Meet one or more underrepresented categories
13	Teacher's Aides (Educational Assistants)	Minorities, Disabled	80	Meet one or more underrepresented categories
14	Technicians	0	0-1	0
15	Clerical/Secretarial	Males, Minorities, Disabled	4	0
16	Service Workers	Minorities, Disabled	30	Meet one or more underrepresented categories
17 18	Skilled Crafts, Unskilled Crafts	Females, Minorities, Disabled	0-1	Meet one or more underrepresented categories

Qualitative Strategies:

The Equity Advisory Committee investigated and recommended several <u>strategies for proactively</u> <u>recruiting among diverse/underrepresented groups</u>. These strategies included:

- Market Linn-Mar to diverse populations
- Review student curriculum to include classes about diversity/inclusion
- Partner with other schools/classrooms in diverse locations ex. Chicago (set up program like local chambers do with "sister cities")
- Partner with local companies (Rockwell, AEGON, etc.) for resources and possible spouse employment
- Partner with diverse colleges
- Communicate with students early (middle school) about careers in teaching targeting underrepresented student groups
- Start "growing our own" diverse staff through providing targeted programs for current students to become future teachers
- Assist current underrepresented classified staff to become teachers
- Request diverse community population to assist Linn-Mar with developing a diverse school community
- Review the substitute pool to encourage minority substitutes to work at Linn-Mar
- Research and apply for grants to assist with financing minority initiatives
- Have representation at business exchanges and/or corridor events

Human Resources reviews the Affirmative Action policy with new teachers every year during orientation and requests feedback regarding strategies for proactively recruiting among diverse / underrepresented groups. Strategies provided by teachers in 2013/2014 and 2014/2015 included:

- Target specific schools
- Provide diversity training in class
- Recruit outside of Iowa
- Recruit internationally
- Participate in a teacher exchange
- Show/tell (market) why Linn-Mar is the best
- Look outside of the education field
- Recruit at colleges
- Use social media
- Connect with Linn-Mar Alumni

Additional Qualitative Strategies:

Recruiting/Retention:

Identify diversity-focused websites, magazines, organizations, etc. for recruitment purposes. Selected targets: Diversity Focus-Cedar Rapids, culturalcorridor.org (Iowa Cultural Corridor Alliance), Hispanic Association of Colleges and Universities, Minority Teacher Applicant Database (MTAD), diverseeducation.com, Historically Black Colleges and Universities (HBCU's)

Staff Responsible: Human Resources

Identify Minority Serving Institutions (MSI), Hispanic Serving Institutions (HSI) and organizations to initiate recruiting activities and establish recruitment contacts:

Colleges:

Selected targets: Harris-Stowe State University, St. Louis MO, Lincoln University, Jefferson City MO, Stetson University, DeLand, FL, Bethune-Cookman, Daytona Beach, FL, Spelman College, Atlanta, GA, Morehouse College, Atlanta, GA, Howard University, Washington, D.C., Bowie State University, Bowie, MD, Hampton University, Hampton, VA, Florida A&M, Tallahassee, FL, Xavier University, New Orleans, LA, North Carolina A&T, Greensboro, NC, Johnson C. Smith University, Charlotte, NC, Alcorn State, Alcorn, MS, South Carolina State University, Orangeburg, SC, Fisk University, Nashville, TN, Tennessee State University, Nashville, TN, University of California-Irvine, Irvine, CA, University of California Santa Barbara, Santa Barbara, CA, California State University-Northridge, Northridge, CA, University of San Francisco, San Francisco, CA, University of Texas-San Antonio, San Antonio, TX, University of Texas-El Paso, El Paso, TX, St. Mary's University, San Antonio, TX, Texas A&M University, College Station, TX, University of Houston, Houston, TX, University of North Texas, Denton, TX, Florida International University, Miami, FL, Nova Southeastern University, Fort Lauderdale, FL, Stetson University, DeLand, FL, University of Florida, Gainesville, FL, St. John's College, Santa Fe, NM, University of New Mexico, Albuquerque, NM, University of Michigan, Ann Arbor, MI, Penn State University, State College, PA, Arizona State University, Phoenix, AZ

Organizations:

- Selected targets: University of Iowa Afro-American Cultural Center, Asian Pacific American Cultural Center, Latino Native American Cultural Center; University of Northern Iowa Multicultural Teaching Alliance, Black Student Union, Hispanic/Latino Student Union, Asian Student Alliances; Iowa State University Black Student Alliance, Latinoamericanos; Coe College International Club, Hispanic Association of Colleges and Universities (hacu.net), student newspapers and education career centers at previously mentioned MSI's and HSI's.
- 1. Establish contacts with selected Department Chairs, Academic Advisors and Career Placement Officials in selected colleges/organizations and introduce them to the Linn-Mar School District and inform them of District job possibilities
- 2. Schedule on-campus visits/interviews and/or presentations regarding Linn-Mar
- 3. Inquire about best recruiting methods and practices for their location. Inquire about appropriate faculty members to meet with and build relationships.
- 4. Create website for recruiting, with focus on lifestyles/culture/activities for diverse candidates and selling points for the District and community.
- 5. Create digital media and publications that also showcase diversity in the District, both for website access/downloading and hard copies to be distributed.

Staff Responsible: Human Resources

Identify existing District staffing areas with higher diversity percentages and explore feasibility of creating programs to expand their job mobility (e.g., Educational Assistants to Teachers or Paraprofessionals). Contact local colleges and organizations for potential scholarships and grants for financial assistance.

Staff Responsible: Human Resources

Establish contacts with the Iowa Workforce Development for suggestions on recruiting minority support staff.

Staff Responsible: Human Resources

Continue to participate in "Home Base Iowa" to recruit veterans.

Staff Responsible: Human Resources

Work with secondary guidance counselors to establish a multicultural future teaching academy for students interested in pursuing a teaching career.

Staff Responsible: Human Resources /Middle and High School Administration

Work with the Urban Education Network to gather information and ideas regarding minority recruiting plans and strategies.

Staff Responsible: Human Resources

Work with administration, Diversity Focus and the Iowa Cultural Corridor Alliance to develop and implement a program/procedure that provides a support group and/or mentor for each minority employee.

Staff Responsible: Human Resources, Equity Advisory Committee

Work with the Iowa Association of Personnel Administrators to share minority recruiting plans and strategies.

Staff Responsible: Human Resources

Contact the National Science Foundation, the National Institute of Science and other relevant resources to inquire about potential grants to assist with diversity recruiting and hiring efforts.

Staff Responsible: Human Resources

Create recruiting web page as well as utilize social media outlets to encourage minority candidates to work for the District.

Staff Responsible: Human Resources

Hiring:

Review all minority candidate application materials that self-identify and interview all those qualified.

Staff Responsible: Human Resources

If no highly qualified minority candidates exist for an open position, then focus on candidates that have had life/work experiences working with diverse populations.

Staff Responsible: Human Resources / Hiring Managers

Monitor the rate and turn-over of staff and the use of opportunities to diversify the workforce.

Staff Responsible: Human Resources

Qualitative Goals

Goal: Linn-Mar Community School District's Human Resources office will continue to compile, on an annual basis, the numbers and percentages of qualified applicants per gender, race, and disability that apply for vacancies and will also examine ways to increase the response rate to obtain this data from applicants. The actual applicant data will serve as a more precise and relevant basis for future determination of underrepresentation.

Staff Responsible – Human Resources Completion date: June 2016 and June 2017

Goal: *Reduce barriers which may inhibit affirmative action* Educate all District personnel who are in hiring positions about the Affirmative Action plan

Regularly review Board policies, job descriptions and hiring processes and procedures to see that neither implicit nor explicit biases exist

Human Resources may add any qualified minority applicants from underrepresented groups for interviews

The Executive Director of Human Resources will review Interview Questions and Summary Form submitted by supervisors prior to interviews to assure no questions may contain biases that might negatively impact qualified minority/disabled applicants

Continue to update job descriptions for certified and classified employees

Continue to utilize job application forms that do not covertly contain requests for information which is not required to fulfill a job description, but may act as a barrier to otherwise qualified applicants

Staff Responsible: Human Resources

Completion date: Ongoing

Goal: *Increase retention of minority employees and employees of underrepresented groups*Prepare candidate diversity-focused information packages regarding Linn-Mar Schools and the surrounding community. Include information on community size, organization philosophy, area housing, diversity based organizations and activities in the area

Provide orientation materials to new hires that include focus on diversity-based activities and offerings in the community (for retention). Work with the Cultural Corridor/Chamber of Commerce for presentations and information

Staff Responsible: Human Resources

Completion date: Ongoing

Goal: Professional Development

Develop and implement diversity/inclusive programs and procedures for managers.

Train all staff in the area of diversity, cultural competence and inclusion.

Staff Responsible: Human Resources/Administration

Completion date: Ongoing

Plan Distribution

The Linn-Mar Community School District shall disseminate the Equal Employment Opportunity / Affirmative Action Plan and policies to District employees involved in the hiring or management of employees. At minimum, distribution will be as follows:

A copy of the plan will be provided to each: Linn-Mar Community School District Board Member Administrative/Management staff

A copy will be provided to the presidents of the following Associations: Linn-Mar Education Association
Linn-Mar Secretarial and Educational Assistant Association
Service Employees International Union SEIU Local 199
Linn-Mar Part-Time Nutrition Service Association

A copy will be available in the Human Resources Office

Following approval from the Board, District employees will be notified of the adopted plan and its locations via iVisions

A copy will be made available to the Iowa Director of Education upon request

The District's EEO/AA policy statement shall be distributed to all applicants for employment and, on an annual basis, to employees.

Posting a list of EEO/AA Plan elements suitable for posting on the District's website will be explored.

Policy Statement Distributions

The District's EEO/AA policies are distributed to all applicants for employment and, on an annual basis, to employees.

Supporting Documentation

The following data was used to prepare this EEO/AA plan and is available in the Human Resources Office. Contact: Karla Christian, Executive Director of Human Resources and Affirmative Action Coordinator, Linn-Mar Community School District, 319-447-3036.

EEO 5 Form B
Promotability Analysis
State of Iowa Population Status data (2010 Estimate)
State of Iowa Workforce Development Center Applicants data of 2010
Labor Force Status by Gender and Minority Group for 2010
Cedar Rapids MSA (Benton, Jones and Linn Counties) 2010 Estimate
2011/2012 and 2012/2013 Student Demographic Ethnicity Study
Occupations of Workforce Development Center Applicants by EEO-1 Category 2012
Labor Force Status by Gender and Minority Group for 2010

Report Conclusion

Based upon the number of persons available in the relevant labor market for the areas of underrepresentation, the Linn-Mar Community School District is establishing measures for determining its quantitative and qualitative goals. The hiring goals for the District will be to hire in accordance with the availability of applicants and qualified persons in the workforce. The increase of minority students in the District magnifies the need for an increase in minority certified and classified staff.

Nothing contained in this plan shall be interpreted to require the Linn-Mar Community School District to grant preferential treatment to any individual because of race, creed, color, religion, sex, national origin, marital status, sexual orientation, genetic information, disability, veteran, or socioeconomic status employed in comparison with the total number of percentage of persons with such race, color, religion, sex, national origin, marital status, sexual orientation, genetic information, disability, veteran, or socioeconomic status in the community or available workforce.



Inspire Learning. Unlock Potential. Empower Achievement.

To: Dr. Katie Mulholland

From: J.T. Anderson, Chief Financial Officer

Date: June 17, 2015

Subject: 201-2016 Property, Auto, Liability, and Workers Compensation Insurance Renewal

Property, Auto, & Liability Coverage

The District received its 2015-16 premium renewal rates from EMC Insurance Company. The renewal indicated an overall 2.2% increase in premiums. Total premium costs for 2015-16 are quoted at \$364,406 as compared to the previous year of \$356,361. Such increase was attributed to the total value of insurable property increasing to \$208,651,988 (2% increase from previous year), and student and staff growth, which increased liability coverage approximately 6%. Upon review of the policy, no major changes to coverage was made. However, the District continues to explore the possibility of a more comprehensive cyber liability policy. Note that funding for these insurance premium comes from the management fund.

Workers Compensation

The District received its 2015-16 workers compensation renewal rates from United Heartland, which indicated a <u>decrease</u> of 5.4% from the previous year. The total workers compensation renewal for 2015-16 is \$644,113 compared to \$680,950 from the prior year. Such decrease is the result of the District's experience modifier, which is a calculation of the District's combined claims history from a three-year rolling period, remaining stable from the previous year. In 2012 and 2013 the District experienced high claims resulting in significant loss ratios. In 2014 and as we currently stand in 2015, the District has reversed the high claim trend and it is expected that the future experience modifier will dramatically decrease resulting in even lower premiums. Funding for these premiums comes from the district's management fund.



Inspire Learning. Unlock Potential. Empower Achievement.

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

LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD WORK SESSION MINUTES LRC BOARD ROOM JUNE 8, 2015 @ 5:00 PM

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 Board Room of the Learning Resource Center. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Gadelha, Hutcheson, Patterson, and Wilson. Absent: Buchholz and Crawford. Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, Ironside, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 289-06-08

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

300: WORK SESSION/DISCUSSION INFORMATION

301: Teacher Leadership End-of-Year Report

Exhibit 301.1

Debra Barry and Erin Watts, Teacher Leadership Program Coordinators, presented an end-of-year report on the Teacher Leadership Program. End-of-year survey highlights included:

- Out of 464 certified staff surveyed, 399 completed the survey
- 89% of respondents have worked with Instructional Coaches
- 88% of respondents have worked with TICs
- 92% of first/second year teacher respondents found Mentor Coaches helpful and beneficial
- 89% of in-classroom teachers felt their meetings are a highly effective use of their time.

Year two of the Teacher Leadership Program will focus on Model Teacher classroom visits and a Model Teacher website, continued use and improvement of Cognitive Coaching with all Coaches, Program Coordinators training to become Cognitive Coaching agency trainers, implementation of Student Support Instructional Coaches, and a plan for more effective use of in-classroom positions.

302: 5-Year Education Plan

Exhibit 302.1

Deputy Superintendent Dirk Halupnik updated the Board on the progress of the 5-year education plan. Updates on the District education initiatives included:

- Literacy: FAST assessments, interventions, notifications, and Journeys
- Mathematics: geometry resources and advanced algebra
- Science: updated VAST science kits, weather and water kits, diversity of life and earth history, and course alignment with biology and earth physical science standards
- Social Studies: updating 6th and 8th grade resources and a teaching partnership with UNI
- STEM: Gateway to Technology, Robotics, Project Lead the Way, ADM partnership, and STEM Scale Up Science at all three elementary early childhood sites
- Health and Physical Education: Aquatics programs for 4th through 8th grades, K-5 SPARK lifelong fitness learning, and K-12 Fitness Gram

- Early Childhood: SPLASH literacy program, STEM Scale Up Science, ELI, KaBoom grant, partnership with Rockwell Collins, and Home Connection library
- Technology: PK-12 digital literacy, keyboarding pilot, TICs, and infrastructure
- Music: K-5 GAMEPLAN music curriculum and Music Connects

303: Student Services Recap

Julie Jensen, Executive Director of Student Services, report the following Student Services highlights:

- 1. English Language Learners: new guidance on ELL programming being implemented, funding requests tied to the required action plan, new assessment protocol for 2015-16, and staffing for next year remained at four teachers.
- 2. Health Services: five out of seven elementary buildings now declared Blue Zones, data-based decisions on staffing for health offices, district committee focusing learning on food allergies, electronic logging for Medicaid reimbursable funds, and emergency procedures and medical handbook updated.
- 3. Student Assistance Team: mental health curriculum aligned and implemented across all building levels, integrated PBIS and Olweus programming, partnership with Family Systems Agency to provide onsite therapists, and monthly joint meetings with counselors and At-Risk team.
- 4. Early Childhood: over 300 families registered for preschool programming, 20% of preschool slots designated for lower income families, over 80 kindergarten age-eligible students were screened for the Early Childhood Blended Program, and a parent support group was established for families with preschoolers on the autism spectrum.
- 5. Transition Services: implementation of district-wide plan for students moving buildings, 32 combined job sites set up for high school programs, partnership with metro area transition consultants, a "new" look and service plan for the Success Center, and planning for the implementation of the new ASSIST program at the middle school level.
- 6. Autism Services: meetings and coaching with five groups of Student Services associates to teach problem solving and use of visual supports, connecting families with community resources, individual student support at high school level for students to develop self-advocacy skills, PEER talks across all grade levels, and observing students in general education classrooms and help teachers create less stressful anxiety learning environments.
- 7. Other Notables: implementation of new alternate online assessment, professional development alignment through focused programs in K-12, CPI training for bus drivers and over 200 staff across the District, adaptive PE program for K-12+, and Special Education Advisory Panel.

400: ADJOURNMENT 290-06-08

Motion by Patterson to adjourn the work session at 6:21 PM. Second by Hutcheson. Voice vote; approved.

Tim Isenberg, Board Presiden
Angie Morrison, Board Secretary

Minutes respectfully submitted by: Gayla Burgess, Admin Asst to the Superintendent June 8, 2015



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LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD REGULAR SESSION MINUTES JUNE 8, 2015 @ 7:00 PM LRC BOARD ROOM

100: CALL TO ORDER AND DETERMINATION OF A QUORUM

The Linn-Mar Community School District Board of Education regular session was called to order by President Tim Isenberg at 7:00 PM in the Board Room of the Learning Resource Center. Roll was taken and it was determined a quorum was present. Board members present: Crawford, Gadelha, Hutcheson, Patterson, Wilson, and Isenberg. Absent: Buchholz. Crawford left at 7:37 PM. Administration present: Mulholland, Halupnik, Jensen, Anderson, K. Christian, Ramos, Ironside, and Morrison.

200: REVISION AND/OR ADOPTION OF THE AGENDA 291-06-08

Motion by Hutcheson to adopt the agenda with the personnel walk-in exhibit. Second by Patterson. Voice vote; approved.

300: AUDIENCE COMMUNICATIONS

Travis Rentschler (Marion, Iowa) addressed the Board on parent concerns about the poor drainage and outfield fence location at the Linn-Mar Baseball/Softball Complex. Rentschler provided the Board with photographs of the concerns mentioned.

400: RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

500: RECOGNITIONS/PROCLAMATIONS

600: BOARD ANNOUNCEMENTS AND REPORTS

601: Finance/Audit Committee

Wilson reported on the June 2nd meeting of the Finance/Audit Committee. Items discussed were: 2015-16 budget update, possible adjustment of levy and that Board action is not required to lower levy, revenue bid bond results, and capital budget items. The next meeting date is July 7th.

602: Marion City Council

Wilson reported that there were no items of interest to Linn-Mar at the May 21st Marion City Council meeting. Isenberg reported that the only items of interest to Linn-Mar at the June 4th meeting was Community Watchers and a discussion on rezoning an area of North 10th Street located just north of Excelsior Middle School.

603: School Improvement Advisory Council

Gadelha reported on the June 3rd meeting of the School Improvement Advisory Council. Items discussed were the 2015 assessment data, Early Literacy Initiative, High School High Reliability Initiative that ties in with PLC and Marzano's work, and Teacher Quality Workshops.

700: INFORMATIONAL REPORTS

701: Update on Technology Projects

Exhibit 701.1

Jeri Ramos, Executive Director of Technology, updated the Board on the District's technology projects. Technology has focused on updating secure access to buildings, assessment of funding structure through Erate 2.0, updating technology standards and specifications, upgrading the phone system, improving data recovery, assessment by two outside entities to identify network security issues, Talk to Type 4 in all elementary buildings, Time Clock Plus system installed, and launching of Naviance as part of the High School counseling program. Summer focus will be equipment refresh at four elementary buildings, continued purchases through the Microsoft settlement for Linn Grove, Novak, and Wilkins, support of the High School remodel as it effects the installation of the communications tower and wireless networking, installation of fiber, switches and wireless network at Westfield, and the expansion of LMTV at both middle schools. Ramos also reported that there were a total of 3,649 technician work orders submitted during the 2014-15 school year.

702: Special Education Data Profile

Exhibit 702.1

Julie Jensen, Executive Director of Student Support Services, reported to the Board on the Special Education Data Profile with a reminder that the data reported on is from the 2013-14 school year. Jensen shared that the report is required and the purpose is to monitor progress over a period of time and to assess graduation and dropout rates for students with IEPs. Jensen also shared highlights of the Special Education program since 2013-14 and highlights of the current school year.

703: Spring Assessment Results

Exhibit 703.1

Deputy Superintendent Dirk Halupnik provided the Board with an update on the spring assessment results. Grades assessed were 4th, 8th, and 11th. Scores were up for proficiency in math and science for all three grade levels. Reading proficiency was up for 4th and 8th grades, but down for 11th grade. Halupnik clarified that last year's 11th grade proficiency scores in all three subject areas were the highest out of the three grade levels tested. The National Percentile Rank (NPR) for all three grade levels and the expected growth rate are climbing and moving in the right direction. Linn-Mar students continue to grow at a rate above the expected rate. Iowa Assessments are only one of the academic indicators used by the District, others include: NWEA, ACT, Journeys, Everyday Mathematics, and FAST. Halupnik also shared there will be a change in assessments based on legislation funding and program choice.

800: SUPERINTENDENT'S REPORT

801: Superintendent's Update

Walk-In Exhibit 801.1

Superintendent Katie Mulholland shared the following District highlights: Girls Soccer will be competing at State, Boys Tennis are State 2A champions, Boys Soccer are State 3A champions, and Legislature adjourned on June 5th. Governor Branstad now has 30 days to sign the bills submitted to him and, until then, the budget will remain undetermined. Board President Isenberg asked Superintendent Mulholland about the softball field. Mulholland shared that during the construction of the Baseball/Softball Complex a high-grade infield mix, that does not include

crushed lime, was installed and that tiling was also installed by the home dugout. It was also shared that the outfield fence is set at the same distance as Jefferson High School which has a renowned softball team.

900: UNFINISHED BUSINESS

902: Resolution Appointing and Approving Bond Agents 293-06-08 Exhibit 902.1 Motion by Patterson for the Board to approve the resolution appointing Ahlers & Cooney, P.C., of Des Moines, Iowa to serve as paying agent, bond registrar, and transfer agent, approving the paying agent, bond registrar, and transfer agent agreement and authorizing the execution of same for \$10,000,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2015. Second by Wilson. Roll call votes: Hutcheson, Patterson, Wilson, Isenberg, and Gadelha voted yes. No votes: none. Motion approved.

903: Approval of Tax Exemption Certificate for Sale of Bonds 294-06-08 Exhibit 903.1 Motion by Hutcheson for the Board to move that the form of Tax Exemption Certificate for \$10,000,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2015, be placed on file and approved. Second by Gadelha. Roll call votes: Patterson, Wilson, Isenberg, Gadelha, and Hutcheson voted yes. No votes: none. Motion approved.

904: Resolution for Issuance and Providing For and Securing Payment of Bonds 295-06-08

Refer to Exhibits 901.1-2

Motion by Wilson for the Board to approve the resolution authorizing and providing for the terms of issuance and securing the payment of \$10,000,000 School Infrastructure Sales, Service, and Use Tax Revenue Bonds, Series 2015, of the Linn-Mar Community School District, State of Iowa, under the provisions of Chapters 423E and 423F of the Code of Iowa, and providing for a method of payment of said bonds. Second by Patterson. Roll call votes: Wilson, Isenberg, Gadelha, Hutcheson, and Patterson voted yes. No votes: none. Motion approved.

905: Approval of Contract for Excelsior Track Renovation 296-06-08 Exhibit 905.1 Motion by Patterson for the Board to approve the contract with LL Pelling Company, Inc., for the Excelsior Middle School track renovation in the amount of \$334,620.00. Second by Wilson. Voice vote; approved.

1000: NEW BUSINESS

1001: First Reading of 1000 Policy Series 297-06-08 Exhibit 1001.1 Motion by Gadelha for the Board to approve the first reading of the 1000 Policy Series: School-Community Relations. Second by Patterson. Voice vote; approved.

	1000 SERIE	ES - SCHOOL-COMMUNITY RELATIONS
1001		OMMUNICATIONS
Reviewed	6/15	1001.1 Board-Community Relations
Reviewed	6/15	1001.2 News and Media Relations
Revised	6/15	1001.4 Distribution of Materials
Reviewed	6/15	1001.4-R Administrative Regulations Regarding
		Distribution of Materials
Reviewed	6/15	1001.8 Public Examination of School District Records
1002	CITIZENS'	ADVISORY COMMITTEES
Reviewed	6/15	1002.2 School-Community Groups
1003	RELATION	NS BETWEEN SCHOOL PERSONNEL AND PUBLIC
Reviewed	6/15	1003.3 Complaints About School Personnel
Reviewed	6/15	1003.4 School District Volunteers
Reviewed	6/15	1003.4-R Administrative Regulations Regarding School
		District Volunteers
Reviewed	6/15	1003.5 Visitors to the Schools
1004	USE OF SC	CHOOL FACILITIES
Reviewed	6/15	1004.1 Community Use of School District Buildings and
		Sites and Equipment
Revised	6/15	1004.1-R1 Administrative Regulations Regarding Community
		Use of Buildings and Sites and Equipment
Reviewed	6/15	1004.1-R2 Administrative Regulations–Schedule of Rentals
Reviewed	6/15	1004.1-R3 Administrative Regulations Regarding Insurance
		for Employee-Sponsored Activities
Revised	6/15	1004.1-E2 Schedule of Building Rental Fees
Reviewed	6/15	1004.1-E3 Application for Permit
Reviewed	6/15	1004.2 Stadium Use
Revised	6/15	1004.2-E1 Schedule of Stadium Rental Fees
Revised	6/15	1004.2-E2 Stadium Use Application
Reviewed	6/15	1004.2-E3 Participant Release Form
Reviewed	6/15	1004.3 Tobacco/Nicotine-Free Environment
Reviewed	6/15	1004.4 Use of School Facilities for Private Profit
Reviewed	6/15	1004.4-R Administrative Regulations Regarding Community
		Use of School Iowa Communication Network Facilities and
		Equipment
Reviewed	6/15	1004.5 Gratuities for Use of School Facilities
Reviewed	6/15	1004.6 Loan of School Equipment
Reviewed	6/15	1004.7 Shared Use of School Equipment
1005		ITY ACTIVITIES INVOLVING STUDENTS
Reviewed	6/15	1005.1 Research Requests and Procedures
Reviewed	6/15	1005.3 Public Conduct on School Premises
Reviewed	6/15	1005.4 Fund-Raising, Student Solicitations
Reviewed	6/15	1005.4-R Administrative Regulations Regarding Fund-
		Raising, Student Solicitations
Reviewed	6/15	1005.4-E1 Fund-Raising Project Request Form
Reviewed	6/15	1005.4-E2 Fund-Raising Project Summary
Reviewed	6/15	1005.5 Revenue Enhancement/Gifts to Schools/Facility Naming Rights
Reviewed	6/15	1005.5-R Administrative Regulations Regarding Revenue Enhancement/Gifts to Schools/Facility Naming Rights
Reviewed	6/15	1005.6 Transporting Students in Private Vehicles
Reviewed	6/15	1005.6-E Field Trip Permission Form
		1

1100: CONSENT AGENDA

1101 Personnel

Certified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary
			Placement
Breitfelder, Leisa	LRC – Executive Director of Student Services	July 1, 2015	\$87,000/yr
Gralund, Benjamin	NE – 3 rd Grade Teacher	August 14, 2015	BA Step 10
Havel, Natalee	From LG 5 th Grade to WF/NE TAG Teacher	August 19, 2015	Same
Kretschmar, Kelly	LRC – Elementary Director of Teaching & Learning	July 1, 2015	\$84,000/yr
Kreutner, Marcia	EX – Family & Consumer Science Teacher	August 14, 2015	MA Step 17
Larson, Caroline	From LG to NE Student Support Services Teacher	August 18, 2015	Same
Oxley, Laurie	From BW to EH 2 nd Grade Teacher	August 19, 2015	Same
Patterson, Danielle	HS – Student Support Services Teacher	August 14, 2015	MA Step 15
Schrader, Amy	From EX FCS to HS Student Support Services Teacher	August 18, 2015	Same
Wells, Debra	WE – From .5 2 nd grade/.4 Reading to 1.0 Reading	August 18, 2015	Same
	Teacher		

Certified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Black, Sherry	NE – Art Teacher	June 3, 2015	Retirement
Flater, Susan	NE – 2 nd grade Teacher	June 3, 2015	Retirement
Hopkins, Ken	HS – Industrial Technology Teacher	June 2, 2015	Retirement
Kelzenberg, Bob	HS – Student Support Services Teacher	June 2, 2015	Retirement
Nelson, Sondra	BW – 2 nd grade Teacher	June 3, 2015	Retirement
Pillard, Susan	HS – Student Support Services Teacher	June 2, 2015	Retirement
Tindal, Phyllis	HS – Student Support Services Teacher	June 2, 2015	Retirement
Zigtema, Denae	HS – Guidance Counselor	June 2, 2015	Retirement
Zmolek, Gloria	HS – Art Teacher	June 2, 2015	Retirement

Certified Staff: Extended Leave of Absence

Name	Assignment	Dept. Action	Reason
Hanson, John	HS – Social Studies Teacher	2015-2016 School Year	Good Cause Leave
Kibbie, Lee	HS – English Teacher	2015-2016 School Year	Sabbatical Leave
Peck, Sharaya	NE – Kindergarten Teacher	2015-2016 School Year	Childcare
Sears, Stephanie	EH – 2 nd Grade Teacher	2015-2016 School Year	Childcare

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Cibula, Randy	O&M – Summer Help	June 3, 2015	\$9.75/hr
Craw, Parker	AC - Assistant Manager/Youth Swim Coord.	June 8, 2015	\$37,000/yr
Garman, Gina	EH – Part-time Ed Assistant	August 18, 2015	LMSEAA, I; Step 10
Grant, Anna-Lisa	WE – Part-time Student Support Associate	August 19, 2015	LMSEAA, II; Step 6
Huckfelt, Dylan	O&M – Summer Help	May 28, 2015	\$9.50/hr
Lorenz, Lana	Success Center - Student Support Associate	August 19, 2015	LMSEAA, II; Step 6
Matthews, Ann	BW – From Student Support Associate to	August 3, 2015	LMSEAA, VI; Step 10
	Guidance Secretary		
Ritter, Kari	From LG to Success Center Student Support	August 19, 2015	Same
	Associate		
Rossman, Felicia	O&M – Secretary	June 15, 2015	LMSEAA, IV; Step 10
Strong, Iris	WE – From full-time to part-time Student	August 19, 2015	Same
	Support Associate		
Swanson, Holly	LG – From Student Support Associate to	August 3, 2015	LMSEAA, IV; Step 11
_	Guidance Secretary		
Young, Jennifer	LG – Health Assistant	August 18, 2015	LMSEAA, II; Step 10

Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Brinkmann, Kelly	EH – Student Support Associate	June 2, 2015	Personal
Burr, David	LRC – Custodian	June 30, 2015	Retirement
Faulkner, Kim	IC – Paraprofessional	June 2, 2015	Personal
Goerdt, Paula	OR – Attendance Secretary	July 31, 2015	Other Employment
Grimm, Norm	LRC – Computer Technician	June 30, 2015	Retirement
Joseph, Leigh	HS – Building Secretary	May 21, 2015	Personal
Oglesby, Dan	WE – Student Support Associate	June 2, 2015	Personal
Rossate, Michelle	EH – Student Support Associate	June 2, 2015	Relocation
Solem, Susan	NS – OR General Help	May 26, 2015	Personal
Stevens, Mary	EH – General Ed. Assistant	June 2, 2015	Relocation
Windham, Wesley	EX – Student Support Associate	June 2, 2015	Personal

Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Branan, Andrew	HS – NHS Sponsor	August 1, 2015	Schedule H, Category G
Broadie, Haley	HS – Head 9 th /Assistant Varsity Girls Volleyball Coach	August 10, 2015	Schedule H, Category C
Hasken, Stephanie	HS – Assistant Varsity/JV Girls Basketball Coach	May 18, 2015	Schedule H, Category B
Hoffman, Kyle	HS – Assistant Varsity Cross Country Coach	May 13, 2015	Schedule H, Category D
Tompkins, Chad	HS – Head 10 th grade Girls Basketball Coach	May 18, 2015	Schedule H, Category C
Wyant, Robert	HS – Head Varsity Boys Bowling Coach	June 3, 2015	Schedule H, Category D

Extra-Curricular Positions: Resignation

Name	Assignment	Dept. Action	Reason
Ciha, Nikki	HS – Assistant Girls Soccer Coach	May 29, 2015	Personal
Green, Justin	EX – Assistant 7 th Grade Wrestling Coach	June 1, 2015	Personal
Kremer, Kori	OR – Head 7 th Grade Volleyball Coach	May 29, 2015	Relocation
Moran, Michael	OR – Assistant 7 th Grade Boys Basketball	May 29, 2015	Personal
Snead, Chelsi	OR – Head 8th Grade Volleyball Coach	May 29, 2015	Personal

1102: Approval of Minutes from May 18, 2015

Exhibit 1102.1

1103: Approval of Bills

Exhibit 1103.1

1104: Approval of Contracts

Exhibits 1104.1-10

- 1. Memorandum of Understanding between the District and the LMEA in regard to master contract articles that will be affected by the implementation of the Teacher Leadership Program for the 2015-16 and 2016-17 school years.
- 2. Grant Wood Perkins Consortia Resource Agreement for 2015-16.
- 3. Host contract with Marzano Research for guest speaker, Mitzi Hobak, to disseminate information on the topic of Formative Assessment and Standards-Based Grading on October 26, 2015 and January 18, 2016.
- 4. School nurse contract with Heartland Home Care, Inc., beginning June 29, 2015 and lasting for a period of one calendar school year for an individual student's care.
- 5. Agreement for Cooperation in a Field Experience Program with Mount Mercy University for the 2015-16 school year.
- 6. Non-commercial licensing agreement with Anthony Carfagna, Assistant Coach for the Linn-Mar Lions 7th Grade Youth Basketball Team.

- 7. Two Interagency agreements for Special Education Programming with the Cedar Rapids Community School District.
- 8. Interagency agreement for Special Education Programming with Goodwill of the Heartland Career Connections Program.
- 9. Urban Education Network of Iowa membership fees for 2015-16.
- 10. Dwelling Rental Agreement between the District and Tenant for the dwelling located at 2969 C Avenue Extension, NE, Cedar Rapids, IA, for one year beginning July 1, 2015 at \$400/month.

1105: Board Information

Exhibit 1105.1

- 1. School Finance Report as of April 30, 2014
- 2. Cash Balance Report as of April 30, 2014
- 3. School Finance Report as of April 30, 2015
- 4. Cash Balance Report as of April 30, 2015

1106: Items Removed from the Consent Agenda for Separate Action

1107: Approval of the Consent Agenda 298-06-08

Motion by Hutcheson for the Board to approve the Consent Agenda with the addition of the personnel walk-in exhibit. Second by Patterson. Voice vote; approved.

1200 COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

1201: Communications

Hutcheson shared personal condolences on behalf of the Board to the Crawford family for the loss of their son, Joel.

1202: Calendar

Date	Time	Event	Location
June 18 th	5:30 PM	Marion City Council	Marion City Hall
June 22 nd	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
Date	Time	Event	Location
Date July 7 th	Time 7:30 AM	Event Finance/Audit Committee	LRC Office Conf Room

1203: Committees

Committee	Participants
Executive Committee Tim Isenberg, Barry Buchholz, Katie Mulholland	
Finance/Audit Committee	Barry Buchholz, Todd Hutcheson, Elizabeth Wilson, Angie
	Morrison, JT Anderson, Katie Mulholland
Policy Committee	Rene Gadelha, Tina Patterson, Katie Mulholland
Career & Technical Education	Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council	Barry Buchholz, Rick Ironside, Katie Mulholland
Ed Leader 21	Rene Gadelha, Elizabeth Wilson, Julie Jensen, Dirk Halupnik
ERMA (Energy Efficiency)	Todd Hutcheson, Rick Ironside
Equity Advisory	Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development	Barry Buchholz, Julie Jensen
Legislative	Tina Patterson, Katie Mulholland
Linn-Mar Foundation	Katie Mulholland

Committee	Participants
School Improvement Advisory	Rene Gadelha, Dirk Halupnik
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos

1300: ADJOURNMENT 299-06-08

Motion by Wilson to adjourn the regular session at 8:10 PM. Second by Patterson. Voice vote; approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

Minutes respectfully submitted by: Gayla Burgess, Admin Assistant to the Superintendent June 8, 2015

From the Office of Human Resources – Karla Christian, Executive Director *June 8, 2015 – Walk-in Exhibit 1101.1*

1101 PERSONNEL

<u>Certified Staff: Assignment – Reassignment – Transfer</u>

Name	Assignment	Dept. Action	Salary Placement
Schulz, Pamela	From EX Associate	July 1, 2015	TBD
	Principal to WE		
	Building Principal		

A - Warrants Paid Listing			Criteria
iscal Year: 2014-2015		Date Range:	06/05/2015 - 06/18/2015
Vendor Name	Description		Check Total
und: Aquatic Center			
BLACK HAWK SWIMMING ASSOCIATION	GENERAL SUPPLIES		\$182.00
CEDAR RAPIDS AQUATICS ASSOCIATION	GENERAL SUPPLIES		\$1,296.00
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY		\$3,936.41
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE		\$66.53
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC		\$284.43
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE		\$66.53
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC		\$284.43
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX		\$159.47
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES		\$24.00
RUFFLES, BRIAN	TRAVEL		\$70.20
TREASURER ST OF IA	STATE INCOME TAX		\$41.89
		Fund Total	: \$6,411.89
und: GENERAL A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION		\$4,017.24
A-TEC RECYCLING INC	SERVICE AGREEMENTS		\$1,138.61
ACE HARDWARE-1062A	MAINTENANCE SUPPLIES		\$147.67
	GENERAL SUPPLIES		\$2,610.87
ADCRAFT PRINTING COMPANY	LEGAL SERVICES		\$528.00
AHLERS AND COONEY, P.C.	MAINTENANCE SUPPLIES		\$120.07
AIRGAS NORTH CENTRAL	INSTRUCTIONAL SUPPLIES		\$292.50
ALI'S WEEDS	TRAVEL		\$23.40
ANDERSON, JT	GENERAL SUPPLIES		\$160.00
ASSETWORKS INC.	GENERAL SUPPLIES		\$802.60
AUS WATERLOO MC LOCKBOX	TRAVEL		\$202.80
BARRY DEBRA	OTHER PROFESSIONAL		\$250.00
BENEFITFOCUS.COM, INC.	VEHICLE REPAIR		\$569.20
BIG RIGGER BUILDERS INC	•		\$81.94
ВР	GASOLINE		\$11.04
BROWN PHILIP	TRAVEL		\$90.00
C.J. COOPER & ASSOCIATES	DRUG TESTING		\$19.58
CALCARA MARILYN	TRAVEL		\$1,530.25
CAM COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL		\$1,550.25 \$41.39
CARQUEST AUTO PARTS	REPAIR PARTS		\$1,052.13
CARQUEST AUTO PARTS	TRANSP. PARTS		\$169,908.53
CEDAR RAPIDS COMM SCH DIST	TUITION OPEN ENROLL		\$1,076.56
CENTURYLINK	TELEPHONE	•	\$1,076.50 \$392.50
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES		
CITY LAUNDERING COMPANY	LAUNDRY SERVICE		\$1,117.12 \$1,530.35
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL		\$1,530.25
CMS COMMUNICATIONS	INSTRUCTIONAL SUPPLIES		\$247.58
COLLECTION	EE LIAB-GARNISHMENTS		\$657.00
COLTON KRISTI	TRAVEL		\$31.59
COMMUNICATIONS ENGINEERING CO	REPAIR/MAINT SERVICE		\$1,417.00
COMMUNICATIONS ENGINEERING CO	TECH REPAIRS		\$899.53

Criteria IA - Warrants Paid Listing 06/05/2015 - 06/18/2015 Date Range: Fiscal Year: 2014-2015 Check Total Vendor Name Description **CONNERLY DEBRA** TRAVEL \$6.32 \$21.45 TRAVEL COOKSLEY DAWN \$204.74 CR/LC SOLID WASTE AGENCY **GARBAGE COLLECTION** \$10.61 CRANDALL SHERI TRAVEL CULLIGAN INSTRUCTIONAL SUPPLIES \$60.90 \$7,058.78 **CUMMINS CENTRAL POWER LLC** VEHICLE REPAIR \$482.95 D & K PRODUCTS **GROUNDS UPKEEP** DAUTREMONT STACIA TRAVEL \$145.31 \$35,10 TRAVEL DAYTON JOYCE \$542.50 DECKER EQUIPMENT **INSTRUCTIONAL SUPPLIES** \$27.75 DENNIS COMPANY **EQUIPMENT REPAIR** \$1.29 DONLON BRIDGET TRAVEL **EMSLRC GENERAL SUPPLIES** \$60.00 **EMSLRC** INSTRUCTIONAL SUPPLIES \$8.00 F & W SERVICE CO., INC REPAIR/MAINT SERVICE \$73.00 **FARMERS STATE BANK** \$338,446.09 EE LIAB-DIR DEP NET PAY MAINTENANCE SUPPLIES \$510.72 **FASTENAL COMPANY** \$1,155.00 FEIEREISEN INC **GENERAL SUPPLIES** \$700.73 LIBRARY BOOKS FOLLETT SCHOOL SOLUTIONS, INC FRONTLINE TECHNOLOGIES OTHER PROFESSIONAL \$326.45 **FROST JEFF** TRAVEL \$52.04 INSTRUCTIONAL SUPPLIES \$453.20 GARMENT DESIGN \$522.00 GAROUTTE DEBORAH RETIREE INSURANCE Goodlove, Amanda Marie **TRAVEL** \$131.43 GOTTO RYAN TRAVEL \$234.86 **GRANT WOOD AEA GENERAL SUPPLIES** \$367.10 GRANT WOOD AEA **INSTRUCTIONAL SUPPLIES** \$79.10 GRIGGS MUSIC INC EQUIPMENT >\$1999 \$7,950.00 **GRIGGS MUSIC INC** INSTRUCTIONAL SUPPLIES \$617.59 **GRIMM NORM** \$22.93 **TRAVEL** \$35.00 HALLS PHOTO **GENERAL SUPPLIES** HALVERSON GINGER **TRAVEL** \$438.75 HANDKE LOUAN INSTRUCTIONAL SUPPLIES \$197.66 **GENERAL SUPPLIES** \$126.00 HANDS UP COMMUNICATIONS HANDS UP COMMUNICATIONS PROF SERV: EDUCATION \$342.00 HANSON, MEGAN \$64.82 **TRAVEL** HICKS KRISTI \$28.70 TRAVEL HOBSONS, INC **GENERAL SOFTWARE** \$348.88 **HY-VEE FOOD STORE-8556** \$468.87 **GENERAL SUPPLIES HY-VEE FOOD STORE-8556** INSTRUCTIONAL SUPPLIES \$1,235.71 **IFCSEP INSTRUCTIONAL SUPPLIES** \$60.00 IMON COMMUNICATIONS LLC TELEPHONE \$5,570.63 INTECONNEX REPAIR/MAINT SERVICE \$450.00 **INTERNAL REVENUE SERVICE-9343** EE LIAB-MEDICARE \$6,629.55 **INTERNAL REVENUE SERVICE-9343** EE LIAB-SO SEC \$28,347.60

IA - Warrants Paid Listing

Date Range:

Criteria

Fiscal Year: 2014-2015

06/05/2015 - 06/18/2015

Vendor Name	Description	Check Total
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$6,629.55
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$28,347.60
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX	\$31,143.48
IOWA ASSOCIATION OF AG ED	STAFF WORKSHP/CONF	\$325.00
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$45.00
IOWA HIGH SCHOOL MUSIC ASSOC	PROF SERV: EDUCATION	\$6,952.00
IOWA TESTING PROGRAMS	INSTRUCTIONAL SUPPLIES	\$20,747.02
ISFIS	OTHER PROFESSIONAL	\$490.50
JESSEN ALICIA	TRAVEL	\$24.02
JOHNSON TERESA	TRAVEL	\$122.07
JUNIOR ACHIEVEMENT	INSTRUCTIONAL SUPPLIES	\$9,515.70
KESL CAROL	TRAVEL	\$47.66
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$75.00
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$2,572.80
KISER, ALAN	PROF SERV: EDUCATION	\$250.00
KNIGHTS OF COLUMBUS COUNCIL	INSTRUCTIONAL SUPPLIES	\$575.00
KOENEN KARLA	TRAVEL	\$18.41
KONA ICE OF CEDAR RAPIDS, LLC	INSTRUCTIONAL SUPPLIES	\$249.75
LAKEMARY CENTER INC	TUITION IN STATE	\$3,236.70
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$4,247.33
LASER RESOURCES, LLC	IN-DIRECT COSTS	\$1,318.64
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES	\$5,965.40
LASER RESOURCES, LLC	SERVICE AGREEMENTS	\$6.93
LINN COUNTY REC	ELECTRICITY	\$24,280.42
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$285.93
LOUK KAREN	INSTRUCTIONAL SUPPLIES	\$314.47
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$411.10
MARION INDEPENDENT SCHOOLS	TUITION OPEN ENROLL	\$463,027.35
MARION TIMES	ADVERTISING	\$450.00
MATHESON-LINDWELD	GENERAL SUPPLIES	\$31.64
MAYER-JOHNSON LLC	INSTRUCTIONAL SUPPLIES	\$54.95
MCDONALD CJ	TRAVEL	\$202.76
MCGRAW-HILL SCHOOL EDUCATION	INSTRUCTIONAL SUPPLIES	\$23,374.80
MCM ELECTRONICS	MAINTENANCE SUPPLIES	\$199.97
McSWEENEY, CHRISTINE	TRAVEL	\$15.17
MEAD, JAIME	TRAVEL	\$109.20
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$15.38
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$391.00
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$1,755.00
MIDAMERICA BOOKS	LIBRARY BOOKS	\$271.20
MIDWEST ELECTRONIC RECOVERY	REPAIR/MAINT SERVICE	\$50.00
MONARCH WATCH SHOP	INSTRUCTIONAL SUPPLIES	\$845.00
MORAN, SHIRLEY	INSTRUCTIONAL SUPPLIES	\$79.9
MUTUAL WHEEL CO	TRANSP. PARTS	\$67.7
NAPA AUTO PARTS	TRANSP, PARTS	\$17.3

IA - Warrants Paid Listing

Fiscal Year: 2014-2015

<u>Criteria</u>

Date Range:

06/05/2015 - 06/18/2015

Vendor Name	Description	Check Total
NATHAN KATHY	INSTRUCTIONAL SUPPLIES	\$352.97
NETWORK COMPUTER SOLUTIONS E.IA	INSTRUCTIONAL SUPPLIES	\$124.66
NICHOLSON AMY	TRAVEL	\$43.60
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$136.35
PARLOR CITY ICE CREAM	INSTRUCTIONAL SUPPLIES	\$728.75
PITNEY BOWES	POSTAGE/UPS	\$996.21
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$57.98
PIZZA RANCH	INSTRUCTIONAL SUPPLIES	\$54.38
PLAYTIME EQUIPMENT AND SCHOOL SUPPLY	INSTRUCTIONAL SUPPLIES	\$347.26
POOL TECH MIDWEST INC	CHEMICALS	\$44.50
POOL TECH MIDWEST INC	MAINTENANCE SUPPLIES	\$1,573.00
POSTMASTER	POSTAGE/UPS	\$3,000.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$100.29
R & R DUDAK, INC	INSTRUCTIONAL SUPPLIES	\$81.90
REAMS SPRINKLER SUPPLY	REPAIR PARTS	\$127.96
REGISTER MEDIA	ADVERTISING	\$3,419.72
REPUBLIC SERVICES OF IOWA	INSTRUCTIONAL SUPPLIES	\$226.20
RIVERSIDE TECHNOLOGIES, INC	EQUIPMENT >\$1999	\$9,975.00
ROANE, EMILY	PROF SERV: EDUCATION	\$250.00
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$723.84
SADLER POWER TRAIN	TRANSP. PARTS	\$324.66
SANDERSFELD SHAWN	TRAVEL	\$88.92
SCHOOL BUS SALES	TRANSP. PARTS	\$4,175.43
SHERWIN-WILLIAMS	INSTRUCTIONAL SUPPLIES	\$116.35
SHIPLEY MIKE	TRAVEL	\$109.20
SHORTER MARGARET	TRAVEL	\$42.20
SKILANG LISA	DUES AND FEES	\$250.00
SOFTCHOICE	COMPUTER SOFTWARE	\$29,002.05
SPACE WALK	INSTRUCTIONAL SUPPLIES	\$1,320.00
STAPLES	GENERAL SUPPLIES	\$327.17
Steimel, Sara L	TRAVEL	\$26.60
STONE SHARON	PROF SERV: EDUCATION	\$300.00
SUESS WYATT	TRAVEL.	\$18.88
SYSTEMS UNLIMITED, INC.	PROF SERV: EDUCATION	\$550.00
TERRELL DAN	TRAVEL	\$20.59
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$1,925.02
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$10,356.13
TREASURER ST OF IA	STATE INCOME TAX	\$14,975.44
TRIER KELLY	TRAVEL	\$326.04
TYLER TECHNOLOGIES INC	DATA PROCESSING AND	\$79,223.58
TYLER TECHNOLOGIES INC	OTHER PROFESSIONAL	\$1,416.43
U.S. CELLULAR	TELEPHONE	\$883.82
UNITY POINT HEALTH-ST. LUKE'S HOSPITAL	PROF SERV: EDUCATION	\$720.00
VAIL KATHERINE L.	TRAVEL	\$6.86
VAN METER CO	MAINTENANCE SUPPLIES	\$198.72

IA - Warrants Paid Listing			riteria
Fiscal Year: 2014-2015		Date Range: 0	3/05/2015 - 06/18/20 ⁻
Vendor Name	Description		Check Total
VAN PRAAG, DIANNE	TRAVEL	· · · · · · · · · · · · · · · · · · ·	\$52.65
VEIT ANDREW	PROF SERV: EDUCATION		\$250.00
VIETH KELLY	TRAVEL	\$34.36	
WAGE WORKS	EE LIAB-FLEX DEP CARE	\$7,257.94	
WAGE WORKS	EE LIAB-FLEX HEALTH		\$2,722.69
WALSH DOOR & HARDWARE	REPAIR PARTS		\$160.00
WEDEKING KATIE	TRAVEL		\$12.95
WELLMARK	OTHER PROFESSIONAL		\$1,080.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES		\$27,243.29
ZIMMERMAN JESSICA	TRAVEL		\$15.68
		Fund Total:	\$1,442,673.21
und: NUTRITION SERVICES ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD		\$20,857.20
CITY LAUNDERING COMPANY	LAUNDRY SERVICE		\$1,509.63
• · · · · · · · · · · · · · · · · · · ·	DEFERRED REVENUE		\$25.30
DONALDSON, TRACY	PURCHASE FOOD		\$4,054.60
EARTHGRAINS	EE LIAB-DIR DEP NET PAY		\$36,678.25
FARMERS STATE BANK	DEFERRED REVENUE		\$159.60
GETTEMY, ROB	DEFERRED REVENUE		\$5.00
GLOGOVSKY, HOLLY	DEFERRED REVENUE		\$15.00
GUTZMANN, LAILA	DEFERRED REVENUE		\$22.40
HOLAK, HUGH	EE LIAB-MEDICARE		\$770.21
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC		\$3,293.06
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE		\$770.21
INTERNAL REVENUE SERVICE-9343	ER LIAB-WIEDICARE ER LIAB-SOC SEC		\$3,293.06
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX		\$3,208.84
INTERNAL REVENUE SERVICE-9343	DEFERRED REVENUE		\$25.65
KLUESNER, KRIS	TRAVEL		\$47.31
KNIGHT SUSAN			\$5.95
KRUEGER, JENNIFER	DEFERRED REVENUE TRAVEL		\$9.05
NOTH RUTH	DEFERRED REVENUE		\$4.50
PESTKA, KELLY	DEFERRED REVENUE		\$14.60
RAAP, TRICIA	DEFERRED REVENUE		\$3.90
RECK SALLY	DEFERRED REVENUE		\$12.60
SCHUPP, CLIFFORD	DEFERRED REVENUE		\$53.00
THOMS, JANELLE	DEFERRED REVENUE		\$14.00
TRAN, TOM	STATE INCOME TAX		\$1,408.92
TREASURER ST OF IA	EE LIAB-FLEX HEALTH		\$0.00
WAGE WORKS	EE LIAB-FLEX IILALIII	Fund Total:	
und: PHY PLANT & EQ LEVY		, unu rous.	ψ, ψ, = ψ ι ισ ι
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT		\$4,525.00
DLR GROUP INC	ARCHITECT		\$150.00
MENARDS -13127	BLDG. CONST SUPPLIES		\$212.95
NOVAK DESIGN GROUP	ARCHITECT		\$884.43
TYLER TECHNOLOGIES INC	COMPUTER SOFTWARE		\$500.00
District ACMADAGE ASSISTATION Property	rntIAChecksPaidListing	2015.2.08	Page:

IA - Warrants Paid Listing			<u>eria</u> 05/2015 - 06/18/201
Fiscal Year: 2014-2015		Date Nange. 00%	03/2013 - 00/10/201
Vendor Name	Description		Check Total
WALSH DOOR & HARDWARE	CONSTRUCTION SERV		\$1,200.00
WALSH DOOR & HARDWARE	EQUIPMENT >\$1999		\$2,632.00
		Fund Total:	\$10,104.38
Fund: Pool 10 Million Issue and 2013 10M Issue			
DLR GROUP INC	ARCHITECT		\$7,322.37
IMON COMMUNICATIONS LLC	CONSTRUCTION SERV		\$80,810.92
KLEIMAN CONSTRUCTION, INC.	CONSTRUCTION SERV		\$9,745.38
PIPER JAFFRAY INC	OTHER PROFESSIONAL		\$35,000.00
PODS	BLDG. CONST SUPPLIES		\$804.00
POOL TECH MIDWEST INC	OTHER PROFESSIONAL		\$1,581.00
		Fund Total:	\$135,263.67
Fund: PUB ED & REC LEVY	CBOUNDS HOVEED		\$980.00
D & K PRODUCTS	GROUNDS UPKEEP		\$960.00 \$1,189.03
NOVAK DESIGN GROUP	ARCHITECT		• •
PACE SUPPLY	GROUNDS UPKEEP		\$185.50
Fund: STUDENT ACTIVITY		Fund Total:	\$2,354.53
ADKINS, ZAC	TRAVEL		\$21.00
AKERS KYLE	OFFICIAL/JUDGE		\$190.00
BARTA BOB	OFFICIAL/JUDGE		\$95.00
	OFFICIAL/JUDGE		\$124.90
BEGEY, MARK	TRAVEL		\$14.00
BEHR, RANDY	TRAVEL		\$21.00
BROOKS, STEVE BROOME ERICK	OFFICIAL/JUDGE		\$105.00
			\$700.00
BW T&F ENTERPRISES LLP	INSTRUCTIONAL SUPPLIES		\$403.44
CEDAR GRAPHICS INC	INSTRUCTIONAL SUPPLIES		,
CEDAR VALLEY WORLD TRAVEL	TRAVEL		\$805.00
CHRISTENSEN DELBERT	OFFICIAL/JUDGE		\$95.00
CITY TREASURER'S OFFICE	INSTRUCTIONAL SUPPLIES		\$3,071.25
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES		\$4,230.00
CROWN TROPHY	INSTRUCTIONAL SUPPLIES		\$45.85
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES		\$1,876.00 \$75.00
DEKE SONNY	OFFICIAL/JUDGE		\$75.00 \$400.00
DISTRIBUTED WEBSITE CORPORATION	INSTRUCTIONAL SUPPLIES		\$499.00 \$244.43
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY		\$244.13
FATHEAD	INSTRUCTIONAL SUPPLIES		\$220.00
FRESE JEFF	OFFICIAL/JUDGE		\$233.80
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES		\$165.00
HALLS PHOTO	INSTRUCTIONAL SUPPLIES		\$50.00
HEALY AWARDS	INSTRUCTIONAL SUPPLIES		\$646.95
HOUSE OF TROPHIES	INSTRUCTIONAL SUPPLIES		\$763.15
HOYT BOB	OFFICIAL/JUDGE		\$200.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES		\$797.11
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE		\$3.95

IA - Warrants Paid Listing

<u>Criteria</u>

Date Range:

06/05/2015 - 06/18/2015

Fiscal Year: 2014-2015

Vendor Name	Description		Check Total
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC		\$16.85
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE		\$3.95
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC		\$16.85
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX		\$22.60
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	DUES AND FEES		\$30.00
IOWA GIRLS HIGH SCHOOL ATHLETIC UNION	INSTRUCTIONAL SUPPLIES		\$810.00
IOWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES		\$3,267.05
JOSTENS, INC	INSTRUCTIONAL SUPPLIES		\$11,073.00
KADLEC JERRY	OFFICIAL/JUDGE		\$95.00
KEITH M MERRICK CO INC	INSTRUCTIONAL SUPPLIES		\$565.68
KONA ICE OF CEDAR RAPIDS, LLC	INSTRUCTIONAL SUPPLIES		\$339.00
KOSKAMP JORDAN	OFFICIAL/JUDGE		\$75.00
LANGGUTH SYDNEY	OFFICIAL/JUDGE		\$50.00
LARSON TAYLOR	OFFICIAL/JUDGE		\$113.40
LIDS TEAM SPORTS	INSTRUCTIONAL SUPPLIES		\$105.00
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES		\$97.50
LITTERER JACKSON	OFFICIAL/JUDGE		\$139.50
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES		\$261.00
MADLAND MITCH	OFFICIAL/JUDGE		\$141.00
MAHMENS SCOTT	TRAVEL		\$101.40
MARTINEZ UBY	OFFICIAL/JUDGE		\$113.40
MONTICELLO SPORTS	INSTRUCTIONAL SUPPLIES		\$470.96
MURPHY ED	OFFICIAL/JUDGE		\$95.00
NIEMITALO DAN	TRAVEL		\$2,362.08
OBERBROECKLING CHRIS	OFFICIAL/JUDGE		\$220.00
PAPA JOHNS PIZZA	INSTRUCTIONAL SUPPLIES		\$71.07
PARK KIRK	OFFICIAL/JUDGE		\$113.40
RITCHIE PHIL	OFFICIAL/JUDGE		\$225.00
TOPPING THOMAS	OFFICIAL/JUDGE		\$113.40
TREASURER ST OF IA	STATE INCOME TAX		\$10.47
UNITY POINT HEALTH-ST. LUKE'S HOSPITAL	INSTRUCTIONAL SUPPLIES		\$100.00
VARSITY SPIRIT	INSTRUCTIONAL SUPPLIES		\$9,919.04
VERBICK LARRY	OFFICIAL/JUDGE		\$75.00
VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES		\$2,012.00
WARTBURG COLLEGE	INSTRUCTIONAL SUPPLIES		\$1,050.00
WEGMANN GERRY	OFFICIAL/JUDGE		\$245.00
WERNER-LANGE, LENORA	TRAVEL		\$42.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES		\$238.66
WILDWOOD LODGE	TRAVEL		\$8,052.12
WORLDSTRIDES HERITAGE PERFORMANCE	TRAVEL		\$1,000.00
		Fund Total:	\$59,547.91

Grand Total:

\$1,732,617.43

End of Report



Iowa Assn of School Boards 6000 Grand Ave Des Moines IA 50312

Invoice Number IASBSUB003766 6/4/2015 **Invoice Date** LINN-MAR189 **Customer ID Customer PO#**

\$700.00

Bill To:

Linn-Mar Community Schools 2999 N 10th St Marion IA 52302

Remit To:

Iowa Association of School Boards PO Box 4716 Des Moines, IA 50305-4716

Item	Description	Quantity	Unit Price	Ext. Price
01POL	Policies Online Subscription 2015-16	1	\$700.00	\$700.00
		al Due		\$700.00
	Pa	ments Rceive	d	\$0.00

Payments made are for services rendered and are not considered charitable contributions.

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Please return this portion with payment.



Iowa Assn of School Boards 6000 Grand Ave Des Moines IA 50312

Customer ID	LINN-MAR189	
Amount Due		\$700.00
Amount Due		\$700.00

IASBSUB003766

6/4/2015

Linn-Mar Community Schools 2999 N 10th St Marion IA 52302

Remit To:

Invoice Number

Invoice Date

Iowa Association of School Boards PO Box 4716 Des Moines, IA 50305-4716

Amount Due

AGREEMENT

or

POWERSCHOOL STUDENT INFORMATION SYSTEM

between

GRANT WOOD AREA EDUCATION AGENCY

and

Linn-Mar Community Schools

This Agreement is entered into by and between **Grant Wood Area Education Agency**, ("GWAEA") and Linn-Mar Community Schools ("District"). The Term of this Agreement shall be for the Fiscal Year 2015-2016.

GWAEA Agrees to:

- 1. Provide District designated employees with access to the Powerschool Student Information System ("System") and those additional services ("Services") specified on Appendix A for the current fiscal year during the Term of this Agreement.
- 2. Provide the software and hardware necessary to operate the System.
- 3. Provide for electronic importation of student information and records into the System, if so requested by District.
- 4. Provide computer time and consultant services necessary to successfully access the System.
- 5. Undertake commercially reasonable efforts: a) to maintain the security of student information and records, and other information kept and produced for the District ("District Data") under this Agreement, and b) to not release District Data to any person or entity without the express written consent of the superintendent of the District.
- 6. Undertake commercially reasonable efforts to maintain off-site backups of all District Data during the Term of this Agreement.
- 7. First Year Districts Only: Provide one training session for building and District administrators and support staff on the operation of the System and on accessing the System.
- 8. First Year Districts Only: Provide two additional training sessions for District employees accessing the System.

GWAEA shall:

1. Not be liable for its failure to perform hereunder due to any contingency beyond its reasonable control, including acts of God or the public enemy, fire, explosion, accident, flood, drought, embargoes, shortages, action of any kind by a governmental authority other than GWAEA, whether valid or invalid, delay or failure of contractors or suppliers of material equipment or computer time, delay or failure of the computer system or carriers, or other difficulties with the computer system, or transportation, or any contingency, delay, failure or cause beyond GWAEA's control, whether or not of the kind specified herein.

- 2. Not be responsible for loss of any District Data resulting from the malfunction or shutdown of the System, whether caused by human error, security breach, software malfunction, hardware malfunction, natural disaster or for any other reason whatsoever. For District Data lost as the result its negligence, GWAEA will waive any fees for data recovery, data re-entry or programming activity needed to recover the District Data, or will assist District in recovering the District Data.
- 3. Not be liable for damages, including but not limited to special, indirect and consequential damages, attorneys' and experts' fees and court costs (even if GWAEA has been advised of the possibility of such damages) arising out of or in connection with the System or Services under this Agreement.

The District agrees to:

- 1. Pay GWAEA for the Services elected by the District and provided by GWAEA as specified in Appendix A.
- 2. Pay GWAEA for accessing the System as specified in Appendix B.
- 3. Make all payments due and payable to GWAEA for Services and accessing the System as per payment schedule listed in Appendix A.
- 4. Identify a single point of contact for communication with GWAEA staff.
- 5. Take full responsibility for the use of District Data by the District, its employees, agents and third-parties, whether authorized or unauthorized. The District agrees to indemnify GWAEA and hold GWAEA harmless for any loss or damage incurred by GWAEA or by any other person as a result of the use or misuse of District Data that is outside the control of GWAEA.
- 6. Abide by the computer usage rules, procedures, and policies as published by GWAEA with respect to any and all aspects of District's use of the System and Services.
- Assume full responsibility for the confidentiality and use of all its user names, passwords, and accounts on the System. The District is prohibited from sharing user names, passwords, and/or accounts with any unauthorized person to access the System.
- 8. The District agrees to immediately notify GWAEA if it becomes aware of any loss or theft or unauthorized use of any of its user names, passwords, and/or accounts.
- 9. Assume full responsibility for assuring the accuracy of District Data transmitted or delivered to GWAEA. The District acknowledges that the System and Services may provide incorrect information to the District; however, the District has numerous opportunities to detect the occurrence of such errors and control their effect. The District shall have the responsibility to establish and use appropriate measures in its operations to detect the occurrence of such error promptly and to minimize their effect on it. In addition, the District shall promptly inform GWAEA of all errors it believes to exist and render all reasonable assistance in correcting said errors.
- 10. That it shall have no ownership rights in the System or any rights to the System, except the right to access the System during the Term of this Agreement.

GWAEA and District agree:

- 1. That the District is the owner of the District Data. This Agreement does not create any ownership interest for GWAEA in the District Data.
- 2. That the District is responsible for all obligations and liabilities arising out of ownership of the District Data. This means, without limitation, that the District shall be responsible for all third-party requests for District Data, whether by subpoena or otherwise. If a third-party serves GWAEA with a request for District Data, GWAEA will, as soon as practicable, provide the request to the District. The District shall thereafter be responsible for appropriately responding to the request. The District shall indemnify and reimburse GWAEA for all reasonable expenses, including attorneys' fees, that GWAEA incurs arising out of the request. The District shall not direct third parties to make requests for the District Data to GWAEA, but shall instead direct that requests be made to the District. GWAEA will cooperate with the District in responding to the request by providing the requested District Data to the District or the third-party if so directed by the District.
- 3. That for as long as the District has the right to access the System, on an annual basis, the District may request that GWAEA provide the District with a copy of the District Data as that data existed in the System upon the date of the request. The copy of the District Data provided by GWAEA shall be in a non-proprietary, electronic format.
- 4. That after the District no longer has the right to access the System, whether because of termination of this Agreement or the absence of a subsequent agreement regarding the System, the District may request that GWAEA provide the District with a copy of the District Data as that data existed in the System upon the date of termination of the last agreement between the parties regarding the System. Any such request by the District must be made within sixty (60) days of the date of termination of the last agreement between the parties regarding the System. The copy of the District Data shall be in a non-proprietary, electronic format. After the expiration of the sixty (60) day period, GWAEA shall not be required to retain any District Data.

Termination

This Agreement shall terminate at the end of the Term or upon the occurrence of any of the following events:

- 1. Failure of the District to pay GWAEA any sums or amounts due, where such delinquency is not fully corrected within sixty (60) days of GWAEA written demand; or
- 2. Failure the District or GWAEA to observe, keep or perform any of the terms and conditions of this Agreement where such nonperformance is not corrected by the District or GWAEA within thirty (30) days after prior written notice by the District or GWAEA.

Except as provided above, upon the expiration or other termination of this Agreement, all rights and obligations of the parties under this Agreement shall cease as of the termination date.

We the undersigned agree to the terms and conditions set forth in this Agreement and to the charges as outlined in Appendix A and Appendix B.

EDUCATION AGENCY	Linn-Mar Community Schools	
James C. Klream		
Signature	Signature	
Board President	-	
Title	Title	
5/13/2015		
Date	Date	

APPENDIX A

POWERSCHOOL STUDENT INFORMATION SYSTEM

The System includes all of the base functionality provided by Pearson in its PowerSchool system plus State Reporting (aka Project Easier).

DATA ENTRY

\$15.00 per hour charged for any special customized data entry activities. \$80.00 per hour charged for special programming needs.

TRAINING OUTSIDE THE SCOPE OF THIS AGREEMENT

\$50 per hour to a maximum of \$500 per day plus expenses such as lodging and meals reimbursement at GWAEA per diem rates.

BILLING SCHEDULE

Payment will be made no later than thirty days after invoice. Invoicing will be in May 2016.

APPENDIX B

2015-2016 Powerschool Student Information System provided to: Linn-Mar Community Schools

K-12 Student Enrollment	7,126
Per Pupil cost	\$7.00
Licensing and Implementation costs	\$49,879.90
Miscellaneous costs	\$.00
Initial hardware costs	\$.00
Total Costs for 2015-16	\$49,879.90



University of Phoenix

Academic Affairs 1625 Fountainhead Parkway Mailstop: CF-SX03 Tempe, AZ 85282 (602) 557-1476 Fax (602) 383-3972

UNIVERSITY OF PHOENIX SCHOOL AFFILIATION AGREEMENT

This Affiliation Agreement made and entered into this 15th day of June, 2015, by and between The University of Phoenix, Inc., an Arizona for-profit corporation, hereinafter referred to as the "UNIVERSITY" and Linn-Mar Community School District, an entity domiciled in the State of Iowa, hereinafter referred to as the "SCHOOL."

I. PURPOSE

The purpose of this Agreement is to provide education experiences for selected UNIVERSITY students, hereinafter "STUDENTS", which take place at the SCHOOL and in which the SCHOOL will participate.

II. OBLIGATIONS OF THE UNIVERSITY

- 1. The UNIVERSITY will offer educational programs accredited by appropriate organizations; and will determine standards of education, hours of instruction, learning experiences, administration, matriculation, promotion, and graduation.
- The UNIVERSITY will keep all records and reports on STUDENT experiences in accordance with UNIVERSITY policy and regulatory requirements.
- 3. The UNIVERSITY will plan with the SCHOOL, in advance, its schedule of STUDENT assignments to the designated areas, including dates and numbers of STUDENTS.
- 4. The UNIVERSITY agrees to inform STUDENTS that STUDENTS shall be responsible for following the rules and regulations of the SCHOOL, including recognition of the confidential nature of information regarding pupils and their records.
- The UNIVERSITY will provide to the SCHOOL a copy of course objectives for the learning experience. The SCHOOL, together with the UNIVERSITY, will make arrangements for evaluating the learning experience.
- 6. The UNIVERSITY will assign a Faculty/Site Supervisor who will collaborate with the SCHOOL'S Cooperating Teacher. For purposes of this Agreement, the term "Cooperating Teacher" shall be defined as the district educator who has been assigned to supervise the STUDENT.
- STUDENTS shall not be considered as employees or agents of the UNIVERSITY.
- 8. To help defray costs associated with the placement of STUDENTS at the SCHOOL, the UNIVERSITY shall pay compensation in accordance with Exhibit A, attached hereto and

incorporated herein, upon completion of STUDENT'S assignment at the SCHOOL, or at such other time as the parties agree.

III. OBLIGATIONS OF THE SCHOOL

- The SCHOOL shall maintain sole responsibility for the instruction, education and welfare of its pupils. SCHOOL shall be responsible for providing adequate staffing necessary to maintain the highest level of quality education for its pupils.
- 2. The SCHOOL agrees that STUDENTS assigned to it for counseling, administration, teaching, and/or observation experiences are under the supervision, control, and responsibility of the SCHOOL.
- 3. The SCHOOL shall retain the right, in its sole discretion, to request the removal of any individual from any area of the SCHOOL premises. STUDENTS shall be instructed by the UNIVERSITY to promptly and without protest leave an area whenever they are requested to do so by an authorized SCHOOL representative.
- The SCHOOL shall provide qualified Cooperating Teachers for STUDENTS. Cooperating 4. Teachers will be resource persons for STUDENTS and UNIVERSITY faculty while at the SCHOOL. Cooperating Teachers selected by SCHOOL will: a) assist in orienting STUDENTS to the SCHOOL, the classroom, and the pupils; b) explain all SCHOOL and district policies, rules, and regulations to STUDENTS; c) provide prompt and substantive feedback to STUDENTS regarding all performance activities and interactions with SCHOOL personnel, pupils, and parents; d) complete evaluations of STUDENTS' progress and submit them to the University Faculty/Site Supervisor, after reviewing them with the applicable STUDENT; e) immediately inform the University Faculty/Site Supervisor of any concerns regarding a STUDENT; f) establish a time to meet and discuss with STUDENTS their activities, impressions, reflections, and suggestions for goals and areas of improvement: a) (For student teaching) supervise STUDENTS on a daily basis - if the Cooperating Teacher is absent from the classroom for any reason, a certified substitute must be assigned to the classroom. Under no circumstance can a STUDENT, even if he/she is certified, serve as the substitute of record during the student teaching experience unless a separate agreement has been negotiated in writing by the SCHOOL and the UNIVERSITY.
- 5. The SCHOOL shall provide to UNIVERSITY and STUDENTS the policies and procedures and other relevant materials to allow STUDENTS to function appropriately within the SCHOOL.
- 6. STUDENTS assigned to the SCHOOL shall follow the SCHOOL'S protocols for health and safety. The SCHOOL will provide necessary emergency medical services to STUDENTS.
- 7. The SCHOOL shall permit STUDENTS access to the library facilities/curriculum laboratories available to their personnel. STUDENTS may not remove materials from the SCHOOL without appropriate approval.
- 8. The SCHOOL shall keep confidential and shall not disclose to any person or entity (a) STUDENT applications; (b) STUDENT health records or reports; and/or (c) any STUDENT records as defined in the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, concerning any STUDENT participating in the education experiences provided by SCHOOL, unless such disclosure is authorized by the STUDENT or is ordered by a court of competent jurisdiction. SCHOOL shall adopt and enforce policies and procedures necessary to protect the confidentiality of STUDENT records as defined herein.
- 9. STUDENTS shall not be considered employees or agents of the SCHOOL.

IV. <u>INDEMNIFICATION</u>

- 1. Each party (the "Indemnifying Party") shall indemnify, hold harmless, and, at the request of the other party, defend the other party (the "Indemnified Party") from and against any and all claims, losses, liabilities, costs, and expenses including reasonable attorney's fees, established by judgment or alternative resolution award, arising from (a) any material breach of any provision of this Agreement or (b) the negligence or willful misconduct in the performance of obligations hereunder by the Indemnifying Party or any employee, agent, or other representative of the Indemnifying Party.
- 2. UNIVERSITY and SCHOOL shall provide prompt notification to one another and, to the extent allowed by law, shall reasonably cooperate with one another in the defense of, any lawsuits, claims, or threatened claims that pertain to services provided pursuant to this Agreement.

V. INSURANCE

- UNIVERSITY and SCHOOL each shall maintain, as a minimum, Commercial General Liability Insurance written on an occurrence basis with insurance companies acceptable to the other party for limits of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate, as assurance of its accountability for any such losses, claims, liabilities, or expenses.
- 2. Upon written request, a party shall provide the other party with a certificate evidencing such insurance coverage.
- 3. Insurance required by UNIVERSITY to be maintained hereunder may be provided under: (a) an individual policy; (b) a blanket policy or policies which may include other liabilities, properties and locations of UNIVERSITY or its affiliates; (c) a plan of self-insurance, provided that UNIVERSITY or any guarantor of UNIVERSITY'S obligations under this Agreement maintains, during the period of such self-insurance, a net worth of at least Fifty Million Dollars (\$50,000,000); or (d) a combination of any of the foregoing insurance programs.

VI. REPRESENTATIONS AND WARRANTIES

1. Each party to this Agreement represents and warrants that (i) it has the full power and authority to enter into this Agreement and to carry out the transactions contemplated hereby applicable to it; and (ii) it has taken all action necessary to authorize the execution, delivery and performance of this Agreement, and this Agreement has been duly executed and delivered to such party.

VII. GENERAL PROVISIONS

- Neither the SCHOOL nor the UNIVERSITY will discriminate against any person because of race, color, religion, sex, or national origin, nor discriminate against any STUDENT or student applicant with a disability pursuant to law as set forth in the Americans with Disabilities Act.
- 2. This Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the UNIVERSITY and the SCHOOL and their employees, STUDENTS, or agents, but rather is

an Agreement by and among two independent contractors. Each STUDENT is placed with the SCHOOL in order to receive educational experience as part of the academic curriculum; duties performed by a STUDENT are not performed as an employee of the SCHOOL but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by SCHOOL personnel. To the extent allowed under state law, neither the SCHOOL nor the UNIVERSITY is required to provide workers' compensation coverage for the STUDENTS participating in the educational experience. UNIVERSITY acknowledges that nothing in this Agreement shall be construed to confer any right upon the UNIVERSITY or UNIVERSITY personnel to participate in, control, or direct operations at the SCHOOL.

- 3. The SCHOOL shall timely notify the UNIVERSITY when any UNIVERSITY employee or STUDENT has been involved in a reported incident and the UNIVERSITY shall have the opportunity to participate in any on-going investigation and shall have access to any oral or written reports and any other documentation related to the reported incident.
- 4. The SCHOOL and its employees shall not be entitled to compensation from the UNIVERSITY for services or actions of benefit to the UNIVERSITY which are part of or related to the educational program, however, as a professional courtesy, the Cooperating Teacher may be entitled to payment of the reasonable and customary honorarium or, alternatively, may at some campuses have the opportunity to enroll in a UNIVERSITY course upon completion of the supervisory assignment.
- 5. This Agreement constitutes the entire agreement as to the rights and obligations of the parties hereto and supersedes all prior and contemporaneous agreements and undertaking of the parties pertaining to the referenced subject matter.
- 6. Amendments to this Agreement may be made at any time, provided, however, that any amendments, modifications or alterations shall be made only in writing and shall become effective only upon the written approval of both the UNIVERSITY and the SCHOOL. Further, this Agreement may not be assigned by either party without prior written approval of the other party.
- 7. No waiver or breach of any term or provision of this Agreement shall be construed to be, nor shall be, a waiver of any other breach of this Agreement. No waiver shall be binding unless in writing signed by the party waiving the breach.
- 8. In the event that any provision of this Agreement shall be held void, voidable, or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.
- 9. This Agreement is not intended to create any rights or interests for any other person or entity other than the SCHOOL or the UNIVERSITY.
- 10. This Agreement will be governed by the laws of the State of lowa and shall in all respects be interpreted, enforced, and governed by lowa laws.

VIII. ARBITRATION

1. In the event any dispute or controversy arising out of this Agreement cannot be settled by the parties, such controversy or dispute shall be submitted to arbitration in Phoenix. Arizona, and for this purpose each party hereby expressly consents to such arbitration in such place. In the event the parties cannot mutually agree upon an arbitrator and procedure to settle their dispute or controversy within fifteen (15) days after written demand by one of the parties for arbitration, then the dispute or controversy shall be arbitrated by a single arbitrator pursuant to the then-existing rules and regulations of the American Arbitration Association governing commercial transactions. The decision of the arbitrator shall be binding upon the parties hereto for all purposes, and judgment to enforce any such binding decision may be entered in Superior Court, Maricopa County, Arizona. Each party hereby expressly and irrevocably consents to the jurisdiction of said court. At the request of either party, arbitration proceedings shall be conducted in the utmost secrecy. In such case, all documents, testimony and records shall be received, heard and maintained by the arbitrator in secrecy, available for inspection only by either party and by their attorneys and experts who shall agree, in advance and in writing, to receive all such information in secrecy. In all other respects, the arbitration shall be conducted pursuant to the Uniform Arbitration Act as adopted in the State of Arizona and then existing rules and regulations of the American Arbitration Association governing commercial transactions to the extent such rules and regulations are not inconsistent with such Act or this Agreement.

IX. TERM AND NOTICE

- 1. This Agreement shall become effective on June 15th, 2015, and shall remain in effect through the end of the 2015-2016 school year, or until terminated by either party in accordance with this section. Either party may terminate this Agreement without cause by giving ninety (90) days prior written notice to the other party of its intention to terminate. Notwithstanding any such termination, all STUDENTS already enrolled in and participating in education experiences at SCHOOL at the time of the notice of termination shall be given a period of time not to exceed six (6) months from the date of the notice of termination during which to complete their education experiences at SCHOOL.
- 2. Any notice given under this Agreement may be given by personal delivery, overnight air express, or certified United States mail, return receipt requested. Notice shall be deemed to be given either (a) upon actual receipt, if notice is by personal delivery or by overnight air express; or (b) five (5) business days after mailing, if the notice is by United States mail, return receipt requested. Notice under this Agreement shall be given in writing to the parties at the addresses stated below, or to such other persons or places as either party may from time to time designate by written notice to the other party.

If to the UNIVERSITY: University of Phoenix

College of Education

1625 Fountainhead Parkway

Mailstop: CF-SX03 Tempe, AZ 85282

With a copy to: University of Phoenix

Apollo Legal Services

4025 S. Riverpoint Parkway

Mail Stop: AA-F102 Phoenix, AZ 85040 If to the SCHOOL: Linn-Mar Community School District 2999 N. 10th St.

Marion, IA 52302

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first subscribed above.

UNIVERSITY:	AGENCY:
Signature	Signature
Pamela Roggeman, Ed.D. Name	Name (Print or Type)
Academic Dean, College of Education Title	
602-557-1476 / 602-383-3972 Phone Fax	Phone Fax
Pamela.Roggeman@phoenix.edu E-mail address	E-mail address
Date	 Date

EXHIBIT A

In accordance with Section II, paragraph 8, UNIVERSITY shall compensate the following upon completion of the STUDENT's assignment:

Cooperating Teacher \$500.00/per student teaching assignment

Faculty/Site Supervisor (if any) \$500.00/per student teaching assignment

LINN-MAR COMMUNITY SCHOOL DISTRICT INTERAGENCY AGREEMENT 2015-2016

This Agreement is made by and between the Linn-Mar Community School District hereafter referred to as District, and Family Systems, a Division of Systems Unlimited hereafter partner agency.

The parties agree that this Agreement will be preformed in accordance with the following conditions:

GENERAL CONDITIONS

EXPECTED OUTCOME:

Students who are experiencing social-emotional issues will be more successful in school. Through this partnership, students and families will have greater access to mental health counseling and skill – building services.

SCOPE OF WORK:

District Building Administrators or their designee will carry out the following:

- Establish a referral process in the building to identify students who would be appropriate
 for services. The process must use a team, which at a minimum includes administration
 and guidance. Other individuals who are working closely with students (i.e. mental
 health case manager, at-risk personnel, Counselors, and school nurses) should also be
 included.
- Have a communication system in place in building to coordinate services as well as share information with all staff about the services available and the referral process.
- Publish in student handbooks, parent newsletters and other publications a notice that the District has a partnership with Partner Agency to provide services on-site.
- Develop a written intervention plan for the student which includes building supports as well as service provided by Partner Agency.
- Contact parents personally to share concerns regarding their child and to offer the resources available through Partner Agency.
- Secure from the parent a signed release of information to be able to share information between Partner Agency and the school.
- Provide private, confidential space for the counselor to meet with the student and/or parent on-site.
- Work with Partner Agency staff to schedule on-site appointments during times which do not conflict with academics.
- Monitor student's progress and modify intervention plan as needed using attendance, behavior or academic data.

Partner Agency will carry out the following:

- Provide school-based mental health services, including individual and group therapy and Behavioral Health Intervention Services (BHIS) and XIX therapy to the following schools:
 - o Linn Mar High School
 - o ASSIST
 - o COMPASS Program
 - o Excelsior Middle School
 - Oak Ridge Middle School

- o Bowman Woods Elementary
- o Echo Hill Elementary
- Indian Creek Elementary
- o Linn Grove Elementary
- Novak Elementary
- Westfield Elementary
- Wilkins Elementary
- Provide Wellmark and other private insurance therapy to all Linn-Mar schools as needed.
- Provide a list of staff to building administrator who will be working with students and families on-site, including their credentials.
- Conduct an initial assessment with the identified student and their parents either on-site at the school or at the Partner Agency office.
- Based on the findings of the assessment develop a treatment plan which may include: individual, on-site therapy and/or skill-building activities to students, consultation with school personnel, group interventions for students, group interventions for parents.
- Assist parents in identifying if there is a source of funding for the service, either through Medicaid, private insurance, or other funding
- Counsel with parents about whether their child is best served on-site at school or at the Partner Agency office.
- Work with school staff to schedule students for on-site services during times which do not conflict with academics.
- Participate in multi-disciplinary teams to offer expertise as students are being reviewed.

Parental Choice and Consent

It is important for both school personnel and Partner Agency to recognize the choices that are to be made by the parents. It is the parents' choice for the student to receive the services offered through the Partner Agency. Parents will also have a choice as to the location of the service. Parents in consultation with Partner Agency staff and school personnel will choose if it is in the best interest of the child to be seen at school, at home or in the community. In addition to signing consent for services and a release of information, parents will also provide written consent for the child to be seen at school.

Under ordinary circumstances, parental consent is necessary for Partner Agency Counselors to meet with students. However, at the secondary schools, if a student is in a crisis situation and seeks immediate assistance, the Partner Agency Counselor may meet with the student without parental consent to identify strategies to address the immediate concern and as appropriate assist the student in communicating with the parent or guardian. Partner Agency Counselors must have parental consent to provide ongoing counseling at school.

Counseling services offered in the schools are to be initiated by school administrators or their designees. If a student has been referred to Partner Agency by someone other that the school, the child cannot be seen at school unless the school has received written consent from the parent and the building administrator has authorized that there is an **educational benefit** for that child to be seen at school. The educational benefit to the student needs to be demonstrated in a written intervention plan developed by the school in collaboration with Partner Agency staff.

<u>ALLOWABLE COST AND PAYMENT:</u> The Partner Agency will access Title XIX and private insurance for services provided on site. The District accepts no obligation for reimbursement of any costs associated with the serves provided by the Partner Agency.

BACKGROUND CHECKS: The District will conduct background checks on all personnel who will be working in school-based programs. Background checks will include criminal records screening through the Iowa Department of Criminal Investigation and the Iowa Department of Human Services' child abuse registry. The District reserves the right to refuse access for school – based services provided by a Family System employee with a criminal record.

INSURANCE: The Partner Agency shall carry, at all times, and maintain in full force and effect, at its sole expense, professional liability insurance in the minimum amount of one million dollars (\$1,000.000) per occurrence, and the aggregate of two million dollars (\$2,000,000). Upon District's request, the Partner Agency shall provide proof of such insurance.

<u>CONFIDENTIALITY:</u> District will be supplying the Partner Agency with confidential information concerning the District and its students. The Partner Agency agrees to treat with confidentiality all information provided by and relating to District and any of the individuals who may be referred to the program. The Partner Agency shall use the confidential information solely for the purposes called for under this Agreement and shall ensure that no individual, other than those who have the need for said information in the performance of job duties called for under this Agreement, shall have access to said information.

<u>INDEMNIFICATION:</u> The Partner Agency shall indemnify, save, and hold harmless District, its employees and agents, against all claims, liabilities and court awards, including costs, judgments, expenses, and attorney's fee incurred as a result of any acts or omissions of the Partner Agency in the performance of this Agreement.

<u>COMPLETE AND ENTIRE AGREEMENT:</u> This Agreement constitutes the entire agreement between the parties hereto, and there are no representations, warranties, or prior understandings except as expressly set forth herein.

STATE LAW AND JURISDICTION: To the extent not pre-empted by federal law, this Agreement shall be construed in all respects under the laws of the State of Iowa. If any part of this Agreement shall be held to be void or unenforceable, such part will be treated as severable, leaving valid the remainder of this Agreement.

ASSIGNABILITY: The Partner Agency's obligations under this Agreement are personal and may not be assigned or delegated or transferred in any manner, without the express written consent of District.

MISCELLANEOUS: The parties hereto have executed this Agreement as of the date above written. The Partner Agency and District acknowledge that each of them has carefully read this Agreement, that each of them has had the opportunity to consult an attorney and/or certified public accountant, to have any questions concerning this Agreement explained to them, and that each of them understands its final and binding effect, that the only promises made to the Partner Agency and District to sign this Agreement are those stated in this Agreement and that the Partner Agency and District are each signing this Agreement voluntarily.

<u>TERM:</u> The term of this Agreement shall be for the period July 1, 2015-June 30, 2016. Notwithstanding, either party may terminate this Agreement in advance of the expiration date by providing the other party with sixty (60) days prior notification of termination. It is the express intent of the parties hereto that the Program created hereunder shall be continued for subsequent school years, and to this end each party agrees that it will notify the other as soon as possible (but

in any event no later then April 30^{th} of each year) of any change in circumstances that will cause the termination of the relationship created hereunder.

Approved and Agreed:		
By: CLOP		
(Signature)	(Signature)	
(Printed Name)		
(Printed Name)	(Printed Name)	
Executive Director		
(Title)	(Title)	
6-16-2015	-	
(Date)	(Date)	



Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: CC-01	OWNER: 🗌
Linn-Mar High School Additions and	DATE : June 2, 2015	ARCHITECT:
Renovations - Phase 2 Marion, Iowa		CONTRACTOR: □
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 11-1	3105-20 FIELD:
Larson Construction Co., Inc.	CONTRACT DATE: March 9, 2015	OTHER:
600 17 th Street SE P.O. Box 112	CONTRACT FOR: Combined Construction	on OTHER.
Independence, IA 50644		1
THE CONTRACT IS CHANGED AS FOLL (Include, where applicable, any undispute Please see attachment for Change Order i	ed amount attributable to previously execu	ted Construction Change Directives)
The original Contract Sum was		\$ 19,548,000.00
The net change by previously authorized		\$ 0.00
The Contract Sum prior to this Change O The Contract Sum will be decreased by the		\$ \frac{19,548,000.00}{3,618.45}
The new Contract Sum including this Cha		\$ 19,544,381.55
The Contract Time will be increased by Z The date of Substantial Completion as of	Zero (0) days. the date of this Change Order therefore is	on or before December 16, 2016.
been authorized by Construction Change	e changes in the Contract Sum, Contract Ti Directive until the cost and time have been r is executed to supersede the Construction	ime or Guaranteed Maximum Price which have n agreed upon by both the Owner and n Change Directive.
NOT VALID UNTIL SIGNED BY THE	ARCHITECT, CONTRACTOR AND O	WNER.
DLR Group, inc.	Larson Construction Co., Inc.	Linn-Mar Community School District
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
1430 Locust Street	600 17 th Street SE	2999 North Tenth Street
Suite 200 Des Moines, A 50309	P.O. Box 112 Independence, IA 50644	Marion, IA 52302
ADDRESS	ADDRES\$	ADDRESS
Mulle	Su	e les
BY (Signature)	BY (Signature)	BY (Signature)
Paul Arend	Travis Schwartz	Todd Isenberg, School Board President
(Typed name)	(Typed name)	(Typed name)
DATE	DATE	DATE

Linn-Mar High School Additions & Renovations – Phase 2 DLR Group Project No. 11-13105-20

Attachment to Change Order CC-01

General Contractor: Larson Construction

June 2, 2015

Item No. 1:

Cost for labor and material to eliminate projection screens from Science CL125C and Classroom CL126A (2 total).

DLR Group Proposal Request CC-03 dated May 4, 2015. Pricing per Larson Construction correspondence dated May 7, 2015.

Total Item No. 1: Deduct: (\$4,170.00)

Item No. 2:

Cost for labor and material to add a building dedication plaque, matching the plaque in Area H (Vestibule H192), to the north gypsum board wall in Vestibule BL090 (adjacent to Door BL090A) per Owner's request.

DLR Group Proposal Request CC-04 dated May 5, 2015. Pricing per Larson Construction correspondence dated May 7, 2015.

Total Item No. 2: Add: \$551.55

TOTAL AMOUNT OF CHANGE ORDER CC-01: DEDUCT: (\$3,618.45)



4401 Sixth Street SW Cedar Rapids, IA 52404-4499 (319) 399-6700 Iowa WATS (800) 332-8488 FAX (319) 399-6457 TDD (319) 399-6766 www.aea10.k12.ia.us

Agreement to Operate the Substitute Employee Management System

Between Grant Wood Area Education Agency and Linn Mar Community Schools (2015-2016)

This Agreement is entered into by and between Linn Mar Community Schools, hereinafter referred to as the "District" and the Grant Wood Area Education Agency, hereinafter referred to as "GWAEA".

This purpose of this Agreement is to support the efforts of the District by managing a Substitute Employee Management System. Services to be provided under this agreement shall begin on July 1, 2015 and terminate on June 30, 2016.

GWAEA agrees to:

- 1. Select (or hire) and supervise the AEA Employee to provide services under the Agreement.
- 2. Assume all obligations pursuant to administering and supervising the existing terms and conditions of employment between GWAEA and AEA Employee.
- 3. Provide office space, email, voice mail, Internet access and other necessary support for AEA Employee during the term of this Agreement.
- 4. To acknowledge the rights of District to assign and otherwise direct the work of AEA Employee in activities which support the Substitute Employee Management System.

GWAEA and District agree:

- 1. AEA Employee is at all times an employee of GWAEA subject to GWAEA's negotiated Master Agreement, operating procedures and policies.
- 2. AEA Employee will report to the designated GWAEA management staff member.

The District agrees to:

- 1. Reimburse GWAEA an annual management fee to house and support the management of the system in the amount of \$26,078.19. The billing amount is prorated for each participating district based on the number of District employees enrolled in the system. The 2015-2016 total annual management fee for the Substitute Employee Management System is \$156,968.
- 2. Reimburse GWAEA for the billed services within 30 days of receiving the invoice.
- 3. Assign and otherwise direct the work of the AEA Employee in activities which support the Substitute Employee Management System.
- 4. Provide input to the appropriate AEA supervisor regarding the AEA Employee. All discipline and/or termination decisions, however, shall be made by GWAEA.

Grant Wood Area Education Agency	Linn Mar Community School	ols
Jane C. Three		
Board President Date	Board President	Date

School Finance Report May 31, 2014

92% of the School Year Complete **Current Budget** Beginning Fund Exp % Exp Balance **Balance Balance** (Amended) Balance Y-T-D Revenue This Mon **Exp. Last Month** Exp Y-T-D (Budget) % Exp (Rev) (Budget) (Revenues) (Fund) 1) Instructional (1000-1999) \$48,323,345 \$3,794,022 \$4,687,189 \$37,763,598 78.1% \$10,559,747 \$22,547,755 \$1,731,714 \$1,748,955 \$17,883,670 79.3% \$4,664,085 Support Services (2000-2999) 3) Non-Instructional(3000-3999) \$3,374,761 \$314,376 \$267,518 \$2,551,422 75.6% \$823,339 4) Other Expenditures((4000-5299) \$50,840,760 \$7,199,817 \$40,971,419 49.8% \$9,869,341 \$356,061 w/o transf Total \$125,086,621 13,039,929 \$ 7,059,724 99,170,108 \$25,916,513 66.8% w/o transf Interfund Transfers \$5.608.536 439.170 \$ 5,186,467 15,660,343 279.2% -\$10,051,807 \$70.279.498 \$11.662.166 \$62.878.415 \$5.601.967 \$54,133,648 16.145.850 8,744,767 20.406.932 Operating Fund \$6.091.258 77.0% 86% PPEL \$2,122,307 \$416,470 \$2,427,071 79% 782,929 632,800 \$3,210,000 \$3,059,871 \$17,539 75.6% 2,755,107 \$0 97% (154,970 31,799 2,081,540 Management \$1,040,861 \$2,049,742 \$1,227,630 \$1,047 \$1,195,831 114.9% \$1,400,000 \$561,515 \$1,329,575 \$101,210 \$125,178 \$1,197,402 85.5% 90% 202,598 132,173 693,688 Activity 94% Nutrition \$3.256.000 \$1,641,925 \$2.637.865 \$310.392 \$268.500 \$2,470,823 75.9% 785,177 167.042 1.808.967 SAVE \$3,685,000 0% 4,008,255 20,994,499 \$16,986,244 \$4,605,278 \$36,268 \$0 \$597,023 16.2% 3,087,977 **Debt Service** \$9,081,262 \$3,207,666 \$33,965,068 \$6,843,819 \$76,947 \$30,381,181 334.5% 0% (21,299,919 3.583.887 6,791,554 Other Capitol Projects \$8,000,000 \$2,367,149 \$8,957,408 \$112,530 \$58,130 \$6,664,500 83.3% 0% 1,335,500 2,292,908 4,660,057 0% **PERL** \$374,000 \$274.803 \$239,423 \$9.148 \$22,424 \$92,503 24.7% 281,497 146.920 421.723 \$6,008 Aquatic Center \$0 \$0 \$27,876 \$818 \$10,126 #DIV/0! 100% (10,126 17,750 17,750 \$100,326,621 \$40,873,516 \$118,928,410 \$7,059,724 \$99,170,108 83% 1,156,513 19,758,302 Total \$13,039,929 98.8% 60,631,818 \$5,608,536 \$15,221,173 \$15,660,343 0% Interfund Transfers \$439,170 \$5,186,467 0.0% (10,051,807

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2013-2014 Date Range: 05/01/2013 - 05/31/2014 Increases Decreases Account Number Title Beginning Balance Debits Credits Cash Balance CASH IN BANK 10.0001.0000.000.0000.101000 0.00 97,833,243.81 77,952,536.57 19,880,707.24 CASH IN BANK 10.0003.0000.000.0000.101000 0.00 578.38 578.38 0.00 21.0000.0000.000.0000.111011 1.555 RESERVE CD 0.00 52,425.75 52,425.75 0.00 **CASH IN BANK** 21.0001.0000.000.0000.101000 0.00 73,389.97 73,389.97 0.00 CASH IN BANK 21.0002.0000.000.0000.101000 0.00 2,689,728.29 1,995,756.32 693,971.97 22.0006.0000.000.0000.101000 CASH IN BANK 0.00 5,338,882.27 3,257,341.81 2,081,540.46 24.0001.0000.000.0000.101000 CASH IN BANK 0.00 26,621.93 26,621.93 0.00 24.0003.0000.000.0000.101000 CASH IN BANK 0.00 1,270,175.06 848,452.22 421,722.84 2014C RESERVE CD 33.0000.0000.000.0000.111008 0.00 1,905,000.00 1,583,500.00 321,500.00 33.0000.0000.000.0000.111010 1.885 REV BOND RESERVE CD 0.00 3,770,000.00 1,885,000.00 1,885,000.00 33.0000.0000.000.0000.111011 2014A RESERVE CD 0.00 3,112,288.03 2,418,288.03 694,000.00 938,977 RESERVE CD 33.0000.0000.000.0000.111012 0.00 1,879,336.19 938,977.29 940,358.90 33.0000.0000.000.0000.111013 2013 Reserve CD Ohnward 0.00 1,933,606.24 966,803.12 966,803.12 CASH IN BANK 33.0003.0000.000.0000.101000 0.00 26,720,882.66 26,147,812.58 573,070.08 CASH IN BANK 34.0003.0000.000.0000.101000 0.00 57,216.50 57,216.50 0.00 CASH IN BANK 35.0003.0000.000.0000.101000 0.00 15,906,232.54 11,267,203.01 4,639,029.53 CASH IN BANK 36.0003.0000.000.0000.101000 0.00 7,408,325.83 4,711,312.95 2,697,012.88 40.0003.0000.000.0000.101000 CASH IN BANK 0.00 41,769,796.89 34,978,243.36 6,791,553.53 61.0001.0000.000.0000.101000 CASH IN BANK 0.00 1,329,227.80 1,329,227.80 0.00 CASH IN BANK 61.0004.0000.000.0000.101000 0.00 5,050,576.08 3,669,407.88 1,381,168.20 CASH IN BANK 65.0001.0000.000.0000.101000 0.00 2,816.96 2,816.96 0.00 CASH IN BANK 65.0002.0000.000.0000.101000 0.00 27,876.40 10,125.99 17,750.41 91.0004.0000.000.0000.101000 CASH IN BANK 0.00 362.50 362.50 0.00 0.00 218,158,590.08 174,173,400.92 43,985,189.16

End of Report

Printed: 06/11/2014 9:25:27 AM Report: rptGLCashBalances 3.2.11 Page: 1

School Finance Report May 31, 2015

92% of the School Year Complete											
	Current Budget (as amended)	Beginning Fund Balance(est)	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$49,606,000			\$3,872,392	\$4,690,666	\$38,300,117	77.2%		\$11,305,883		
2) Support Services(2000-2999)	\$25,410,000			\$1,802,294	\$2,034,545	\$20,228,561	79.6%		\$5,181,439		
3) Non-Instructional(3000-3999)	\$3,483,000			\$327,392	\$277,422	\$2,778,324	79.8%		\$704,676		
4) Other Expenditures((4000-5299)	\$25,310,943			\$1,066,235	\$552,924	\$15,432,313	29.9%	w/o transf	\$9,878,630		
Total	\$103,809,943			\$ 7,068,313		\$ 76,739,316	66.3%	w/o transf	\$27,070,627		
Interfund Transfers	\$14,058,094			\$ 376,261	\$ 376,261	\$ 7,861,964	55.9%		\$6,196,130		
Operating Fund-10	\$73,775,943	\$11,554,282	\$66,662,384	\$5,787,284	\$6,806,679	\$57,786,278	78.3%		15,989,665	8,876,107	20,430,389
PPEL-36	\$3,850,000	\$2,434,751	\$3,361,691	\$20,432	\$140,220	\$1,814,204	47.1%		2,035,796	1,547,487	3,982,238
Management-22	\$1,062,000	\$2,093,890	\$1,100,272	\$0	\$5,607	\$1,021,414	96.2%		40,586	78,858	2,172,748
Activity-21	\$1,400,000	\$573,221	\$1,217,300	\$120,801	\$98,083	\$1,046,931	74.8%		353,069	170,369	743,590
Nutrition-61	\$3,354,000	\$1,889,522	\$2,995,326	\$315,992	\$263,744	\$2,571,493	76.7%		782,507	423,833	2,313,355
SAVE-33	\$1,025,000	\$21,942,700	\$8,730,521	\$0	\$0	\$1,392,665	135.9%		(367,665)	7,337,856	29,280,556
Debt Service-40	\$9,360,000	\$3,477,311	\$8,274,657	\$625,634	\$0	\$5,905,290	63.1%		3,454,710	2,369,367	5,846,678
Other Capitol Projects-35	\$9,500,000	\$3,998,305	\$3,672,741	\$176,352	\$193,993	\$4,923,386	51.8%		4,576,614	(1,250,645)	2,747,660
PERL-24	\$433,000	\$417,428	\$248,265	\$7,625	\$30,132	\$137,372	31.7%		295,628	110,893	528,321
Aquatic Center-65	\$50,000	\$6,691	\$221,263	\$12,957	\$16,177	\$132,930	265.9%		(82,930)	88,333	95,024
Student Store-68		\$0	\$9,240	\$1,235	\$921	\$7,354				1,887	1,887
Total	\$103,809,943	\$48,388,101	\$96,493,660	\$7,068,313	\$7,555,557	\$76,739,316	73.9%		27,070,627	19,754,344	68,142,445
	•	•									
Interfund Transfers	\$14.058.094		\$7,861,964	\$376.261	\$376,261	\$7.861.964	0.0%		6,196,130		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2014-2015 Date Range: 05/01/2015 - 05/31/2015 Increases Decreases Account Number Title **Beginning Balance** Debits Credits Cash Balance CASH IN BANK 10.0001.0000.000.0000.101000 20,168,915.46 5,593,286.93 5,743,301.58 20,018,900.81 CASH IN BANK 21.0001.0000.000.0000.101000 0.00 4,929.92 4,929.92 0.00 21.0002.0000.000.0000.101000 CASH IN BANK 726,473.59 281,997.79 271,022.69 737,448.69 CASH IN BANK 22.0006.0000.000.0000.101000 2,139,272.82 33,475.37 0.00 2,172,748.19 CASH IN BANK 24.0001.0000.000.0000.101000 0.00 2,827.59 2,827.59 0.00 24.0003.0000.000.0000.101000 CASH IN BANK 527,225.29 8,723.12 7,624.79 528,323.62 33.0000.0000.000.0000.111008 REV BOND RESERVE INVESTMENT 321,500.00 0.00 0.00 321,500.00 1.885 REV BOND RESERVE CD 33.0000.0000.000.0000.111010 1,885,000.00 0.00 0.00 1,885,000.00 1.555 RESERVE CD 33.0000.0000.000.0000.111011 694,000.00 0.00 0.00 694,000.00 938,977 RESERVE CD 33.0000.0000.000.0000.111012 944,280.80 0.00 0.00 944,280.80 33.0000.0000.000.0000.111013 2013 Reserve CD Ohnward 966,803.12 0.00 0.00 966,803.12 CASH IN BANK 33.0003.0000.000.0000.101000 973,410.75 998,803.89 886,898.68 1,085,315.96 35.0003.0000.000.0000.101000 CASH IN BANK 2,902,522.90 462.92 176,351.96 2,726,633.86 36.0003.0000.000.0000.101000 CASH IN BANK 3,822,322.66 109,729.14 20,432.22 3,911,619.58 40.0003.0000.000.0000.101000 CASH IN BANK 5,953,527.10 518,785.73 625,634.38 5,846,678.45 CASH IN BANK 61.0001.0000.000.0000.101000 0.00 160,121.48 160,121.48 0.00 CASH IN BANK 61.0004.0000.000.0000.101000 1,592,412.22 303,037.71 323,661.47 1,571,788.46 65.0001.0000.000.0000.101000 CASH IN BANK 0.00 8,758.67 8,758.67 0.00 CASH IN BANK 65.0002.0000.000.0000.101000 86,068.15 21,944.75 12,988.65 95,024.25 CASH IN BANK 68.0002.0000.000.0000.101000 1,998.69 1,123.00 1,235.03 1,886.66 8,245,789.11 43,705,733.55 8,048,008.01 43,507,952.45

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Printed: 06/11/2015 1:47:49 PM Report: rptGLCashBalances 2015.2.08 Page: