



**Linn-Mar Community School District Board of Education
Work Session Minutes
January 22, 2018**

100: Call to Order and Determination of a Quorum

President Nelson called the meeting to order at 5:00 PM in the boardroom of the LRC. Roll was taken. Present: AbouAssaly, Lausen, Nelson, Wall, Isenberg, Anderson, and Weaver.

200: Adoption of Agenda *Motion 078-01-22*

Motion AbouAssaly, second Anderson to approve the agenda. Voice vote, all ayes. Motion carried.

300: Work Session

301: Bond Update

Representatives from OPN Architects were present for a discussion regarding facility planning. The discussion focused on what the board has heard in regard to the failed bond vote, the best time for another vote, and the scope of the bond. It was the consensus of the board to hold another vote in September 2018. The Facilities Advisory Committee and board will continue discussion to decide what will be included in the bond request. The group also discussed the importance of explaining what will be removed from the bond request and how the removed items will be paid for. It was agreed that a 10-year facility plan is necessary as the district moves forward with communication to the public.

302: Elementary Homework Guiding Coalition

Exhibit 302.1

Members of the committee shared updates on their discussions and research. The committee is comprised of elementary principals and teacher representatives from all elementary buildings, along with other administrative personnel. The committee plans to have guidelines in place for 2018-19. The guidelines will be aligned with board policy.

303: Magnet Schools

Associate Superintendent Shannon Bisgard gave a presentation on magnet schools. Magnet schools are public schools centered on a theme that is chosen by the school/district. The Teaching & Learning Department has been researching magnet schools to see what advantages they could provide Linn-Mar students. After board discussion, it was decided that additional research would occur to assess the opportunities magnet schools could provide the students, but no timeline was set for implementing a magnet school within the district.

400: Adjournment *Motion 079-01-22*

Motion Wall, second AbouAssaly to adjourn at 6:38 PM. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

Angie Morrison, Board Secretary

**Linn-Mar Community School District Board of Education
Regular Meeting Minutes
January 22, 2018**

100: Call to Order and Determination of a Quorum

President Nelson called the meeting to order at 7:00 PM in the boardroom of the LRC. Roll was taken. Present: Lausen, Nelson, Wall, Isenberg, Anderson, Weaver, and AbouAssaly.

200: Adoption of Agenda *Motion 080-01-22*

Motion AbouAssaly, second Wall to approve the agenda. Voice vote, all ayes. Motion carried.

300: Audience Communications

Amanda Weaver, high school parent, requested the board consider a policy prohibiting the display of student artwork that contains nudity in response to a recent art show in the Pride Rock Commons area.

400: Informational Reports

401: Board Visit

Board members shared highlights of their visit to Compass on January 10. They were impressed with the students and staff and felt that the environment is very positive.

402: Policy/Governance Committee

Committee members reported there were only minor revisions to three policies in the series reviewed. Superintendent Shepherd shared that a group of high school students has been asked to research gender neutrality policies and procedures. Once the students have information together they will present their recommendations to the policy committee for consideration in the implementing policies, procedures, and a communication plan regarding gender neutrality in the district.

403: Finance/Audit Committee

Committee members shared highlights of the January 18th meeting wherein the discussion focused on the purchase of additional propane buses.

404: Marion City Council

Isenberg reported highlights of the City Council meeting held on January 18.

405: Board Book

Exhibits 405.1-2

Superintendent Shepherd highlighted several items from the Board Book. Matthew May, communications/media coordinator, shared that an Excelsior Middle School student received a surprise visit from a Boeing pilot in response to a letter he had written as part of a school project.

500: Unfinished Business

600: New Business

601: Affirmative Action Plan *Motion 081-01-22*

Exhibit 601.1

Motion AbouAssaly, second Lausen to approve the district's Affirmative Action Plan as presented. Voice vote, all ayes. Motion carried.

602: Bid for Purchase of Buses *Motion 082-01-22*

Exhibit 602.1

Motion AbouAssaly, second Anderson to approve the bid from School Bus Sales to purchase four Bluebird propane buses for a total cost of \$382,404.00. The savings recognized from propane buses in fuel and maintenance continues to make this option attractive and cost effective for the district. It is estimated that propane buses save the district at least \$3,145/year over other types of buses. Voice vote, all ayes. Motion carried.

603: First Reading of Policy Recommendations *Motion 083-01-22*

Exhibit 603.1

Motion Wall, second Isenberg to approve the first reading of the policy recommendations as presented. Voice vote, all ayes. Motion carried.

Policies 600.1 thru 602.29-E were reviewed with recommendations for updates to:

- 602.8-R Administrative Regulations Regarding Time Release Program
- 602.17 Career Education
- 602.18 Instruction at a Post-Secondary Educational Institution

604: Open Enrollment Requests *Motion 084-01-22*

Motion Lausen, second AbouAssaly to approve the open enrollment requests as presented. Voice vote, all ayes. Motion carried.

Approved IN:

Name	Grade	Resident District	Reason
Trawick, Alijah	10 th	College Community	Good Cause

Approved OUT:

Name	Grade	Receiving District	Reason
Bell, Taylor	9 th	Cedar Rapids CSD	Good Cause

Denied IN:

Name	Grade	Resident District	Reason
Cunningham, Ajiah	7 th	College Community	Insufficient Space
Cunningham, Diamond	6 th	College Community	Insufficient Space
Cunningham, Jaquan	7 th	College Community	Insufficient Space
Washington, Andre	11 th	College Community	Insufficient Space

700: Consent Agenda

701: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Baldwin, Craig	From EX to IC Custodian	1/8/18	Same
Kimmel, Diana	HS: Student Support Associate	1/8/18	LMSEAA II, Step 6
Neymeyer, Katie	HS: Student Support Associate	1/16/18	LMSEAA II, Step 10

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Hartwig, Amy	EH: Student Support Associate	1/24/18	Other Employment
Helm, Nathaniel	OR: ASSIST Student Support Associate	1/10/18	Personal
Woodwick, Jenna	NS: HS General Help	1/12/18	Personal

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Harms, Barb	HS: Foreign Language Teacher	6/1/18	<i>Retirement</i>

702: Approval of January 8th Board Meeting Minutes

Exhibit 702.1

703: Approval of January 10th Board Visit Minutes

Exhibit 703.1

704: Approval of Bills

Exhibit 704.1

705: Approval of Contracts

Exhibits 705.1-3

1. Independent contractor agreement with April James.
2. Independent contractor agreement with Sarah Roberts.
3. Independent contractor agreement with Jeremiah de la Pena.
4. Interagency agreements for special education and related services with Cedar Rapids CSD (3), East Buchanan CSD (1), Iowa City CSD (1), and Marion Independent (3). *For student confidentiality, exhibits not provided.*

706: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and policy 902.6, the district will list for sale the following obsolete equipment/furnishings on GovDeals.com. *No items listed at this time.*

707: Informational Items

Exhibits 707.1-2

1. School Finance and Cash Balance Reports as of December 31, 2016
2. School Finance and Cash Balance Reports as of December 31, 2017

708: Approval of the Consent Agenda ***Motion 085-01-22***

Motion AbouAssaly, second Wall to approve the consent agenda as presented. Voice vote, all Ayes. Motion carried.

800: Communications

Communication and calendar items were reviewed.

900: Adjournment ***Motion 086-01-22***

Motion Anderson, second Lausen to adjourn the regular meeting at 7:35 PM. Voice Vote, all ayes. Motion carried.

Sondra Nelson, Board President

Angie Morrison, Board Secretary

Minutes recorded by Angie Morrison.

Elementary Homework Guiding Coalition

Committee

Tina March (BW)	Lindsay Thompson (K - BW)	Jill Brockschink (4th - BW)	Dan Ludwig (EH)	Valerie Polniak (1st - EH)
Karen Stadtmueller (5th - EH)	Marilee McConnell (IC)	Jamie Moore (2nd - IC)	Katie Meidlinger (5th - IC)	Chad Buchholz (LG)
Amanda Farber (2nd - LG)	Joe Gatto (5th - LG)	Carol O'Donnell (NE)	Erin Musser (SSS - NE)	Ben Gralund (5th - NE)
Amanda Potter (WE)	Lori Manley (Instructional Coach - WE)	Ann Renner (3rd - WE)	Ed Rogers (Wf)	Amity Preston (1st - WF)
Kevin Mittan (4th - Wf)	Kelly Kretschmar (LRC)	Jill Weigel (Grant Wood)		

Purpose

“What should homework look like at the elementary level, and specifically at each grade level?”

Work to Date

- **Review of last year’s work**
 - All elementary principals informed staff of the opportunity to participate in a volunteer committee to study best practices in homework
 - Representatives from five buildings met once a month November through May
 - Recommendations were made to support literacy homework and remove any punitive measures from current homework practices
 - The School Board asked for more information before implementing any changes
 - **Review of Board Policy regarding Homework**
 - Referenced or reviewed at each meeting
-

Work to Date (continued)

- **Consensus of group norms**
 - **Pause** - Expect to take a breather between speakers to digest what has been said
 - **Pose Questions** - Expect to participate and pose questions; to explore ideas and dig deeper into the conversation
 - **Pay Attention to Self and Others** - Expect that we will all be aware of what we are saying and doing, and how others are responding
 - **Presume Positive Intentions** - Expect that others' comments, questions, or statements are coming from a positive place. We are all advocates for students.
 - **Purse a Balance between Advocacy & Inquiry** - Expect to spend equal time advocating for one's own ideas and inquiring into the ideas of others.
-

Work to Date (continued)

- **Protocols for submitting materials to be read by the group**
 - Peer-Reviewed
 - Replication vs Single Subject Design
 - Statistical Analysis vs Linear Graphical Presentation
 - Similar to our Population
 - Recency
 - Corroboration with other Authors/Research
 - **Group discussion around 3 Qs (Quotes, Questions, Quality/Big Ideas)**
-

Big Ideas from Reading

Homework should be:

- Intentional/Purposeful/Relevant for all students
- What is best for students, not teachers
- Differentiated
- Something students can do independently
- Put the learner (student) in control
- Tied to Standards

Things to consider:

- Revisit the “why” of homework
- Reflection to ensure our systems and processes are effective
- Parent involvement at home
- Quality of homework
- Length of homework (time spent at home completing)

Next Steps

- Finish summarizing the literature that we have reviewed
 - Move forward into developing practices and procedures based upon evidence-based practice
 - Share developed practices and procedures with our constituents
 - Staff
 - Parents
 - Board
 - Finalize practices and implement for the 2018-19 school year
 - Middle school, first meeting to begin discussion on homework, Jan. 29th.
-

Board Book: January 22, 2018

Inspire Learning. Unlock Potential. Empower Achievement.

PATHWAYS		TECHNOLOGY		FACILITIES	
Goal #1 Inspire Learning	Goal #2 Inspire Learning	Goal #3 Unlock Potential	Goal #4 Unlock Potential	Goal #5 Empower Achievement	Goal #6 Empower Achievement
<i>Articulate</i>	<i>Support</i>	<i>Challenge</i>	<i>Success</i>	<i>Involve</i>	<i>Build</i>
Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.	Create effective and agile organization that is individually responsible to the needs of the whole child.	Become an excellent learning organization through a culture of continuous improvement.	Maximize achievement by increasing digital literacy utilizing 21 st century digital tools.	Enhance engagement opportunities through focused strategic partnerships.	Construct physical learning environments using fiscally responsible and sustainable practices.

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Refer to the [Strategic Plan](#) for Year 2 Strategic Initiatives and Measures of Success.

Goal #1: Inspire Learning (Articulate)

Implement pathway and framework for PK-14 programming to ensure all students graduate future-ready.

Year 1:

Strategic Initiatives	Measures of Success
Develop a framework for students to experience and successfully pursue post-secondary career offerings.	Begin baseline tracking and reporting of % college acceptance rates (2017-18) and graduation rates (2011-2017) in order to establish reliable benchmark targets and enhance program offerings. {Improve college acceptance and college graduation rates (post-secondary student success metrics)}
Review policies to ensure the district's theory of action for teaching and learning is articulated.	By summer 2017: Administration will work with Policy Committee to review, edit, and recommend policy changes, if necessary (Instructional Consistency).
Curricular alignment to essential knowledge and skills supported by a coherent and aligned assessment system.	K-4: In 2017-18, in the area of literacy (reading, foundational, literature, and informational text and writing) we will document unwrapped standards, student "I can" statements, and identification of priority standards (on report card). Once priority standards are determined, we will begin to work on developing assessments and rubrics that ensure priority standards are being learned by students.
	Grades 5-7: In 2017-18, common assessments will be created for each unit of study in all subject areas. The creation of a middle level report card based on standards will be developed. Common assessments and the middle level report card will be used for reporting purposes in the 2017-18 school year.
	Grades 10-12: By the fall of 2017, identification of priority standards will be documented (via PowerSchool) to ensure priority standards are being learned by students.
	High School: By 2017-18 the Linn-Mar High School Program of Studies will be updated to include Innovation Center/Iowa BIG. This allows for a more aligned curriculum for core courses, AP coursework and Kirkwood offerings.
	Special Education Programming: By the end of 2017-18, using Iowa's Specially Designed Instruction Framework, a core special education group will analyze the recommended key components and critical features to operationally define specially designed instruction in our district.

Updates on Goal #1: Inspire Learning

Project Lead the Way (PLTW): On January 18th the LM High School PLTW team held their second, annual *Focus Your Future* presentation. All secondary students and their families were invited to attend the event to learn about current classes offered for students interested in careers in science, technology, engineering, and mathematics (STEM). Students and families had the opportunity to meet with staff, speak with students currently enrolled in PLTW courses, view specific examples of student projects, and talk with industry professionals.

Current PLTW courses include: Introduction to Engineering Design, Principles of Engineering, Digital Electronics, Aerospace Engineering, Civil Engineering and Architecture, Computer Integrated Manufacturing, Environmental Sustainability, Computer Science Essentials, Computer Science Principles, Computer Science A, Engineering Design and Development

Goal #2: Inspire Learning (Support)

Create effective and agile organization that is individually responsible to the needs of the whole child.

Year 1:

Strategic Initiatives	Measures of Success
Individualized and data-driven instruction.	During the 2017-18 school year, all schools will plan for individualized academic interventions (priority standards/content) for all students regardless of need based on an understanding of child development and learning theories within PLCs 100% of the time as measured by team notes. PLCs will develop and implement differentiated classroom instructional opportunities (in specified areas per grade level) for all students. Measure: The use of common formative assessments to differentiate instruction.
	Explore opportunities to better communicate pathway opportunities for students through better articulation during instruction.
Each student enters school healthy and learns about/practices healthy lifestyle.	Develop a Health Curriculum Committee to review health education guidelines and determine district needs. Final recommendations will be made by June of 2017.
	Work with Community Relations on a communications plan to engage parents prior to students entering school regarding wellness and wellbeing of children to be completed in spring 2017.
Each student learns in a physically and emotionally safe environment.	Staff, students, and family members establish and maintain school and classroom behavioral expectations, rules, and routines that teach students how to manage their behavior and help students improve problem behavior.
	Schools teach, model, and provide opportunities to practice social-emotional skills, including effective listening, conflict resolution, problem solving, personal reflection and responsibility, and ethical decision making.
	Mental Health Needs: In 2017-18, continue partnerships and continue to explore additional family/staff education opportunities as they arise.
	Throughout the 2017-18 school year, Board of Education members will serve as PBIS "School Champions" and report school successes as part of regular board meetings in order to facilitate district-wide communication and support of the program.
	In 2017-18, schools will report goals, benchmarks and outcome data regularly through the Board Book to the school board and community.
	As a district, focus on making connections with kids. Progress will be tracked via Gallup Poll and Olweus.
	ALICE Trainings: begin classroom lessons, communication on training w/ staff, families, and community, active trainings to begin spring or early fall.

Updates on Goal #2: Inspire Learning

Kindergarten Roundup for 2018-19: The district will host Kindergarten Roundup on Tuesday, January 30th at all seven elementary buildings. Families who have children that will turn five by September 15th should plan on attending one of the meetings listed below:

- 6:00 PM at Bowman Woods, Indian Creek, Echo Hill, Linn Grove, and Novak
- 6:30 PM at Westfield and Wilkins

Please note, in case of cancellation due to bad weather, a makeup date has been set for February 6th for all buildings, except for Bowman Woods. The makeup date for Bowman Woods, if needed, will be February 8th. The times remain the same as noted above.

Goal #3: Unlock Potential (Challenge)

Become an excellent learning organization through a culture of continuous improvement.

Year 1:

Strategic Initiatives	Measures of Success
Promote understanding of total compensation at Linn-Mar and recognize compensation as a competitive tool to drive organizational results.	Conduct a thorough job analysis for each certified and classified position over the 2017-18 school year.
Provide ongoing professional development for teaching staff that supports core instruction, interventions and curriculum implementation.	Create and implement a three-year flexible, professional development plan; thoughtfully allocating state categorical funding to support PD plan. This plan will be shared with the Board of Education in the winter of 2016-17.
	Throughout the 2016-17 school year, provide professional learning at each PDD on measuring the success of specific teaching strategies in an effort to identify and know how to utilize the most 'high impact' learning strategies. (Many resources can be used to do this including Hattie's Visible Learning and Marzano's Art and Science of Teaching).
Effective and efficient use of data.	By March 2017 we will develop a foundational understanding of Smarter Balanced Assessments with staff, students, and community and be prepared to implement Smarter Balanced for the 2017-18 school year.
	Explore dashboard (performance metrics) possibilities for % of students in AP/honors/IB; % of students who show academic growth on NWEA, FAST, Iowa Assessment; % of students who achieve IEP Goals; and other relevant "predictive gateways" for academic success.
Curriculum, instruction and assessment demonstrate high expectations for all students.	Using relevant achievement gap information, identify opportunities to increase the number of students performing at or above grade level in math and reading.
	Expand early literacy within the early childhood programs by using creative curriculum assessment information to drive instruction.
	Provide substantive support to enhance math and reading skills PreK-5.
	During the 2016-17 school year, identify all level 3 and level 4 questions used on all common formative or summative assessments within each course at the high school level.
	During the 2016-17 school year we will closely monitor and update our stakeholders as appropriate, federal and state initiatives including Smarter Balanced, ESSA, ELI and CASA.
	By the end of 2016-17, develop a K-8 standards based report card.

Goal #3: Unlock Potential (Challenge) *Continued*

Become an excellent learning organization through a culture of continuous improvement.

Year 1:

Strategic Initiatives	Measures of Success
Becoming Deliberately Developmental about our staff as we shift from "Human Resources" to "Talent Management".	Research well-being and insurance models/best practices and explore community partnerships (Ex. Blue Zones) to improve Linn-Mar and community health and well-being, reduce health care claim costs from five-year historical averages, and enhance productivity.
	Reduce employee workers compensation claims from five-year average info.
	By spring 2017, develop integrated marketing and communications programs that position Linn-Mar as the district of choice for world class teaching, learning and student achievement. Develop and begin to execute and assess integrated strategic marketing and communications programs, both internal and external, to strengthen, promote and protect Linn-Mar's brand identity, relevance, accomplishments and excellence.
	Explore opportunities to expand mentor programs for all employee groups and leverage their talent/knowledge to improve our overall performance.
	Work to create and maintain a predictable, respectful, compliant, labor relations environment, alignment and consistency with the overall employee relations strategy based on proactive and open communications.
	Research comprehensive and engaging performance management plans for classified and professional staff.
	Foster a positive, engaging, diverse and inclusive work environment while identifying and responding to the changing needs of the Linn-Mar community.
Cultivate a high achieving performance culture.	Revise recruitment strategy and branding program by late winter (2016-17).
	Always promote a school culture with the belief system of all students can learn.

Goal #3: Unlock Potential (Challenge) *Continued*

Become an excellent learning organization through a culture of continuous improvement.

Year 1:

Strategic Initiatives	Measures of Success
Strengthen leadership capability throughout Linn-Mar to promote high levels of performance and productivity and sustain excellence.	Make school building-level communication the major focus of the communication efforts.
	Provide training to district leaders to address all aspects of the employee life cycle.
	Begin to develop a leadership ladder (succession planning) throughout Linn-Mar in all employee groups with a focus on recruitment and retention.
	Identify employee skill gaps, provide opportunity for improvement/workout plan or coaching out (coach up or counsel out).
	School Board, district leaders, and building administrators continually seek to improve knowledge of upcoming trends in education and research on school improvement by having memberships to professional organizations, attending relevant conferences, and networking with other administrative professionals.
	Board Policy Committee to develop and deploy board learning plan and work to strategically align all board committee work under the Strategic Plan .

Refer to the [Strategic Plan](#) for Year 2 Strategic Initiatives and Measures of Success.

Updates on Goal #3: Unlock Potential (Challenge)

Become an excellent learning organization through a culture of continuous improvement.

Elementary Homework Guiding Coalition: The Elementary Homework Guiding Coalition had a meeting on January 8th. The group started with a Pair Share by discussing the following question: What do you perceive as being the most important thing we need to consider as we develop a consistent plan for homework within Linn-Mar elementary buildings? Members of the group were given the opportunity to share their thoughts with the whole group.

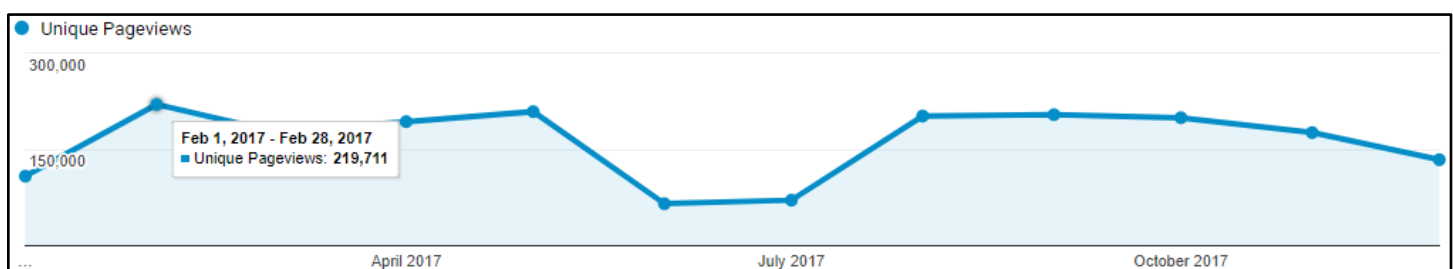
The group then broke up into smaller groups to share thoughts on the three new readings. Once again, the discussion focused on the 3Qs (Quotes, Questions, Quality/Big Ideas) and documented thoughts generated from discussions. The group also reviewed the Big Ideas from the previous meeting's reading and discussion.

During the small group session, ideas were generated and documented to answer the following four questions:

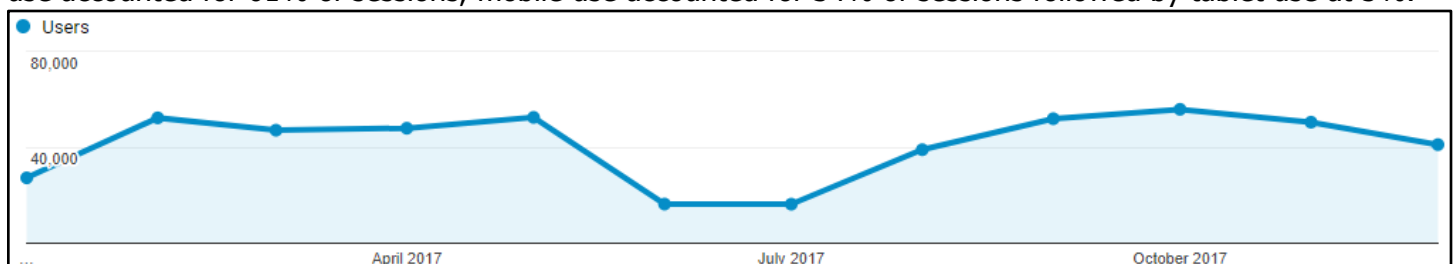
1. What are the priorities for us to consider at this point?
2. What are the next steps for moving forward with developing a district homework plan?
3. How can we communicate our plan once it is developed?
4. What additional information do we need to help us move forward?

Finally, the group prepared for their presentation to the school board on January 22. It was determined that the information shared with the school board on the 22nd will also be communicated to building staff and PTOs.

Communications Department: Website analytics for 2017 indicated an average, daily, unique page views of 5,388 with an average, monthly, unique page views of 163,108. Website visitors spent an average of 1:41.0 on the website. In total, the website had 2.5 million page views and 2.0 million unique page views. (Unique page views are the number of sessions during which the specified page was viewed at least once. A unique page view is counted for each page combination. Average time on page is calculated when a visitor visits a second page during a session).



There were 350,392 users who initiated at least one session during the reporting period. On average, 1,367 daily users engaged in a session. Nearly 70% were returning visitors with 30% being new visitors. Desktop use accounted for 61% of sessions, mobile use accounted for 34% of sessions followed by tablet use at 5%.



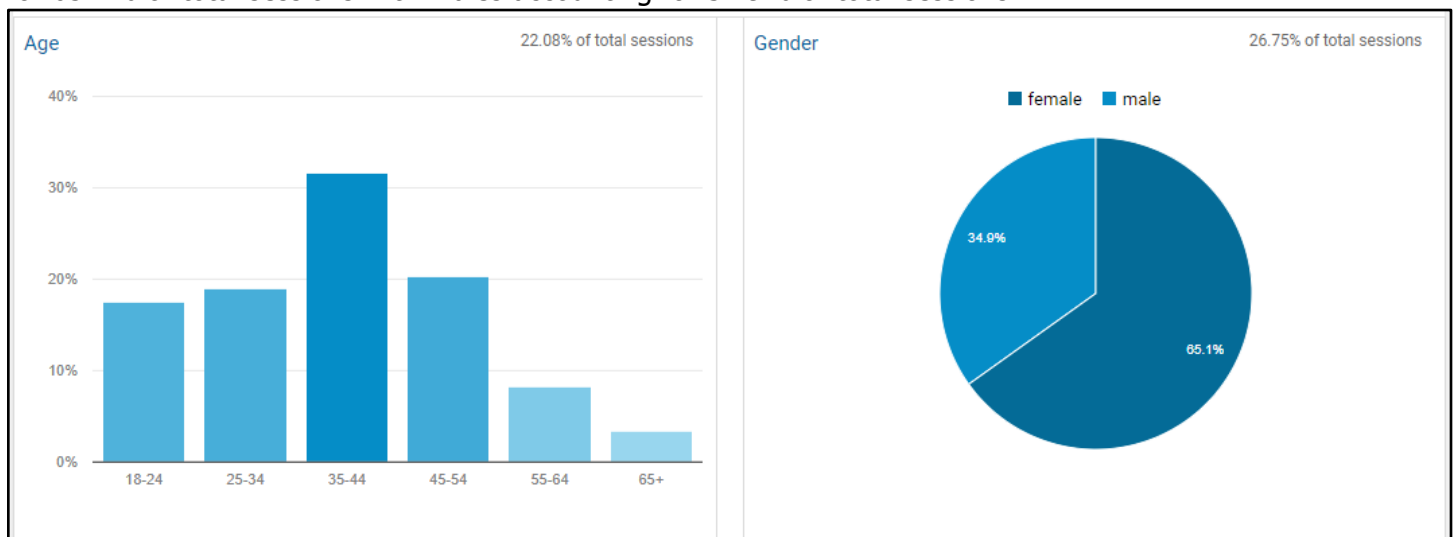
Board Book: January 22, 2018

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After the home page, users most frequently visited the high school page followed by the directory, calendar, Oak Ridge Middle School, and students-staff pages.

<input type="checkbox"/>	Page ?	Pageviews ? ↓	Unique Pageviews ?	Avg. Time on Page ?
		2,535,931 % of Total: 100.00% (2,535,931)	1,957,306 % of Total: 100.00% (1,957,306)	00:01:42 Avg for View: 00:01:42 (0.00%)
<input type="checkbox"/>	1. /	1,130,646 (44.59%)	883,924 (45.16%)	00:02:32
<input type="checkbox"/>	2. /school/linn-mar/	132,146 (5.21%)	100,428 (5.13%)	00:00:52
<input type="checkbox"/>	3. /district/directory/	78,157 (3.08%)	60,560 (3.09%)	00:03:07
<input type="checkbox"/>	4. /calendar/	77,462 (3.05%)	62,753 (3.21%)	00:02:31
<input type="checkbox"/>	5. /school/oak-ridge/	45,836 (1.81%)	33,734 (1.72%)	00:00:42
<input type="checkbox"/>	6. /students-staff/	45,513 (1.79%)	31,196 (1.59%)	00:01:21
<input type="checkbox"/>	7. /students-staff/student-fee-schedule/	43,171 (1.70%)	30,829 (1.58%)	00:01:13
<input type="checkbox"/>	8. /district/departments/human-resources/	41,997 (1.66%)	30,878 (1.58%)	00:02:16
<input type="checkbox"/>	9. /schools/	38,157 (1.50%)	27,887 (1.42%)	00:00:18
<input type="checkbox"/>	10. /district/departments/nutrition/menus-allergies/	31,314 (1.23%)	25,245 (1.29%)	00:01:47

The age range of 35-44 year olds accounted for the majority of website sessions. Female visitors accounted for 65.1% of total sessions with males accounting for 34.9% of total sessions.



Policy Committee: The Policy Committee met on January 17th to review policies 600.1 thru 602.29-E. The committee also discussed the need for policy on gender neutrality and school safety standards and procedures for large community events.

Goal #4: Unlock Potential (Success)

Maximize achievement by increasing digital literacy utilizing 21st century digital tools.

Year 1:

Strategic Initiatives	Measures of Success
Digital Content	Explore and clarify LM working definitions related to digital learning (blended learning, digital content, etc.) to establish a shared vision.
	Identify specific areas to provide district, building, and instructional support for technology integration and implementation.
	Review, update and curate our PreK-12 digital curriculum to ensure it is rigorous and relevant.
	Identify and develop an online course option, aimed primarily at LMHS 11th and 12th grade students, in each department area that may or may not be a required course.
Digital Citizenship	During 2016-17 explore PreK-12 Digital Citizenship Curriculum (i.e. CommonSense Media).
	2016-17 TICs provide professional development on digital citizenship.
Digital Equity	Review technology equity procedures to inform future policy decisions.
	Establish a uniform, digital checkout process for students who do not have Wi-Fi or computer outside of school.
	Using assessment information, implement the appropriate assistive technology tools for students with special needs in the general education classroom.
	By increasing understanding of assistive technology, promote a culture of individualizing learning needs.
Digital Pedagogy	Begin a process to ensure all faculty have the qualifications and training necessary to deliver courses in a variety of modes; specifically regarding online instruction.
	Create a faculty mentor program or peer review system as a way to improve online/hybrid courses.
	Explore potential resources and processes for future curriculum.
	Utilize Technology Instructional Coaches (TICs) to provide coaching support for teachers integrating technology into their instruction.
Digital Communication	Use annual staff/student/parent/community survey data to determine effective use of school website for consistent district and building level communication.
	Explore possibilities for better alignment and integration of systems used by parents (i.e. PowerSchool, TouchBase and Total Access).
	Promote current electronic communication services for staff to access relevant information regarding resources.

No updates at this time.

Goal #5: Empower Achievement (Involve)

Enhance engagement opportunities through focused strategic partnerships.

Year 1:

Strategic Initiatives	Measures of Success
Internal Partnerships	Investigate and research district administration practices and processes to enable principals to focus more on instructional leadership.
	Promote opportunities for district employees to volunteer in classrooms.
	Explore and clarify the purpose and structure of district leadership meetings to align with Strategic Plan.
External Partnerships	Create conditions to provide transparent, accurate and accessible information through dashboards.
	Broaden opportunities for local businesses and historically underutilized businesses to work with the district.
	Explore opportunities for the city and local districts to share costs for shared services.
	Develop/nurture relationships and work with community partners and media to define, promote, expand and market signature programs.
	Begin to establish a network of information ambassadors.
	Enhance established partnerships with the business community, as well as nationwide, to broaden recruitment, wellness, volunteer and diversity initiatives.
	Promote external partners to join district committees and district staff participate in outside committee groups.

Updates on Goal #5: Empower Achievement

Parent University: Karla Terry, Coordinator of Community Relations, will host the next Parent University on January 25th at 6:30 PM in the boardroom of the Learning Resource Center (2999 N 10th St, Marion). The evening will focus on the Junior Achievement program with Amy Andersen, Education Director for JA of Eastern Iowa, presenting information on the JA curriculum and how parents, guardians, and community members can volunteer for the program.

The Junior Achievement program currently works with approximately 3,700 Linn-Mar students in 1st-4th grades (71 classes), 8th grade (24 classes), and 37 classes in kindergarten, 4th, and 5th grades. The program partners with district curriculum by bringing a real-world connection to the students regarding work readiness, financial literacy, and entrepreneurial experiences.

Goal #6: Empower Achievement (Build)

Construct physical learning environments using fiscally responsible and sustainable practices.

Year 1:

Strategic Initiatives	Measures of Success
Facilities Restructure	During the 2016-17 school year the Board of Education, with feedback from community patrons, will approve a long-term facility structure plan that benefits all Linn-Mar students.
	Determine what the most appropriate and cutting edge learning environments look like at each of the grade level configurations and prioritize goals for the physical components for each of the environments.
	Establish a communication campaign to foster support and approval of district restructure needs.
	Develop a funding plan to support 10-year restructure plan, including the outline of a possible bond campaign strategy.
	Engage architects, engineers, demographers and other applicable services to assist in the planning and implementation of the facility restructure plan.
	Identify an off-site facility for Linn-Mar extension of Iowa BIG.
	Occupy Westfield Elementary addition.
Facilities Preservation	Address priority needs to improve district facilities by actively maintaining 10-year facilities and preventative maintenance plan, including identifying energy-saving opportunities.
	Develop a funding plan to support 10-year preventative maintenance schedule.
	Complete walkthroughs with principals, Crisis Committee members, and Operations & Maintenance to determine building needs in reference to safety and security.
Operational Resource Allocation	Work to optimize resources (buildings, personnel, programs, etc.) to ensure they are utilized efficiently and effectively.
	Explore procedures to effectively evaluate programs from a financial aspect to ensure resources are being utilized to full potential.
	Continually review categorical funding streams to ensure resources are being properly spent and that all expenditures are properly allocated.

Refer to the [Strategic Plan](#) for Year 2 Strategic Initiatives and Measures of Success.

Updates on Goal #6: Empower Achievement (Build)

Construct physical learning environments using fiscally responsible and sustainable practices.

Certified Budget Timeline & Assumptions: Refer to Exhibit 405.2 of the board exhibit packet for information on the FY19 certified budget timeline and assumptions.

Property Valuations: Fiscal year 2018-19 valuations were released by the Linn County Auditor. The FY19 budget taxable valuations are based on January 2017 assessments. For 2018-19, the total growth in valuation was 6.62%. This compares to the 10-year average total annual growth rate of 4.5%. Non-TIF taxable valuation growth was 5.64%, while TIF valuation increased 30.77%. *Note that approximately 68% of Linn-Mar's tax base is residential, 27% commercial and industrial, 2% agriculture, 2.5% multi-residential, and 0.5% other.*

Non-TIF Valuation	= \$2,079,795,400
TIF Valuation	= <u>\$ 104,460,128</u>
Total Valuation	= \$2,184,255,528

State Budget Picture: For FY19, the REC is projecting 4.0% growth in state revenues, which is slightly lower than originally projected (4.2%). Based on this REC projection, the governor proposed a 1.5% Supplemental State Aid (SSA) percent of growth for fiscal year 2019. This amounts to an increase of about \$54 million for FY19. The governor's proposal serves as the starting point for legislators, but K-12 schools are hopeful that legislators will finalize SSA within 30 days of the governor's recommendation.

2017-18 Bus Bids: The district received bus bids from two vendors: School Bus Sales (Waterloo) and Thomas Bus Sales (Des Moines). School Bus Sales had the low bid of \$95,601 for 77-passenger, propane buses. The recommendation is to approve the purchase of four propane buses from School Bus Sales for a total cost of \$382,404.00.

2018 Summer Projects Update:

Historical Buildings Restroom Remodel Project: Schedule is as follows.

- January 25th: Publication of Notice of Hearing and Notice of Bidding
- February 5th: Public hearing on project specifications and approval of specifications
- February 6th: Release project for bid
- February 19th: Pre-bid meeting with contractors
- February 27th: Bids due
- March 5th: School Board awards bid to contractor
- June 1st: Construction begins
- August 15th: Construction completed

Cost estimate for this project is \$860,000 to \$920,000 and funds would come from PPEL.

Excelsior Corridor Flooring Project: The district is currently working with OPN Architects to compile a competitive quote package for replacing the carpet in the corridors and pod areas at Excelsior Middle School. It is anticipated that this package will be released in February and reviewed by the board in March.

Items discussed at January 18th Finance/Audit Committee Meeting:

- Reviewed December 2017 finance and cash reports.
- Discussed future high school north parking lot addition noting that the preliminary cost estimate for this project is \$550,000 to \$650,000.
- Brian Cruise, Transportation Manager, gave an overview of GPS Services software that the district is currently researching. Benefits include process efficiencies within the department, value-added safety, and enhanced communication with stakeholders (e.g. students, parents, and staff).
- Reviewed financial projections for FY2019 assuming a 1% growth in Supplemental State Aid (SSA). Projections showed that the FY2019 fund balance is expected to be positive, while annual spending authority is projected to be negative at a 1% SSA. It was noted that a 2% SSA would be the approximate breakeven point for the district from a spending authority perspective.
- The district is required to send a request for proposal for auditing services at least once every three years. A request has been released to firms that conduct school audits in Iowa. Proposals are due back in February and will be reviewed at the next Finance/Audit Committee meeting.
- A finance presentation will be given to PTO leadership on January 18th. An overview of school finance will be discussed, as well as potential legislative issues that may impact school finance.

Achievements and Honors

Linn-Mar Poms: Congratulations to Linn-Mar Poms for their amazing performance at the Spirit of America Championship Regionals at the Mall of America. Varsity took first place in jazz and POMs while Junior Varsity finished first in jazz and second in POMs. The team moves on to compete at nationals in Orlando from February 2-4.



Student of the Week: Isabelle Nanke is a senior at Linn-Mar High School whose academic interests include English and psychology. Isabelle has been involved in 10th Street Edition show choir, yearbook, National Honor Society, LMTV, and drama. Isabelle has received Academic Honors with Distinction every year, In Step 2016-2017 Dance Captain, and is a member in National Honor Society. After graduation, Isabelle plans to attend the University of Iowa to major in English and psychology with a minor in French.

Distinguished Speech Program for 2017: The Iowa High School Speech Association has named LMHS Speech as Distinguished Speech Program for 2017. Congrats to all high school speech students and congrats to Speech Directors Ann Fry, Kevin Fry, Darlene Johnson, and Danielle Patterson!

KHAK Teacher of the Week: Each week during the school year, KHAK honors a deserving area educator with their Teacher of the Week award. Congratulations to Barb Harms, High School Foreign Language Teacher, for being honored during the week of December 29th! KHAK shared the following quote received during her nomination: "She's a kind-hearted woman with so much to offer every student who comes into her classroom. With such a passion for teaching and the love of her students she makes every day a delight."



Senator Grassley Nomination: Congratulations to LM High School Senior Daniel O'Hara for being one of the 44 Iowa students nominated by Senator Chuck Grassley to the United States service academies (Air Force Academy, Military Academy, Naval Academy, and Merchant Marine Academy). Daniel was nominated by Senator Grassley for the US Naval Academy.

Special Olympics: Congratulations to the Linn-Mar Special Olympians and Coaches Ginger Halverson and Annette Hoffa! The team participated in the Iowa Winter Games hosted in Dubuque with 4 students competing in downhill skiing and 17 competing in snowshoeing. Medals were won in the 100 and 200 meter dashes, snowshoe relays, and skiing.



MLK Service Above Self: Congratulations to LMHS 12th Grader Diamond Purchase for being named as the recipient of the Martin Luther King, Jr., Service Above Self award for her contributions to the community. The award is given to students who excel in school and their community, while also embodying the work of Dr. King. The Cedar Rapids Rotary Club MLK Service Above Self award and luncheon was sponsored by the United Way of East Central Iowa at the DoubleTree Hotel on January 16th.

Show Choir News: Congratulations to the Hi-Style and In-Step Show Choirs and Directors Tyler Hagey and Jaclyn Ohnemus for placing first in the treble and prep divisions of the Viterbo Show Choir Competition! Congrats also go out to the 10th Street Edition Show Choir and Director Trent Buglewicz for being Grand Champions and receiving Best Vocals, Best Band, and Best Choreography. Melania Holm is also congratulated for being named Best Vocalist!!

**LINN-MAR COMMUNITY SCHOOL DISTRICT
FY2019 PRELIMINARY BUDGET DISCUSSION**



Purposes of Certified Budget:

1. Establish a maximum tax rate
2. Establish an estimate of budget year expenditures

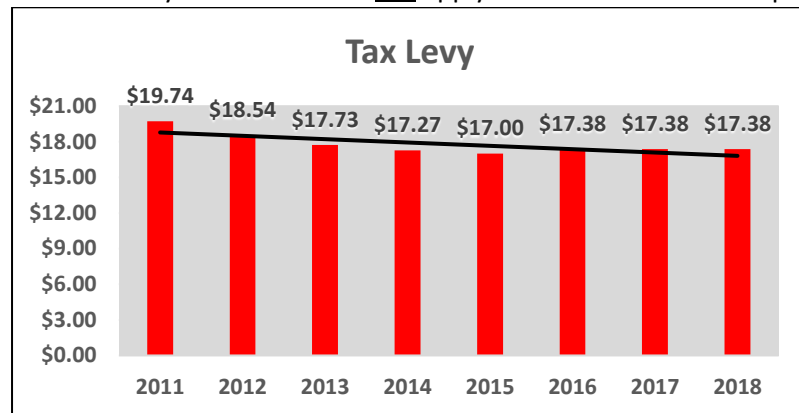
Tentative Process/Timeline:

- | | |
|-------------------------|---|
| • January 22, 2018 | Report known budget variables and assumptions to Board |
| • February – March 2018 | Development of budget; monitor legislative progress |
| • March 5, 2018 | Budget Presentation and establishment of proposed budget hearing |
| • March 22, 2018 | Publish proposed budget in Marion Times |
| • April 9, 2018 | Public hearing, budget presentation, and board adoption of certified budget |
| • By April 15, 2018 | File budget with the Iowa Department of Management and County Auditor |

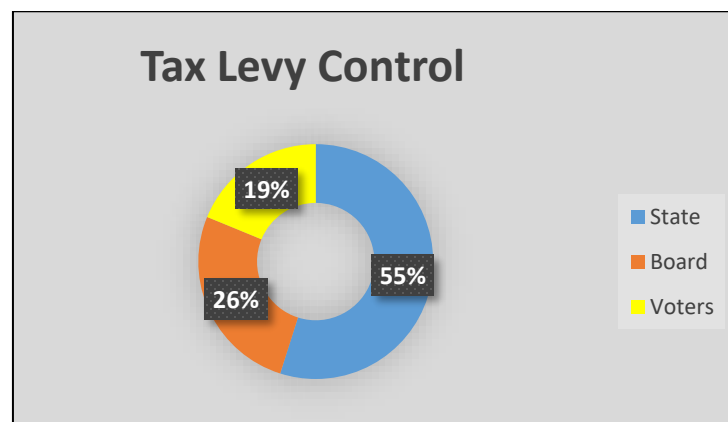
Budget Variables and Assumptions:

- 1. The District will be mindful of the property tax rate and the amount of tax support being asked from community patrons to support District programming.***

From 2009 to 2015 the tax levy rate steadily decreased, but inadequate state funding and low property valuation growth lead to a slight levy increase in 2016. This current year (FY2018) the overall levy rate is set at \$17.38 / \$1,000 assessed valuation, which is consistent with the previous two years. Statewide, the highest district tax rate for FY2018 is \$21.58 (Perry) and the lowest is \$7.80 (Okoboji) with a median tax rate for 330 Iowa schools in FY2018 of \$13.43. Note that approximately 80% of school districts in the State use some sort of income surtax, which reduces their overall tax levy. Linn-Mar does not apply an income surtax to its patrons.



The total tax levy is comprised of several different funds; General, Management, PPEL, PERL, and Debt Service. Although some people may assume that the Board has sole control of whether or not the tax levy increases or decreases, the reality is that this is not true. For example, the General Fund levy is primarily formula driven, which is controlled by the State of Iowa. Other levies such as PPEL and PERL were authorized by voters within the District. For FY2018 the tax levy control can be broken down as follows:



The taxation objective when possible is to keep rates stable for district patrons.

2. The District's property tax base continues to grow, but the District is still considered a "property poor" school district in Iowa.

The FY2019 budget taxable valuations are based upon January 2017 assessments. For FY2019 the total growth in valuation was 6.62%. This compares to the 5-year average total annual growth rate of 3.74%.

For FY2019 the Non-TIF taxable valuation growth is 5.64% and the TIF valuation growth is 30.77%. This compares to 5-year average growth rates of 3.25% and 20.63% respectively. The chart below summarizes the FY2019 valuations:

Budget Year	Non-TIF Taxable Valuation	TIF Valuation	Total Value
FY2018	\$1,968,840,115	\$79,879,411	\$2,048,719,526
FY2019	\$2,079,795,400	\$104,460,128	\$2,184,255,528
% Change	5.64%	30.77%	6.62%

Taxable valuation growth for FY2019 increased due to steady residential (3.3% growth) and commercial (14.1%) development within the District. Note that from FY2015 to FY2017 the District's tax base growth had slowed in part by the Property Tax Reform measures that the Iowa Legislature passed in 2013. From this legislation the commercial and industrial (C&I) property rollback decreased from 100% to 95% for the FY2015 budget, and decreased again from 95% to 90% for the FY2016 budget cycle. This rollback is expected to remain at the 90% level for FY2019 and future years.

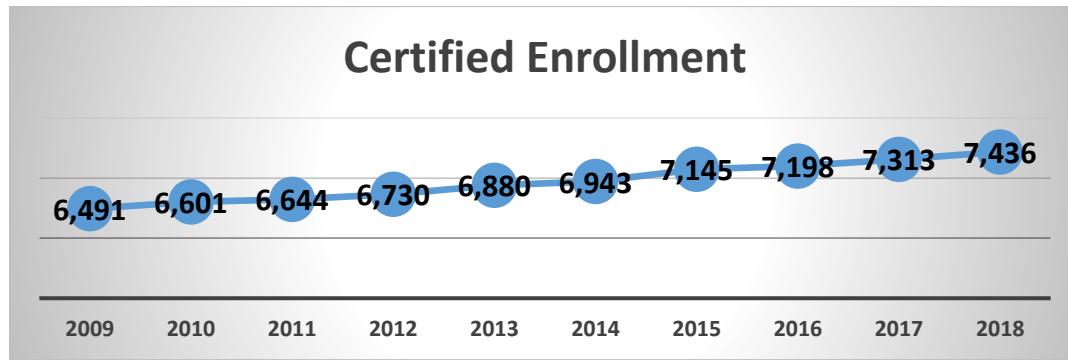
Also, as part of the legislation a new multi-residential property classification was created whereby this property rollback would incrementally decrease year to year until it matched the residential rollback. Prior to the legislation the rollback was at 100%, but for FY2019 the rollback for multi-residential property is now at 78.75%.

Over the last several years enacted tax increment financing property within the District has expanded. **The impact of the \$104.5 million TIF property on the District's overall tax levy is estimated at \$0.25 to \$0.35 per \$1,000 of valuation.**

For FY2018 Linn-Mar ranks 15th in the state for overall taxable valuation. However, on a per pupil basis we rank 275th in the state with a valuation per pupil of \$269,243. The state average for taxable valuation per student is \$329,208. Because Linn-Mar is considered a property poor district, its general fund levy tends to be higher than average because it has to "work harder" to generate the same amount of funding as compared to a property rich district.

3. The Iowa school aid formula for K-12 schools primarily pupil driven. As a result, accurate annual enrollment projections are vital to the budgeting process.

Linn-Mar is fortunate to be a district that has experienced enrollment growth over the past several years. The chart below shows that over the last 10 years certified enrollment has grown by almost 950 students.



The District uses resources such as the Iowa Department of Education and RSP Associates, a demographer, to assist in predicting future enrollment. Although these resources have been helpful to a certain extent, Linn-Mar's enrollment has proven to be difficult to predict accurately. In order to prepare a five-year budget projection, it will be assumed that certified enrollment will grow by 100 students each year as follows:

Budget Year	2019	2020	2021	2022	2023
Certified Enrollment	7,436	7,536	7,636	7,736	7,836

4. Supplemental state aid (formerly allowable growth) is legislatively set each year and is the primary source of revenue the District requires to deliver the educational program.

Growth in the District Regular Program District Cost, which is a function of student enrollment growth and state percent of growth, is a significant funding stream within the General Fund. The State Legislature is tasked with setting supplemental state aid each year. For the FY2018 budget year SSA was established at 1.11%.

Recently the Iowa Legislative Services Agency released a preliminary summary of the Governor's FY2019 Budget Recommendations. This document specifies a 1.5% growth rate for FY2019. It should be noted that state growth rate has averaged 1.8% over the last seven years, which are some of the lowest growth rates on record since the school aid formula was introduced over 45 years ago.

With enrollment growth of 124 students, the following increase (also called “new money”) in Regular Program District Cost can be projected depending on where the Legislature sets the state percent of growth:

State % of Growth	Linn-Mar Growth (%)	Linn-Mar Growth (\$)
0%	1.69%	\$ 824,461
1%	2.71%	\$ 1,322,686
1.5%	3.22%	\$ 1,568,081
2%	3.72%	\$ 1,813,475
3%	4.74%	\$ 2,311,701
4%	5.77%	\$ 2,809,926

The Governor’s recommendation is a starting point for the state percent of growth. There is cautious optimism that SSA% for FY2019 will be set within 30 days of the Governor’s recommended budget. For the purpose of projecting the 5-year budget, the following parameters will be assumed:

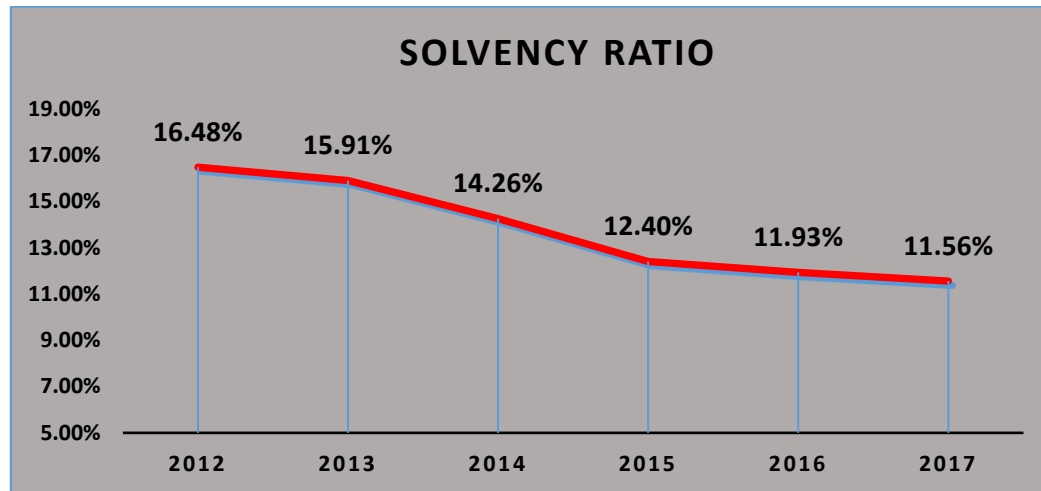
Fiscal Year	2019	2020	2021	2022	2023
State Percent of Growth Rate	1.00%	1.00%	1.5%	2.00%	2.00%

- 5. The cash reserve levy will be used to backfill resources expended for certain unfunded mandates, under-funded mandates, and board approved allowable growth items. The cash reserve levy will also be used to ensure that General Fund cash reserves are equal to or exceed the financial metrics as stated in Board policy 801.4.**

The cash reserve levy, of which the Board controls, is divided into two parts. First, the SBRC cash reserve levy portion includes items that the Board has requested modified allowable growth (additional spending authority) and that the School Budget Review Committee has subsequently approved. Examples of these items include the special education deficit, ELL deficit, and on-time funding for enrollment growth. The table below shows the FY2016 SBRC cash reserve levy compared to the tentative FY2017 SBRC cash reserve levy:

	2018	2019	Difference
Special Education Deficit	\$ 2,628,137	\$ 2,322,814	\$ (305,323)
ELL Deficit	\$ 122,865	\$ 181,654	\$ 58,789
Increasing Enrollment Growth	\$ 755,443	\$ 824,061	\$ 68,618
Open Enrollment Out Growth	\$ 56,725	\$ 179,275	\$ 122,550
Limited English Proficiency Growth	\$ 14,502	\$ 13,197	\$ (1,305)
Total SBRC Cash Levy	\$ 3,577,672	\$ 3,521,001	\$ (56,671)

The other portion of the cash reserve levy is referred to as the regular or other cash reserve levy. This part of the levy is used to ensure the District's has an adequate cash reserve balance and helps to maintain an appropriate solvency ratio. Iowa Association of School Boards recommends a target solvency ratio of 5% - 15%. Our Board policy sets forth that the solvency ratio will not fall below 7%. The District's financial solvency ratio for the last five years is as follows:



The FY2018 solvency ratio is projected to be 11.5%, which is consistent from the previous year. Although the current solvency ratio falls within IASB targets and above the 7% Board policy, the decreasing solvency trend cannot be ignored. The primary reason for the negative trend is that the supplemental state aid growth of 2% or less has not been able to keep pace with inflationary costs of 3-4%. Based on information from the State level, supplemental state aid growth rates of below 2% are projected for the foreseeable future. In order to mitigate this declining trend and expected low growth rates, the Board will likely have to consider 1) utilizing the cash reserve levy and/or 2) implementing operational efficiency measures, which may include budget reductions.

6. *Expenditure categories within the General Fund are influenced by many factors including student growth pressure and market based inflationary trends.*

As is the case for any school district in Iowa, salaries and benefits costs are the single largest expense in the General Fund. Approximately 82% of the costs in our General Fund can be attributed to personnel. Such items that impact personnel costs are IPERS contribution rates, medical and other insurance renewal rates, and additional staffing due to enrollment growth. At Linn-Mar, there are five bargaining groups that the District negotiates with; LMEA, SEIU, LMSEAA, bus drivers, and part-time nutrition services. Prior to FY2018, salaries and benefits increased 3.5% - 4.5% on average each year. However, changes made to Iowa Chapter 20 Collective Bargaining laws in February 2017 have significantly reduced the mandatory subjects of bargaining. Due to these changes, settlement trends in FY2018 were between 1% and 2%. It

is anticipated that moving forward increases in salaries and benefits will trend similar to the percentage of “new money” the District receives each year. Note that non-personnel expenditures (e.g. supplies, utilities, equipment, etc.) have increased about 3% annually over the last several years.

7. Other District Tax Supported Funds:

- **Physical Plant and Equipment Levy (PPEL):**

On April 1, 2014 voters extended the voted PPEL 10-years (expires June 30, 2025). This \$1.34 levy combined with the board approved \$.33 PPEL levy (\$1.67 total) is expected to generate approximately \$3.6 million in FY2019.

Major expenditures from this fund in FY2019 include bus replacement purchases, historical building refurbishments, Excelsior flooring, PPEL notes (from high school renovation) payment, small capital improvements, other preventative maintenance, and equipment costs.

- **Public Education and Recreation Levy (PERL):**

This \$.135 levy is expected to generate approximately \$280,000 in FY2019.

Expenditures from this fund are expected to include Wilkins and Bowman Woods playground, other schools playgrounds maintenance, and a portion of Community Education staffing costs.

- **Sales Tax (LOST) Fund**

Based on the District’s current certified enrollment of 7,436 and an estimate of \$959 per student (assumes no change from FY2018), the projected revenue for FY2018 is \$7.0 million. Approximately \$5 million of these funds are committed to principal and interest payments of outstanding revenue bonds. \$1.1 million of these funds are committed toward the District technology plan.

- **Debt Service Fund**

It is anticipated that the District will have \$25,000,000 of outstanding general obligation debt as of June 30, 2018. For FY2019, it is projected that the District will need approximately \$3.6 million in taxes to service this amount. The debt service levy for FY2018 is \$1.71 and this levy is expected to decrease slightly for FY2019.

- **Management Fund**

Primary expenditures from the Management Fund include property/liability insurance, workers compensation, unemployment costs, and early separation. The management fund tax levy for FY2018 is \$.47 and it is anticipated that this levy will be similar in FY2019.

Important Definitions:

- ✓ Maximum spending authority – the maximum amount authorized under the school funding formula for a school district to spend on its general fund budget for a fiscal year. It includes the sum of the combined district cost, pre-school funding, instructional support levy, educational improvement funds, miscellaneous income, modified allowable growth and prior year unspent balance. **Iowa Code §257.7.**
- ✓ Combined district cost – the major element of a school district's authorized spending authority. Primarily, it is determined by multiplying the district cost per pupil by the number of pupils in the school district, plus the special weightings for the district. It is funded by state foundation aid, the uniform levy, the additional levy, and supplemental state aid. It is often referred to as controlled budget. **Iowa Code §257.1, 4.**
- ✓ Unspent balance (also known as unspent authorized budget) – the amount of the maximum spending authority (maximum authorized budget) not expended during the fiscal year. This includes previous year's accumulation of unexpended total spending authority. It is a measure created by statute to determine if a school district has exceeded its total spending authority in a given fiscal year. It is an element of total maximum spending authority. **Iowa Code §257.7(1).**
- ✓ Solvency ratio – provides a picture at fiscal year-end of the financial health of a school district and represents the percent of the district's available funding. It is calculated by dividing the unassigned and assigned general fund balance by the general fund actual/total revenue of the school district for the fiscal year less the district's AEA flow-through funding.

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



January 2018 – December 2019

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 Chief Human Resources Officer 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.

Signature

Date

Dr. Quintin Shepherd, Superintendent

**Karla Christian, Equity Coordinator / Affirmative
Action Coordinator**

**Shannon Bisgard, Equity Coordinator / Associate
Superintendent**

Approved by the Linn-Mar Board of Education, DATE

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

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

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

Karla Christian, Chief Human Resources Officer
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).

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 coordinators, 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 on an annual basis. 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 the Linn-Mar Equity Coordinators who have been designated by the 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).

Linn-Mar Community School District Equity Coordinators:

Mr. Shannon Bisgard, Associate Superintendent
Phone: 319-447-3028 / sbisgard@linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252
Office Hours: 7:30 AM to 4:00 PM

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, (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).

LINN-MAR COMMUNITY SCHOOL DISTRICT EQUITY COMPLAINT FORM

Distribution of Form:

1. Equity Coordinator

Name of Complainant _____

Building _____

Date of Filing _____

Date Violation Occurred _____

Date Level I Meeting was held (optional) _____

Parties present at level I Meeting _____

Nature of Complaint _____

Remedy Requested _____

Signature

Date

Address/City

Phone

Disposition of Chief Human Resources Officer / Equity Coordinator _____

Signature of Chief Human Resources Officer / Equity Coordinator

Date

Chief Human Resources Officer / Equity Coordinator's Disposition - Accepted or Rejected?

Signature of Complainant

Date

Disposition by Superintendent _____

Signature

Date

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 identify 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 the Linn-Mar Equity Coordinators, Chief Officer of Human Resources and Associate Superintendent, at 2999 N 10th Street, Marion, IA 52302 or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the 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, 400 E 14th Street, Des Moines, IA 50319 or (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 (800) 368-1019, or the US. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Bldg, 400 Maryland Avenue SW, Washington, DC 20202-1100 or (800) 421-3481.

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.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and policies including but not limited to complaints of discrimination will be directed to Linn-Mar Equity Coordinators who have been designated by the school district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and Iowa Code §280.3 (2007).

Linn-Mar Community School District Equity Coordinators:

Mr. Shannon Bisgard, Associate Superintendent
Phone: 319-447-3028 / sbisgard@linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252
Office Hours: 7:30 AM to 4:00 PM

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; 12/16 Revised 8/07; 2/09; 2/15/10; 9/16 Related Policy: (Code Number) 400.1; 400.1-E

Legal Reference: (Code of Iowa): 29 USC §§ 621-634 (2012); 49 USC §§ 12101 et seq (2012); §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95; 281 IAC 14.1; 2000

- 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 individual.
- 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.

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 the Linn-Mar equity coordinators who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, and §280.3 (2007).

Linn-Mar Community School District Equity Coordinators:

Mr. Shannon Bisgard, Associate Superintendent
Phone: 319-447-3028 / sbisgard@linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252
Office Hours: 7:30 AM to 4:00 PM

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14th Street, Des Moines, IA 50319
- Director of the Region VII Office of the United States Equal Employment Opportunity Commission: 601 E 12th Street, Room 353, Kansas City, MO 64106
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

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

Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14; 3/17 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14
Related Policy (Code #): 104.1; 104.1-R; 104.1-E1-E3; 403.14; 502.14 Legal Reference (Code of Iowa):
280.3; 20 USC 1221-1234i; 29 USC 794; 42 USC 2000d-2000d7; 42 USC 12101; 216.9; 280.28; 280.3;
281 IAC 12.3(6); Morse v Frederick; 127 S Ct 2618

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 personnel who, in good faith, report bona fide acts of sexual harassment, assist with or conduct an investigation regarding such complaints, or appear as witnesses. If an employee feels they have been subjected to any form of retaliation they should report the conduct to their immediate supervisor or the chief officer of human resources/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 the district equity who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, §504, §280.03 (2007).

Linn-Mar Community School District Equity Coordinators:

Mr. Shannon Bisgard, Associate Superintendent
Phone: 319-447-3028 / sbisgard@linnmar.k12.ia.us

Mrs. Karla Christian, Chief Officer of Human Resources
Phone: 319-447-3036 / kchristian@linnmar.k12.ia.us

Address: 2999 N 10th Street, Marion, IA 52302
Fax: 319-377-9252
Office Hours: 7:30 AM to 4:00 PM

Written inquiries may also be directed to:

- Iowa Civil Rights Commission: 400 E 14th Street, Des Moines, IA 50319
- Director of the Region VII Office of the United State Equal Employment Opportunity Commission: 601 E 12th Street, Room 353, Kansas City, MO 64016
- US Department of Education: Office of Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue SW, Washington, DC 20202

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

Adopted: 6/85 Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 3/17 Revised: 2/10
Related Policy (Code #): 104.1; 104.1-R; 104.1-E1-E3; 403.13; 502.14 Legal Reference (Code of Iowa): Section 703 of Title VII of the Civil Rights of 1964 as amended; 280.3 (2007)

ANTI-BULLYING/HARASSMENT COMPLAINT FORM

Name of complainant: _____

Position of complainant: _____

Name of student or employee target: _____

Date of complaint: _____

Name of alleged harasser or bully: _____

Date and place of incident(s): _____

Nature of Discrimination or Harassment Alleged (Check all that apply)

<input type="checkbox"/>	Age	<input type="checkbox"/>	Physical Attribute	<input type="checkbox"/>	Sex
<input type="checkbox"/>	Disability	<input type="checkbox"/>	Physical/Mental Ability	<input type="checkbox"/>	Sexual Orientation
<input type="checkbox"/>	Familial Status	<input type="checkbox"/>	Political Belief	<input type="checkbox"/>	Socio-economic Background
<input type="checkbox"/>	Gender Identify	<input type="checkbox"/>	Political Party Preference	<input type="checkbox"/>	Other – Please specify
<input type="checkbox"/>	Marital Status	<input type="checkbox"/>	Race/Color		
<input type="checkbox"/>	National Origin/Ethnic Background/Ancestry	<input type="checkbox"/>	Religion/Creed		

Description of misconduct: _____

Name of witnesses (if any): _____

Evidence of harassment or bullying; i.e., letters, photos, etc. (attach evidence, if possible): _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

Date: ____ / ____ / ____

Code 104-E2

WITNESS DISCLOSURE FORM

Name of witness: _____

Position of witness: _____

Date of testimony, interview: _____

Description of instance witnessed: _____

Any other information: _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature: _____

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	Part-time	Full-time
If you are assigned to more than one building, list in descending order of time spent	Check (<input type="checkbox"/>) one of these for each building assignment	

Is your total district assignment: _____ part-time? _____ full-time?

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

Certified

EEO5 Job Category	Job Title	Check (<input type="checkbox"/>) the job 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 Category	Job Title	Entry Position (<input type="checkbox"/>)
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)	

Optional

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 to you:

- _____ Male
- _____ Female
- _____ White (not Hispanic or Latino)
- _____ Black or African American (not Hispanic or Latino)
- _____ Hispanic or Latino
- _____ Asian
- _____ Native Hawaiian or Other Pacific Islander
- _____ American Indian or Alaskan Native
- _____ Two or More Races
- _____ Disability (Any person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such 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**

Student Count

6,452

As of 10/01/08**EEO-5 Form (for School Districts and AEAs)**

Activity Assignment Classification	Staff Totals											
	Totals (Sum of Col. B thru K) A	Male					Female					Dis-ability L
		White (Not of His-panic origin) B	Black (Not of His-panic origin) C	His-panic or Latino D	Asian or Pacific Islander E	Amer-ican Indian or Alaskan Native F	White (Not of His-panic origin) G	Black (Not of His-panic origin) H	His-panic or Latino I	Asian or Pacific Islander J	Amer-ican Indian or Alaskan Native K	

A. Full-time Staff

1. Officials, Adm., Managers	5	3	-	-	-	-	2	-	-	-	-	-
2. Principals	10	7	-	-	-	-	3	-	-	-	-	-
3. Asst. Principals teaching	0	-	-	-	-	-	-	-	-	-	-	-
4. Asst. Principals non-teaching	6	3	-	-	-	-	3	-	-	-	-	-
5. Elementary Classroom Teachers	166	12	-	-	-	-	153	-	1	-	-	-
6. Secondary Classroom Teachers	112	41	1	-	1	-	68	-	-	1	-	-
7. Other Classroom Teachers	123	30	1	-	-	-	91	-	1	-	-	-
8. Guidance	17	5	-	-	-	-	12	-	-	-	-	-
9. Psychological	\	\	\	\	\	\	\	\	\	\	\	\
10. Librarians/ Audio-visual Staff	10	-	-	-	-	-	10	-	-	-	-	-
11. Consultants / Supervisors of Instruction	4	1	-	-	-	-	3	-	-	-	-	-
12. Other Professional Staff	20	7	-	-	-	-	13	-	-	-	-	-
13. Teachers Aides	139	11	1	1	-	-	120	1	1	4	-	-
14. Technicians	6	2	-	-	-	-	4	-	-	-	-	-
15. Clerical / Secretarial Staff	41	-	-	-	-	-	41	-	-	-	-	1
16. Service Workers	80	34	1	1	-	-	41	-	1	2	-	1
17. Skilled Crafts	8	7	-	-	-	-	1	-	-	-	-	-
18. Laborers, Unskilled	0	-	-	-	-	-	-	-	-	-	-	-
19. Total (1-18)	747	163	4	2	1	-	565	1	4	7	-	2

B. Part-time Staff

20. Professional Instruction	32	2	-	-	-	-	30	-	-	-	-	-
21. All Others	157	46	1	-	-	-	104	-	3	3	-	-

22. Total (20-21)	189	48	1	-	-	-	134	-	3	3	-	-
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Grand Total: 936

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

23. Officials, Adm., 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	-	-	-	-	-

Linn-Mar Community School District

EEO-5 Report

Student Count 6,512

As of 10/01/09

EEO-5 Form (for School Districts and AEAs)

Activity Assignment Classification	Staff Totals											
	Totals (Sum of Col. B thru K) A	Male					Female					Dis-ability L
		White (Not of His-panic origin) B	Black (Not of His-panic origin) C	His-panic or Latino D	Asian or Pacific Islander E	Amer-ican Indian or Alaskan Native F	White (Not of His-panic origin) G	Black (Not of His-panic origin) H	His-panic or Latino I	Asian or Pacific Islander J	Amer-ican Indian or Alaskan Native K	

A. Full-time Staff

1. Officials, Adm., Managers	5	3	-	-	-	-	2	-	-	-	-	-
2. Principals	10	7	-	-	-	-	3	-	-	-	-	-
3. Asst. Principals teaching	1	-	-	-	-	-	1	-	-	-	-	-
4. Asst. Principals non-teaching	7	4	-	-	-	-	3	-	-	-	-	-
5. Elementary Classroom Teachers	170	12	-	-	-	-	157	-	1	-	-	-
6. Secondary Classroom Teachers	112	45	1	-	1	-	64	-	-	1	-	-
7. Other Classroom Teachers	123	33	1	-	-	-	88	-	1	-	-	1
8. Guidance	18	5	-	-	-	-	13	-	-	-	-	-
9. Psychological	\	\	\	\	\	\	\	\	\	\	\	\
10. Librarians/ Audio-visual Staff	10	-	-	-	-	-	10	-	-	-	-	-
11. Consultants / Supervisors of Instruction	5	1	-	-	-	-	4	-	-	-	-	-
12. Other Professional Staff	20	6	-	-	-	-	14	-	-	-	-	-
13. Teachers Aides	153	11	1	1	-	-	133	-	1	6	-	-
14. Technicians	6	2	-	-	-	-	4	-	-	-	-	-
15. Clerical / Secretarial Staff	41	-	-	-	-	-	41	-	-	-	-	1
16. Service Workers	81	38	1	1	-	-	39	-	1	1	-	1
17. Skilled Crafts	8	7	-	-	-	-	1	-	-	-	-	-
18. Laborers, Unskilled	0	-	-	-	-	-	-	-	-	-	-	-
19. Total (1-18)	770	174	4	2	1	-	579	-	3	7	-	-

B. Part-time Staff

20. Professional Instruction	31	1	-	-	-	-	30	-	-	-	-	-
21. All Others	156	43	1	-	-	-	105	-	4	3	-	-
22. Total (20-21)	187	44	1	-	-	-	135	-	4	3	-	-

Grand Total:

957

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

23. Officials, Adm., Managers	0	-	-	-	-	-	-	-	-	-	-	-
24. Principals/Asst. Principals	1	1	-	-	-	-	-	-	-	-	-	-
25. Classroom Teachers	20	10	-	-	-	-	10	-	-	-	-	1
26. Other Professional Staff	4	-	-	-	-	-	4	-	-	-	-	-
27. Nonprofessional Staff	19	2	-	-	-	-	16	-	1	-	-	-
28. Total (23-27)	44	13	-	-	-	-	30	-	1	-	-	-

PART II. STAFF STATISTICS AS OF (DATE) 2010-11-12 16:13:18.0							DO NOT INCLUDE ELECTED/APPOINTED OFFICIALS (SEE DEFINITION IN APPENDIX)				
DISTRICT NAME: LINNMAR COMM SCHOOL DIST							DISTRICT ID: 1917226				
ACTIVITY ASSIGNMENT CLASSIFICATION	OVERALL TOTALS (COLUMN S B-K) A	STAFF TOTALS									
		MALE					FEMALE				
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		WHITE	BLACK				WHITE	BLACK			
		B	C	D	E	F	G	H	I	J	K
A. FULL-TIME STAFF											
1. 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	1	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 & Supervisors 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	63	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	0	0	0
19. TOTAL (Lines 1-18)	752	166	4	2	1	0	568	0	4	7	0
B. PART-TIME STAFF											
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	41	1	0	0	0	126	0	3	5	0
C. NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)											
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

PART II. STAFF STATISTICS AS OF (DATE) 2012-11-27 15:34:21.0							DO NOT INCLUDE ELECTED/APPOINTED OFFICIALS (SEE DEFINITION IN APPENDIX)				
DISTRICT NAME: LINN MAR COMM SCHOOL DIST							DISTRICT ID: 1917226				
ACTIVITY ASSIGNMENT CLASSIFICATION	OVERALL TOTALS (COLUMN S B-K) A	STAFF TOTALS									
		MALE					FEMALE				
		NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE	NON-HISPANIC ORIGIN		HISPANIC	ASIAN OR PACIFIC ISLANDER	AMERICAN INDIAN OR ALASKAN NATIVE
		WHITE	BLACK				WHITE	BLACK			
		B	C				D	E			
A. FULL-TIME STAFF											
1. Officials, Administrators, Managers	11	5	0	0	0	0	6	0	0	0	0
2. Principals	10	7	0	0	0	0	3	0	0	0	0
3. Assistant Principal, Teaching	0	0	0	0	0	0	0	0	0	0	0
4. Assistant Principal(s), Non teaching	8	4	0	0	0	0	4	0	0	0	0
5. Elementary Classroom Teachers	159	4	0	0	0	0	154	0	0	0	1
6. Secondary classroom Teachers	146	55	0	0	0	0	91	0	0	0	0
7. Other Classroom Teachers	117	33	0	0	0	0	83	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	7	2	0	0	0	0	5	0	0	0	0
12. Other Professional Staff	28	8	1	0	0	0	19	0	0	0	0
13. Teachers Aids	164	9	0	1	0	0	149	1	0	2	2
14. Technicians	4	3	0	0	0	0	1	0	0	0	0
15. Clerical/Secretarial Staff	37	0	0	0	0	0	37	0	0	0	0
16. Service Workers	70	26	1	0	0	0	38	1	2	2	0
17. Skilled Crafts	7	7	0	0	0	0	0	0	0	0	0
18. Laborers, Unskilled	1	1	0	0	0	0	0	0	0	0	0
19. TOTAL (Lines 1-18)	797	170	2	1	0	0	612	2	3	4	3
B. PART-TIME STAFF											
20. Professional Instructional	26	2	0	0	0	0	24	0	0	0	0
21. All Other	137	45	0	0	0	0	88	2	0	1	1
22. TOTAL (Lines 20-21)	163	47	0	0	0	0	112	2	0	1	1
C. NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)											
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	18	2	0	0	0	0	16	0	0	0	0
26. Other Professional Staff	2	1	0	0	0	0	1	0	0	0	0
27. Nonprofessional Staff	13	3	0	0	0	0	9	1	0	0	0
28. TOTAL (Lines 23-28)	33	6	0	0	0	0	26	1	0	0	0

PART II. STAFF STATISTICS AS OF (DATE) 2014-11-14									SAFARI FORM - DISTRICT/STATE/ZIP CODE (SEE INSTRUCTIONS IN APPENDIX)							
15:29:50.0																
DISTRICT NAME: LEWIS AND CLARK SCHOOL DIST									DISTRICT ID: 1412220							
A. FULL-TIME STAFF																
ACTIVITY ASSIGNMENT CLASSIFICATION	RACE/ETHNICITY															TOTALS (COLUMN A-N)
	HISPANIC OR LATINO		NON-HISPANIC ORIGIN													
	MALE A	FEMALE B	MALE							FEMALE						
			WHITE C	BLACK OR AFRICAN AMERICAN D	ASIAN E	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER F	AMERICAN INDIAN OR ALASKAN NATIVE G	TWO OR MORE RACES H	WHITE I	BLACK OR AFRICAN AMERICAN J	ASIAN K	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER L	AMERICAN INDIAN OR ALASKAN NATIVE M	TWO OR MORE RACES N		
1. Officials, Administrators, Managers	0	0	6	0	0	0	0	0	6	0	0	0	0	0	0	12
2. Principals	0	0	6	0	0	0	0	0	6	0	0	0	0	0	10	
3. Assistant Principal, Teaching	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
4. Assistant Principal, Non-teaching	0	0	4	0	0	0	0	0	4	0	0	0	0	0	8	
5. Elementary Classroom Teachers	0	1	7	0	0	0	0	0	170	0	0	0	1	0	176	
6. Secondary Classroom Teachers	1	0	59	0	0	0	0	0	100	0	0	0	0	0	160	
7. Other Classroom Teachers	0	1	25	0	0	0	0	0	84	0	0	0	0	0	120	
8. Guidance	0	0	5	0	0	0	0	0	13	0	1	0	0	0	19	
9. Psychological	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
10. Librarian/Guide/Visual Aids	0	0	0	0	0	0	0	0	10	0	0	0	0	0	10	
11. Consultants & Supervisors of Instruction	0	0	2	0	0	0	0	0	4	0	0	0	0	0	6	
12. Other Professional Staff	0	0	0	0	0	0	0	0	17	0	0	0	0	0	17	
13. Teacher Aides	2	1	11	0	0	0	0	0	154	2	2	2	2	0	176	
14. Technicians	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	
15. Clerical/Secretarial Staff	0	0	0	0	0	0	0	0	42	0	0	0	0	0	42	
16. Service Workers	1	3	28	1	0	0	0	0	41	0	0	2	0	0	76	
17. Skilled Crafts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18. Laborers, Unskilled	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	
19. TOTAL (Lines 1-18)	4	6	185	2	0	0	0	0	650	2	3	4	3	0	859	
B. PART-TIME STAFF																
20. Professional Instructional	0	0	2	0	0	0	0	0	17	0	0	0	0	0	19	
21. All Other	0	2	49	0	0	0	0	0	78	0	4	1	1	0	155	
22. TOTAL (Lines 20-21)	0	2	51	0	0	0	0	0	95	0	4	1	1	0	174	
C. NEW HIRES (JULY THRU SEPT. OF THE SURVEY YEAR)																
23. Officials, Administrators, Managers	0	0	0	0	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	0	0	0	0	
25. Classroom Teachers	1	0	11	0	0	0	0	0	30	0	0	0	0	0	42	
26. Other Professional Staff	0	0	0	0	0	0	0	0	1	0	1	0	0	0	2	
27. Nonprofessional Staff	0	2	6	0	0	0	0	0	34	0	1	0	0	0	43	
28. TOTAL (Lines 23-27)	1	2	17	0	0	0	0	0	65	0	2	0	0	0	87	
CERTIFICATION: I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. (Willfully false statements on this report are punishable by law, US Code, Title 18, Section 1001.)																
DATE	PHONE	Email	TYPED NAME/TITLE OF AUTHORIZED OFFICIAL						SIGNATURE	<input checked="" type="checkbox"/>						
11/14/2014	319-447-3004	hJordan@lionstar.k12.is.u	Heather Jordan													

EEO-5 Form (for School Districts and AEAs) December 2017

<u>Activity Assignment Classification</u>	<u>Staff Totals</u>											
	<u>Totals (Sum of Col. B thru K)</u>	<u>Male</u>					<u>Female</u>					<u>Disability</u>
		<u>White (Not of Hispanic origin)</u>	<u>Black (Not of Hispanic origin)</u>	<u>Hispanic or Latin o</u>	<u>Asian or Pacific Island -er</u>	<u>American Indian or Alaska Native</u>	<u>White (Not of Hispanic origin)</u>	<u>Black (Not of Hispanic origin)</u>	<u>Hispanic or Latin o</u>	<u>Asian or Pacific Island -er</u>	<u>American Indian or Alaska Native</u>	
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u>I</u>	<u>J</u>	<u>K</u>	<u>L</u>

A. Full-time Staff

<u>1. Officials, Admin. Managers</u>	<u>13</u>	<u>7</u>	=	=	=	=	<u>6</u>	=	=	=	=	=
<u>2. Principals</u>	<u>10</u>	<u>6</u>	=	=	=	=	<u>4</u>	=	=	=	=	=
<u>3. Asst. Principals teaching</u>	<u>0</u>	=	=	=	=	=	=	=	=	=	=	=
<u>4. Asst. Principals non-teaching</u>	<u>8</u>	<u>5</u>	=	=	=	=	<u>3</u>	=	=	=	=	=
<u>5. Elementary Classroom Teachers</u>	<u>193</u>	<u>13</u>	=	=	=	=	<u>177</u>	<u>1</u>	<u>2</u>	=	=	=
<u>6. Secondary Classroom Teachers</u>	<u>179</u>	<u>62</u>	=	<u>1</u>	<u>1</u>	=	<u>115</u>	=	=	=	=	=

<u>7. Other Classroom Teachers</u>	<u>114</u>	<u>33</u>	=	<u>1</u>	=	=	<u>79</u>	=	<u>1</u>	=	=	=
<u>8. Guidance</u>	<u>19</u>	<u>5</u>	=	=	=	=	<u>13</u>	=	=	<u>1</u>	=	=
<u>9. Psychological</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<u>Librarians/ Audio-visual Staff</u>	<u>10</u>	<u>1</u>	=	=	=	=	<u>2</u>	=	=	=	=	=
<u>11. Consultants / Supervisors of Instruction</u>	<u>6</u>	<u>2</u>	=	=	=	=	<u>4</u>	=	=	=	=	=
<u>12. Other Professional Staff</u>	<u>35</u>	<u>13</u>	<u>1</u>	=	=	=	<u>20</u>	<u>1</u>	=	=	=	=
<u>13. Teachers Aides</u>	<u>238</u>	<u>17</u>	<u>3</u>	<u>2</u>	<u>1</u>	=	<u>201</u>	<u>3</u>	<u>3</u>	<u>6</u>	<u>2</u>	=
<u>14. Technicians</u>	<u>5</u>	<u>4</u>	=	=	=	=	<u>1</u>	=	=	=	=	=
<u>15. Clerical / Secretarial Staff</u>	<u>41</u>	=	=	=	=	=	<u>41</u>	=	=	=	=	=
<u>16. Service Workers</u>	<u>78</u>	<u>29</u>	<u>1</u>	<u>1</u>	=	=	<u>42</u>	=	<u>3</u>	<u>2</u>	=	=
<u>17. Skilled Crafts</u>	<u>8</u>	<u>8</u>	=	=	=	=	=	=	=	=	=	=
<u>18. Laborers, Unskilled</u>	<u>0</u>	=	=	=	=	=	=	=	=	=	=	=
<u>19. Total (1-18)</u>	<u>957</u>	<u>205</u>	<u>5</u>	<u>5</u>	<u>2</u>	=	<u>715</u>	<u>5</u>	<u>2</u>	<u>2</u>	<u>2</u>	=

B. Part-time Staff

<u>20. Professional Instruction</u>	<u>20</u>	<u>2</u>	=	=	=	=	<u>18</u>	=	=	=	=	=
<u>21. All Others</u>	<u>135</u>	<u>51</u>	=	=	=	=	<u>73</u>	=	<u>4</u>	<u>7</u>	=	=
<u>22. Total (20-21)</u>	<u>155</u>	<u>53</u>	=	=	=	=	<u>91</u>	=	<u>4</u>	<u>7</u>	=	=

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

<u>23. Officials, Adm., Managers</u>	<u>0</u>	=	=	=	=	=	=	=	=	=	=	=
<u>24. Principals/Asst. Principals</u>	<u>2</u>	<u>1</u>	=	=	=	=	<u>1</u>	=	=	=	=	=
<u>25. Classroom Teachers</u>	<u>43</u>	<u>9</u>	=	=	<u>1</u>	=	<u>32</u>	=	<u>1</u>	=	=	=
<u>26. Other Professional Staff</u>	<u>2</u>	<u>1</u>	=	=	=	=	<u>1</u>	=	=	=	=	=
<u>27. Nonprofessional Staff</u>	<u>55</u>	<u>9</u>	=	<u>1</u>	=	=	<u>41</u>	<u>2</u>	<u>1</u>	<u>1</u>	=	=
<u>28. Total (23-27)</u>	<u>102</u>	<u>20</u>	=	<u>1</u>	<u>1</u>	=	<u>75</u>	<u>2</u>	<u>2</u>	<u>1</u>	=	=

Relevant Labor Market

The Linn-Mar Community School District utilized the most recent State of Iowa Population by Gender and Minority Status data; State of Iowa Workforce Development Center Applicants data; Labor Force Status by Gender and Minority Group; Cedar Rapids MSA (Benton, Jones and Linn Counties); Occupations of Workforce Development Center Applicants by EEO-1 Category; and Labor Force Status by Gender and Minority Group.

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 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 District 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 District 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 2017

Full Time Staff	Females					Minorities				
	Representation		Availability		Number	Representation		Availability		Number
Job Group	Number	%	Number	%	Underrepresentation	Number	%	Number	%	Underrepresentation
Officials, Administrators, Managers 13 (Job Group 1)	6	46%		52.1 ¹ %	No	0	0		35.6 ¹ %	Yes
Principals 10 (Job Group 2)	4	40%		52.1 ¹ %	Yes	0	0		35.6 ¹ %	Yes
Asst. Principals 8 (Job Group 3,4)	3	38%		52.1 ¹ %	No	0	0		35.6 ¹ %	Yes
Elem. Teachers 193 (Job Group 5)	180	93%		58.5 ¹ %	No	3	2%		34.9 ¹ %	Yes
Secd. Teachers 179 (Job Group 6)	115	64%		58.5 ¹ %	No	2	1%		34.9 ¹ %	Yes
Other Teachers 114 (Job Group 7)	80	70%		58.5 ¹ %	No	2	2%		34.9 ¹ %	Yes
Guidance 19 (Job Group 8)	14	74%		58.5 ¹ %	No	1	5%		34.9 ¹ %	Yes
Psychological 0 (Job Group 9)	n/a	n/a		n/a	No	n/a	n/a		n/a	Yes
Librarians 10	9	90%		1	No	0	0%		1	Yes

(Job Group 10)				58.5 %					34.9 %	
Supv. Instr. 6 (Job Group 11)	4	67%		¹ 58.5 %	No	0	0%		¹ 34.9 %	Yes
Other Prof. 35 (Job Group 12)	21	60%		¹ 58.5 %	No	2	6%		¹ 34.9 %	Yes
Teacher Aide 238 (Job Group 13)	215	90%		² 79.8 %	No	20	8%		² 35.7 %	Yes
Technicians 5 (Job Group 14)	1	20%		² 60%	No	0	0%		² 35.6 %	Yes
Clerical/Secrt. 41 (Job Group 15)	41	100 %		² 79.8 %	No	0	0%		² 35.7 %	Yes
Service Wkrs. 78 (Job Group 16)	47	54%		² 63.8 %	No	7	9%		² 33.2 %	Yes
Skilled Crafts 8 (Job Group 17)	0	0%		² 4.6%	Yes	0	0%		² 39.4 %	Yes
Labor unskld. 1 (Job Group 18)	0	0%		n/a		0	n/a		n/a	
Total Full Time 957 (Job Groups 1- 18)	715	75%				37	3.9 %			

Part Time Staff	Females					Minorities				
	Representation		Availability		Number	Representation		Availability		Number
Job Group	Number	%	Number	%	Underrepresentation	Number	%	Number	%	Underrepresentation
Professional Instruction 20 (Job Group 20)	18	90%		¹ 58.5%	No	0	0		¹ 34.9%	Yes
All others 135 (Job Group 21)	84	62%		² 50.1%	No	11	8%		² 36.7%	Yes
Total Part Time 174	102	66%				11	7%			

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: Iowa

2 – Iowa Workforce Development. Iowa Affirmative Action Data: 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 (2017/2018 and 2018/2019) were based on the average number of vacancies per year over the past two year period.

Group	Projected Openings	Comments
Administration/Managers/Principals/Assistant Principals	1	There are possible resignations/retirements projected in the next two years.
Certified Staff	80	The number who opted for early separation in 2016/2017 is 14.
Educational Assistants/Secretaries	120	Special Education positions have traditionally had high turnover.
Food Service	20	Can be high turnover
Maintenance/Custodial	10	Most turnover is due to retirements
Bus Drivers/Riders	24	Can be high turnover
Other	8	Student Supervisor, Other Professional

Progress Analysis

Analysis of Progress - 2017 Affirmative Action Goals

	Job Category(ies)	Underrepresentation	Projected Vacancy(ies)	Goal(s)	Progress July 2015 through Dec. 2017
1	Superintendent Assoc. Superintendent/ Business Manager	Females, Minorities, Disabled	0 - 2 positions over next two years	1 – Meet one or more underrepresented categories	Since 2015, the District has hired 2 employees that are in one or more underrepresented categories.
2	Principals	Minorities, Disabled	0 - 1 positions over next two years	1 – Meet one 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 2015, the District has hired 15 employees that are in one or more underrepresented categories.
6	Secondary Classroom Teachers	Minorities, Disabled	35 positions over next two years	8 - Meet 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 Assistants)	Males, Minorities, Disabled	80 positions over next two years	20 - Meet one or more underrepresented categories	Since 2015, The District has hired 16 employees that are in one or more underrepresented categories.
14	Technicians	Minorities, Disabled	1 position over next two years	1 - Meet one or more underrepresented categories	
15	Clerical/Secretarial	Males, Minorities, Disabled	4 positions over next two years	1 - Meet one or more underrepresented categories	
16	Service Workers	Minorities, Disabled	30 positions over next two years	7 - Meet one or more underrepresented categories	
17	Skilled Crafts	Females, Minorities, Disabled	0 positions over next two years	0	

Quantitative Goals for July 2017 – June 2019

Based on workforce analysis, as well as state and local demographic data, in 2017 the District established areas of underrepresentation as noted in the quantitative analysis. As a result of this underrepresentation, the District agreed that we will strive to achieve 17% 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	2017-2019 Numerical Goals
1 2 3 4	Superintendent, Assoc. Superintendent / Business Manager, Principals, Assoc. Asst. Principal – Teaching, Assoc/Asst. Principal, Non-teaching	Females, Minorities, Disabled	1	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)	80	Meet one or more underrepresented categories
13	Teacher's Aides (Educational Assistants)	Minorities, Disabled	115	Meet one or more underrepresented categories
14	Technicians	0	0-1	0
15	Clerical/Secretarial	Males, Minorities, Disabled	5	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 District and the 2016/2017 Equity Advisory Committee investigated and recommended several **strategies for proactively recruiting among diverse/underrepresented groups**. These strategies included:

- Market Linn-Mar to diverse populations
- Review student curriculum to include classes about diversity/inclusion
- Partner with local companies (Rockwell, AEGON, etc.) for resources and possible spouse employment
- Partner with diverse colleges
- Explore potential implicit bias trainings and programs available to impact supervisors in awareness related to the hiring process
- Communicate with students early (middle school) about careers in teaching – targeting underrepresented student groups
- Start “growing our own” diverse staff through providing targeted programs such as Teacher Cadets for current students to become future teachers
- Investigate participation in the University of Northern Iowa Minority Educators Academy
- 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 2016/2017 and 2017/2018 included:

- Recruit in other areas
- Reach out to community action groups
- Publicly advertise outside of Iowa
- Reach out to Linn-Mar graduates
- Volunteer release time
- Diversity celebrations with families
- PTO events
- Visit colleges/universities personally
- Outreach to other state universities

Additional Qualitative Strategies:

Recruiting/Retention:

Identify diversity-focused websites, magazines, organizations, etc. for recruitment purposes.

Selected targets: Iowa College Tour; culturalcorridor.org (Iowa Cultural Corridor Alliance), Hispanic Association of Colleges and Universities, diverseeducation.com, diversejobs.net, 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, Philanders Smith, Little Rock, AK,
 - Organizations:
 - Selected targets: University of Northern Iowa – Multicultural Teaching Alliance, Coe College – International Club, Mt. Mercy Black Student Union, student newspapers and education career centers at previously mentioned MSI's and HSI's.
 - Iowa College Tour - partner to develop and maintain contacts through their yearly student tours of primarily HBCU's, which in 2017 include Virginia Union University, Virginia State University, Hampton University, Norfolk State University, St. Augustine's University, North Carolina A&T State University, Winston-Salem University, Fayetteville State University, South Carolina State University, Claflin University, Morehouse College, Spelman College and Clark Atlanta University.
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. Explore options for summer internships from HBCU's, with a focus on meeting licensure requirements for the state of Iowa.
 3. Inquire about best recruiting methods and practices for their location. Inquire about appropriate faculty members to meet with and build relationships.
 4. Research options for creating scholarship funds to support and encourage Linn-Mar students to participate in the Iowa College Tour.
 5. Create website for recruiting, with focus on lifestyles/culture/activities for diverse candidates and selling points for the District and community.
 6. Develop new 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

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, local businesses with HBCU alumni 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 and twitter account 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 2018 and June 2019

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

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.

Explore potential implicit bias trainings and programs available to impact supervisors in awareness related to the hiring process.

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, Chief Human Resources Officer and Affirmative Action Coordinator, Linn-Mar Community School District, 319-447-3036.

EEO 5 Form B

Promotability Analysis

State of Iowa Population Status data

State of Iowa Workforce Development Center Applicants data

Labor Force Status by Gender and Minority Group

Cedar Rapids MSA (Benton, Jones and Linn Counties)

Student Demographic Ethnicity Study

Occupations of Workforce Development Center Applicants by EEO-1 Category

Labor Force Status by Gender and Minority Group

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.

Linn Mar 2018 Bus Bid Summary and Recommendation

Bidder	School Bus Sales Waterloo, IA (Bluebird)	Thomas Bus Sales Des Moines, IA (Thomas)
Equipment Description		
78- Transit, Diesel	94,255.00	97,532.00
77- Conventional, LPG	95,601.00	No Bid
77- Conventional, Gas	87,475.00	No Bid
Low Bid***		

Transportation Department 17-18 bus purchase recommendation:

Equipment type	Base Price Each	100 Gal fuel option	# Units	Sub Total
Bluebird 77 conv, LPG	\$95,601.00	INCL	4	\$382,404.00
Total			4	\$382,404.00

Notes-

Blue Bird's current bid price is a reduction of \$380 per bus from from last year's price



Administrative Regulations Regarding Time Release Program

Code 602.8-R

Time Release Policy:

Juniors and seniors who have parent/guardian or legal custodian approval may apply for the privilege of enjoying a restricted open campus. This privilege allows the students to be in school for their scheduled classes only. This privilege is designated on student ID cards. Juniors and seniors in good standing with attendance and discipline regulations and who have no failing grades or incomplete grades may be eligible for time release **with parent/guardian approval if under the age of 18.**

Objectives:

- Encourage students to make responsible decisions on budgeting their time while in school
- Allow students to gain practical work experience while in school

General Policy:

1. If a student's ID card is lost they must apply for a new card at the attendance office. There will be a waiting period of one week before a new card is issued and a \$5 fee.
2. Time release will be given only with parent/guardian or legal custodian approval.
3. Time release will be in effect as long as the student follows the policy and guidelines.
4. The educational welfare of the student will, at all times, be given primary consideration.
5. While on time release, the student is representing the Linn-Mar Community School District. Please remember this factor for the welfare of the school and the program, as well as for the student involved.

Rules and Regulations:

1. Time release privileges may be changed or made void at any time by either the school and/or parent/guardian or legal custodian.
2. Students cannot drop a course or courses to extend their time release privileges. If a student should drop or be withdrawn from a course, the school may assign the student to supervised study hall during that time.
3. Student must present their ID card when requested and must carry it at all times. Failure to do so may result in loss of time release privileges.
4. Students should NOT drive another student's car from the parking lot without the approval of the owner.
5. Taking non-release time students from the campus or parking off campus may result in the loss of time release privileges.
6. Students parking improperly, leaving school on non-release time, or altering their ID card may lose their time release privileges.

By signing this agreement the parent/guardian or legal custodian releases and absolves the Linn-Mar Community School District from all responsibility; financial, legal, moral, or other responsibility during the time the student is away from school on time release.

This agreement can be changed or made void at any time at the discretion of the school and/or parent/guardian or legal custodian for failing marks, school rule violations, or irresponsible behavior on the part of the student. Irresponsibility is considered but not limited to the following:

- Failure to present student ID card when requested
- Continual, improper parking
- Leaving school on non-release time
- Continual forgetting of student ID card
- Driving another student's car from the parking lot without owner approval
- Not being out of the building during time release
- Misbehavior while at school
- Any violations of school rules and regulations

Altering student ID card will result in immediate revocation of time release privileges!

Application:

Students wishing to apply for time release should do so through the high school associate principal's office. The agreement is valid when signed by the associate principal, student, and parent/guardian or legal custodian.

Adopted: 4/91

Reviewed: 6/11; 9/13; 4/15

Revised: 7/12; 1/18



Education Program

Policy Title: Career Education Code 602.17

Preparing all students for careers is one goal of Linn-Mar's education program. The district curriculum will be relevant to the world of work and career education shall be infused into all curricular areas, PreK-12. This education will include but not be limited to awareness of self in relation to others and the needs of society, exploration of employment opportunities, experiences in personal decision-making, and experiences of integrating work values and work skills into their lives.

Effective career education begins with the basic academic, communication, and technical skills required for success in a changing world. In addition, every student should be offered, in an age-appropriate manner, opportunities to assess personal attributes and interests and to match these against potential career opportunities. The goal is that all students will develop employability skills and required competencies in their area of interest by the time they graduate. Students shall be provided guidance in educational planning to help achieve this goal.

It shall be the responsibility of the superintendent, or designee, to encourage and assist licensed personnel in finding ways to incorporate career education into the education program. In addition to school-based resources, the district shall utilize community resources (e.g., Junior Achievement, Workplace Learning Connection, Chamber of Commerce, **MEDCO**, school/business partnerships, student and faculty internships, etc.) to enhance the education program. It shall also be the responsibility of the superintendent, or designee, to incorporate career education in Linn-Mar's school improvement plan and to include evaluation of Linn-Mar's career education efforts in an overall district assessment plan.

In any curriculum under review, the board shall take special note of those components that indicate that career education has been incorporated into all curricula.

Adopted: 6/85

Reviewed: 6/12; 9/13; 4/15

Revised: 6/11; 1/18

Legal Reference (Code of Iowa): §§ 256.11, .11A; 280.9; 281 IAC 12.5(7)



**Policy Title: Instruction at a Post-Secondary
Educational Institution
Code 602.18**

Students in grades 9 through 12 may receive academic or vocational/technical credits that count toward graduation requirements set out by the board for courses successfully completed in post-secondary educational institutions. Students may receive academic or vocational/technical credits through an agreement between a post-secondary educational institution or with the board's approval on a case-by-case basis.

Students in grades 9 through 12 who successfully complete courses in post-secondary educational institutions under an agreement between the district and the post-secondary educational institution will receive academic and vocational/technical credits in accordance with the agreement.

Students who have completed the 11th grade but who have not completed the graduation requirements set out by the board may take up to 7 semester hours of credit at a post-secondary educational institution during the summer months when school is not in session, if the students **pays pay** for the courses. Upon successful completion of the summer courses, students will receive academic or vocational/technical credit toward graduation requirements set out by the board. Successful completion of the courses is determined by the post-secondary educational institution. The board will have complete discretion to determine the academic credit to be awarded to the students for the summer courses.

The following factors shall be considered in the board's determination of whether a student will receive academic or vocational/technical credit toward graduation requirements set out by the board for a course at a post-secondary educational institution:

- Course is taken from a public or accredited private post-secondary educational institution.
- A comparable course is not offered in the district. A comparable course is one in which the subject matter or the purposes and objectives of the course are similar, in the judgment of the board, to a course offered in the district.
- The course is in the discipline areas of mathematics, science, social sciences, humanities, vocational/technical education, or a course offered in the community college career options program.
- The course is a credit-bearing course that leads to a degree.
- The course is not religious or sectarian.
- The course meets any other requirements set out by the board.

- The course complies with Department of Education requirements for meeting proficiency criteria for ~~No Child Left Behind~~ Every Student Succeeds Act.
- The course complies with Department of Education senior year plus criteria.

Students in grades 11 and 12 who take courses other than courses taken under an agreement between the district and the post-secondary educational institution, shall be responsible for transportation without reimbursement to and from the location where the course is being offered.

Ninth and tenth grade talented and gifted students and all students in grades 11 and 12 will be reimbursed for tuition and other costs directly related to the course up to \$250. Students who take courses during the summer months when school is not in session shall be responsible for the costs of attendance for the courses.

Students who fail the course and fail to receive credit will reimburse the district for all costs directly related to the course. Prior to registering for the course, students under age 18 will have a parent/guardian sign a form indicating that the parent/guardian is responsible for the costs of the course should the student fail the course and fail to receive credit for the course. Students who fail the course and fail to receive credit for the course for reasons beyond their control including but not limited to the student's incapacity, death in the family, or a move to another district may not be responsible for the costs of the course. The board may waive reimbursement of costs to the district for the previously listed reasons. Students dissatisfied with the board's decision may appeal to the local AEA for a waiver of reimbursement.

The superintendent, or designee, shall be responsible to notify students and parents, guardians, or legal custodians of the opportunity to take courses at post-secondary educational institutions in accordance with this policy on an annual basis. The superintendent, or designee, shall also be responsible for developing the appropriate forms and procedures for implementing this policy.

Adopted: 11/92

Reviewed: 1/10; 6/12

Revised: 6/11; 9/13; 4/15; 1/18

Legal Reference (Code of Iowa): §§ 256.11, .11A; 261C; 279.8; 280.3, .14; 281 IAC 12, 22



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

**Linn-Mar Community School District Board of Education
Work Session Minutes
January 8, 2018**

100: Call to Order and Determination of a Quorum

President Nelson called the meeting to order at 5:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Isenberg, Anderson, and Weaver.

200: Adoption of Agenda *Motion 68-01-08*

Motion AbouAssaly, second Wall to approve the agenda. Voice vote, all ayes. Motion carried.

300: Work Session

301: Open Enrollment

Exhibit 301.1

Shannon Bisgard, Associate Superintendent, and JT Anderson, Chief Financial/Operating Officer, gave a presentation on open enrollment. They reviewed the current law, Linn-Mar procedures, trends, student numbers, and financial projections. The board discussed the need to educate the community that open enrollment is not the driving factor for space issues and that they saw no reason to change the policy at this time.

302: FAST Assessment and Iowa School Report Card

Exhibit 302.1

Associate Superintendent Shannon Bisgard shared information on the Formative Assessment for Teachers (FAST) data and the Iowa School Report Card. He also shared numbers and scores for students taking the ACT test. Overall, Linn-Mar continues to do very well on all of these assessments.

303: Student Assistance Team

Exhibit 303.1

Leisa Breitfelder, Executive Director of Student Services, along with the members of the Student Assistance Team presented information on current programs. Alexa Gormley, a student at Linn-Mar, also shared information with the board regarding the Green Bandana project that she launched as part of her Iowa BIG project.

400: Adjournment *Motion 69-01-08*

Motion AbouAssaly, second Lausen to adjourn at 6:40 PM. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

Angie Morrison, Board Secretary



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**Linn-Mar Community School District Board of Education
Regular Meeting Minutes
January 8, 2018**

100: Call to Order and Determination of a Quorum

President Nelson called the meeting to order at 5:00 PM. Roll was taken.

Present: AbouAssaly, Lausen, Nelson, Wall, Isenberg, Anderson, and Weaver.

200: Adoption of Agenda *Motion 70-01-08*

Motion AbouAssaly, second Weaver to approve the agenda. Voice vote, all ayes. Motion carried.

300: Audience Communications

400: Informational Reports

401: Board Visit to Success Center

Board members shared highlights of their visit to the Success Center on December 13th. They enjoyed eating lunch with the students and hearing about their jobs outside of the Success Center.

402: Marion City Council Meetings

Anderson and Weaver shared relevant topics from the Marion City Council meetings held on December 21st and January 4th.

403: Board Book

Exhibit 403.1

Superintendent Shepherd shared highlights from the January 8th Board Book. He also discussed the potential of Education Savings Accounts being introduced in the Iowa Legislature this session and the potential impact this could have for Districts.

500: Unfinished Business

501: Application and Certificate for Payment *Motion 71-01-08*

Exhibit 501.1

Motion AbouAssaly, second Lausen to approve the application and certificate for final payment to Larson Construction in the amount of \$32,204.27, for the completion of the Westfield Elementary Classroom Addition. Voice vote. All ayes. Motion carried.

502: LRC Sprinkler Project Phase II *Motion 72-01-08*

Exhibit 502.1

Motion AbouAssaly, second Anderson to award the bid for Phase II of the LRC Sprinkler Project to Iowa Fire Protection for a base bid of \$49,890.00. Voice vote. All ayes. Motion carried.

600: New Business

601: Early Graduation Requests *Motion 73-01-08*

Exhibit 601.1

Motion Lausen, second AbouAssaly to approve the early graduation requests as presented. Voice vote. All ayes. Motion carried.

1	Cooley, Shelbie	7	Herron, Noah
2	Baird, Holly	8	Lancaster, Kirsten
3	Banderob, Hugh	9	Lyman, Holly
4	Bliek, Maddie	10	Schmitt, Sam
5	Bramsen, Carter	11	Telgenhoff, Luke
6	Carney, Emily	12	Williams, Danielle

700: Consent Agenda

701: Personnel

Classified Staff: Assignment/Reassignment/Transfer

Name	Assignment	Dept Action	Salary Placement
Beavers, Charles	WF: Part-time Student Support Associate	12/11/17	LMSEAA II, Step 10
Brummer, James	NS: Assistant Driver	1/3/2018	SEIU C(b), Step 1
Diaz, Adam	District: Sub Custodian	12/18/17	SEIU C, Step 1
Evans, Kaitlyn	WE: Student Support Associate	1/3/18	LMSEAA II, Step 6
Fuller, Brent	LRC: From Custodian to Lead Custodian	12/11/17	SEIU C+ .25, Step 10
Gongwer, Jim	TR: Bus Rider Helper	12/11/17	Step 1
Higgins, Tammy	Four Oaks: Student Support Associate	12/18/17	LMSEAA II, Step 10
Ironside, Rick	AC: Academic Aquatic Instructor	1/3/18	\$15.00/hour
Johnson, Christin	From EX to WF Student Support Associate	1/3/18	Same
Nelson, Carlos	HS: Student Supervisor	12/11/17	\$15.00/hour
Olds, Jamie	LG: Part-time Student Support Associate	1/3/18	LMSEAA II, Step 10
Recker, Catheryn	Success: Student Support Associate	1/29/18	LMSEAA II, Step 7
Schefter, Virginia	NE: Student Support Associate	1/3/18	LMSEAA II, Step 10
Smith, Amelia	WE: Student Support Associate	12/13/17	LMSEAA II, Step 6
Tran, Elena	OR: Assist Student Support Associate	1/3/18	LMSEAA II, Step 10
Woodwick, Jenna	NS: HS General Help	1/3/18	Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Bryant, Eleanor	AC: Aquatic Instructor	1/2/18	Personal
Fetters, Amanda	AC: Aquatic Instructor	1/2/18	Personal
Gerdes, Hannah	AC: Aquatic Instructor	1/2/18	Personal
Grotegut, Pamela	OR: Student Support Associate	12/21/17	Other Employment
Haldeman, Dawn	WE: Student Support Associate	12/21/17	Relocation
Myers, Hogan	AC: Aquatic Instructor/Lifeguard	1/2/18	Personal
Renz, Madison	AC: Aquatic Instructor	1/2/18	Personal
Rogers, Claire	AC: Aquatic Instructor	1/2/18	Personal
Roudabush, Alexa	AC: Aquatic Instructor	1/2/18	Personal
Rundle, Emily	AC: Aquatic Instructor	1/2/18	Personal
Schweitzer, Avery	AC: Aquatic Instructor	1/2/18	Personal
Snell, Brycen	AC: Aquatic Instructor	1/2/18	Personal
Waller, Ashley	AC: Aquatic Instructor	1/2/18	Personal
Wray, Samantha	AC: Aquatic Instructor	1/2/18	Personal
Xayasouk, Deng	HS: Student Support Associate	1/12/18	Personal

Certified Staff: Resignation

Name	Assignment	Dept Action	Reason
Spencer, Denice	WF: Student Support Services Teacher	6/5/18	Personal

702: Approval of December 11th Board Meeting Minutes

Exhibit 702.1

703: Approval of December 13th Board Visit Minutes

Exhibit 703.1

704: Approval of Bills

Exhibit 704.1

705: Approval of Contracts

Exhibits 705.1-5

1. Travel grant agreement with Grant Wood Area Education Agency for attendance of one ELL teacher to attend the Teachers of English to Speakers of Other Languages convention March 28-30, 2018.
2. Facility use request with Dubuque CSD for use of Aquatic Center at reduced rental fee.
3. Agreement with Hobsons for use of Naviance eDocs and services at the High School.
4. Independent contractor agreement with Kelvin Tran.
5. Equipment rental agreement with Wired Production Group for show choir staging.
6. Interagency agreements for special education and related services with Cedar Rapids CSD (2), GWAEA (7), and Marion Independent (2). *For student confidentiality, exhibits not provided.*

706: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and policy 902.6, the district will list for sale the following obsolete equipment/furnishings on GovDeals.com: *Student desks, teacher desks, and tables.*

707: Informational Reports

Exhibits 707.1-2

1. School Finance and Cash Balance Reports as of November 30, 2016
2. School Finance and Cash Balance Reports as of November 30, 2017

708: Approval of the Consent Agenda ***Motion 74-01-08***

Motion AbouAssaly, second Isenberg to approve the consent agenda as presented. Voice Vote. All ayes. Motion Carried.

800: Communications

Communication and calendar items were reviewed.

900: Adjournment ***Motion 75-01-08***

Motion AbouAssaly, second Lausen to adjourn the regular meeting at 7:48 PM. Voice Vote. All ayes. Motion carried.

Sondra Nelson, Board President

Angie Morrison, Board Secretary

Minutes recorded by Angie Morrison.



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

**Linn-Mar Community School District
Board of Education
Special Session Minutes
January 10, 2018**

100: Call to Order and Determination of a Quorum

The Linn-Mar Community School District Board of Education special session was called to order at 11:30 AM at Compass (2999 N 10th St, Marion). Roll was taken to determine a quorum. Present: Isenberg, Nelson, Wall, and Weaver. Absent: AbouAssaly, Lausen, and Anderson.

200: Adoption of Agenda *Motion 76-01-10*

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

300: Special Session

301: Board Visit

Board members shared in conversation with the Compass students and staff.

400: Adjournment *Motion 77-01-10*

Motion by Wall to adjourn the special session at 12:12 PM, second by Isenberg. Voice vote, all ayes. Motion carried.

Sondra Nelson, Board President

Angie Morrison, Board Secretary

Minutes recorded by Angie Morrison.

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 01/05/2018 - 01/18/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
Fund: Aquatic Center		
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$1,866.75
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$32.95
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$140.92
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$32.95
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$140.92
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$69.91
IOWA SWIMMING, INC (DES MOINES)	GENERAL SUPPLIES	\$1,475.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$29.05
USA SWIMMING/IOWA SWIMMING, INC	GENERAL SUPPLIES	\$113.00
Fund Total:		\$3,901.45
Fund: GENERAL		
ABATEMENT SPECIALTIES LLC	OTHER PROFESSIONAL	\$150.00
ACME TOOLS	GENERAL SUPPLIES	\$1,399.98
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$58.92
ADAMS BRANDON AND BETH	MISC REVENUE	\$17.00
ADCRAFT PRINTING COMPANY	INSTRUCTIONAL SUPPLIES	\$1,130.85
ADVANCE AUTO PARTS	TRANSP. PARTS	\$384.88
ADVANTAGE	GENERAL SUPPLIES	\$118.34
AGVANTAGE FS	GASOLINE	\$3,652.02
AHLERS AND COONEY, P.C.	GENERAL SUPPLIES	\$4,272.09
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$189.00
AIRGAS NORTH CENTRAL	MAINTENANCE SUPPLIES	\$436.99
ALL INTEGRATED SOLUTIONS	MAINTENANCE SUPPLIES	\$417.58
ALL INTEGRATED SOLUTIONS	TRANSP. PARTS	\$107.40
AMERICAN PRINTING HOUSE FOR THE BLIND	INSTRUCTIONAL SUPPLIES	\$3,035.74
ANDERSON, JT	TRAVEL	\$27.30
APPLE COMPUTER INC	INSTRUCTIONAL SUPPLIES	\$448.00
ARNOLD MOTOR SUPPLY	MAINTENANCE SUPPLIES	\$482.74
ARNOLD MOTOR SUPPLY	TRANSP. PARTS	\$498.96
ASIFLEX	OTHER PROFESSIONAL	\$789.75
BARANOWSKI BRIANNA	TRAVEL	\$25.35
BARNES & NOBLE	LIBRARY BOOKS	\$135.37
BIO CORPORATION	INSTRUCTIONAL SUPPLIES	\$178.20
BP	GASOLINE	\$65.34
BRECKE	CHEMICALS	\$1,450.00
C.J. COOPER & ASSOCIATES	PHYSICALS	\$100.00
CALCARA MARILYN	TRAVEL	\$10.96
CAMPBELL SUPPLY	MAINTENANCE SUPPLIES	\$103.09
CEDAR RAPIDS COMM. SCHOOL/RW	INSTRUCTIONAL SUPPLIES	\$10,182.48
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$1,660.05
CENTER POINT-URBANA HIGH SCHOOL	TUITION OPEN ENROLL	\$27,642.88
CENTRAL CITY COMMUNITY SCHOOL	TUITION OPEN ENROLL	\$3,615.22
CENTRAL STATES BUS SALES INC	TRANSP. PARTS	\$303.54
CENTURY CAB INC	TRANSP PRIVATE CONT	\$1,337.50

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 01/05/2018 - 01/18/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
CENTURYLINK	TELEPHONE	\$2,993.20
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$362.56
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$609.84
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$99.99
CLARK SECURITY PRODUCTS INC	MAINTENANCE SUPPLIES	\$188.47
CLEAR CREEK AMANA COMMUNITY SCHOOL	TUITION OPEN ENROLL	\$6,910.72
COLLECTION	EE LIAB-GARNISHMENTS	\$614.38
COOKSLEY DAWN	TRAVEL	\$15.99
CULLIGAN	GENERAL SUPPLIES	\$349.30
DAFIT-NESS LLC	OTHER PROFESSIONAL	\$400.00
DEMCO	GENERAL SUPPLIES	\$150.15
DEVRIES TAMARA	TRAVEL	\$5.69
DUBUQUE COMMUNITY SCHOOLS	TUITION IN STATE	\$10,040.40
DVORAK JOHN	OFFICIAL/JUDGE	\$57.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$69.00
ENTAS JAMI	TRAVEL	\$30.26
ETTER OAKLEY	INSTRUCTIONAL SUPPLIES	\$153.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$459.68
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$365,154.70
FASSELIUS CASEY	TRAVEL	\$13.34
FEDEX	GENERAL SUPPLIES	\$20.53
FOLLETT SCHOOL SOLUTIONS, INC	COMPUTER SOFTWARE	\$2,699.00
FRY KEVIN	TRAVEL	\$9.36
FUTURE LINE	MAINTENANCE SUPPLIES	\$653.16
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$510.08
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$263.07
GRAINGER	MAINTENANCE SUPPLIES	\$346.59
GRANT WOOD AEA	INSTRUCTIONAL SUPPLIES	\$191.90
GRANT WOOD AEA	STAFF WORKSH/CONF	\$6,240.00
GRANT WOOD AEA	TEACHER PAY	\$15.20
GRIGGS MUSIC INC	EQUIPMENT REPAIR	(\$80.00)
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES	\$410.50
HACKBARTH PAM	TRAVEL	\$10.22
HALVERSON GINGER	TRAVEL	\$77.96
HAWKEYE STAGES	TRANSP PRIVATE CONT	\$9,960.00
HEARTLAND HOME CARE, INC	PROF SERV: EDUCATION	\$4,738.75
HEIDELBAUER CHRISTOPHER	OFFICIAL/JUDGE	\$65.00
HICKS KRISTI	TRAVEL	\$28.55
HOGLUND BUS CO. INC	TRANSP. PARTS	\$2,608.76
IMON COMMUNICATIONS LLC	TELEPHONE	\$7,553.87
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$7,095.79
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$30,340.60
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$7,095.79
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$30,340.60
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$30,609.25

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 01/05/2018 - 01/18/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$641.40
IOWA CHORAL DIRECTORS ASSN.	INSTRUCTIONAL SUPPLIES	\$534.00
IOWA CITY COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$3,455.36
IOWA DEPT OF ADMIN SERVICES	OTHER PROFESSIONAL	\$400.00
IOWA DEPT OF HUMAN SERVICES	MEDICAID REIMBURSE	\$137,226.29
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES	\$2,915.88
IPEVO INC.	INSTRUCTIONAL SUPPLIES	\$94.05
ISFIS	OTHER PROFESSIONAL	\$516.00
JC'S TOWING LLP	GENERAL SUPPLIES	\$200.00
JERACH TOOL SUPPLY	GENERAL SUPPLIES	\$40.28
JUNIOR ACHIEVEMENT	INSTRUCTIONAL SUPPLIES	\$10,163.13
KENNEDY DAVID	TRAVEL	\$46.80
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES	\$150.00
KONE INC	REPAIR/MAINT SERVICE	\$7,168.80
LASER RESOURCES, LLC	Copies	\$8,526.06
LASER RESOURCES, LLC	GENERAL SUPPLIES	\$451.17
LINN CO-OP OIL	GASOLINE	\$15,479.60
LINN CO-OP OIL	GREASE,OIL,LUBE,COOL	\$605.65
LINN COUNTY REC	ELECTRICITY	\$23,429.34
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$128.23
LISBON COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL	\$6,910.72
LYNCH FORD	TRANSP. PARTS	\$141.84
MARION IRON CO.	MAINTENANCE SUPPLIES	\$310.67
MARION JANITORIAL SUPPLY CO	INSTRUCTIONAL SUPPLIES	\$461.88
MARION TIMES	ADVERTISING	\$660.21
MARION WATER DEPT	WATER/SEWER	\$4,350.44
MARK BAUMAN	INSTRUCTIONAL SUPPLIES	\$150.00
MCMASTER-CARR	MAINTENANCE SUPPLIES	\$44.54
McSWEENEY, CHRISTINE	TRAVEL	\$242.03
MEDCO	GENERAL SUPPLIES	\$400.00
MENARDS -13127	GENERAL SUPPLIES	\$95.57
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$1,318.00
MIDI LIEDER	INSTRUCTIONAL SUPPLIES	\$60.00
MIDWAY OUTDOOR EQUIPMENT INC	REPAIR/MAINT SERVICE	\$174.23
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$570.84
MIDWEST COMPUTER PRODUCTS	INSTRUCTIONAL SUPPLIES	\$1,124.24
MIDWEST WHEEL	TRANSP. PARTS	\$846.10
MINDWING CONCEPTS INC	INSTRUCTIONAL SUPPLIES	\$355.00
MORRISON ANGIE	TRAVEL	\$5.85
MOVIE LICENSING USA	AUDIO-VISUAL MEDIA	\$617.00
MULLER CATHERINE	TRAVEL	\$46.18
NASCO	INSTRUCTIONAL SUPPLIES	\$1,259.98
NIEMIER RICK	GASOLINE	\$30.00
NORTH-LINN CSD	TUITION OPEN ENROLL	\$10,366.08
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$1,160.13

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 01/05/2018 - 01/18/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
ORKIN PEST CONTROL	Pest Control	\$290.00
PEEPLES JAMAAL	OFFICIAL/JUDGE	\$57.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$253.03
PHOTO PRO	INSTRUCTIONAL SUPPLIES	\$94.80
PITNEY BOWES	GENERAL SUPPLIES	\$246.49
PITTSBURGH PAINTS	MAINTENANCE SUPPLIES	\$146.93
PLUMB SUPPLY CO.	MAINTENANCE SUPPLIES	\$83.67
POOL TECH, A WGHK INC, COMPANY	CHEMICALS	\$449.75
QUALITY CLEANING EQUIPMENT	GENERAL SUPPLIES	\$199.38
QUINTIN SHEPHERD	TRAVEL	\$148.98
RADIO ENGINEERING INDUSTRIES	REPAIR/MAINT SERVICE	\$197.81
RAMOS JERI	TRAVEL	\$12.79
RAUSCH ERICA	TRAVEL	\$113.10
REALLY GOOD STUFF INC	INSTRUCTIONAL SUPPLIES	\$219.84
REPUBLIC SERVICES	GARBAGE COLLECTION	\$4,124.82
REXCO EQUIPMENT	REPAIR PARTS	\$8.70
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$490.88
RYAN KEVIN	TRAVEL	\$27.07
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$91.52
SCHILKE, THOMAS	Professional Educational Services	\$478.00
SCHIMBERG	MAINTENANCE SUPPLIES	\$296.59
SCHOLASTIC BOOK CLUBS	INSTRUCTIONAL SUPPLIES	\$44.48
SCHOOL BUS SALES	TRANSP. PARTS	\$2,079.01
SCHULT BARBARA	TRAVEL	\$63.47
SCHULTZ STRINGS INC	INSTRUCTIONAL SUPPLIES	\$55.25
SPRINGVILLE COMMUNITY SCHOOLS	TUITION OPEN ENROLL	\$31,897.54
STAMP CAROL	TRAVEL	\$54.95
STANDARD BEARINGS	HEAT/PLUMBING SUPPLY	\$641.70
STANDARD BEARINGS	MAINTENANCE SUPPLIES	\$207.37
STAPLES	GENERAL SUPPLIES	\$134.61
STEVE KING	TRAVEL	\$277.67
STOREY KENWORTHY	INSTRUCTIONAL SUPPLIES	\$740.69
SYSTEMS UNLIMITED, INC.	INSTRUCTIONAL SUPPLIES	\$1,346.50
THE SHREDDER	OTHER PROFESSIONAL	\$442.00
THOMPSON TRUCK & TRAILER	TRANSP. PARTS	\$686.97
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$11,596.96
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$15,286.92
U.S. CELLULAR	TELEPHONE	\$698.98
U.S. POSTAL SERVICE (POSTAGE BY PHONE)	POSTAGE/UPS	\$10,000.00
UNITED REFRIGERATION	REPAIR PARTS	\$136.42
VAN METER CO	MAINTENANCE SUPPLIES	\$1,420.33
VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES	\$180.00
WALSH DOOR & HARDWARE	REPAIR PARTS	\$400.00
WEST MUSIC CO	EQUIPMENT REPAIR	\$178.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$530.50

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 01/05/2018 - 01/18/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
WILSON WILLIAM	OFFICIAL/JUDGE	\$57.00
WORTHINGTON DIRECT	INSTRUCTIONAL SUPPLIES	\$550.59
YMCA-3167	DUES AND FEES	\$225.00
Fund Total:		\$926,747.35
Fund: NUTRITION SERVICES		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$16,251.97
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$800.10
EARTHGRAINS	PURCHASE FOOD	\$2,767.26
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$3,893.19
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$48,881.00
HEALD MARGARET	GENERAL SUPPLIES	\$32.09
HOFF TAMI	UNEARNED REVENUE	\$5.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$980.26
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$4,191.54
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$980.26
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$4,191.54
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$5,065.55
KRIEGER, NICOLE	TRAVEL	\$2.57
LASER RESOURCES, LLC	Copies	\$4.96
LYMAN NANCY	UNEARNED REVENUE	\$3.00
OFFICE EXPRESS	GENERAL SUPPLIES	\$110.45
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$165.00
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$383.11
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY	\$3,610.63
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$82,647.53
STEARNS EMILY	UNEARNED REVENUE	\$10.60
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$2,213.76
WEHR VIRGIE	GENERAL SUPPLIES	\$42.79
Fund Total:		\$177,234.16
Fund: PHY PLANT & EQ LEVY		
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$4,525.00
FUTURE LINE	EQUIPMENT >\$1999	\$2,464.40
HUPP ELECTRIC MOTORS	BLDG. CONST SUPPLIES	\$588.71
INNOVATIVE MODULAR SOLUTIONS, INC.	MODULAR CLASSROOM LEASE PMTS	\$1,608.00
SHIVE-HATTERY INC.	ARCHITECT	\$5,694.28
Fund Total:		\$14,880.39
Fund: PUB ED & REC LEVY		
TOTAL SCAPES, INC	GROUNDS UPKEEP	\$425.00
Fund Total:		\$425.00
Fund: STUDENT ACTIVITY		
ANAMOSA COMMUNITY SCHOOLS	INSTRUCTIONAL SUPPLIES	\$675.00
APRIL JAMES	INSTRUCTIONAL SUPPLIES	\$7,525.00
B & H PHOTO	INSTRUCTIONAL SUPPLIES	\$945.25
BO HUNK BBQ	INSTRUCTIONAL SUPPLIES	\$226.50

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 01/05/2018 - 01/18/2018

Fiscal Year: 2017-2018

Vendor Name	Description	Check Total
BOOSTER CLUB	INSTRUCTIONAL SUPPLIES	\$185.00
BRYANT DEMETRUS	OFFICIAL/JUDGE	\$55.00
BSN SPORTS	INSTRUCTIONAL SUPPLIES	\$86.00
BURDT SAM	OFFICIAL/JUDGE	\$52.50
BURKE MICHAEL	OFFICIAL/JUDGE	\$168.70
BUXTON JIM	OFFICIAL/JUDGE	\$165.00
CEDAR RAPIDS ATHLETIC OFFICIALS	INSTRUCTIONAL SUPPLIES	\$250.00
CEDAR VALLEY WORLD TRAVEL	TRAVEL	\$2,035.00
CITYWIDE CLEANERS	INSTRUCTIONAL SUPPLIES	\$236.00
COSTELLO TIM	OFFICIAL/JUDGE	\$490.00
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$154.00
CROWE ROBERT	OFFICIAL/JUDGE	\$129.50
DUMOLIEN CURT	OFFICIAL/JUDGE	\$52.50
DVORAK JOHN	OFFICIAL/JUDGE	\$52.50
ELSE DINA	INSTRUCTIONAL SUPPLIES	\$717.00
ESTHERVILLE LINCOLN CENTRAL HIGH SCHOOL	DUES AND FEES	\$80.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$25.44
FARMERS STATE BANK	EE LIAB-DIR DEP NET PAY	\$573.85
FASCHING SARA	OFFICIAL/JUDGE	\$95.00
FLOOD KEVIN	OFFICIAL/JUDGE	\$55.00
FRANCOIS STEVE	OFFICIAL/JUDGE	\$165.00
GAU ED	OFFICIAL/JUDGE	\$95.00
GORZNEY AARON	OFFICIAL/JUDGE	\$95.00
HALF PRICE BOOKS	INSTRUCTIONAL SUPPLIES	\$73.12
HANSEN PEGGY	OFFICIAL/JUDGE	\$150.00
HEIDELBAUER CHRISTOPHER	OFFICIAL/JUDGE	\$52.50
HEIM AL	OFFICIAL/JUDGE	\$95.00
HINTON CLIFF	OFFICIAL/JUDGE	\$95.00
HOYT BOB	OFFICIAL/JUDGE	\$50.00
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$155.37
INES KURTOVIC CRING	INSTRUCTIONAL SUPPLIES	\$632.42
INTERNAL REVENUE SERVICE-9343	EE LIAB-MEDICARE	\$10.00
INTERNAL REVENUE SERVICE-9343	EE LIAB-SO SEC	\$42.74
INTERNAL REVENUE SERVICE-9343	ER LIAB-MEDICARE	\$10.00
INTERNAL REVENUE SERVICE-9343	ER LIAB-SOC SEC	\$42.74
INTERNAL REVENUE SERVICE-9343	FEDERAL INCOME TAX WITHHOLDING	\$21.20
IOWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$383.00
JESUP HIGH SCHOOL	DUES AND FEES	\$80.00
JOHNSON BRADLEY DAVID	OFFICIAL/JUDGE	\$60.00
KIWALA JIM	OFFICIAL/JUDGE	\$110.00
KLOSTERMANN KEVIN	OFFICIAL/JUDGE	\$60.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$760.55
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$6.00
MATHCOUNTS FOUNDATION	INSTRUCTIONAL SUPPLIES	\$350.00
MATTHIAS MAXIMILIAN	OFFICIAL/JUDGE	\$60.00

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

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Vendor Name	Description	Check Total
MCEOWEN TIMOTHY	OFFICIAL/JUDGE	\$200.00
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$5,269.75
MORRISON DALE	OFFICIAL/JUDGE	\$52.50
MURPHY BOB	OFFICIAL/JUDGE	\$200.00
NATIONAL FFA ORGANIZATION	INSTRUCTIONAL SUPPLIES	\$262.00
NILLES BRIAN	OFFICIAL/JUDGE	\$129.50
OERBROECKLING CHRIS	OFFICIAL/JUDGE	\$52.50
PANTINI ANDY	OFFICIAL/JUDGE	\$50.00
PEIFFER RON	OFFICIAL/JUDGE	\$52.50
RIDDELL ALL-AMERICAN	INSTRUCTIONAL SUPPLIES	\$5,662.37
RIMA DENNIS	OFFICIAL/JUDGE	\$95.00
ROBERTS SARAH	INSTRUCTIONAL SUPPLIES	\$1,092.40
ROBSON ALEXIS	INSTRUCTIONAL SUPPLIES	\$500.00
ROMER CLAY	OFFICIAL/JUDGE	\$118.00
SAGE RANDY	INSTRUCTIONAL SUPPLIES	\$952.60
SESKER KENT	OFFICIAL/JUDGE	\$200.00
STAHL RICK	OFFICIAL/JUDGE	\$165.00
STAMP SHEA	OFFICIAL/JUDGE	\$200.00
SUBWAY	INSTRUCTIONAL SUPPLIES	\$182.89
SWAN RICK	OFFICIAL/JUDGE	\$165.00
THUL DAVID	OFFICIAL/JUDGE	\$52.50
TIEDT LOWELL	OFFICIAL/JUDGE	\$200.00
TREASURER ST OF IA	STATE INCOME TAX WITHHOLDING	\$17.27
UTLEY DEBORA	INSTRUCTIONAL SUPPLIES	\$780.96
VERSTEEGH RON	OFFICIAL/JUDGE	\$60.00
WARREN LINDLEY	INSTRUCTIONAL SUPPLIES	\$782.52
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,788.99
YOUNGBLUT DEAN	OFFICIAL/JUDGE	\$165.00

Fund Total: \$38,133.63

Fund: Student Store

BRANDED APPAREL	GENERAL SUPPLIES	\$279.00
BRENDA WALLRICHS	MISC REVENUE	\$50.00
BSN SPORTS	GENERAL SUPPLIES	\$952.00
BUCHHOLZ CHAD	MISC REVENUE	\$35.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$42.00
JENNIFER LEUENBERGER	MISC REVENUE	\$18.00
LOGOFIT, LLC	GENERAL SUPPLIES	\$509.66
WALL RACHEL	MISC REVENUE	\$20.00

Fund Total: \$1,905.66

Grand Total: \$1,163,227.64

End of Report

Independent Contractor Agreement Linn-Mar Community School District

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with April James, Independent Contractor ("IC"), for the performance of certain services, with the goal being to provide Choreography to or for the District or the District's Dinner's during camp days.

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

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following Choreography services which shall generally involve Creating and teaching competition dances. The services to be provided shall be performed within the phases (or timeline or dates) outlined below:

August-September 2017

2. **TERMS OF PAYMENT:**

The sum is to be paid at the close of the Fall session.

The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this Agreement. As compensation for the services rendered by IC under this Agreement, District shall pay IC a total of \$ 7500 for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Total fees for services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC upon completion of all services on September 1, 2017. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

- A. Dinner's during camp days
- B. Dinner's during camp days
- C. Dinner's during camp days
- D. Dinner's during camp days
- E. Dinner's during camp days

4. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

5. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

6. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment insurance tax.

7. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

8. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.

9. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or to interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

10. **TERM:** This Agreement shall begin on August 1, 2017 and shall continue in effect until September, 2017, unless earlier terminated by either party in accordance with Section 11.

11. **TERMINATION.** This Agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.

12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC's duties or obligations under this Independent Contractor Agreement without the prior written consent of District.

13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.

14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 12 day of September, 2017.

Independent Contractor

By: April James

Title: Choreographer

Linn-Mar Community School District

By: _____

Title: _____

Board President

Independent Contractor Agreement

Linn-Mar Community School District

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Sarah Roberts, Independent Contractor ("IC"), for the performance of certain services to or for the District or the District's high school jazz band program.

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

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following music performance services which shall generally involve workshop clinician and performance. The Services to be provided shall be performed within the phases (or timelines or dates) outlined below:

Saturday January 20 - Workshop clinician for four jazz bands, and two concert performan

2. **TERMS OF PAYMENT:** The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this agreement. As compensation for the services rendered by the IC under this Agreement, District shall pay IC a total of \$ 750 OR at a rate of \$ _____, not to exceed \$ _____ for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Fess for the services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

PA system, music for the performing groups, hotel accommodations, meals, and flight

4. **TERM:** This Agreement shall begin on January 20, 2018 and shall continue in effect until January 20, 2018, unless earlier terminated by either party in accordance with section 11.

5. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

6. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither party has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

7. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment tax.

8. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

9. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.

10. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contract Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

11. **TERMINATION:** This agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.

12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC duties or obligations under this Independent Contractor Agreement without the prior written consent of District.

13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.

14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 27th day of November, 2017.

Independent Contractor

By: Sarah Roberts

Printed Name

Sarah Roberts

Title: Jazz Clinician and Performer

Linn-Mar Community School District

By: _____

Printed Name: _____

Title: _____

Board President

Independent Contractor Agreement Linn-Mar Community School District

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Jeremiah de la Peña, Independent Contractor ("IC"), for the performance of certain services to or for the District or the District's Jazz Band.

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

1. **SERVICES TO BE PERFORMED:** District shall employ IC for the term of this Agreement to perform the following drum set clinician services which shall generally involve drum set coaching. The Services to be provided shall be performed within the phases (or timelines or dates) outlined below:

Drum set clinic on January 18, 2018

2. **TERMS OF PAYMENT:** The District shall pay IC according to the following terms and conditions: IC shall be responsible for determining its own hours of service, as needed, to perform the work outlined in this agreement. As compensation for the services rendered by the IC under this Agreement, District shall pay IC a total of \$ 50 OR at a rate of \$ _____, not to exceed \$ _____ for any and all planning time and site visits. Any site visits necessary to complete the services that are not completed in the above calendar period cannot be rescheduled, unless agreed to by the District and will not be paid for. Fees for the services performed under this Agreement will be paid by the District within thirty (30) days after receipt of invoice from the IC. An invoice for services should be sent to: Linn-Mar Community School District, Attention: Angie Morrison, 2999 N 10th St. Marion IA 52302.

3. **INSTRUMENTATIONS:** District shall supply the following instrumentations necessary to accomplish the designated services listed in this Agreement:

4. **TERM:** This Agreement shall begin on January 18, 20 18 and shall continue in effect until January 18, 20 18, unless earlier terminated by either party in accordance with section 11.

5. **REIMBURSEMENT OF EXPENSES:** District will not be liable to IC for any expenses paid or incurred by IC unless otherwise agreed in writing.

6. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this Independent Contractor Agreement create an independent contractor relationship between them. District is interested only in the end results achieved by the Services of the IC and that they conform to the requirements specified in this Agreement. The manner of achieving those results and the right to exercise control or direction as to the details, means and method by which the Services are completed is the responsibility of the IC. The IC is not an agent or employee of District for any purpose. Neither party shall be considered to be an agent, master or servant of the other party for any purpose whatsoever, and neither party has any authority to enter into any contract, assume any obligations or make any warranties or representations on behalf of the other. District is not responsible for deducting from payments to IC any amounts for taxes, insurance or other similar items relating to IC. Accordingly, IC shall be responsible for payment of all taxes arising out of IC's activities in accordance with this Independent Contractor Agreement, including by way of illustration but not limitation, federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other responsibility for the filing of all tax returns due in connection with all amounts paid to IC under the terms of this Independent Contractor Agreement.

7. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to IC. The payroll or employment taxes that are subject to this paragraph include, but are not limited to, FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax and state unemployment tax.

8. **FRINGE BENEFITS:** IC is not eligible for, and shall not participate in, any employee pension, health, disability or other fringe benefit plan of the District.

9. **INSURANCE:** No workers' compensation insurance, or any other type of insurance (including, but not limited to, professional liability insurance) has been or will be obtained, by the District on account of IC. IC shall comply with the workers' compensation laws (and all other applicable law) with respect to IC's employment.

10. **INDEMNIFICATION:** The IC shall indemnify and hold District harmless from and against all liabilities, claims, debts, taxes, obligations, costs and expenses (including reasonable attorney's fees, court costs and costs of appeal) that District may incur or sustain as a result of any breach of this Independent Contractor Agreement or negligent or other wrongful conduct in the performance of this Independent Contractor Agreement by IC, or as a result of failure to pay any employment or income taxes arising out of IC's performance of Services for the District. If a suit, action, arbitration or other proceeding is instituted in connection with any controversy arising out of this Agreement or interpret or enforce any rights under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.

11. **TERMINATION:** This agreement may be terminated by either party, without cause, upon seven (7) days written notice. Upon termination, IC shall be compensated for all work performed prior to the date of termination.

12. **ASSIGNMENT:** IC acknowledges that IC's services are unique and personal. Accordingly, IC may not assign IC's rights or delegate IC duties or obligations under this Independent Contractor Agreement without the prior written consent of District.

13. **AMENDMENTS:** This Independent Contractor Agreement may be supplemented, amended or revised only in writing by mutual agreement of the parties.

14. **GOVERNING LAW:** This Independent Contractor Agreement shall be governed by and construed pursuant to the laws of the State of Iowa.

15. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises or agreements, oral or otherwise, shall be of any force or effect.

This Agreement signed and dated this 18 day of January, 2019.

Independent Contractor

By:

Printed Name

Jeremiah De La Peña

Title: DRUM SET CLINICIAN

Linn-Mar Community School District

By:

Printed Name:

Title:

Board President

School Finance Report December 31, 2016

50% of the School Year Complete

	Current Budget	Beginning Fund Balance	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)	\$54,600,000			\$4,190,129	\$4,271,074	\$19,093,381	35.0%		\$35,506,619		
2) Support Services(2000-2999)	\$26,900,000			\$2,256,457	\$1,931,721	\$11,254,640	41.8%		\$15,645,360		
3) Non-Instructional(3000-3999)	\$3,838,000			\$409,892	\$338,022	\$1,489,790	38.8%		\$2,348,210		
4) Other Expenditures((4000-5299)	\$25,395,416			\$2,105,572	\$2,112,921	\$16,010,153	51.3%	w/o transf	\$9,385,263		
Total	\$110,733,416			\$ 8,962,051	\$ 8,653,738	\$ 47,847,965	40.5%	w/o transf	\$62,885,451		
Interfund Transfers	\$7,161,226			\$ 495,935	\$ 495,935	\$2,975,613	41.6%		\$4,185,613		
Operating Fund-10	\$80,197,783	\$10,126,244	\$33,362,668	\$6,458,529	\$6,332,289	\$28,792,212	35.9%		51,405,571	4,570,456	14,696,700
Activity-21	\$1,375,000	\$555,799	\$623,713	\$102,243	\$85,304	\$460,255	33.5%		914,745	163,458	719,258
Management-22	\$1,145,000	\$2,013,570	\$500,185	\$251	(\$845)	\$1,139,839	99.5%		5,161	(639,655)	1,373,916
PERL-24	\$423,000	\$320,776	\$132,277	\$4,717	\$10,004	\$71,869	17.0%		351,131	60,409	381,185
SAVE-33	\$1,825,000	\$7,031,752	\$2,561,197	\$601,935	\$518,883	\$3,760,918	206.1%		(1,935,918)	(1,199,721)	5,832,031
Other Capitol Projects-35	\$5,000,000	\$4,957,033	\$3,375	\$389,880	\$490,662	\$3,316,378	66.3%		1,683,622	(3,313,003)	1,644,030
PPEL-36	\$5,860,000	\$3,478,709	\$1,835,599	\$834,044	\$362,322	\$3,556,282	60.7%		2,303,718	(1,720,683)	1,758,026
Debt Service-40	\$11,022,633	\$4,236,478	\$4,984,628	\$152,318	\$511,134	\$5,226,568	47.4%		5,796,065	(241,940)	3,994,537
Nutrition-61	\$3,585,000	\$1,153,321	\$1,453,923	\$385,464	\$325,264	\$1,403,705	39.2%		2,181,295	50,218	1,203,539
Aquatic Center-65	\$275,000	\$136,654	\$83,984	\$26,961	\$10,979	\$102,097	37.1%		172,903	(18,113)	118,541
Student Store-68	\$25,000	\$1,811	\$22,524	\$5,708	\$7,741	\$17,841	71.4%		7,159	4,683	6,493
Total	\$110,733,416	\$34,012,147	\$45,564,074	\$8,962,051	\$8,653,738	\$47,847,965	43.2%		62,885,451	(2,283,891)	31,728,256
Interfund Transfers	\$7,161,226		\$2,975,613	\$495,935	\$495,935	\$2,975,613	0.0%		4,185,613		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2016-2017

Date Range: 12/01/2016 - 12/31/2016

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	15,238,532.91	5,810,223.42	6,403,782.71	14,644,973.62
10.0002.0000.000.0000.101000	CASH IN BANK	2,503.99	1.01	0.00	2,505.00
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	4,108.64	4,108.64	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	734,583.84	260,187.50	278,944.56	715,826.78
22.0006.0000.000.0000.101000	CASH IN BANK	1,341,137.01	33,029.05	250.53	1,373,915.53
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,013.67	3,013.67	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	376,422.43	9,498.82	4,717.43	381,203.82
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	321,500.00	0.00	0.00	321,500.00
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111011	1.555 RESERVE CD	694,000.00	0.00	0.00	694,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	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
33.0003.0000.000.0000.101000	CASH IN BANK	1,005,157.94	580,308.29	601,935.46	983,530.77
35.0003.0000.000.0000.101000	CASH IN BANK	2,033,606.62	303.75	389,880.07	1,644,030.30
36.0003.0000.000.0000.101000	CASH IN BANK	2,464,852.41	127,217.85	834,044.09	1,758,026.17
40.0003.0000.000.0000.101000	CASH IN BANK	3,504,365.22	642,489.48	152,317.50	3,994,537.20
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	221,394.38	221,394.38	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,388,482.96	329,285.25	385,825.45	1,331,942.76
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	11,502.30	11,502.30	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	104,844.80	20,248.28	27,326.60	97,766.48
68.0002.0000.000.0000.101000	CASH IN BANK	6,309.22	6,192.32	5,708.14	6,793.40
		<u>33,012,383.27</u>	<u>8,059,004.01</u>	<u>9,324,751.53</u>	<u>31,746,635.75</u>

End of Report

School Finance Report December 31, 2017

50% of the School Year Complete

	Current Budget (amended)	Beginning Fund Balance	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)	\$57,300,000			\$4,515,622	\$4,499,464	\$19,915,805	34.8%		\$37,384,195		
2) Support Services(2000-2999)	\$27,606,000			\$2,129,421	\$2,105,690	\$11,429,621	41.4%		\$16,176,379		
3) Non-Instructional(3000-3999)	\$4,176,000			\$373,542	\$324,492	\$1,428,252	34.2%		\$2,747,748		
4) Other Expenditures((4000-5299)	\$20,131,272			\$973,373	\$2,210,454	\$12,072,412	47.0%	w/o transf	\$8,058,860		
Total	\$109,213,272			\$ 7,991,959	\$ 9,140,101	\$ 44,846,089	38.7%	w/o transf	\$64,367,183		
Interfund Transfers	\$6,250,690			\$ 507,456	\$ 419,582	\$2,605,095	41.7%		\$3,645,595		
Operating Fund-10	\$83,117,078	\$10,394,825	\$34,929,481	\$6,807,798	\$6,493,567	\$29,885,711	36.0%		53,231,367	5,043,770	15,438,595
Activity-21	\$1,600,000	\$760,424	\$535,620	\$75,104	\$79,113	\$505,291	31.6%		1,094,709	30,330	790,754
Management-22	\$1,201,000	\$2,021,542	\$534,793	\$0	\$1,171	\$1,004,731	83.7%		196,269	(469,937)	1,551,605
PERL-24	\$466,000	\$450,338	\$143,349	\$5,207	\$10,719	\$99,730	21.4%		366,270	43,619	493,958
SAVE-33	\$5,425,000	\$6,623,707	\$3,016,907	\$458,285	\$1,536,902	\$4,960,920	91.4%		464,080	(1,944,013)	4,679,695
Other Capitol Projects-35	\$0	\$0	\$0	\$0	\$0	\$0	0.0%		0	0	0
PPEL-36	\$2,865,000	\$871,058	\$1,901,763	\$155,758	\$61,092	\$1,557,928	54.4%		1,307,072	343,834	1,214,892
Debt Service-40	\$10,389,194	\$4,339,699	\$4,493,319	\$112,159	\$629,432	\$5,381,203	51.8%		5,007,991	(887,885)	3,451,814
Nutrition-61	\$3,750,000	\$1,052,889	\$1,357,139	\$358,105	\$310,477	\$1,320,746	35.2%		2,429,254	36,392	1,089,282
Aquatic Center-65	\$350,000	\$148,469	\$77,867	\$15,494	\$11,728	\$109,371	31.2%		240,629	(31,504)	116,965
Student Store-68	\$50,000	\$1,748	\$37,586	\$4,049	\$5,901	\$20,459	40.9%		29,541	17,127	18,875
Total	\$109,213,272	\$26,664,699	\$47,027,824	\$7,991,959	\$9,140,101	\$44,846,089	41.1%		64,367,183	2,181,735	28,846,434
Interfund Transfers	\$6,250,690		\$2,605,095	\$507,456	\$419,582	\$2,605,095	0.0%		3,645,595		

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2017-2018

Date Range: 12/01/2017 - 12/31/2017

Account Number	Title	Beginning Balance	Increases Debits	Decreases Credits	Cash Balance
10.0001.0000.000.0000.101000	CASH IN BANK	16,431,847.15	14,627,393.78	16,646,089.45	14,413,151.48
10.0002.0000.000.0000.101000	CASH IN BANK	2,521.06	20,000.84	0.00	22,521.90
10.0008.0000.000.0000.101000	CASH IN BANK	0.00	10,000,464.66	9,000,000.00	1,000,464.66
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	4,767.39	4,767.39	0.00
21.0002.0000.000.0000.101000	CASH IN BANK	813,054.43	232,726.58	260,468.03	785,312.98
22.0006.0000.000.0000.101000	CASH IN BANK	1,526,692.15	24,912.65	0.00	1,551,604.80
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	3,055.54	3,055.54	0.00
24.0003.0000.000.0000.101000	CASH IN BANK	492,305.25	6,929.83	5,207.02	494,028.06
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00
33.0000.0000.000.0000.111012	938,977 RESERVE CD	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
33.0003.0000.000.0000.101000	CASH IN BANK	742,638.06	583,295.64	458,284.82	867,648.88
36.0003.0000.000.0000.101000	CASH IN BANK	1,280,711.63	89,938.91	155,758.46	1,214,892.08
40.0003.0000.000.0000.101000	CASH IN BANK	2,964,188.75	599,784.21	112,158.75	3,451,814.21
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	211,806.27	211,806.27	0.00
61.0004.0000.000.0000.101000	CASH IN BANK	1,432,574.08	362,533.01	514,035.98	1,281,071.11
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	10,401.48	10,401.48	0.00
65.0002.0000.000.0000.101000	CASH IN BANK	122,912.17	12,585.89	16,028.29	119,469.77
68.0002.0000.000.0000.101000	CASH IN BANK	12,611.29	10,312.70	4,048.92	18,875.07
		<u>29,618,139.94</u>	<u>26,800,909.38</u>	<u>27,402,110.40</u>	<u>29,016,938.92</u>

End of Report