



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

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

**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION - WORK SESSION MINUTES
August 25, 2014 @ 5:00 PM**

ATTENDEES:

- **Board:** Buchholz, Patterson, Hutcheson, Wilson, Stark, Gadelha, Isenberg
- **Administration:** Mulholland, Morrison, Anderson, Ramos, Ironside, Jensen, Christian
- **Absent:** Halupnik
- **Guest:** Dr. Ted Blaesing, Consultant with HYA Executive Search

CALL TO ORDER AND DETERMINATION OF A QUORUM:

The Linn-Mar Community School District Board of Directors work session was called to order in the Linn-Mar Board Room of the Learning Resource Center (LRC) by Buchholz at 5:00 PM. Roll was taken and it was determined a quorum was present for the meeting.

REVISION AND/OR ADOPTION OF THE AGENDA: Motion 026-08-25

Motion by Patterson that the Board adopt the work session agenda as presented. Second by Gadelha. Voice vote. Motion unanimously approved.

WORK SESSION DISCUSSION/INFORMATION: Discussion led by Dr. Ted Blaesing, HYA Executive Search

- **Board & Focus Group Interviews:** Blaesing will spend two days interviewing the Board members as well as the focus groups regarding the superintendent search. Will ask three specific questions:
 - What do you consider the Points of Pride to be in the District?
 - What issues/concerns do you believe the District needs to confront?
 - What attributes do you believe are important in the next superintendent?
- **Interview Dates:** Thursday, September 4th and Friday, September 5th – Board members do not need to be present during the Focus Group interviews. Board members should contact Jessi Pfaff to set up their individual interviews.
- **Focus Group Interviews:** There are 32 interview time slots; 8 of which will be taken by Board members and Mulholland. That leaves spots for 24 Focus Group interviews. Stark asked what the preference was for size of Focus Groups. Blaesing clarified that six to seven people is ideal for all voices to be heard; but that he can facilitate larger groups. Focus Group sessions will be 45 minutes to an hour in length.
- **Online Survey:** Blaesing stated that an online survey would represent a Focus Group and would be accessible via the District website. The online survey will require the participant to choose

eight characteristics they would like to see in the next superintendent. Blaesing stated that the online survey would be advertised via the District communications director, newspapers, email blitzes, word of mouth, etc. A hard copy of the survey will be available through the District office for those who do not have Internet access. Board members should complete a paper copy of the online survey prior to their individual interviews. Jensen will speak with ELL coordinator to determine the need to provide the survey in multiple languages.

- Determination of Focus Group Participants: Blaesing had each Board member list two groups that they believed should be represented in a Focus Group:
 - Isenberg: district administrators (Cabinet & Teaching and Learning) and former Board members
 - Gadelha: Fundraisers (PTO/Foundation/Boosters) and reps from Board advisory groups
 - Stark: LMEA and open forum for certified teachers. Recommended a smaller group of teachers as well with each building picking 1-2 representatives.
 - Buchholz: Principals and government leaders (City, County, State)
 - Patterson: Students (2 groups: student leaders and random) and higher education leaders (Coe, Regents, Kirkwood, Mt Mercy)
 - Hutcheson: Mulholland, business leaders (employers, CR Metro Economics Group), district activity leaders (performing arts, sports, etc.) and faith community
 - Wilson: Special Education Advisory and support staff/union leadership
 - Blaesing suggested an open community forum – will be held on September 4th from 7:00-8:00 PM in the high school auditorium. Jessi Pfaff will reserve the space.
- Assignments for Submitting Focus Group Names: Board members should supply Jessi Pfaff with a list of names for each group they suggested by 9:00 AM on Tuesday, August 26th.
 1. District Administrators: District Office
 2. Former Board Members: District Office
 3. Fundraisers (PTO/Foundation/Boosters): Wilson
 4. Reps from Board Advisory Groups: Gadelha and District Office
 5. LMEA: District Office
 6. Teacher Building Reps: Principals (4 names from HS and 2 from other buildings)
 7. Principals: District Office
 8. Government Leaders: Buchholz
 9. Students (2 groups – leaders and random): Principals and District office (4 names from HS and 2 from other buildings)
 10. Higher Education: Patterson and Mulholland
 11. Business Leaders: Hutcheson and Mulholland
 12. District Activity Leaders: District office
 13. Faith Community: Isenberg and each Board member suggest 2
 14. Special Education Advisory: District office (Julie Jensen)
 15. Support Staff/Union: District office (Karla Christian)
 16. Volunteer Coordinators: District office (Karla Terry)
- Ideas on how to invite Focus Group members: Blaesing shared that personal invitations receive a better response and that Board should over invite to ensure enough people are able to share

their voice in the process. Blaesing also shared that follow up reminders just prior to the meetings are useful as well.

- Tentative Timeline:
 - August 27th: Online survey opens. Will close at midnight on Sunday, September 7th
 - Sept 4-5: Board interviews and Focus Groups
 - September 15th: Blaesing presents leadership profile report to Board at 5:15 PM @ LRC. Will share the breakdown of characteristics shared by each Focus Group.
 - November 10th: Seminar for interviews and final stages of search / initial slate presented
 - November 14-15: First-round interviews with top 5 candidates
 - November 15th or 17th: Board meets to identify 3 semi-finalists
 - November 19th thru 21st: Semi-finalist interviews and district visit (*Board decided not to attend IASB Conference this year so they could host interviews*)
 - November 22nd: Board meets to identify preferred candidate
 - November 22nd: Target for public announcement
- Advertisement: Blaesing recommended an advertising package that costs \$2,500 which includes the following items and the Board agreed:
 - Inclusion in two HYA print ads in their bi-monthly *Ed Week* ad
 - Online listing in *Ed Week* for length of search with showcase ad boost
 - Online listing on AASA job site for 30 days with the Spotlight and Preferred upgrades
 - Links to all major job boards
 - Online listing for state association websites
 - One print ad in state association newsletters that take print ads (if available)
- Recruitment Phase: HYA Executive Search will collect and screen the candidates, including a full background check on the final candidate. Blaesing stated an online portal will be set up for the Board members to view specifics about individual candidates. Mulholland will check with District attorney to see if this access requires the candidates' names to be entered as public record. Hutcheson and Buchholz stated they prefer Blaesing makes recommendation for the five initial candidates. The names of the five finalists and three semi-finalists will be kept confidential to protect the candidates in their current positions. It was clarified that some candidates may not apply if the candidates' names were made public due to it jeopardizing their current positions. Blaesing did share that he has seen candidates use their interest in a position to gain a better payment package in their current position when names are shared with the public.
- Internal Candidates: Blaesing stated he likes to interview all internal candidates that apply and evaluate them the same as external candidates. The Board agreed that all internal candidates should be treated the same as external candidates in relation to confidentiality, interviews, etc.
- ♦ Salary/Fringe Benefits: Blaesing stated the Board/District should set the salary/fringe benefits package so that he has a salary range to share with candidates. Recommended the Board/District research comparable Districts, 10 largest districts in the state, and national data. Blaesing clarified that he can share comparable data instead of specific figures if the Board prefers. Buchholz, Stark, and Mulholland will meet with JT Anderson, Linn-Mar CFO, to investigate this and will share thoughts with Blaesing within the next two weeks.
- ♦ Residency Expectations: The Board shared that their first preference is for the candidate to reside within the Linn-Mar District. Blaesing will clarify this expectation with the candidates.

- ♦ Candidate Visits: The three semi-finalists will be brought in on November 19th, 20th, and 21st for final interviews with the Board and tour of district and area. Board members will act as hosts for the visits and should plan on dinner with the candidates/family followed by an interview.
- ♦ Board Liaison: Stark and Buchholz will act a co-liaisons with Blaesing, so all Board questions and concerns should be shared with Stark/Buchholz and they will be in contact with HYA.
- ♦ Additional Discussion: Isenberg requested a timelines; including list of dates, for the entire process. Blaesing stated he would send a follow up memo with this information.

ADJOURNMENT: Motion 027-08-25

Motion by Patterson to adjourn the Board work session at 6:43 PM. Second by Hutcheson. Voice vote. Motion unanimously approved.

Barry Buchholz, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
August 25, 2014*



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**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION – REGULAR SESSION MINUTES
August 25, 2014 @ 7:00 PM**

ATTENDEES:

- **Board:** Patterson, Hutcheson, Wilson, Stark, Gadelha, Isenberg
- **Administration:** Halupnik, Jensen, Anderson, Christian, Ramos, Ironside, Mulholland, Morrison
- **Absent:** Buchholz

CALL TO ORDER AND DETERMINATION OF A QUORUM:

The Linn-Mar Community School District Board of Directors regular session was called to order in the Linn-Mar Board Room of the Learning Resource Center (LRC) by Patterson at 7:01 PM. Roll was taken and it was determined a quorum was present for the meeting.

REVISION AND/OR ADOPTION OF THE AGENDA: Motion 028-08-25

Motion by Hutcheson that the Board adopt the regular session agenda as presented with the addition of the personnel walk-in exhibit. Second by Gadelha. Voice vote. Motion unanimously approved.

AUDIENCE COMMUNICATIONS: No items presented. Isenberg requested that at future meetings the audience be reminded to be respectful of people with their comments.

RESOLUTIONS, OPENING BIDS, AND PUBLIC HEARINGS: No items presented.

RECOGNITION/PROCLAMATIONS: No items presented.

BOARD ANNOUNCEMENTS AND REPORTS:

Policy Committee Report: Gadelha reported on the August 18th Policy Committee meeting. The committee reviewed/revised the Board Policies 400 Series. Minor changes were made to various policies to be more reflective of IASB wording and two new policies were added regarding pregnancy discrimination and background checks. Additional discussion will be held on policy 401.10, *Licensed Personnel Early Separation*, later in the meeting.

Marion City Council Report: Mulholland reported on the August 21st Marion City Council meeting. The meeting was short with a number of resolutions passed. There was one resolution regarding a TIF, but a closed session began immediately following so no further discussion took place with the Council members.

Coffee Conversations Report: Isenberg reported on the August 23rd Coffee Conversations meeting that was hosted at Bowman Woods Elementary so attendees could see the office renovations. Sixteen people were in attendance with a diverse group of people from elementary buildings, the High School, and community members. The conversation included questions on more foreign language options at the High School, the current priorities of the Board, concerns about the elementary class sizes; would large class sizes trigger the need for a new elementary school; and the 10-year plan including the high school renovations. The conversation also included discussion about the cost of school supplies for the families and how expensive they continue to be. The meeting lasted around two hours and was very positive. Principals and volunteers have been asked to help spread the word about this event. Mulholland thanked the Cabinet members for doing a push-out via social media to publicize the event and thanked the Board for their support of this event.

INFORMATIONAL REPORTS:

2014-15 Certified Staffing Report:

Karla Christian, Executive Director of Human Resources, reported on the 2014-15 certified staff hiring and clarified an updated Exhibit 701.1 that was distributed in the Board packets. There was a total of 42 new certified staff hired adding up to 232 years of experience or around 5.5 years per teacher. Since August 2013, HR has used the online application system, Applitrack, to process 3,000 applicants. This averages to around 55.6 applicants per job posting and 141 interviews; with some being combined interviews for multiple buildings. On average it has taken approximately 24 days to fill a vacant position. Technology is being used more often to process references and interviews; 162 reference checks were performed and Skype interviews were hosted. There are currently 495 teachers in the district with a grand total of 516 when the released time Teacher Leaders are included in the count. Linn-Mar currently has 1,015 employees. Christian shared thanks to the local universities that have referred graduates to the District including, but not limited to, University of Northern Iowa, Iowa State, University of Iowa, and Mt Mercy University.

2014 ACT Report:

Dirk Halupnik, Deputy Superintendent, reported on the 2014 ACT results. Wilson requested clarification on why Wednesday's newspaper report stated that Linn-Mar did not share any information on the ACT results for 2014. Halupnik clarified that the person who was to deliver the information was ill, resulting in missing the print deadline.

Halupnik stated that the 2014 ACT results report on last years' seniors regarding curriculum and standards-based college readiness. In 2013 and 2014, 303 students (76%) participated in the test. Linn-Mar's composite average score in 2014 was 24.5; which is the second highest average in Linn-Mar records dating back to the late 80's and also ranks well above the state and national average. Other average scores were: English 23.6; reading 24.9; science 24.8; and math 24.4. Linn-Mar is trending upward while the state and national scores are trending downward.

Isenberg asked what percent of Linn-Mar students take the SAT. Halupnik shared that only four students participated in the SAT testing in 2014 and shared that the SAT test is college-driven, usually by schools on the eastern seaboard. Gadelha asked what percent of Linn-Mar students stay in the Midwest for higher education. Halupnik shared that it is a high percentage but that he did not have the exact figure.

Hutcheson commented it is remarkable that the state/national scores are trending downward while Linn-Mar scores are trending upward. Halupnik agreed and further shared that it is great news especially since the number of students continues to grow for Linn-Mar.

2014 Advanced Placement Report:

Dirk Halupnik, Deputy Superintendent, reported on the Advanced Placement program for 2014. Iowa Law HF2679 entitled, *Senior Year Plus*, requires that every school district must offer Advanced Placement (AP) courses. Linn-Mar offered 15 AP courses in 2014; which is above average for the state of Iowa. In 2014, 743 Linn-Mar students enrolled in at least one AP courses; with exams offered in 20 different subjects. Halupnik stated that a student does not have to take an AP course to take the AP exams and that there were 581 exams administered in 2014.

Halupnik shared that the calculation for the AP Index is the number of AP exams divided by the number of graduates; which does not take into account achievement; but only the number of exams. Regarding the State AP Index, Linn-Mar is 17th out of the top 50. Linn-Mar's composite score average is 3.85 (5 being the highest score), which is the highest it has been for the District. Most colleges/universities will not accept a student unless they score 3.00 or above for college credit; but this varies by school. 83.4% of Linn-Mar students tested meet this requirement.

Gadelha asked if students are turned away because AP courses are too full. Halupnik responded that this has not occurred and sections are added as the demand grows. Hutcheson asked what determines the tests that are offered. Halupnik shared that it is based on student/parent interest and requests.

Teacher Leadership Report:

Debra Barry and Erin Watts, Co-Coordination of Teacher Leadership, reported on where the program is and where they are headed; including options for assessing achievement. Teacher Leadership provides teachers with the best strategies and resources to implement in their classrooms as well utilizing collaboration time more efficiently to impact student achievement. The program has been around since the 1920's; but became better focused during the 1980's and is supported by Iowa legislators and the Governor. The timeline for writing and submitting the grant, approval of the grant, and hiring was shared. It was also shared that all positions are for one year and must be reapplied for annually. The grant is funded for three years and then rolls into the District funding structure; unless changed by further legislation.

Teacher Leadership Roles:

- 1) Coordinators: facilitate the team, submit grant paperwork, assess achievement, etc.
- 2) Mentor Coaches: work with year-one and year-two teachers.
- 3) Induction Specialists: work with teachers new to the district; but not new to teaching.
- 4) Model Teachers: welcome teachers into classrooms with an open-door policy for observation
- 5) Course Development Facilitators: working with TQSA to develop 3-6 courses for teachers to take for graduate or recertification credits with the hopes of developing a *Linn-Mar University*.
- 6) TICS: support teachers with technology needs

There are four levels of instructional coaching: 1) consulting, 2) collaborating, 3) observing, and 4) coaching. At the beginning of the year most of the need is at the consulting level. It is the goal to have most of the needs at the coaching level before the end of the year. It was shared that the coordinators

are using a task tracker (based on information from the book, *Taking the Lead*) to monitor the level of instructional coaching occurring. Isenberg asked if this would show a trend over the course of a year. It was shared that a trend or shift should become clear as the year progresses. Barry shared that the Teacher Leadership plan is in a state of growth and motion; which is good so that it can be adapted to meet the learning needs of students and teachers.

Linn-Mar is one of 39 districts that received the student-focused Teacher Leadership grant. Barry and Watts have done outside research on the best practices to implement the program and continue to research. Watts shared she has a close family connection to the Teacher Leadership program being offered in the Waukee District over the last few years.

It was shared that the Teacher Leadership team meet on Monday's and Fridays; with Friday meetings centering on PLC. Barry also shared that Mentors' priorities are first year teachers and Instructional Strategists' priorities are teachers new to the district with 5-10 years of teaching experience. Watts showed the task tracker designed to monitor the levels of coaching that are being utilized and shared that it is hard to pinpoint achievement in the first year due to so many variables. She also said that a single measurement to assess achievement doesn't give all the needed instructional data. Barry shared that a short term measure would be winter test scores and how they improve in the spring after the Instructional Strategists have had time to work with teachers. Hutcheson agreed that data collecting, applying effort, and overall information on district test scores are good combined measures. Patterson commented that the support from Teacher Leadership would increase teacher retention; which would also lead to better assessment scores. Watts shared some stories of success of the program in just the first week of school as well as information on the Waukee District's success with the program. Barry shared that the Teacher Leadership program works with all classes and grade levels and that it is not specific to general education, general classrooms, or elementary levels only.

Volunteer Program Report:

Karla Terry, Coordinator of Community Relations, reported on the success of the Volunteer Program. During the 2013-14 school year, there were 22,000 volunteer hours recorded. Volunteers hours are higher in elementary buildings where the need and parent on-site interaction is a little higher. This time last year, the district had 640 volunteers of which 550 have returned for the 2014-15 school year. The District currently has 1,050 registered volunteers. Volunteers are interviewed and receive one-on-one orientation through the Community Services office before volunteering in the buildings. Group orientations are offered at the beginning of the school year. There are currently 24 volunteer leaders with 13 community members acting as site managers. The program also has 11 event coordinators (i.e. America Reads); 3 of which are Linn-Mar graduates.

Community Services office will be hosting two Parent Universities this year:

- September 23rd: Patrick Morrissey with Rockwell Collins will share ideas on increasing computer network security in the home.
- November 4th: The Teacher Leadership coordinators will present information on the program.

Community Services continues to work in helping student leaders receive community recognition for their efforts, supports the United Way 55+ Initiative, and hosts their annual 100-Hour Volunteer Recognition.

Wilson commended Terry on her dedication to the volunteer program and the time and effort she shares in clearing people to volunteer in the schools.

Superintendent's Report:

Katie Mulholland, Superintendent of Schools, shared an update with the Board on the following issues:

- District Newsletter: Sandie Rohrer, Coordinator of Communications and Media, has begun organizing the articles for the first issue and is working with Grant Wood AEA on the layout and printing. The newsletter will have a new format as well as a new masthead. The cost of mailing the newsletter to every resident versus distribution via the students is being assessed.
- Diversity Focus: Creative Corridor Center for Equity (C3E): C3E is a collaboration between businesses, educational institutions, and the community to explore new models to solve systemic challenges related to race and ethnicity. Current focuses: 1) Black Educator Recruitment and Retention (BERR), 2) Teacher Leadership Compensation System (TLC), 3) Diversity Beyond Labels for K-12, 4) The Equity Initiative, and 5) Project Achieve Development System. Action on joining C3E will be taken later in the agenda. Dirk Halupnik, Deputy Superintendent, would be the District representative. Mulholland recommended that a member of the Board also be involved with the program.
- Enrollment update: Mulholland asked Halupnik to share an update on enrollment counts for the first week of the 2014-15 school year. Highlights shared were:
 - Figures presented based on enrollment as of August 23rd and compared to data from the first week of the 2013-2014 school year.
 - Elementary enrollment: 3,377 students; up by 68 students.
 - Middle school enrollment: 1,642; up by 23 students.
 - High School enrollment: 2,078; up 144 students (includes 21 students from SUCCESS)
 - Total enrollment increase: around 150-200 students
 - Halupnik shared that the Novak/Bowman Woods boundary change helped with enrollment.
 - Echo Hill is largest elementary with 549 students (includes preschool and ECBP)
 - Third grade is largest elementary grade with 578 students
 - Sixth grade is largest middle school grade with 581 students
 - Ninth grade is largest high school grade with 590 students
 - October 1st is the State's official count date

OLD BUSINESS:

Approval of Fundraising Requests: Motion 029-08-25

Rick Ironside, Executive Director of Support Services, shared there are a few corrections to Exhibit 901.1:

1. The Echo Hill Art to Remember and Indian Creek Square 1 Art fundraisers should reflect a start date of August 26th; both end on December 31, 2014.
2. The three Novak fundraisers are cancelled at this time and should not be considered because they did not meet Board policy and have not yet submitted their 2013-14 fundraising summaries as required.
3. The High School boys' athletics tennis training class should be removed as it is against Board policy.

Isenberg requested clarification on the PRIDE Volleyball fundraiser and why the Board was approving it if it was not a District sponsored program. Ironside clarified that it is a district youth program run by district staff which raises funds for our high school volleyball program.

Isenberg stated he was uncomfortable in telling a school no on fundraisers. Asked for clarification on how many times the 2013-14 Novak fundraiser summaries had been requested, Ironside clarified they had been requested since last spring approximately 5-6 times. Hutcheson shared that the Board policy was put in place three years ago and the Board has never penalized a building; why have a policy if we aren't going to enforce it. Patterson agreed with Hutcheson. Mulholland clarified that Novak can still host their walk-a-thon on the date scheduled, but that the event would not be able to be a fundraiser. Wilson shared that the Hy-Vee Receipt Collection program is not considered a fundraiser and should be removed from the fundraising approval list.

Motion by Patterson for the Board to approve the fundraising requests included in Exhibit 901.1 with the three deletions presented by Ironside. Second by Isenberg. Voice vote. Patterson, Hutcheson, Isenberg, Gadelha, and Stark voted in support of the motion. Wilson voted against the motion. Motion approved.

Second Reading – Board Policies 200 Series: Board of Directors: Motion 030-08-25

Motion by Isenberg for the Board to approve the 200 Series policies, *Board of Education*, for second reading as presented in Exhibit 902.1. Second by Stark.

Hutcheson stated that Policy 204.9 doubled in size and seems to have duplication of wording in paragraphs one and two; asked for clarification on the purpose of the additions made to the policy. Patterson shared the additions were made in an effort to combine Policy 204.9 with IASB language. Mulholland shared the Board can approve the entire 200 Series or pull out individual policies that need further consideration and approve the remainders. Hutcheson requested policy 204.9 be excluded from the motion to approve for further consideration. Gadelha requested that the wording in Policy 204.9 referring to the need for the audience communications to be submitted to the superintendent prior to presentation be removed. Patterson shared the wording allowed the Board to research the audience questions for a better understanding prior to the Board meetings. Patterson clarified that Policy 204.9 would be pulled from the motion to approve for further consideration.

Motion amended by Isenberg for the Board to approve the 200 Series policies, excluding Policy 204.9, for second reading. Second by Gadelha. Voice vote. Amended motion unanimously approved.

Second Reading – Board Policies 300 Series: Administration: Motion 031-08-25

Motion by Isenberg for the Board to approve the 300 Series policies, *Administration*, for second reading as presented in Exhibit 903.1. Second by Stark.

Gadelha asked that the Iowa Association of School Board's (IASB) language be added to Policy 302.5: *Superintendent Evaluation*, to reflect that the process is: "these individual evaluations will be compiled into an overall evaluation by the entire board," for bullet three under the formal evaluation heading rather than the proposed language, "these individual evaluations will be compiled into an overall evaluation by the Board president." She commented that a number of Board policies do incorporate much of the IASB language. Hutcheson stated he did not support Gadelha's suggestion because one person, the Board president, compiles all of the responses when the entire Board is involved in the superintendent's evaluation process. Hutcheson also stated that the previous issue during the superintendent evaluation that occurred was a timing issue and not a recurring issue. Mulholland clarified that regulations can be developed independently from policy. Patterson suggested that Policy 302.5 be approved as presented and a regulations piece be developed and added.

Voice vote. Motion unanimously approved.

Second Reading – Policy 701.1: Local and State Transportation Regulations: Motion 032-08-25

Motion by Isenberg that the Board approve Policy 701.1, *Local and State Transportation Regulations*, for second reading as presented in Exhibit 904.1. Second by Stark. Voice vote. Motion unanimously approved.

Approval of Agreement with ECRA Group, Inc., HYA Executive Search: Motion 033-08-25

Motion by Stark for the Board to approve the Letter of Agreement with ECRA Group, Inc., and its Hazard, Young, Attea Executive Search Division (HYA) for services provided for the superintendent search as outlined in the *Proposal and Description of Services* (Exhibit 905.1) previously provided to the Board for the amount of \$15,500; payable in three installments. Second by Hutcheson. Hutcheson clarified a typo in the Board agenda regarding the fee for services and that it should read \$15,500 instead of \$15,5000. Voice vote. Motion unanimously approved.

NEW BUSINESS:

Diversity Focus: Invitation to Partner with Creative Corridor Center for Equity (C3E): Motion 034-08-25

Mulholland shared that information was presented on the program during her earlier report and the program involves the metro area and Iowa City districts. Hutcheson stated that there were only four requirements listed and asked for clarification if other requirements will be required. Mulholland clarified that the Board can opt in or out of activities and reminded Board that Dirk Halupnik, Deputy Superintendent, would be the District representative.

Motion by Hutcheson for the Board to approve moving forward in becoming a charter partner with Creative Corridor Center for Equity (C3E). Second by Gadelha. Voice vote. Motion unanimously approved.

First Reading – Board Policies 400 Series: Staff Personnel: Motion 035-08-25

Mulholland requested the Board pull Policy 401.10, *Licensed Personnel Early Separation*, as it will be considered later in the agenda.

Motion by Hutcheson for the Board to approve the 400 Series policies, *Staff Personnel*, for first reading as presented in Exhibit 1002.1 with the exception of Policy 401.10. Second by Gadelha. Voice vote. Motion unanimously approved.

Policy 401.10 – Licensed Personnel Early Separation: Motion 036-08-25

Mulholland shared that she was approached a few weeks ago by a senior employee asking if the terms of eligibility for early separation could be amended to 10 years of experience at Linn-Mar and 20 years of total teaching experience. Early separation benefit is 50% of employee's salary. Mulholland asked JT Anderson, District CFO, to look at finances and found that there would be a financial benefit to the district if this was offered. There are currently three employees that would miss out on early separation benefits if they do not take advantage of the policy in 2015, as currently stated, with the 20 years of experience. Notifications are made to all eligible teachers with a required response date of October 12th for letters of intent; only those who submit letters of intent are eligible for allotted packages. Packages will then be awarded in order of date/time the letters of retirement are received. Letters of retirement can be rescinded prior to the end of the work day on January 12th. However, once approved by the Board; they cannot be rescinded. Stark raised the question on how past recipients would feel due to proposed wording change. Mulholland clarified that the policy wording is at the Board's discretion and that early separation is an opportunity; not a guarantee. Patterson stated that the changes in wording could be changed the following year if necessary. Morrison clarified that it is the intent of the law to review the policy annually; so annual changes are allowable. Anderson stated that critical mass would be best met if the 10-years of experience option was offered on an every-other-year basis.

Motion by Hutcheson for the Board to approve, for the Class of 2015 only, the early separation eligibility option of 10 years of experience within the Linn-Mar District instead of 20 years, with 20 years of total teaching experience. Second by Stark. Voice vote. Motion unanimously approved.

Open Enrollment Requests: Motion 037-08-25

Motion by Hutcheson for the Board to approve the Open Enrollment Requests as presented. Second by Isenberg. Voice vote. Motion unanimously approved.

DENIED IN:

| Name | Grade | Resident District | Reason |
|--------------------|-----------------|-------------------|---------------------|
| Jacobsen, Brinnley | 4 th | Cedar Rapids | Late, No Good Cause |
| Jacobsen, Cayen | 1 st | Cedar Rapids | Late, No Good Cause |
| Jacobsen, Gary | 5 th | Cedar Rapids | Late, No Good Cause |
| Prevo, Andrew | 2 nd | Cedar Rapids | Late, No Good Cause |
| Schaub, Greta | 5 th | Cedar Rapids | Late, No Good Cause |
| Schaub, Rory | 1 st | Cedar Rapids | Late, No Good Cause |

APPROVED IN:

| Name | Grade | Resident District | Reason |
|------------------|------------------|-------------------|------------|
| Banks, Kody | K | Mount Vernon | On Time |
| Ness, William | 2 nd | Cedar Rapids | Good Cause |
| VanMeter, Alexis | 10 th | Marion | Good Cause |

DENIED OUT:

| Name | Grade | Receiving District | Reason |
|-----------------|-----------------|--------------------|---------------------|
| Kovarik, Morgan | 9 th | Marion | Late, No Good Cause |

APPROVED OUT:

| Name | Grade | Receiving District | Reason |
|-----------------|------------------|--------------------|------------|
| Covill, Madison | 11 th | Marion | Good Cause |

CONSENT AGENDA: Motion 038-08-25

Motion by Stark for the Board to approve the Consent Agenda as presented; including the personnel walk-in exhibit. Second by Hutcheson. Voice vote. Motion unanimously approved.

1101 Personnel

Certified Staff: Assignment – Reassignment - Transfer

| Name | Assignment | Dept Action | Salary Placement |
|-----------------|------------------------|-----------------|------------------|
| Woods, Kimberly | OR: Guidance Counselor | August 20, 2014 | MA Step 1 |

Classified Staff: Assignment – Reassignment - Transfer

| Name | Assignment | Dept Action | Salary Placement |
|-------------------|---|-----------------|------------------|
| Anderson, Tara | LRC: Part-time Admin Asst | August 25, 2014 | \$12.00/hour |
| Behrens, Jodi | WF: Media Assistant | August 13, 2014 | I, Step 10 |
| Bochicchio, Heidi | HS: Lead Cook | August 18, 2014 | A, Step 1 +.25 |
| Boddicker, Heidi | LG: Part-time Ed Assistant | August 13, 2014 | I, Step 6 |
| Callahan, Mary | EX: Student Support Assoc – Recall from RIF | August 13, 2014 | Same |

| | | | |
|-------------------|--|-----------------|--------------|
| Ciha, Nikki | HS: Student Support Assoc | August 13, 2014 | II, Step 6 |
| Decious, Becky | BW: Part-time Ed Assistant | August 19, 2014 | I, Step 10 |
| Garrett, Dawn | LG: From Part-time to Full-time SSA | August 13, 2014 | Same |
| Groth, Cindy | TR: Bus Rider | August 13, 2014 | Step 1 |
| Guthrie, Kellee | LG: From Part-time to Full-time SSA | August 13, 2014 | Same |
| Martin, Terri | OR: Student Support Assoc | August 13, 2014 | II, Step 10 |
| Morgan, Stephanie | BW: Student Support Assoc | August 19, 2014 | II, Step 7 |
| Noeller, Mary | TR: Bus Rider | August 13, 2014 | Step 1 |
| Oakley, Lora | WE: Student Support Assoc | August 13, 2014 | II, Step 10 |
| Ruffles, Brian | AC: From Youth Coordinator to Aquatics Assistant and Youth Swim Team Coordinator | August 12, 2014 | \$17.00/hour |
| Sykes, Karen | From HS to EX Custodian | August 14, 2014 | Same |
| Talley, Trish | IC: From Part-time Ed Asst to Part-time Ed Asst/Part-time Paraprofessional | August 13, 2014 | Same |
| Witter, Sara | LG: Student Support Assoc | August 20, 2014 | II, Step 7 |

Classified Staff: Resignation

| Name | Assignment | Dept Action | Reason |
|------------------|---------------------------|--------------------|------------------|
| Atwater, Jordan | O&M: Summer Help | August 11, 2014 | Position Ended |
| Evans, Tristan | O&M: Summer Help | August 11, 2014 | Position Ended |
| Frank, Jennifer | EX: Health Assistant | August 29, 2014 | Other Employment |
| Name | Assignment | Dept Action | Reason |
| Grundmeyer, Drew | O&M: Summer Help | July 31, 2014 | Position Ended |
| Harre, Julie | BW: Student Support Assoc | August 1, 2014 | Other Employment |
| Haut, Jim | EX: Lead Custodian | August 8, 2014 | Other Employment |
| Hopkins, Ken | O&M: Summer Help | August 11, 2014 | Position Ended |
| Lawrence, Zach | O&M: Summer Help | August 19, 2014 | Position Ended |
| Pfau, Eric | O&M: Summer Help | August 11, 2014 | Position Ended |
| Pfau, Sue | O&M: Summer Help | August 11, 2014 | Position Ended |
| Rankin, Mary | LG: Student Support Assoc | August 14, 2014 | Personal |
| Stevens, Mary | EH: General Ed Assistant | August 30, 2014 | Personal |
| Timm, Jeff | O&M: General Maintenance | August 18, 2014 | Personal |
| Trautman, Tim | O&M: Summer Help | August 12, 2014 | Position Ended |
| Weber, Marcy | NE: Paraprofessional | August 19, 2014 | Other Employment |
| Wright, Keith | O&M: Summer Help | August 11, 2014 | Position Ended |

Extra-Curricular Positions: Assignment – Reassignment - Transfer

| Name | Assignment | Dept Action | Salary Placement |
|----------------|---|--------------------|-------------------------|
| Abbott, Megan | EX: Assistant 8 th Gr Volleyball Coach | August 25, 2014 | Schedule H, Category E |
| Evans, Tristan | EX: Assistant 8 th Gr Football Coach | August 12, 2014 | Schedule H, Category E |
| Snead, Chelsi | OR: Head 8 th Gr Volleyball Coach | August 21, 2014 | Schedule H, Category D |

Extra-Curricular Positions: Resignation

| Name | Assignment | Dept Action | Reason |
|-----------------|---|--------------------|---------------|
| Frangella, Nate | HS: Head 9 th Gr Baseball Coach | August 15, 2014 | Personal |
| Kauffman, Doug | OR: Assistant 8 th Gr Volleyball Coach | August 18, 2014 | Personal |
| Sinnott, Matt | EX: Assistant 8 th Gr Volleyball Coach | August 12, 2014 | Personal |
| Terrell, Dan | HS: Auditorium Manager | August 18, 2014 | Personal |

1102 **Approval of Minutes:** Minutes from August 11, 2014 Board meeting

1103 **Approval of Bills:** Special Revenue, General, and Nutrition Fund Bills

1104 **Approval of Contracts**

The administration recommends the Board approve the following contracts as presented:

1. 2014-15 contract for scheduling of officials with ArbiterSports.com
2. 2014-15 contract for scheduling of officials with Randy Krejci
3. 2014-15 contract for scheduling of officials with ECISOA
4. 2014-15 contract for scheduling of officials with Eastern Iowa Wrestling Officials Association
5. 2014-15 contract for scheduling of officials with CRAOA
6. 2014-15 contract for scheduling of officials with ECIVOA

1105 **Board Information:** 2013 & 2014 FY Cash Balance Financial Reports

1106 **Items removed from the consent agenda for separate action:** No items presented.

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS:

Isenberg shared that he and Patterson attended the High School Renovations Steering Committee meeting and it was a good discussion. The radio tower on the north side of the High School will be a complicated project and the Technology Committee is looking at various options. It was clarified that abatement cost was included in the \$30M cap. Isenberg was impressed with the dedication and presentation of DLR Architects. Patterson shared that the High School administration has a plan outlined for “worse case” scenarios which would allow construction to occur while the students were in the building. DLR will take this into account while planning the renovation construction staging timeline.

Gadelha commended High School and Oak Ridge administration and staff for hosting great orientations for new parents. Gadelha also shared that the Marion Planning and Zoning Commission has approved

the installation of a mini-roundabout at the intersection of 29th Avenue and 35th Street; with tentative completion within the next two years.

Gadelha requested a report on the Home School program at the September 8th Board meeting.

ADJOURNMENT: Motion 039-08-25

Motion by Wilson to adjourn the regular session at 9:40 PM. Second by Gadelha. Voice vote. Motion unanimously approved.

Barry Buchholz, Board President

Angie Morrison, Board Secretary

*Respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
August 25, 2014*

2014 / 2015 New Teaching Staff

| <u>Openings</u> | <u>Placement</u> | <u>Licensure</u> | <u>Years Experience</u> | <u>Previous District</u> | <u>College / BA</u> | <u>MA</u> | <u>College / MA</u> |
|----------------------|--------------------|--|-----------------------------|--------------------------|---------------------|-----------|---------------------|
| Elementary | | | | | | | |
| WE - Art | Sara Hovden | K-12 Visual Arts | 14 | West Aurora | UNI | X | Aurora University |
| LG - 3rd Grade | Joseph Gatto | K-6 Tchr Elem; K-8 PE; K-12 Coach; 5-12 Driver Ed | 11 | West Delaware | Wartburg | | |
| LG - 5th Grade | Natalie Shaffer | K-6 Tchr Elem; 5-8 MS LA; 5-8 MS Math | 1 | Anamosa | UNI | | |
| LG - Kdg | Erica Cram | K-6 Tchr Elem; PK-3 Tchr, Reg/SpEd | 0 | N/A | UNI | | |
| NE - 1st Grade | Amy Bowman | PK-3 Tchr; K-12 Rdg Specialist | 10 | Cedar Rapids | Missouri State | | |
| BW - 2nd Grade | Jesse Hart | K-6 Tchr Elem; K-8 Eng/LA; K-8 SS | 4 | West Central | Western Illinois | | |
| EH - 3rd Grade | Leandra Morris | K-6 Tchr Elem; K-8 Eng/LA; K-8 Reading | 11 | N/A | UNI | | |
| WE - 5th Grade | Alice Murray | K-6 Tchr Elem; K-3 Reg/SpED; K-8 Mild Dis; K-8 MultiCat Resource; K-8 Instruct Strat I: mild/mod | 7 | N/A | MMU | | |
| IC - 2nd Grade | Danyel Kolek | K-6 Tchr Elem; K-8 Eng/LA | 0 | N/A | Iowa State | | |
| EH - Kdg | Shelly Jelinek | Specialist | 14 | Marion | U of I | X | UNI |
| EH - .5 Music | Hailee Gehrls | K-8 Music, 5-12 Music | 0 | N/A | Coe | | |
| WE - .45 Reading | Deb Wells | K-6 Tchr Elem; PK-K Classroom; K-6 Reading | 2 | N/A | Central College | | |
| NE - .5 Reading | Shelly Pottebaum | PK-K; K-8 Reading | 5 | N/A | Mount Mercy | | |
| BW - Kdg | Molly Schuett | PK-3 Tchr Reg/SpED; K-6 Tchr Elem; | 9 | Anamosa | UNI | | |
| <u>Openings</u> | <u>Placement</u> | <u>Licensure</u> | | | | | |
| Middle School | | | | | | | |
| OR - Social Studies | Michael Moran | Social Studies(All), Am History, Wld History, Am Govt | 7 | Cedar Rapids | UNI | | |
| EX - Spanish | Amy Tristano | 5-12 Spanish | 0 | N/A | U of I | | |
| OR - 8th LA | Erin Vaughn Murphy | MS LA | 1 | Cedar Rapids | U of I | X | Drake |
| EX - 8th Science | Erich Harksen | K-6 Tchr Elem; K-8 Science; 5-8 MS Gen | 13 | Cedar Rapids | UNI | | |
| EX - 6th Grade | Chelsea Fox | 5-12 Bio Science | 0 | N/A | UNI | | |
| EX - Foreign Lang | Anna McNabb | 5-12 Spanish | 2 | N/A | Luther | | |
| EX - 7th LA | Candice Mullnix | 5-12 Eng/LA; 5-12 Reading | 5 | Central City CSD | UNI | | |
| EX- 6th Grade | Cathy Bucklin | K-6 Tchr Elem; K-8 SS; 5-8 MS Gen | 14 | Anamosa | UNI | X | UNI |
| EX - Ind Tech | Robert Ortiz | 5-12 Agriculture | 9 | Keota | Colorado State | | |
| EX - Vocal Music | Kelsey Brown | K-8 Music; 5-12 Music | 0 | N/A | Luther College | | |
| OR - 7th Grade | Ryan Shaffer | K-6 Tchr Elem; K-8 Math; 5-8 MS Math; 5-8 MS LA | 0 | N/A | UNI | | |

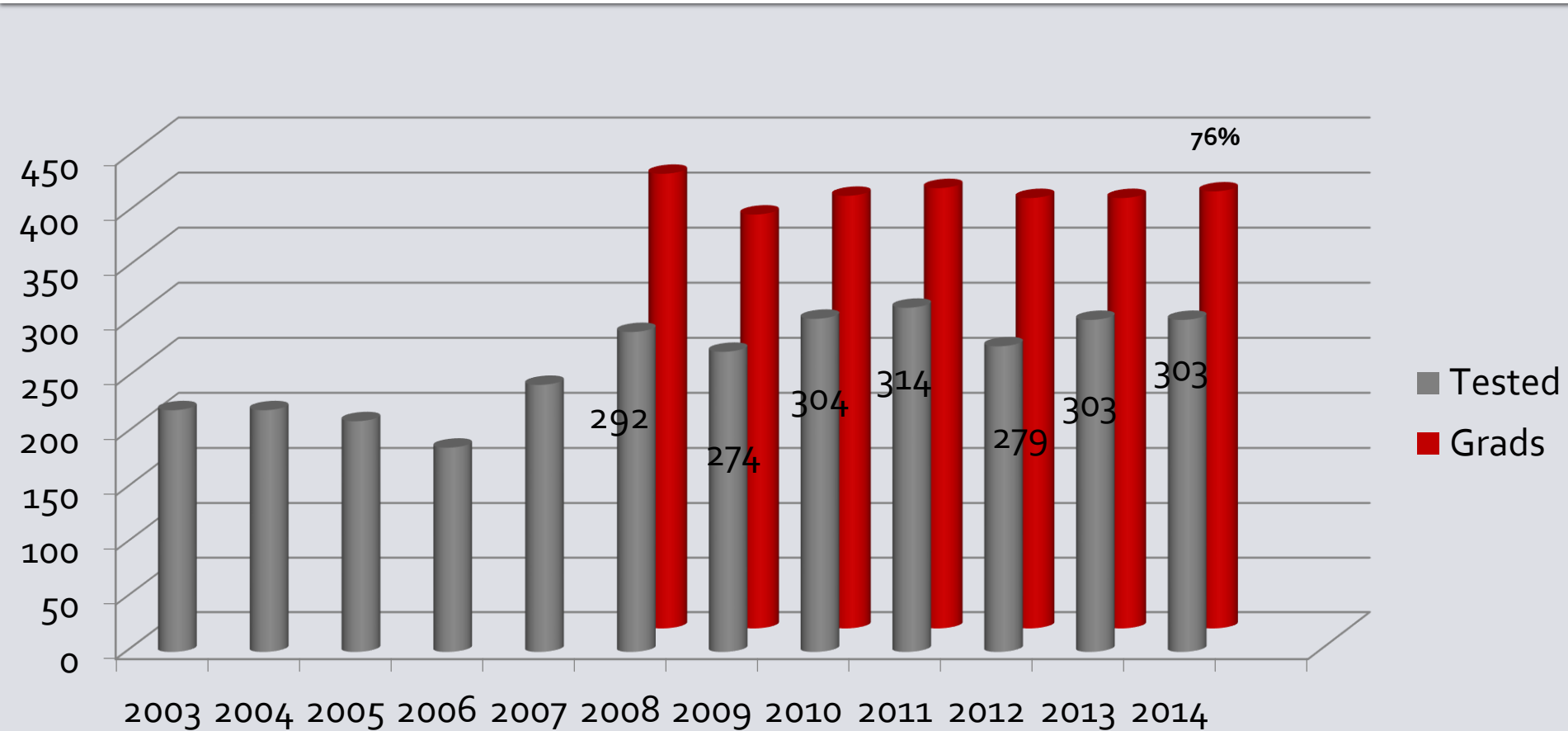
| <u>Openings</u> | <u>Placement</u> | <u>Licensure</u> | | | | | |
|--|--------------------------|---|----|-----------------------------------|------------------------------------|---|------------------------------------|
| High School | | | | | | | |
| .5 Orchestra | Jonathan Welch | K-8 Music; 5-12 Music | 9 | Forest Hills (Cincinnati, OH) | Bowling Green State University | X | U of Cincinnati |
| Social Studies | Andrew Branan | 5-12 Am History; 5-12 Geo; 5-12 Wld Hist; 5-12 All SS | 7 | N/A | U of I | | |
| Foreign Lang | Carrie Shindelar | 5-12 Spanish | 5 | N/A | UNI | X | UNI |
| Math | Josh Handke | 5-12 Math | 7 | Dubuque | Upper Iowa | | |
| Science | Abbey Losch | 5-12 Bio Science | 0 | N/A | Mount Mercy | | |
| Social Studies | Kathryn Woerner | 5-12 Am. History; 5-12 World Hist | 13 | Marion | UNI | X | UNI |
| Social Studies | David Swaney | 5-12 Am Gov.; 5-12 Am History; 5-12 Economics; 5-12 Geography; 5-12 World History | 19 | Montgomery County, Maryland | George Washington University | X | George Washington University |
| Math | Dennis Fleege | 5-12 Math; 5-12 Physics | 0 | N/A | UNI | | |
| Music | Trenton Buglewicz | K-12 Music | 0 | N/A | U of Nebraska | | |
| <u>Openings</u> | <u>Placement</u> | <u>Licensure</u> | | | | | |
| Special Education | | | | | | | |
| LG - Instruct Strat I | Molly Mulherin | K-6 Tchr Elem; K-8 Rdg; K-8 Mild Dis; K-8 Learning Dis | 16 | Lunenburg | UNI | X | UNI |
| Success Center - Instruct Strat II/III | Jacqueline Davis | K-12 Instruct Strat II: BD/LD | 5 | Anamosa | Winona | | |
| OR - Instruct Strat I | Katlyn Henik | K- 8 Strat I: Mild/Mod; 5-12 Strat I: Mild/Mod; K-8 Reading; 5-12 Reading; K-12 Coach | 3 | North Linn | Iowa State | | |
| BW - Instruct Strat I/II | Kate Turner | K-6 Tchr Elem; K-8 Eng/LA; K-8 Rdg; K-8 Instruct Strat I:Mild/Mod | 5 | North Linn | Mount Mercy | | |
| NE - ECSE | Christy Martin | PK-3 Reg/SpED Tchr | 4 | Cedar Rapids | UNI | | |
| <u>Openings</u> | <u>Placement</u> | <u>Licensure</u> | | | | | |
| Counselor | | | | | | | |
| OR - Counselor | Victoria Wanda | K-8 Professional School Counselor; 5-12 Professional School Counselor | 0 | N/A | U of I | X | U of I |

2014 ACT Results

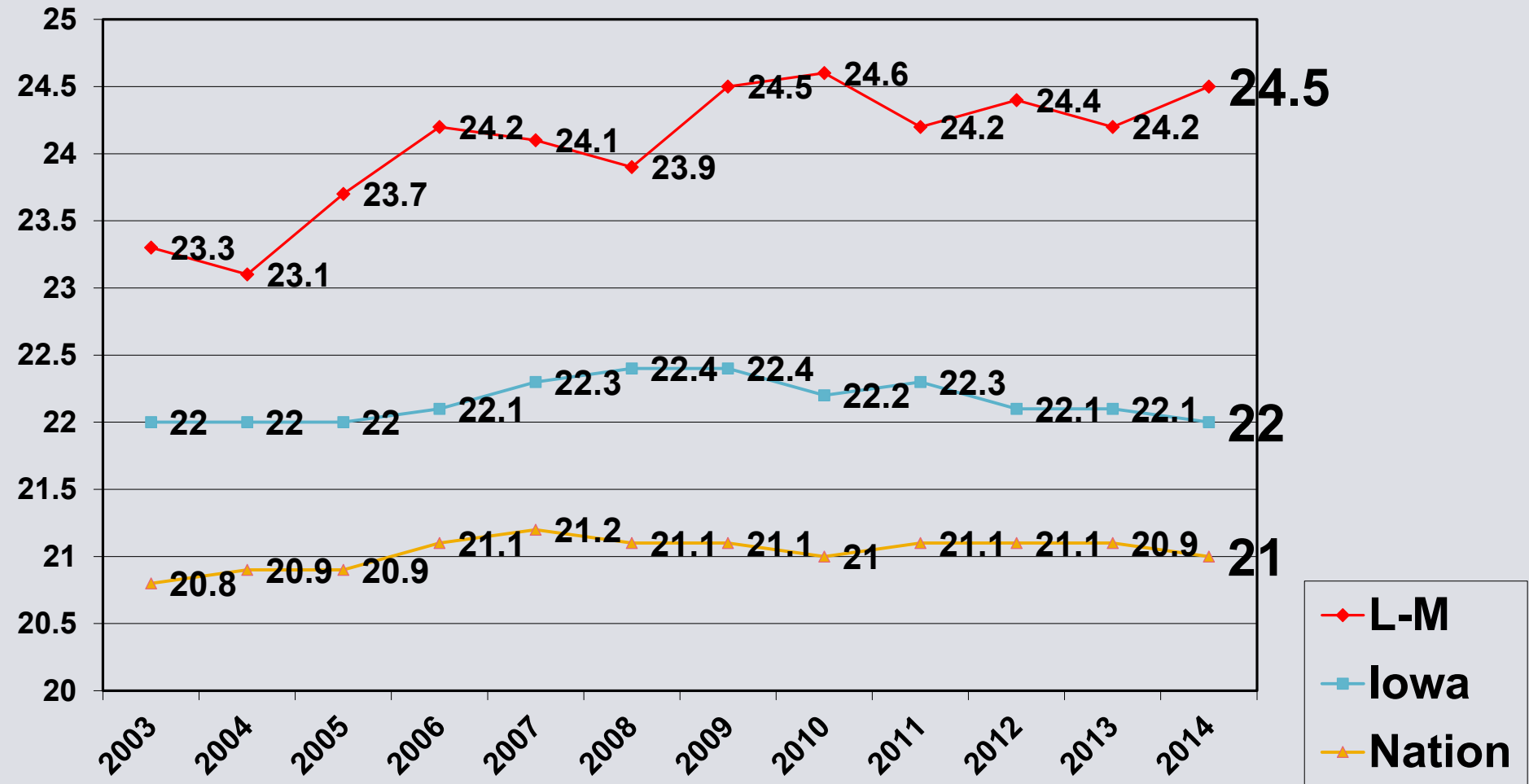


Inspire Learning. Unlock Potential. **Empower Achievement.**

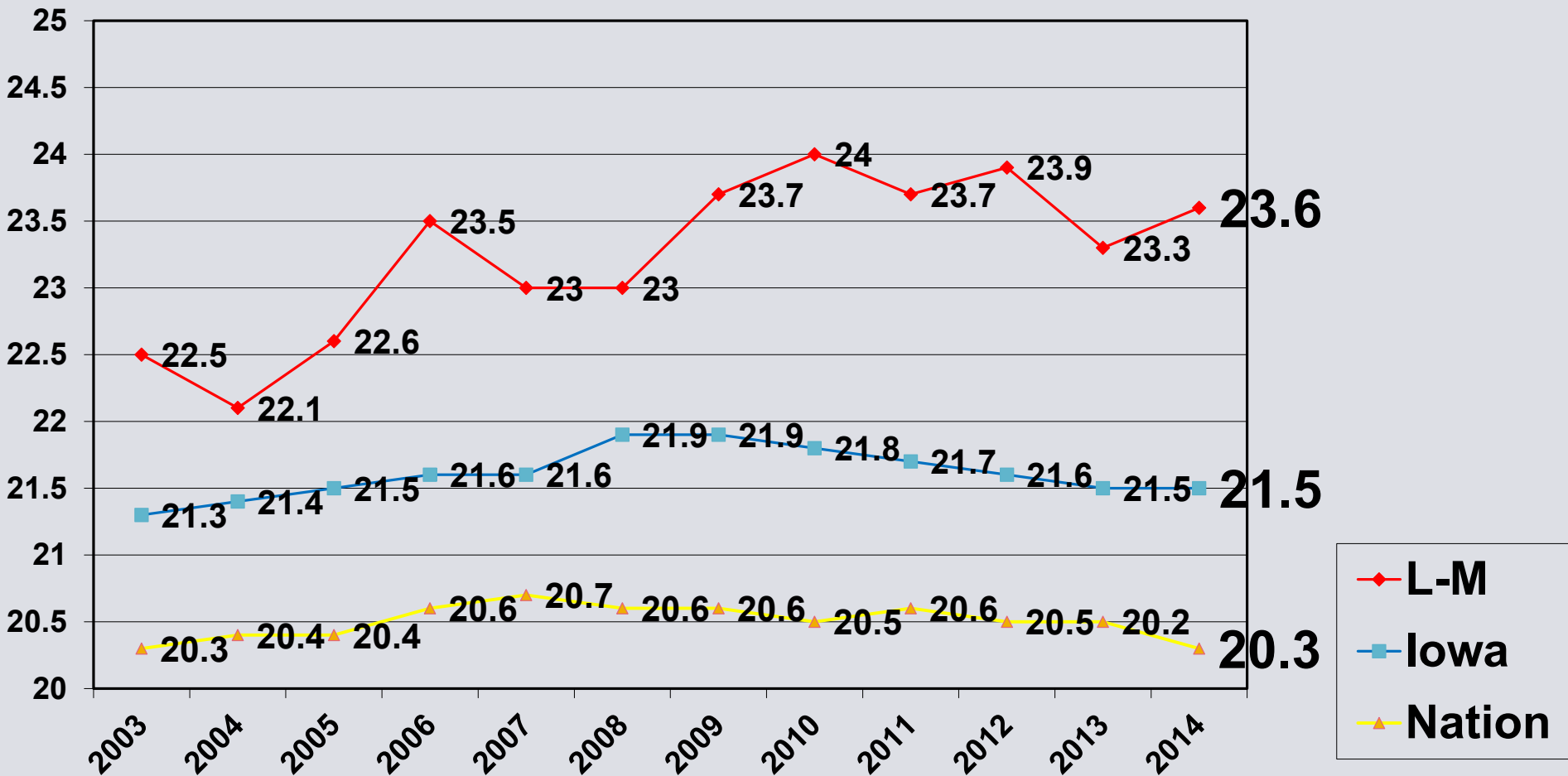
Total Students Tested



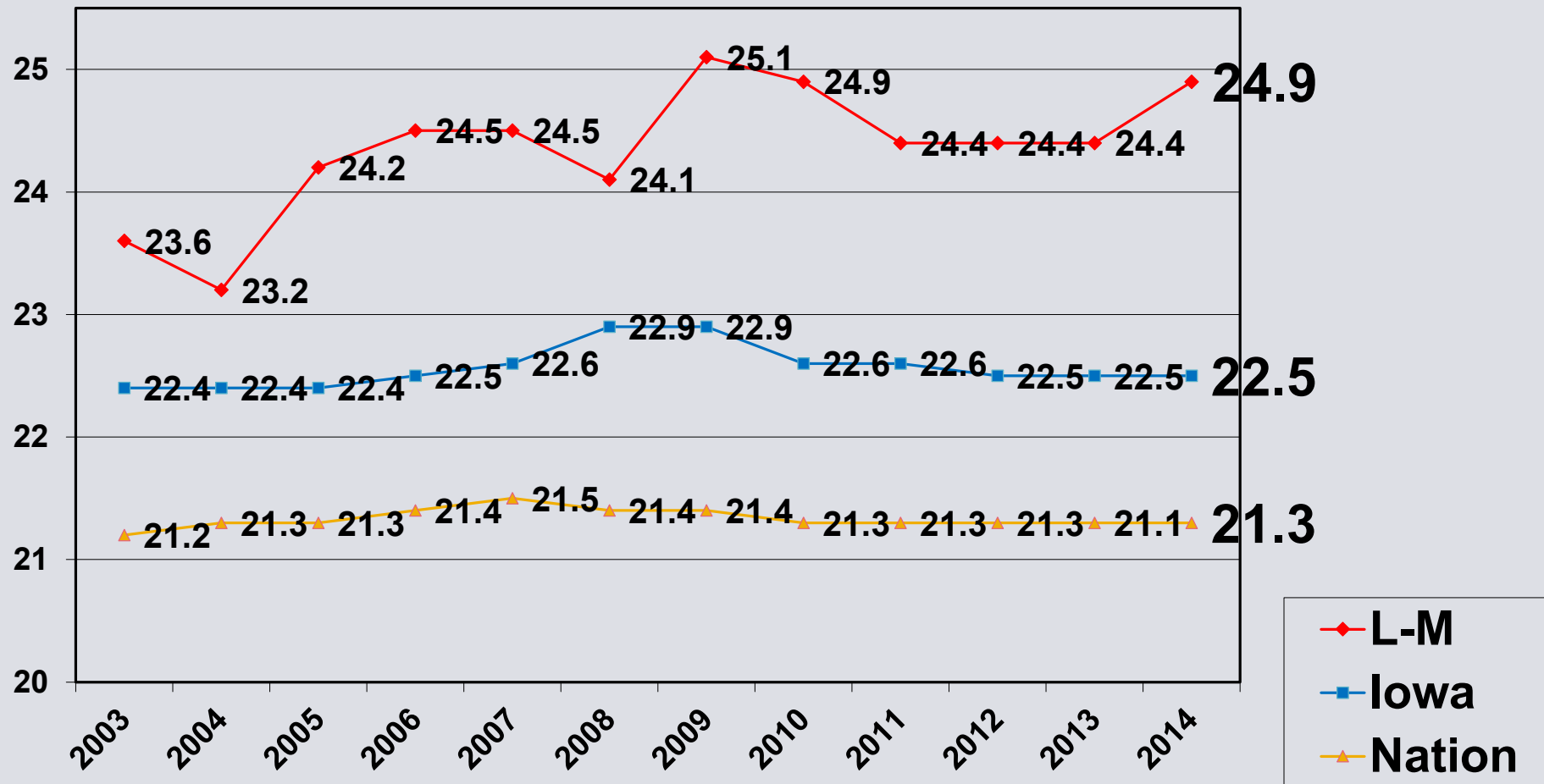
ACT Composite Scores



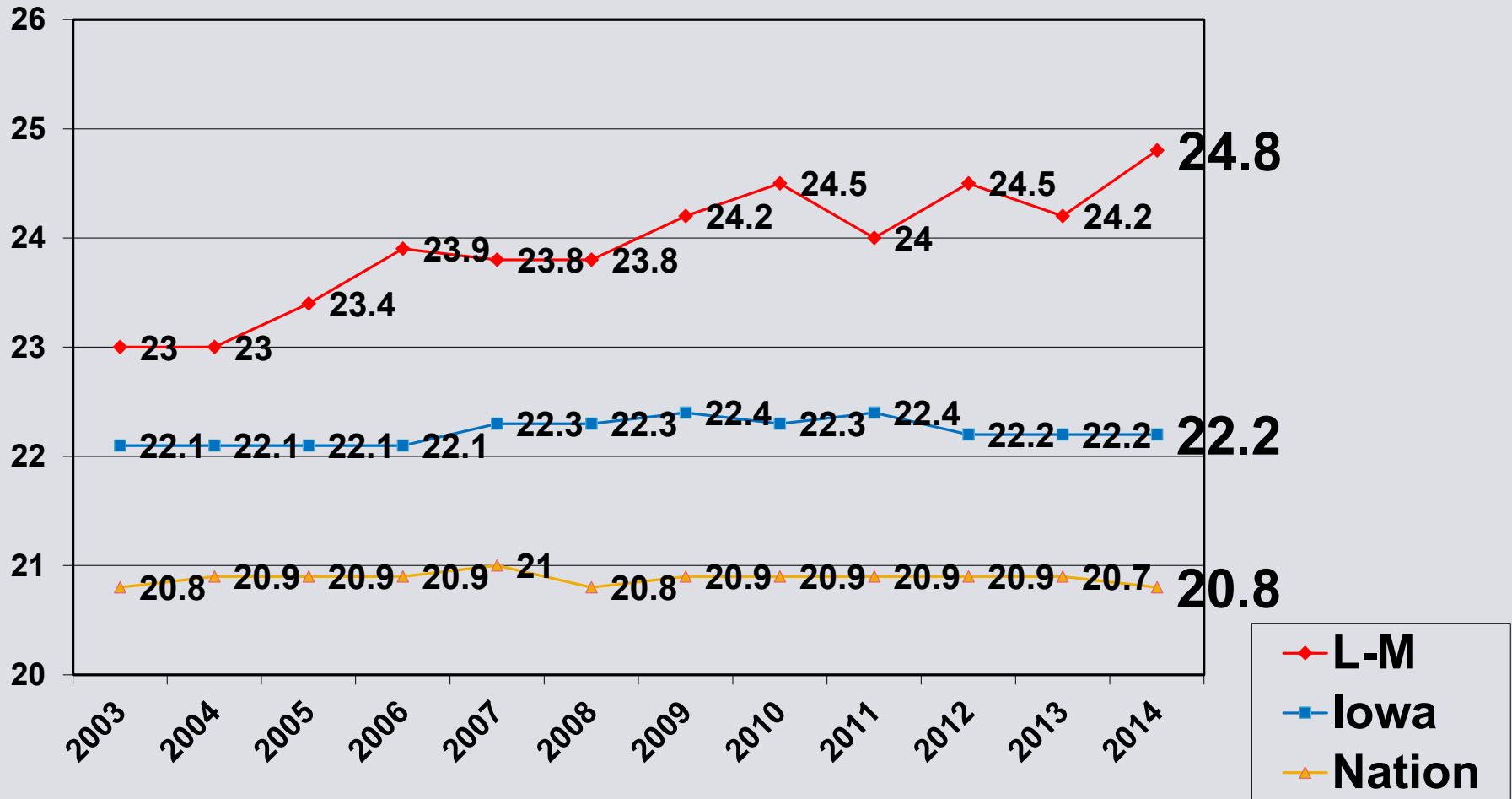
ACT English Scores



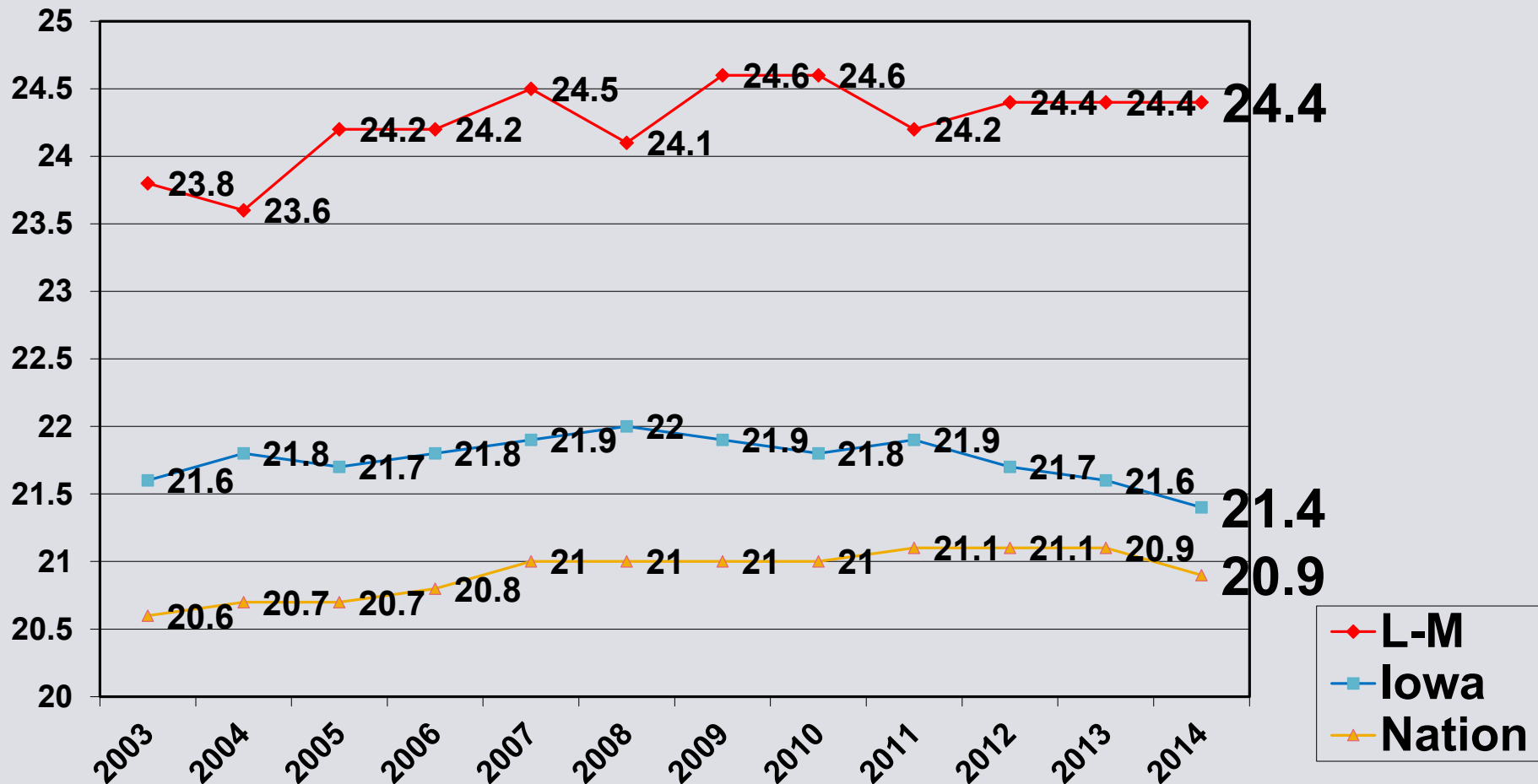
ACT Reading Scores



ACT Science Scores



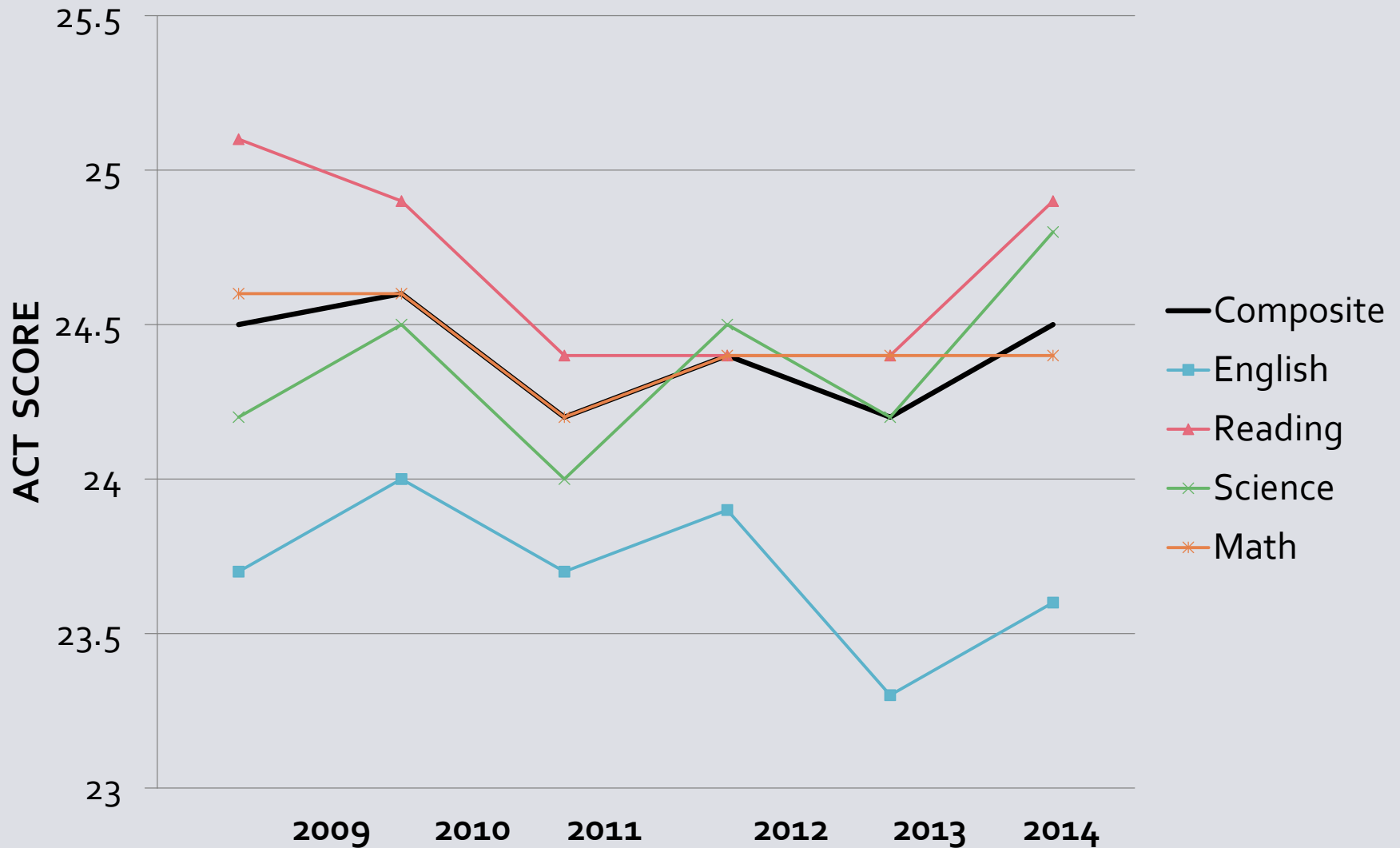
Math Scores ACT



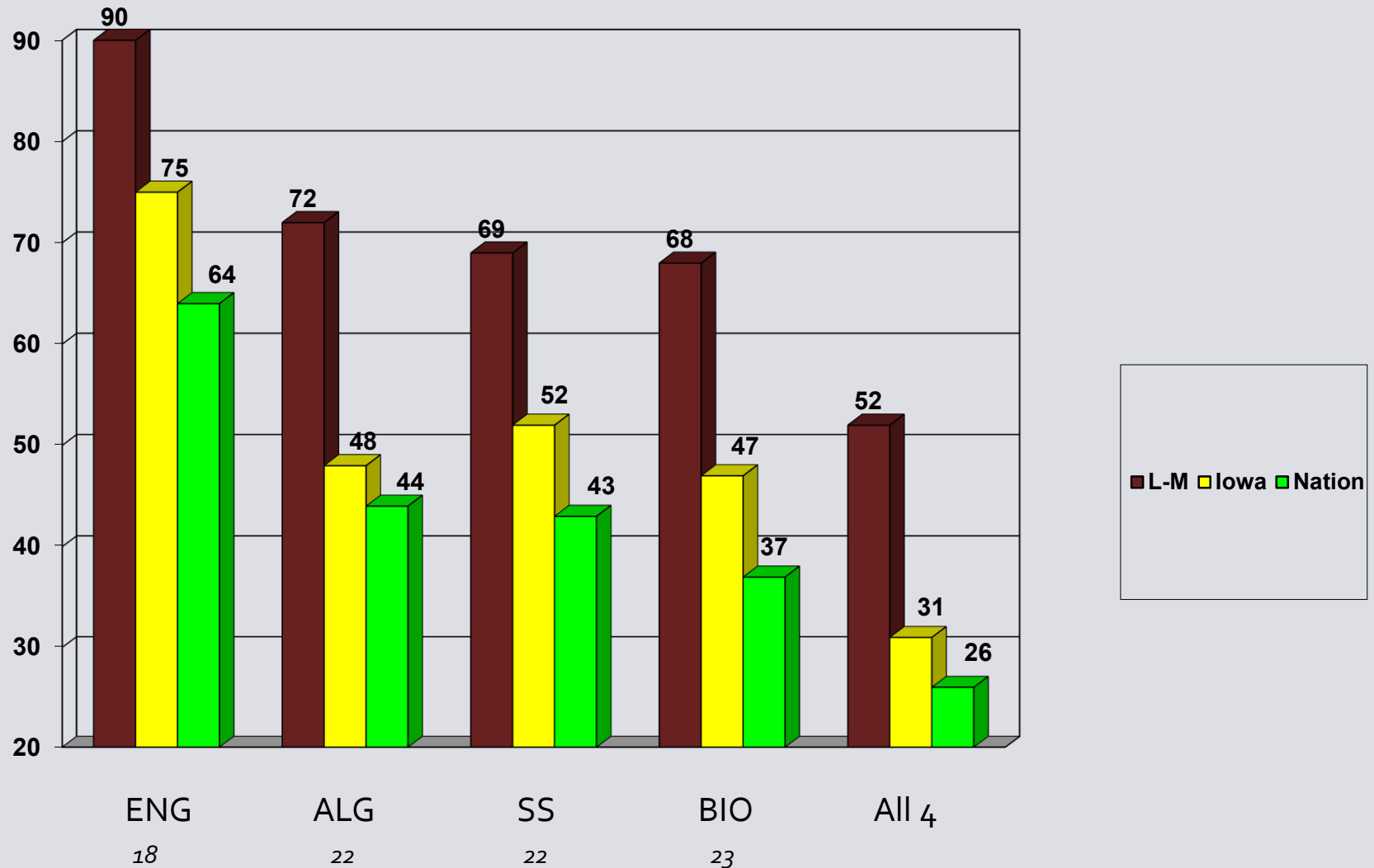
National Data Trend



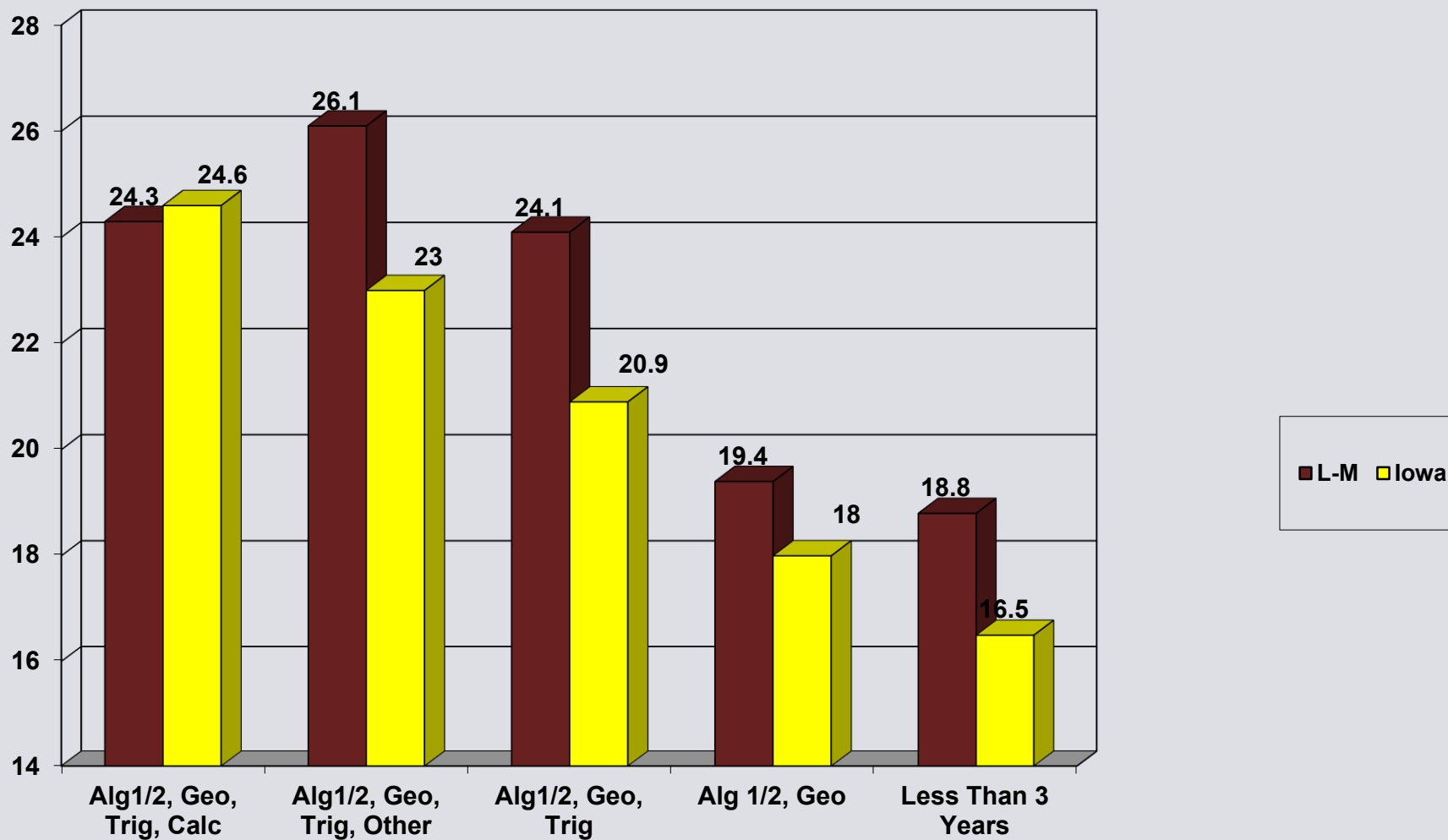
Linn-Mar Data Trend



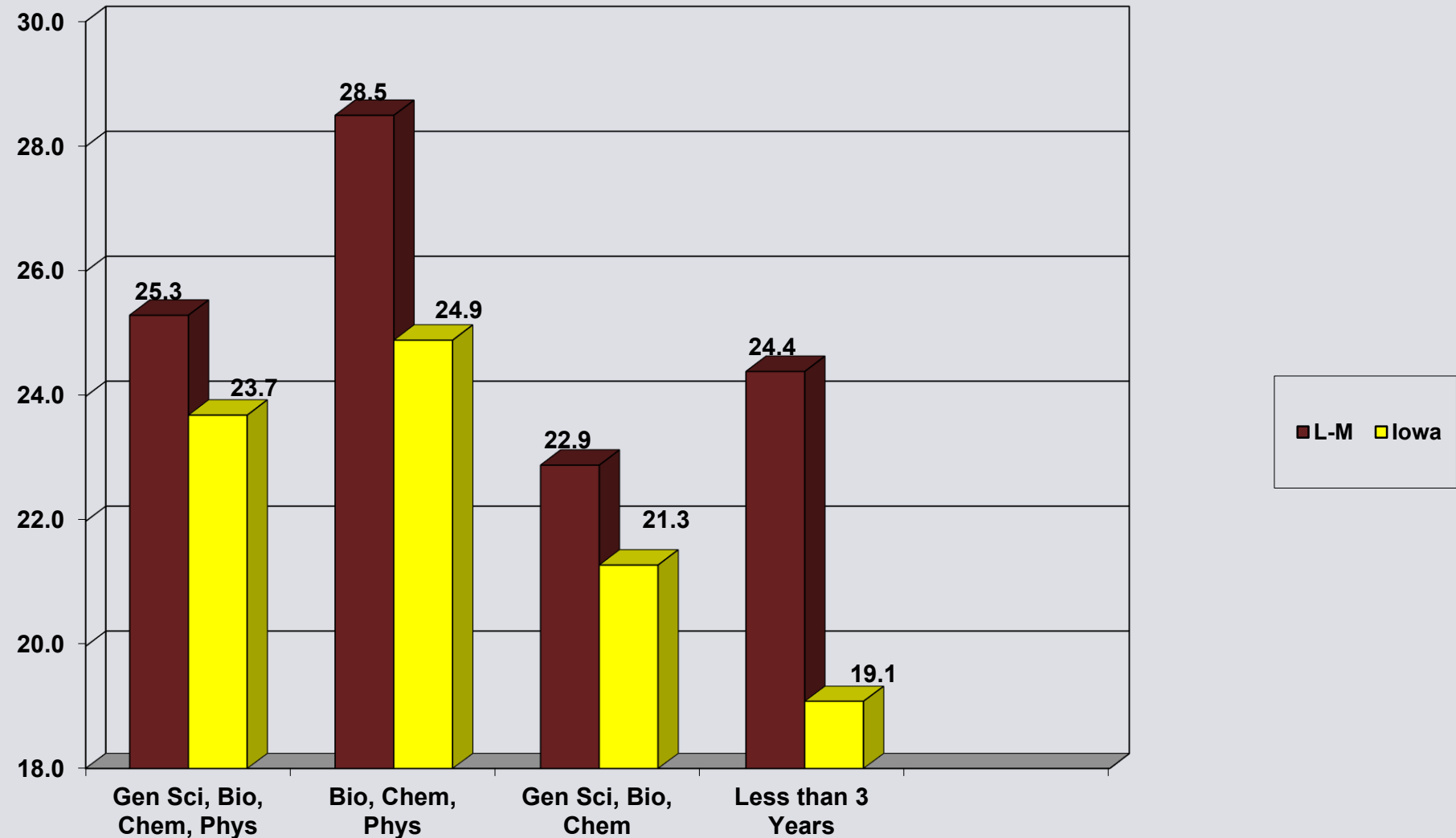
Percent of ACT-Tested Students Ready for College-Level Coursework



Value Added - Mathematics



Value Added - Science

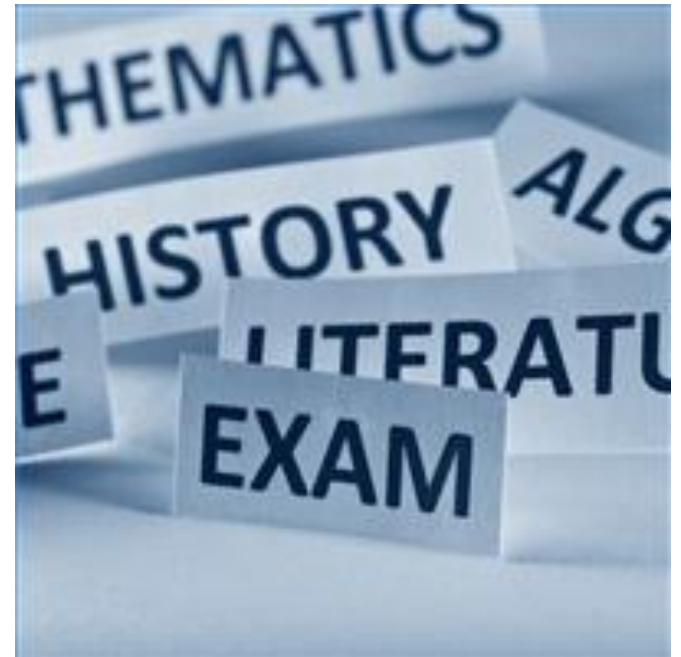


Linn-Mar Advanced Placement Program



Advanced Placement

- Courses provide...
 - ❑ Academic Rigor
 - ❑ Challenge
 - ❑ College Credit
 - ❑ College Course Placement



HF 2679 – “Senior Year Plus”

- Advanced Placement guidelines included in this law:
 - Districts will make AP courses available to all students
 - On-site
 - Collaboration with other districts
 - Online
-

HF 2679 – “Senior Year Plus”

- ❑ Districts include description of AP courses in handbook
 - ❑ Districts ensure AP teachers are properly licensed by the BOEE
 - ❑ Districts establish prerequisites and communicate to all middle school students and parents
 - ❑ Legislature provided funding to defray a portion of each AP exam statewide (50%) ***No longer done***
-

LMHS AP Courses Offered

- American Government
 - Art History
 - Biology
 - Calculus AB
 - Calculus BC
 - Chemistry
 - English
 - Microeconomics
 - Music Theory
 - Physics
 - Psychology
 - Statistics
 - US History
 - World History
 - AP TAG
-

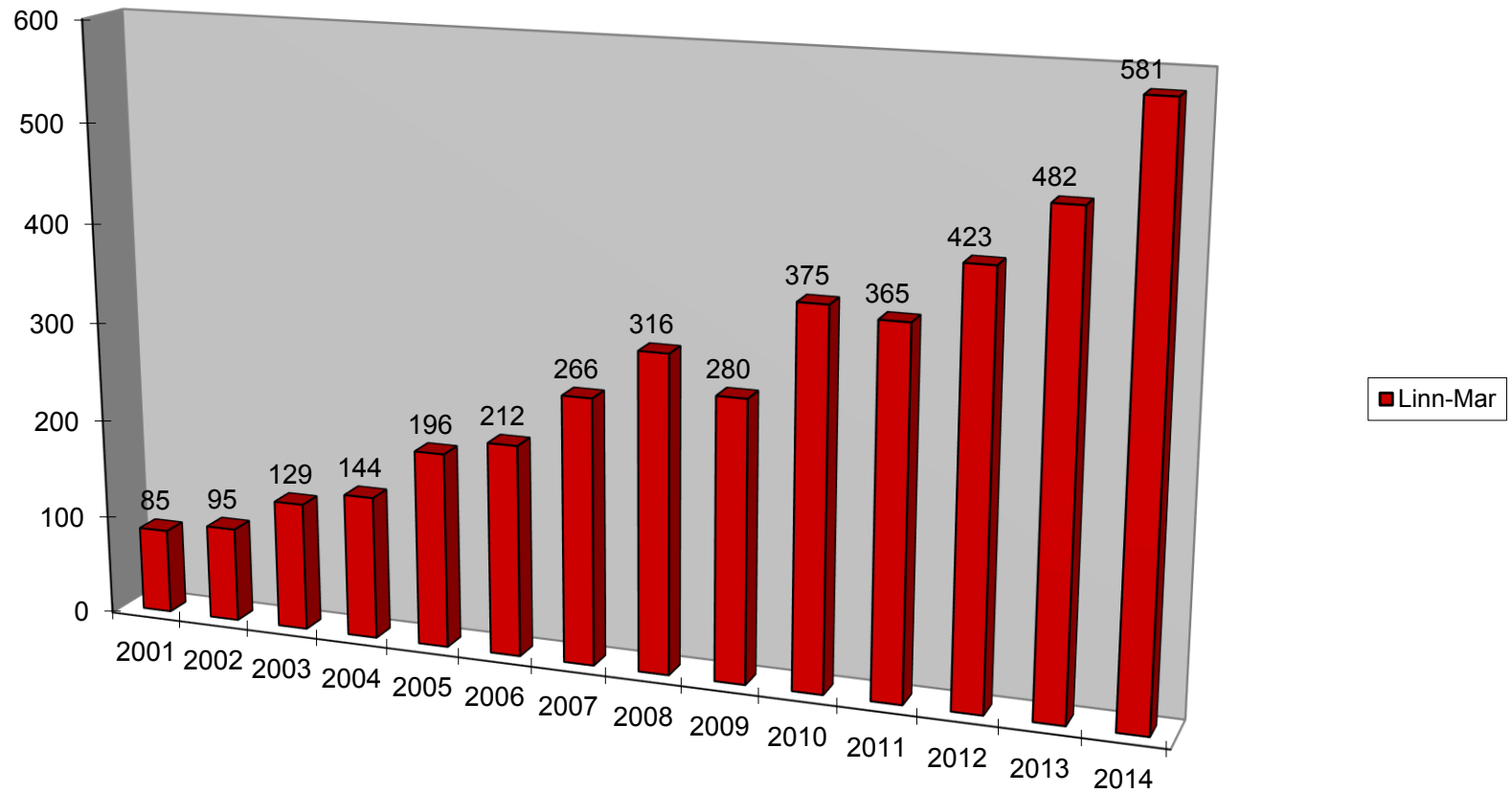
Enrollment

- 15 AP Courses Taught Face to Face
- 743 students enrolled in at least one AP Course '13-'14

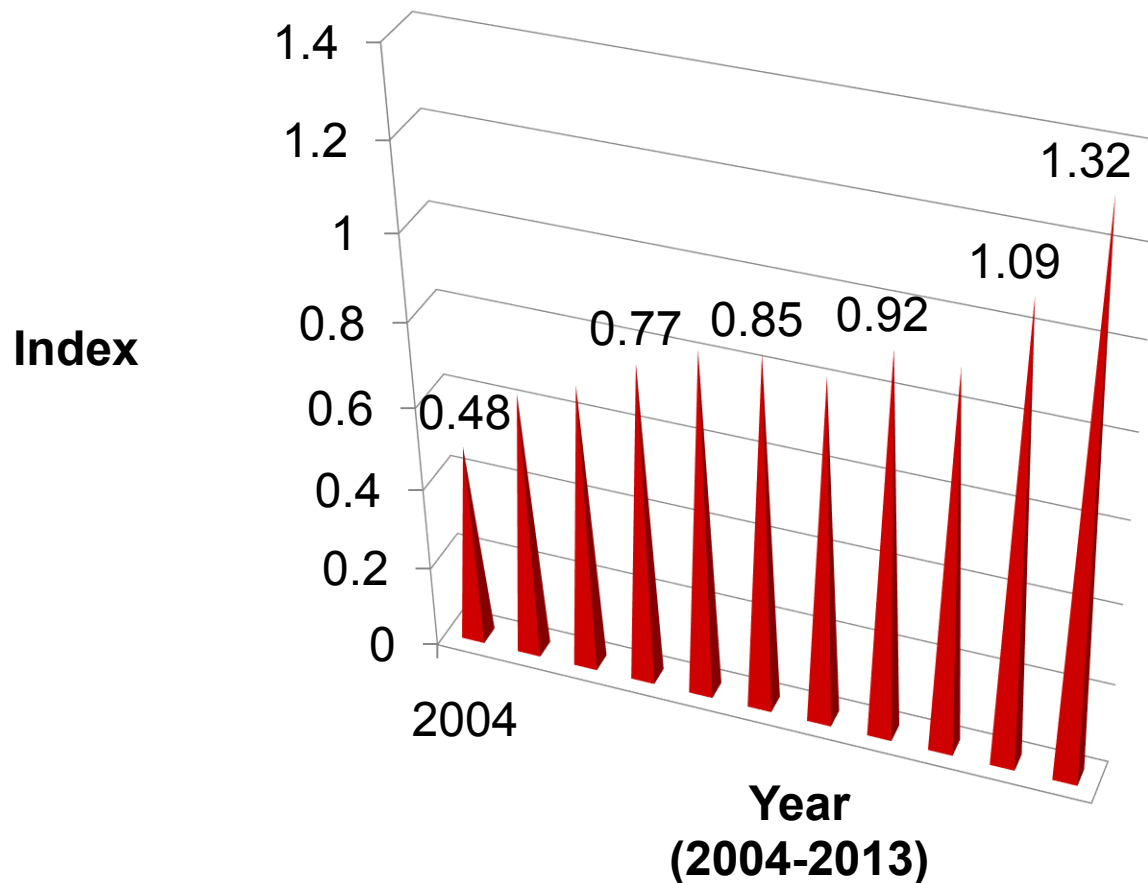
LMHS AP Subject Tests Taken

- 20 different subject exams taken in 2014

Number of AP Exams



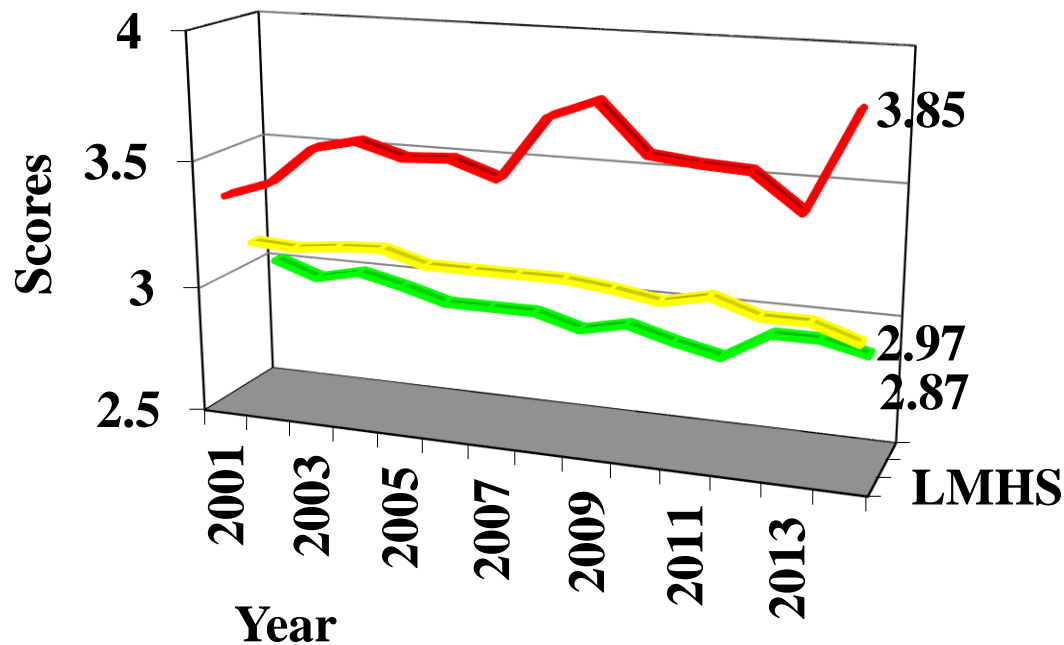
AP Index - Top 50 each year - #17



AP Index = # AP Exams divided by # graduates

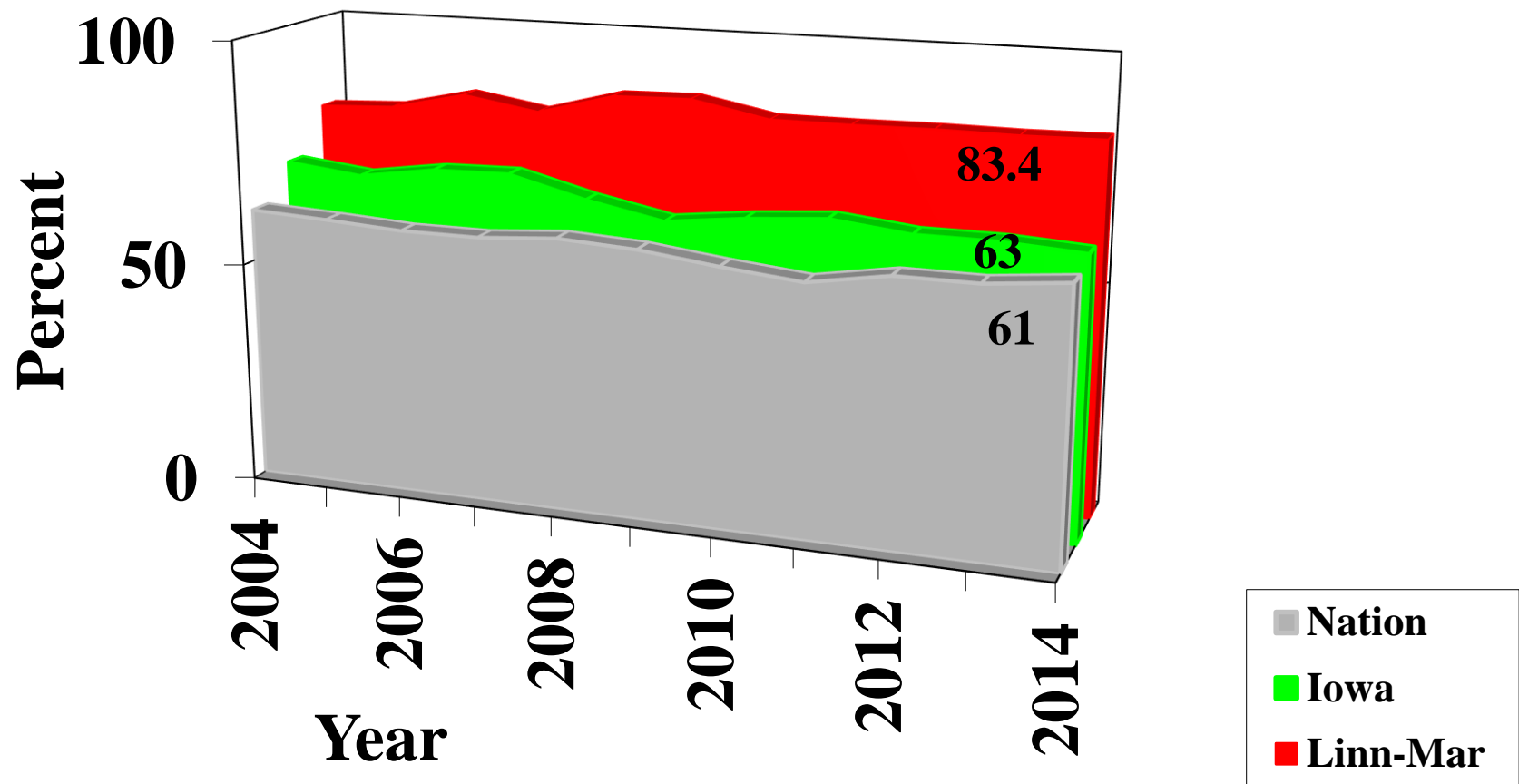
AP Scores – Composite Average

Composite Average AP Exam Scores



AP Scores

Percent AP Scores over 3



Next steps

- Exploring possible future AP courses
 - Environmental Science
 - Accounting
-



Teacher Leadership @ Linn-Mar



WHY Leadership?

- **50% of New Teachers leave the profession within the first 5 years.**
- **46% of teachers say they receive no feedback from evaluations**
- **Half (51%) of teachers are at least somewhat interested in teaching in the classroom part-time combined with other leadership roles or responsibilities in their school or district, including 23% who are extremely or very interested in this option.**

Teachers are weary of being stretched and pulled like Elastigirl. They have been isolated from collaborating with others for too long.





Teacher Leadership provides teachers with the best strategies and resources to implement into their classrooms, so that they can influence teaching and student learning.

Research Based or Hokum?

Teacher Leadership has been around since the 1920's. It was not implemented well until the 1980's. It is heavily research based within the United, States, Canada, Singapore, Finland, and Australia



Teacher leadership is not one more band wagon for us to jump on. It's a vehicle for us to maneuver to accomplish all our school goals.





From Boston to Singapore, across the globe, educators are meeting, collaborating and discussing leadership. It is clear that leaders here and abroad are calling all educators to embrace leadership, think collaboratively, and utilize school day hours in a way that supports teachers and principals and places student learning at the heart of what we do.

Research

Taking the Lead by Joellen Killion

The Skillful Team Leader by Elisa MacDonald

Cultures Built to Last by Dufour & Fullan

Instructional Coaching by Jim Knight

High Impact Instruction by Jim Knight

Unmistakable Impact by Jim Knight

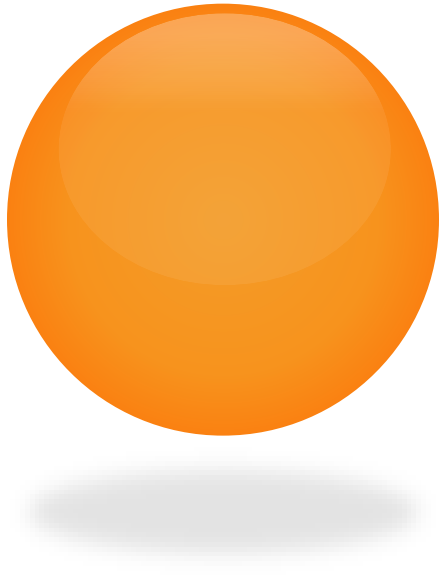
Quiet by Susan Cain

School Leadership that Works by Robert Marzano

Building Teachers' Capacity for Success by Pete Hall

The Art of Coaching by Elena Aguilar

HOW DID WE GET HERE?



- December 2013/January 2014- TLC Advisory Committee and Grant Writing
- January 31, 2014- submitted grant
- March 3, 2014-grants announced
- April, 2014- school visits/job postings/interviewing/hiring
- June, 2014- training in Waukee & Ankeny
- August, 2014-Ed. Leadership Symposium
- Cognitive Coaching August 2014-January 2015



What does it look like @ LM?

Program Coordinator-2

Instructional Strategist-11

Technology Integration Coach-5

Mentor Coach-3

Induction Specialist-51

Model Teacher -20

Curriculum Facilitator-27

Team Leader(grades 6-12)-14

Program Leader(Elem.)-14

Course Development Facilitator-3

~Location: 3rd Floor of the LRC is busy- buzzing with activity.... And the volume has gone up, which is indicative of what you see in good classrooms, talking, networking... a little bit chaotic at times....

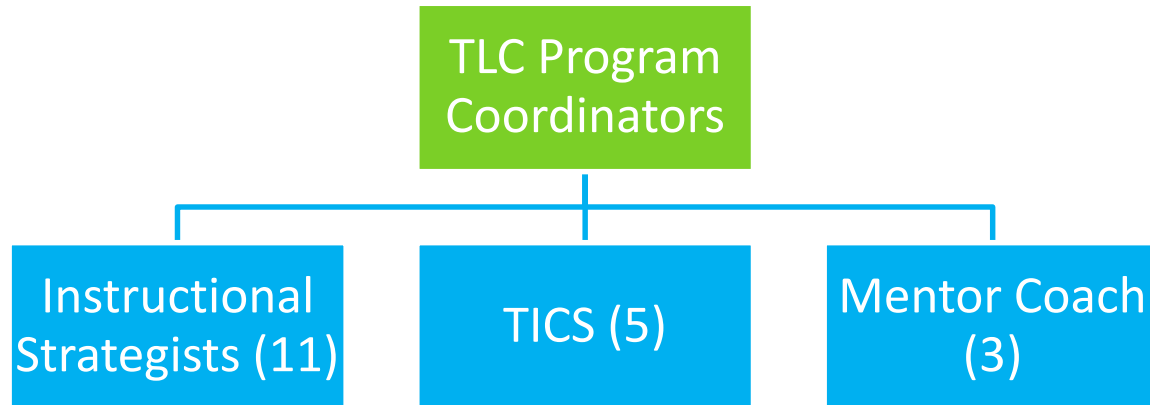
Room 312- Coordinators Housed

Room 308- Mentors & TICS

Strategists in Buildings



Teacher Leaders- Out of the Classroom



4 Roles of Instructional Coaches/Strategists

Consulting

~suggestions on strategies for management, expectations, routines and procedures, how to apply teaching standards

~helping teachers with individual needs

Collaborating

~planning/ sharing knowledge on district curriculum, units of study, daily lessons, research based reading

Observing

~Providing feedback on student behavior, classroom environment, lesson pacing, lesson content and delivery of instruction

Coaching

~Planning, reflecting on data and observations, and problem solving to impact change



Task Tracker

Nicole Redington

| Date | Time in minutes | Building | Task | Action | Level | Notes |
|-----------|-----------------|----------|------------------------------------|---------------|---------|--|
| 8/11/2014 | 60 | OR | Meeting with principal | Collaborating | Level 2 | Expectations, ideas for the year/goals, presentation to staff |
| 8/12/2014 | 10 | OR | Presentation to staff | Consulting | Level 1 | Introduction of my role and what I can do for them |
| 8/12/2014 | 150 | OR | Transition meetings | Observing | Level 4 | Transition of students from one grade to the next. |
| 8/12/2014 | 110 | OR | Staff meeting | Consulting | Level 1 | Touched base with a few teachers asking if I could come in and observe |
| 8/12/2014 | 30 | OR | Technology time | Consulting | Level 1 | Helped three people with technology questions |
| 8/13/2014 | 5 | OR | Checked in with Steven | Collaborating | Level 2 | Ordering materials for literacy classes--coordinating |
| 8/13/2014 | 120 | LRC | Curriculum-MS | Collaborating | Level 2 | ELO sheets, Journaling, PD Days |
| 8/13/2014 | 15 | EX | Check in at Literacy meeting-7t | Consulting | Level 1 | Questions about tests/lining up between buildings |
| 8/13/2014 | 60 | EX | Spanish meeting | Consulting | Level 1 | Talked about grading, final test objectives, and collected data for them to use in their SMART goal. |
| 8/13/2014 | 60 | OR | Compiled data from Spanish meeting | Consulting | Level 1 | Took data from meeting and compiled into spreadsheet for them to use in their SMART goal. |
| 8/14/2014 | 90 | OR | ALICE/Staff meeting | Consulting | Level 1 | Staff directed to hand in their ELOs to me |
| | | | | | | SSS teacher would like a copy of the ELOs so she can better coordinate |

Carol Kesl

Jennie Lorenzen

Sue Atwater

Kim Ophoff

Kelly Kretschmar

Laura Robertson

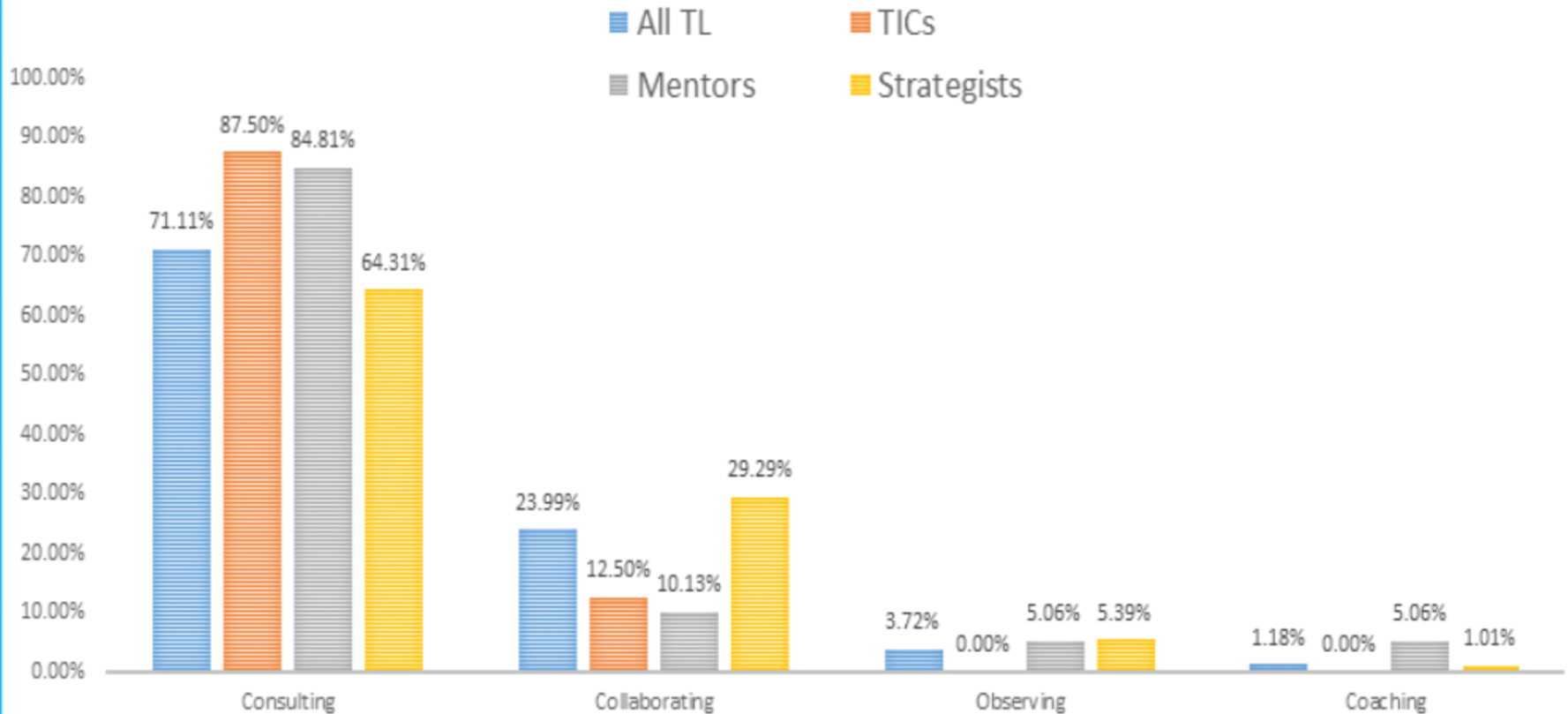
Molly Dabroski

Nicole Redington

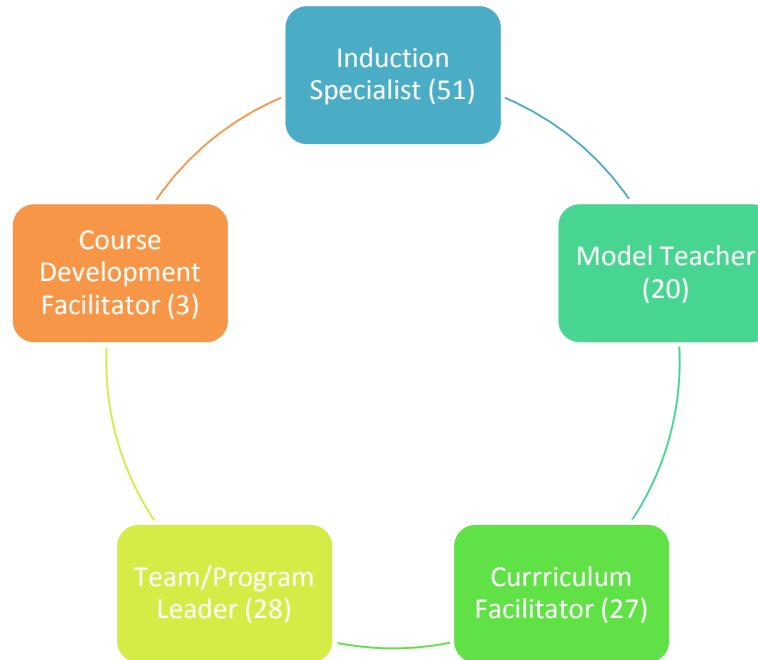
Sara Hofer

Preliminary Findings

COACHING CONTINUUM



In- Classroom Positions



Uniqueness of our Plan

1. Student Focused- Serving 7,000 students PK-12
2. Capacity Building – we are building structure and collaborative relationships in schools and across district
3. Learning for All – students, teachers, administrators, parents, community
4. Mission Driven:
 - Inspire Learning:** on two levels-students and teachers
 - Unlock Potential:** by collaborating with staff, re-structuring time, influencing instruction
 - Empower Achievement:** ultimate goal-continued improvement
5. Utilizing Research to Implement Best Practice



Leadership Facts @ Linn-Mar

~We needed to have 116 positions to reach our 25% of our staff involved in Leadership.

~We will have 150 positions which equals 32% of our staff involved in teacher leadership roles.(This is rare, as many districts are struggling to fill their 25%.)

~ Full-time release positions

66 applicants for 21 positions

55 hours of interviews and deliberation

~In classroom positions:

around 197 applicants for 130 positions

50 hours of interviews and deliberation

~40+ hours networking with other districts in the state who either have coaching programs, are building them, or working on the grant this year

~Requests from other districts working on their grants for support
(Decorah and Waverly)

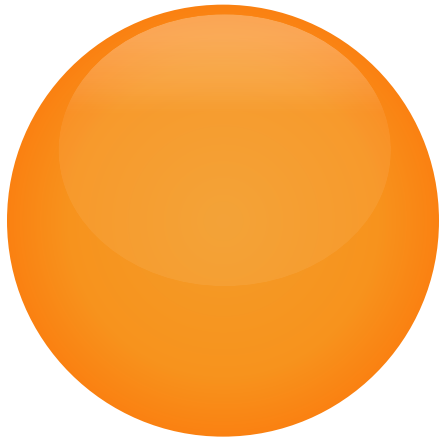
Positive Stories and Anecdotes

~TICs

~Strategists

~Mentor Coaches

What is on the Horizon?



~IMPLEMENTATION
~GOALS/DATA COLLECTION/SURVEYS
~STATE PAPERWORK
~CONTINUED TRAINING AND WORK

Cognitive Coaching Training- 8 days in House from Thinking Collaborative- all 21

TICS- Grantwood Training/ITEC-October

Coordinators:

Planning Professional Development Class- October

National Learning Forward Conference in December

Ways to Follow our Progress



Linn-Mar Teacher Leaders 2014-15

| Program Coordinator | Mentor Coach | Technology Integration Coach | Instructional Strategist |
|---------------------|----------------------|---|--|
| Debra Barry | <i>Elementary</i> | | |
| Erin Watts | Carol Kesl | Karla Koenen Jessica Zimmerman Ryan Gotto | Molly Dabroski <i>Wilkins</i> Sara Hofer <i>Indian Creek</i> Tiffany Kinzenbaw <i>Linn Grove</i> Kelly Kretschmar <i>Westfield</i> Kim Ophoff <i>Novak</i> Laura Robertson <i>Echo Hill</i> Terri Streicher <i>Bowman Woods</i> |
| | <i>Middle School</i> | | |
| | Jennie Lorenzen | CJ McDonald | Nicole Redington <i>Oak Ridge</i> Steven Starkey <i>Excelsior</i> |
| | <i>High School</i> | | |
| | Sue Atwater | Dana Lampe | Sheri Crandall Tina Oberbroeckling |

Teacher Leaders 2014-15

| <u>Full-Time Release Positions</u> 21 | <u>Model Teachers</u> 20 | <u>Curriculum Facilitator-27</u> HS-4, MS-4, EL-18, Pre-K- 1 | <u>Team Leader-14</u> HS-8 MS-6(1 per grade level) | <u>Program Leader-Elem</u> 14 total: 7- PBIS, 7-MTSS | <u>Course Development Facilitator</u> 3 |
|--|-----------------------------|---|--|---|--|
| Coordinator-Debra Barry | HS-Jeanne Turner | HS-Karla Blakely-Science | HS-Bob Forsyth-P.E. | WF-Jennifer Novak | Sue Kraus-OR |
| Coordinator-Erin Watts | HS-Audrey Ollinger | HS-Kyle Becker-SS | HS-Audrey Ollinger-math | WF-Ashley Messeril | Lisa Klein-ELL |
| Elem. Mentor Coach-Carol Kesl | OR-Tim Stamp | HS-Lisa Schumacher-math | HS-Sherri Condon-Foreign Language | BW-Kim Frady(MTSS) | Sally Reck-IC |
| Middle Mentor Coach-Jennie Lorenzen | OR-Brett Dupree | HS-Lee Kibbie-English | HS-John Hanson-SS | BW-Jill Brockshink(safe schools) | |
| HS Mentor Coach-Sue Atwater | OR-Monique Lillie | OR-Patrice Winkel | HS-Karla Blakely-science | LG-Karissa Brincks(PBIS) | |
| Elem. TIC-Karla Koenen | EX-Kim Sleezer | OR-Melissa Tompkins | HS – LA _____ | LG-Todd Walker | |
| Elem. TIC-Jessica Zimmerman | EX-Emily Pearson | EX-Jess Dirks | HS-Kristin Hanson-Student Support S. | IC-Kara Felber | |
| Elem. TIC-VACANT | EX-Todd Lane | EX-Brian McAndrew | HS-Steve Stickney Fine Arts | IC-Beth Frangella | |
| Middle TIC-CJ McDonald | IC-Amy Hutcheson | WF-Juli Wirtjes(K-2) | EX-Erica Glew(6 th) | WE-Katie Young(PBIS) | |
| HS TIC-Dana Lampe | WF-Rhonda King | WF-Jen Canby(3-5) | EX-Julie Pfeiffer(7 th) | WE-Rachel Trappe(MTSS) | |
| WE Inst. Strategist-Molly Dabroski | WE- Jen Christopherson | BW-Amanda Goodlove(K-2) | EX-Jess Dirks(8 th) | NE-Brittany Harris(PBIS) | |
| IC Inst. Strategist-Sara Hofer | WE-Lori Manley | BW-Jill Brockshink(3-5) | OR-Laurie Slater (6 th) | NE-Shanna Furlong | |
| LG Inst. Strategist-Tiffany Kinzenbaw | BW-Beth Hayes | LG-Karissa Brincks(K-2) | OR-Beth Goldberg (7 th) | EH- _____ | |
| WF Inst. Strategist-Kelly Kretschmar | BW-Amanda Goodlove | LG-Jennifer Hammes(3-5) | OR-Christy Good (8 th) | EH-Deb Liechty(MTSS) | |
| NE Inst. Strategist-Kim Ophoff | EH-Mary Symmonds | IC-Jen Dechant(K-2) | | | |
| EH Inst. Strategist-Laura Robertson | EH-Wendy Edwards | IC-Colleen Fritz (3-5) | | | |
| BW Inst. Strategist-Terri Streicher | LG-Tina Martin | WE-Lori Manley(K-1) | | | |
| OR Inst. Strategist-Nicole Redington | LG-Melissa Bray | WE-Betsy Bushlack(3-5) | | | |
| EX Inst. Strategist-Steven Starkey | NE-Kristin Clinkenbeard | NE-Jill Paulson(K-2) | | | |
| HS Inst. Strategist-Sheri Crandall | NE-Rachel Morris | NE-Rachel Morris(3-5) | | | |
| HS inst. Strategist-Tina Oberbroeckling | | EH-Tara Seery((K-2) | | | |
| | | EH-Sarah Russel(3-5) | | | |
| | | PRE-K-Shawna Widdell | | | |
| | | El. Art-Mike Brandt | | | |
| | | El. Music-Tanya Rosenkranz | | | |
| | | El. Media-Deb Wegmann | | | |
| | | El. P.E.-Amy Hutcheson | | | |

| | Elementary | | Middle School | | High School | |
|----------------------------------|----------------------------------|-----------------------------|--------------------------------|-----------------------------|----------------------------------|-----------------------------|
| | <i>new staff</i> | <i>induction specialist</i> | <i>new staff</i> | <i>induction specialist</i> | <i>new staff</i> | <i>induction specialist</i> |
| Year 1 | Hailee Gehrls, EH, music | Keelyn Kanz (WF, music) | Amy Tristano, EX, Spanish | Amy Russell | Abbey Losch, HS, science | Karla Blakely |
| | Leandra Morris, EH, 3rd | Sarah Russell | Chelsea Fox, EX, 6th | Steve Moses | Dennis Fleege, HS, math | Lisa Schumacher |
| | Erica Cram, LG, K | Tina Martin | Kelsey Brown, EX, Vocal | Wendy Luedeman | Trenton Buglewicz, HS, music | Bob Anderson |
| | Danyel Kolek, IC, 2nd | Beth Frangella | Ryan Shaffer, OR, 7th | Scott Smith | | |
| | | | Victoria Wanda, OR, counselor | Sue Krause | | |
| | | | | | | |
| Year 2 | Nicole Davidson, BW, 3rd | Courtney East | Emily Covington, EX, 6th | Erica Glew | Sean Smith, HS, SSS | Kat Powers |
| | Tammy Krotz, BW, SSS | Debbie Stein | Tim Lovell, EX, PE | Jason Robinson | Peter Martin, HS, counselor | Greg Hall |
| | Jamie Krusie, IC, 2nd | Kara Felber (K) | Jessie Hicks, EX/OR, French | Sherri Condon | Elizabeth Kreher, HS, counselor | Dave Kennedy |
| | Chris James, IC, 3rd | Leigh Ann Cleland | Sara Steimel, OR, TAG | Jenny Brase | Leeanne Rodriguez, HS, math | Gwen Kuper |
| | Ali Austin, EH, SSS | Symon Sandborn | Erin Vaughn Murphy, OR, 8th LA | Christine Good | | |
| | Natalie Schaffer, LG, 5th | Todd Walker | | | | |
| | | | | | | |
| veteran teacher, new to district | Sara Hovden, WE, art | Jen Christopherson | Erich Harksen, EX, 8th Science | Todd Lane | Jonathan Welch, HS, .5 Orchestra | Josh Reznicow |
| | Deb Wells, WE, .4 Reading | Michelle Dalton | Anna McNabb, EX, Spanish | Marta Pumroy | Andrew Branan, HS, SS | Allison Borchers |
| | Alice Murray, WE, 5th | Betsy Bushlack | Candice Mullnix, EX, 7th LA | Julie Pfeiffer | Carrie Shindelar, HS, Spanish | Mary Kaalberg |
| | Joseph Gatto, LG, 3rd | Cheryl Read | Robert Ortiz, EX, Tech | Tim Stamp | Josh Handke, HS, math | Audrey Ollinger |
| | Molly Mulherin, LG, SSS | Ann Loftus | Cathy Bucklin, EX 6th, math | | Kathryn Woerner, HS, SS | John Hanson |
| | Amy Bowman, NE, 1st | Holly Pieffer | Katlyn Henik, OR, SSS | Sue Hershner | David Swaney, HS, SS | Kyle Becker |
| | Shelly Pottebaum, NE, .5 Reading | Shanna Furlong | Michael Moran, OR, SS | Beth Goldberg | Jacqueline Davis, Success Center | Hicks & McSweeney |
| | Christy Martin, NE, ECSE | no IS need (per Carol) | | | | |
| | Jesse Hart, BW, 2nd | Jill Brockshink | | | | |
| | Kate Turner, BW, SSS | Beth Hayes | | | | |
| | Molly Schuett, BW, K | Kim Frady | | | | |
| | Stephanie Sears, EH, 2nd | Diane Irvine | | | | |
| | Shelly Jelinek, EH, K | Wendy Edwards | | | | |

Induction Specialist

Matched to a newly hired teacher in the same building and/or content, serving as resource for everyday questions

Model Teacher

Has an open-door policy allowing others to observe in the classroom, models best practice in planning and instruction

Curriculum Facilitator

Works with Directors of Teaching and Learning in selecting and implementing new curriculum

Program Leader

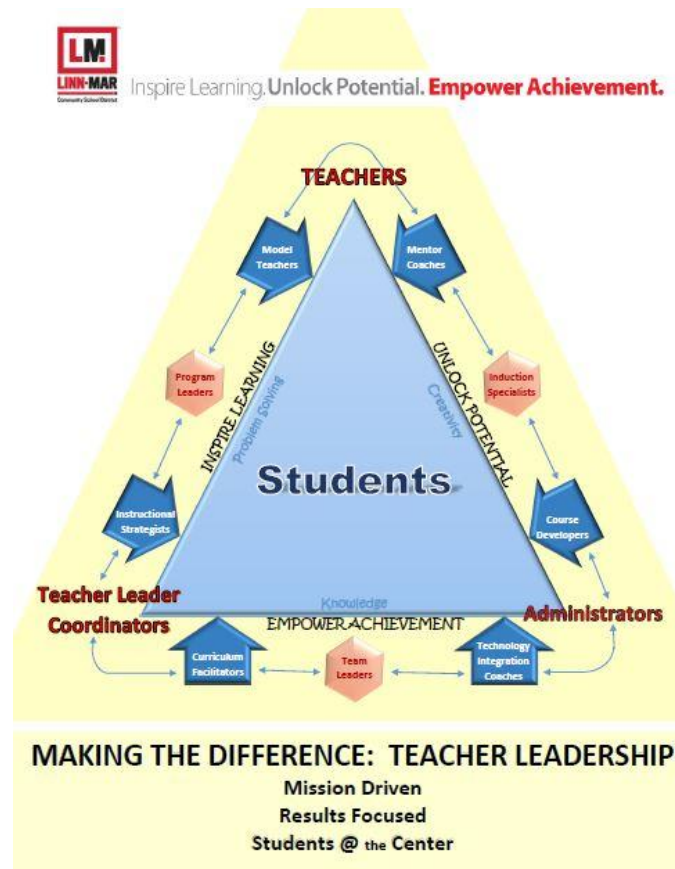
Leads a group on a specified district initiative such as Iowa Core, PBIS, MTSS

Team Leader

Leads a content, grade level or department team

Course Development Facilitator

Develops courses for advancement of a teacher's professional learning.



Steven Starkey

Instructional Strategist

Excelsior Middle School

"The purpose of our education system is to ensure each child has as many opportunities for success as possible. The Teacher Leadership and Compensation Plan will provide teachers with resources and supports to ensure they are reaching every student and providing them with the opportunity to achieve at a high level."

Teacher Leadership

A Cooperative to Enhance Student Learning



The Instructional Strategist

Plans, reflects & problem solves alongside the classroom teacher.

- Provides information on student needs & behavior, pedagogy, curriculum & procedures, classroom structure & environment
- Examines lesson content, delivery and implementation

Kiosk of Resources & Knowledge

- Provides a unique structure for each teacher's individual needs



The Instructional Strategist offers support in defining clear targets for learning, data collection and analysis, differentiated instruction based on achievement data and various types of formative assessment.

The best way a mentor can prepare a great leader is to expose him or her to other great people.

-John C Maxwell



The Mentor Coach

Works with teachers in the first and second year of the profession.

- Leads professional development
- Observes teachers weekly (year 1) or monthly (year 2)
- Pre and/or post conferences around observations
- Co-teaches/demonstrates strategies
- Assists with goal writing
- Provides extensive support in curriculum, planning, & lesson pacing
- Collects and analyzes data
- Oversees the Induction Specialists assigned to their new teachers
- Provides guidance on higher education opportunities

The Technology Integration Coach

"We are currently preparing students for jobs that don't yet exist, using technologies that haven't been invented, in order to solve problems we don't even know are problems yet."

---Did You Know 2014?

In house assistance

The TIC plans, co-teaches, researches, & assists classroom teachers in selecting and implementing effective technology strategies.

- Demonstrates up-to-date knowledge of all district technology initiatives (hard and software)
- Shares instructional and professional resources related to technology
- Works in classrooms to assist teachers in technology implementation, including model and co-teaching
- Facilitates, designs and delivers professional development related to technology
- Troubleshoots problems and searches out solutions

Teacher Leadership: Making the Difference at Linn-Mar

Teacher Leadership is an opportunity for teachers to help their colleagues by sharing instructional resources, areas of expertise, and effective teaching strategies in a variety of roles in and out of the classroom settings.

All of our Teacher Leaders at Linn-Mar will work with adult learners, communicate with the staff and the community as well as have an impeccable knowledge of content and pedagogy.

Teacher Leadership at Linn-Mar is a cooperative to improve instructional practice and enhance student learning and achievement.

High School Mentor

Sue Atwater

Middle School Mentor

Jennie Lorenzen

Elementary School Mentor

Carol Kesi

The Mentor Coach

Guides teachers in the first and second year of the profession.





How Can a Mentor Coach Offer Support?

Consulting

- Providing information about student needs, pedagogy, curriculum, and procedures
- Applying teaching standards

Collaborating

- Developing ideas and focus for investigation
- Solving instructional challenges
- Applying shared ideas
- Learning together

Observing

- Providing feedback on student behavior, classroom environment
- Examining lesson content and delivery

Cognitive Coaching

- Planning, reflecting and problem solving together

“As a mentor coach I am committed to the task of helping beginning teachers find success and gratification in the teaching profession. Through a well-planned mentor and induction program we will support and assist our new teachers in becoming highly effective educators.”

~Sue Atwater
Mentor Coach

Where does a Mentor Coach Offer Support?

- Observes teachers weekly (year 1) or monthly (year 2)
- Pre and/or post conferences around observations
- Co-teaches/demonstrates strategies
- Assists with goal writing
- Provides extensive support in curriculum, planning, & lesson pacing
- Collects and analyzes data
- Oversees the Induction Specialists assigned to their new teachers
- Provides guidance on higher education opportunities

The Mentor/Induction Specialist Connection

The Mentor Coach can support teachers by building a strong foundation of understanding management strategies, lesson design, pacing, and mastering curriculum and content.

The role of an Induction Specialist is to provide immediate support and guidance for building procedures, daily questions, and curriculum needs.

The Mentor Coach and the Induction Specialist work together to ensure teachers are getting the support they need to increase student achievement.

Program Coordinators

Debra Brarry · (319) 447-3450
dbrarry@linnmar.k12.ia.us

Erin Watts · (319) 447-3451
ewatts@linnmar.k12.ia.us

**2014-2015 Linn-Mar Mentor Program
Induction Specialist & Mentor Responsibilities Checklist**

| Induction Specialist or Principal | Mentor Coach | Both |
|--|--|--|
| <input type="checkbox"/> Building tour <input type="checkbox"/> Staff introductions <input type="checkbox"/> Share daily schedule <input type="checkbox"/> PowerSchool- attendance and grades <input type="checkbox"/> SEMS- how to get a sub/when to get a sub/sub plans. Emergency illness, who to contact <input type="checkbox"/> iVisions- how to use <input type="checkbox"/> Ordering copies from the LM website <input type="checkbox"/> Set-up voice mail <input type="checkbox"/> Location and use of teaching supplies <input type="checkbox"/> Duties- hall, lunchroom, bus <input type="checkbox"/> Pass expectations- nurse, hall etc. <input type="checkbox"/> Fire and tornado procedures <input type="checkbox"/> Emergency Response Guide <input type="checkbox"/> Open house/ Conferences/Back to School night- what to do and how to prepare <input type="checkbox"/> Cover important testing windows and assessment periods <input type="checkbox"/> Staff meetings date and location <input type="checkbox"/> Department meetings date and location PLC <input type="checkbox"/> Work orders/IT request <input type="checkbox"/> Parent/ student handbook <input type="checkbox"/> Curriculum resources | <p>Year 1</p> <input type="checkbox"/> Weekly observations and follow up meeting <input type="checkbox"/> Help mentee prepare 1-2 weeks of lesson plans | <input type="checkbox"/> Classroom managements <input type="checkbox"/> Parent communications <input type="checkbox"/> Content specific curriculum |
| | <p>Year 2</p> <input type="checkbox"/> Monthly observations and follow up meeting <input type="checkbox"/> Bi-monthly meetings to check in <input type="checkbox"/> Review beginning of the year lesson plans | <p>District Responsibilities</p> <input type="checkbox"/> Board policies <input type="checkbox"/> Safety <input type="checkbox"/> Reporting injuries <input type="checkbox"/> Leave <input type="checkbox"/> iVisions <input type="checkbox"/> Licensure <input type="checkbox"/> Harassment |
| | <p>All</p> <input type="checkbox"/> Establish rules and procedures <input type="checkbox"/> Share district calendar <input type="checkbox"/> Contract expectations <input type="checkbox"/> Staff handbook <input type="checkbox"/> Cover Iowa Teaching Standards <input type="checkbox"/> Go over Professional Growth goals/evaluation requirements <input type="checkbox"/> Portfolio requirements <input type="checkbox"/> Help prepare substitute folder <input type="checkbox"/> Clarify, revisit, reinforce district information and procedures <input type="checkbox"/> Support induction specialist <input type="checkbox"/> IEP Policies, student <input type="checkbox"/> 504 Policies, student <input type="checkbox"/> AEA support services <input type="checkbox"/> Grant Wood AEA website <input type="checkbox"/> Grad classes prior approval <input type="checkbox"/> Blood borne pathogens/child abuse <input type="checkbox"/> Fundraising | <p>This form is to be used as a guide for the mentee, induction specialist and mentor coaches. Some responsibilities will overlap.</p> |

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Elementary

Karla Koenen

Jessica Zimmerman

Middle School

CJ McDonald

Linn-Mar High School

Dana Lampe

The Technology Integration Coach

Integrating instructional technology at Linn-Mar.





Where does a Technology Integration Coach Offer Support?

- Professional Learning Communities
- Planning/Prep time
- Grade level/content teams
- Modeling/co-teaching in the classroom
- Professional Development Days
- TQSA Workshop offerings
- Website: lmtics.wordpress.com

How can a TIC Offer Support?

Consulting

- Providing relevant and current information about technology resources
- Applying teaching standards

Collaborating

- Developing ideas to focus on technology integration
- Solving technology challenges
- Applying shared ideas
- Learning together

Observing

- Providing feedback on technology integration
- Examining lesson content and delivery

Cognitive Coaching

- Planning, reflecting and problem solving together

The Coach supports the implementation of effective instructional strategies based on the International Society of Technology in Education (ISTE) Standards for Teachers:

- Facilitate and inspire student learning and creativity
- Design and develop digital age learning experiences and assessments
- Model digital age work and learning
- Promote and model digital citizenship and responsibility
- Engage in professional growth and leadership

In What Areas can a TIC Offer Support?

- Office 2013 Applications
- Office 365 Tools and Sharing
- PowerSchool
- FAST
- Think Central
- Everyday Math Online
- Use of technology devices (Mimio, iPad, Ladibug, Elmo, etc.)
- Web 2.0 Tools

And additional technology applications to enhance the teaching and learning of all segments of teachers' lessons.

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Bowman Woods Elementary

Terri Streicher

Echo Hill Elementary

Laura Robertson

Indian Creek Elementary

Sara Hofer

Linn Grove Elementary

Tiffany Kinzenbaw

Novak Elementary

Kim Ophoff

Westfield Elementary

Kelly Kretschmar

Wilkins Elementary

Molly Dabroski

Excelsior Middle School

Steven Starkey

Oak Ridge Middle School

Nicole Redington

Linn-Mar High School

Sheri Crandall
Tina Oberbroeckling

The Instructional Strategist

Influencing teaching and learning at Linn-Mar.





Where does an Instructional Strategist Offer Support?

- Professional Learning Communities
- One-on-one conversations
- Grade level/content teams
- Side-by-side/co-teaching in the classroom

Curriculum and Content Facilitator

The Instructional Strategist can support teachers by increasing teacher content knowledge, facilitating a better understanding of the structure of the curriculum, and engaging teachers in reflective teaching while looking at their own instructional practices.

How can an Instructional Strategist Offer Support?

Consulting

- Providing information about student needs, pedagogy, curriculum, and procedures
- Applying teaching standards

Collaborating

- Developing ideas and focus for investigation
- Solving instructional challenges
- Applying shared ideas
- Learning together

Observing

- Providing feedback on student behavior, classroom environment
- Examining lesson content and delivery

Cognitive Coaching

- Planning, reflecting and problem solving together

The Strategist supports the implementation of effective instructional strategies including but not limited to:

- Assessment for learning
- Differentiation of instruction
- Standards based grading

In What Areas can an Instructional Strategist Offer Support?

In the Classroom

Classroom Management: Suggestions for room arrangements, expectations and routines, natural and logical consequences, individual learning preferences and learning styles

Content Knowledge: District and curriculum materials, units of study and daily lessons, researched-based professional reading

Classroom Instruction: Engaging, meaningful activities, lesson modeling, high-level questioning, differentiation strategies

Formative Assessment: Clear targets for learning, data collection and analysis, differentiated instruction based on data, various types of formative assessments

Program Coordinators

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dbarry@linnmar.k12.ia.us

Erin Watts · (319) 447-3451
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Community Engagement 2013-2014 Overview

Karla Terry, Coordinator of Community Relations

Exhibit 704.1

22,630 volunteer hours recorded last school year

2013-14 Recording volunteers: 640

2014-15 Returning volunteers: 555

Volunteers responded and took action to complete our required paperwork last spring.

This number reflects returning volunteers as of June 25, 2014.

Complete Volunteer School Coordinators & America Reads slate for District in place.

2014-2015 Highlights

Interviews: 116 as of February (Kindergarten Orientation)

Volunteer Orientation: Season begins tomorrow at Bowman Woods. We will host seven in our K-5 schools, in addition, at least three evening sessions are planned for this fall, and a special Coffee & Conversation session for high school and middle school parents that are new to the district. We will likely grow by another 150 volunteers through the month of September.

Communication Sessions: with Katie in October

America Reads Day - Thursday, October 16: 350 readers last school year

Parent University - Tuesday, September 23: Internet Safety for the Family with Patrick Morrissey, Bowman Woods dad and resident expert. Look for information in the upcoming PRIDE. (6:30 p.m. in the Learning Resource Center, Board Room)

Parent University - Tuesday, November 4: Erin Watts & Debra Barry to present Teacher Leadership a Stakeholders' Session (6:30 p.m. in the Learning Resource Center, Board Room)



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

**Superintendent's Report
Board of Education
August 25, 2014**

First Week of School – The first week of school went very well. All staff pitched in to take care of the needs of students and teachers. Some classrooms have more students than expected; Dirk will give a report later. Overall, we are very happy with the start our students had.

SG #4 Community Engagement

1. **District Newsletter** – Sandie has mapped out all of the articles for the first newsletter and is currently working with Grant Wood on its production and costs for printing, as well as for distribution. The questions on mailing and/or distributing to Linn-Mar families have to do with delivery through the schools and mailing costs to all District stakeholders vs. mailing to residents who do not have children in the schools for cost savings. She also wants a group picture of the Board, preferably in one of the schools so scheduling this and other ideas are in process. Stay tuned . . . the revised masthead is exciting.
2. **Diversity Focus: Creative Corridor Center for Equity (C3E)** – The attachment, from C3E, lists the initiatives of the Center for the upcoming year. Linn-Mar has been invited to become a charter partner and will become involved in the projects that best align with the students' and staff needs as we continue on our journey of transforming all learning and student experiences to reflect the global environment. The first step is providing a District leader to work with the C3E design team. Dirk will be representing the District on the design team which fits with his responsibility lead on the Equity Committee.

SG #1 Student Achievement

Enrollment – Dirk will review enrollment counts as of the first week of school. These counts reflect, for the most part, the number students in seats, not the certified enrollment count which is the official enrollment taken on October 1st. The official enrollment includes students open enrolled out (we can't count the open enrolled in students as we have in the students in seats count) as an example, and also assigns weighted numbers to certain groups such as pre-school (.5) and home school students (.1, or .3, or .4).

Creative Corridor Center for Equity

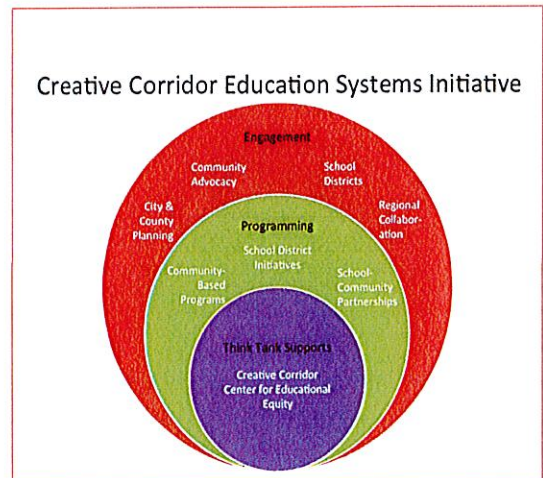
We invite you to collaborate with us! Our communities have experienced tumultuous change in the past decade as our population has diversified, we weathered the 500-year flood, and we strive to bring 21st century practices to an effective 20th century education system. The **Creative Corridor Center for Equity** was created to develop a systematic, collaborative approach to overcoming challenges in the Cedar Rapids/Iowa City corridor. Through partnerships that extend north to the Cedar Valley region and on to Minneapolis, MN, we expand the networks, time, talent, and treasure to support our youth here at home.

We invite you to partner with us in this endeavor.

The Center comprises five projects:

Black Educator Recruitment and Retention (BERR):

Through the identification, recruitment, induction, and mentoring of new educators, effective grow-your-own strategies, and community-based partnerships that help build inclusive communities, we will attract, support, and retain teachers, administrators, and support staff of color into the Corridor's schools. The initiative will engage community colleges, private/public colleges and universities, state agencies, and community partners.



Teacher Leadership and Compensation (TLC) System: We propose to help the Iowa City Community School District garner a TLC system grant from the state of Iowa to develop the next generation of teacher leaders, focused overcoming disparate outcomes.

Diversity beyond Labels for K-12: Our communities need a cultural competency system that creates an environment that embraces diversity in the K-12 workplace. The program includes classroom training, experiential development, and personal and organizational assessments.

The Equity Initiative: Focusing on students of color, key personnel within secondary schools will lead data-driven, cross-disciplinary teams to improve the well-being of underperforming but high potential students in grades 8-12.

Project Achieve Development System: Project Achieve partners with parents and guardians and community organizations, providing consistent mentoring, tutoring, and extended day programs and extra-curricular activities.

Minneapolis/Eastern Iowa Collaborative: A partnership among business and community leaders in both medium and large metropolitan areas, the Collaborative explores new models to solve systemic challenges related to race and ethnicity.

Through these original projects, we build inclusive and vibrant communities with the capacity to support educators and students of color. The Creative Corridor Center for Equity is a partnership between Diversity Focus and West Wind Education Policy, harnessing deep understandings of inclusive communities, education policy and practice, educational equity, and systems change.

Will you join us as we work together to tackle these challenges?

| | Sponsor Group | Start Date | End Date | Contact | Date Rec'd | Estimated Profits | Purpose of Funds | Info |
|------------------------|---------------|------------|------------|------------|------------|-------------------|---|-----------|
| Bowman Woods | | | | | | | | |
| Enjoy the City | PTO | Aug-14 | Sep-14 | H.Wilson | 5/20/2014 | \$ 4,500.00 | gardens, field trips, classroom enrichment | CANCELLED |
| Bowman Blast | PTO | 9/19/2014 | 9/19/2014 | H.Wilson | 5/20/2014 | \$ 8,500.00 | gardens, field trips, classroom enrichment | |
| Sock Hop | PTO | 2/27/2015 | 2/27/2015 | H.Wilson | 5/20/2014 | \$ 4,500.00 | gardens, field trips, classroom enrichment | |
| Echo Hill | | | | | | | | |
| Write a Check Campaign | PTO | 10/1/2014 | 10/31/2014 | D.Jensen | 8/19/2014 | \$ 7,700.00 | fund other PTO events, classroom requests, operations | |
| Art To Remember | School | 8/18/2014 | 12/31/2014 | K.Bailey | 8/19/2014 | \$ 2,000.00 | classroom supplies | |
| Excelsior MS | | | | | | | | |
| Indian Creek | | | | | | | | |
| Square 1 Art | School | Aug-14 | Aug-14 | D.Roach | 8/21/2014 | \$ 750.00 | drying racks | |
| Stride for Pride | PTO | 9/26/2014 | 9/26/2014 | K.Haugen | 7/28/2014 | \$ 10,000.00 | laptops and iPads | |
| Family Fun Night | PTO | 4/10/2015 | 4/10/2015 | K.Haugen | 7/28/2014 | \$ 10,000.00 | classroom supplies, programs | |
| Linn Grove | | | | | | | | |
| Red Black Attack | PTO | 9/19/2014 | 9/19/2014 | J.Birely | 8/1/2014 | \$ 2,000.00 | classroom supplies, specials | |
| Novak | | | | | | | | |
| Stride With Pride | PTO | 9/16/2014 | 9/16/2014 | J.Anderson | 8/20/2014 | \$ 5,000.00 | technology purchases | |
| HyVee Coupon Books | PTO | 10/1/2014 | 5/1/2015 | J.Anderson | 8/20/2014 | \$ 5,000.00 | technology purchases | |
| Spring Carnival | PTO | 4/17/2015 | 4/17/2015 | J.Anderson | 8/20/2014 | \$ 5,000.00 | technology purchases | |

Oak Ridge MS**Westfield****Wilkins**

| | | | | | | | |
|-----------------|--------|------------|------------|--------------|-----------|-------------|--|
| Art to Remember | School | Sep-14 | Nov-14 | S.Hovden | 4/24/2014 | \$ 1,500.00 | art supplies |
| Coupon Sales | PTO | 11/1/2014 | Apr-15 | H.Sletteland | 8/19/2014 | \$ 2,400.00 | website renewal, donation to Foundation, library materials |
| Lap Attack | PTO | 10/10/2014 | 10/10/2014 | H.Sletteland | 8/19/2014 | \$ 3,000.00 | therapy dog |

High School -- Fine Arts

| | | | | | | | |
|------------------------|-----------------|------------|------------|------------|-----------|-------------|--|
| Iowa Game Tickets | InStep/Hi Style | 10/18/2014 | 10/13/2014 | J.Schmidt | 8/19/2014 | \$ 1,000.00 | supplimental costs |
| | InStep/Hi Style | 11/1/2014 | 11/1/2014 | J.Schmidt | 8/19/2014 | \$ 1,000.00 | supplimental costs |
| Jazz-a-Thon | Jazz Band | 11/8/2014 | 11/8/2014 | D.Terrell | 8/11/2014 | \$ 7,000.00 | scholarships, music, instruments |
| Homecoming Tshirts | Marching Band | 9/22/2014 | 10/12/2014 | S.Stickney | 7/16/2014 | \$ 1,500.00 | instrument repair, replacement |
| Marching Band Festival | Marching Band | 9/27/2014 | 9/27/2014 | S.Stickney | 7/16/2014 | \$ 5,500.00 | instrument repair, replacement |
| Tote Bags | Marching Band | 8/26/2014 | 12/31/2014 | S.Stickney | 7/16/2014 | \$ 1,000.00 | uniforms |
| Party Time Sales | Music Dept. | 9/15/2014 | 11/24/2014 | S.Stickney | 7/16/2014 | \$ 7,000.00 | HS-trip accounts, 5th- instrument purchases |

High School -- Girls Athletics

| | | | | | | | |
|---------------------|--------------|-----------|-----------|-------------|-----------|-------------|---------------------------------|
| Tournament; 4th-8th | Basketball | 11/1/2014 | 11/2/2014 | J.Printy | 8/19/2014 | \$ 2,000.00 | equipment, voluteer coaches |
| Clinic | Cheerleading | 9/20/2014 | 9/20/2014 | E.Taylor | 4/17/2014 | \$ 500.00 | tryouts, end of year banquet |
| Car Wash | Poms - JV | 9/6/2014 | 9/6/2014 | K.Epner | 8/19/2014 | \$ 800.00 | competition fees |
| HyVee Coupon Books | Poms - JV | 9/1/2014 | 10/1/2014 | K.Epner | 8/19/2014 | \$ 1,280.00 | competition fees |
| Can Shed Collection | Poms - JV | 9/1/2014 | 12/1/2014 | K.Epner | 8/19/2014 | \$ 200.00 | end-of-year expenses |
| T-Shirt Sales | Soccer | 2/16/2015 | 3/2/2015 | S.Dickinson | 7/7/2014 | \$ 1,800.00 | wall at practice field |

| | | | | | | | |
|--------------------------|------------------|-----------|-----------|--------------|-----------|-------------|--|
| | | | | | | | accomodations for WDV |
| Poster | Soccer | Mar-15 | Mar-15 | S.Dickinson | 7/7/2014 | \$ 1,100.00 | Classic |
| Clinic | Soccer | 4/4/2015 | 4/4/2015 | S.Dickinson | 7/7/2014 | \$ 1,600.00 | new warm-ups |
| Poster | Softball | 5/1/2014 | 6/1/2014 | J.Begley | 5/23/2014 | \$ 1,000.00 | uniforms, pitching machine |
| Youth Volleyball Tourney | PRIDE Volleyball | 1/18/2015 | 1/18/2015 | Dana Johnson | 5/12/2014 | \$ 1,000.00 | donation to LM Volleyball for equipment, uniforms |
| | PRIDE Volleyball | 2/8/2015 | 2/8/2015 | Dana Johnson | 5/12/2014 | \$ 1,000.00 | donation to LM Volleyball for equipment, uniforms |
| | PRIDE Volleyball | 3/8/2015 | 3/8/2015 | Dana Johnson | 5/12/2014 | \$ 1,000.00 | donation to LM Volleyball for equipment, uniforms |
| T-Shirt Sales | Volleyball | Jul-14 | Aug-14 | C.Sevening | 7/7/2014 | \$ 800.00 | equipment, uniforms |
| T-Shirt Sales | Volleyball | 8/30/2014 | 9/30/2014 | C.Sevening | 8/11/2014 | \$ 800.00 | equipment |
| Poster | Volleyball | 8/25/2014 | 8/25/2014 | C.Sevening | 8/19/2014 | \$ 1,000.00 | pay for poster |

High School -- Boys Athletics

| | | | | | | | |
|---------------------|-------------------|-----------|----------|-------------|-----------|-------------|--|
| Youth Camp | Baseball | Apr-15 | Apr-15 | C.Lechner | 5/20/2014 | \$ 4,000.00 | equipment |
| Posters | Baseball | May-15 | May-15 | C.Lechner | 5/20/2014 | \$ 2,000.00 | equipment |
| Merchant Cards | Baseball | May-15 | May-15 | C.Lechner | 5/20/2014 | \$ 5,000.00 | equipment |
| Poster | Basketball | Sep-14 | Nov-14 | C.Robertson | 8/19/2014 | \$ 1,000.00 | cost of poster, charter bus equipment, charter bus, |
| Jr. Lion Tourney | Basketball | Dec-14 | Jan-14 | C.Robertson | 8/19/2014 | \$ 3,000.00 | volunteer coaches equipment, uniforms, |
| Camps | Basketball | Jun-14 | Jun-14 | C.Robertson | 8/19/2014 | \$ 9,000.00 | travel expenses |
| Training Classes | Tennis | 10/1/2014 | 3/1/2015 | C.Wundrum | 8/19/2014 | \$ 1,500.00 | trip expenses, shirts, awards |
| Poster | Wrestling-Varsity | Nov-14 | Nov-14 | D.Streicher | 5/15/2014 | \$ 2,000.00 | trip expenses, shirts, awards |
| Discount Cards | Wrestling-Varsity | Dec-14 | Dec-14 | D.Streicher | 5/15/2014 | \$ 1,500.00 | trip expenses, shirts, awards |
| Sponsors for Pins | Wrestling-JV Club | Dec-14 | Feb-15 | D.Streicher | 8/20/2014 | \$ 1,000.00 | travel expenses |
| Development Tourney | Wrestling-JV/Club | Jan-15 | Jan-15 | D.Streicher | 5/15/2014 | \$ 1,500.00 | trip expenses, shirts, awards |
| Youth Tourney | Wrestling-JV/Club | Jan-15 | Jan-15 | D.Streicher | 5/15/2014 | \$ 2,000.00 | trip expenses, shirts, awards |

High School -- Clubs

| | | | | | | | |
|-----------------------|------------|------------|------------|-------------|-----------|-----------|------------------------|
| Elk's Lodge (serving) | Anime Club | Sep-14 | Jun-15 | L.Rodriguez | 8/21/2014 | 600 | operations, activities |
| Craft Sale | Anime Club | 10/22/2014 | 10/24/2014 | L.Rodriguez | 8/21/2014 | \$ 300.00 | operations, activities |

| | | | | | | | |
|--------------------------------|-----------------|------------|------------|---------------|-----------|-------------|---|
| HyVee Receipt Collection | Classroom | Aug-14 | 4/30/2015 | K.Power | 5/28/2014 | \$ 1,000.00 | classroom supplies, equipment |
| Food Sale | FFA | 10/1/2014 | 11/14/2014 | B.Lemmer | 8/19/2014 | \$ 3,500.00 | chapter operations, banquet |
| Blood Drive | Model UN | 9/12/2014 | 9/12/2014 | H.Gehrls | 8/21/2014 | \$ 300.00 | conference costs |
| Trick or Treat for UNICEF | Model UN | 10/27/2014 | 10/31/2014 | H.Gehrls | 8/21/2014 | \$ 300.00 | donation to UNICEF |
| T-Shirt Sales | Robotics | 9/22/2014 | 9/26/2014 | D.Niemitalo | 8/19/2014 | \$ 200.00 | competition fees |
| 2014-15 Basketball Stat Shirts | Student Council | Nov-14 | Mar-15 | H.Heater | 8/19/2014 | \$ 2,000.00 | club expenses |
| Homecoming Dance | Student Council | 10/11/2014 | 10/11/2014 | H.Heater | 8/19/2014 | \$ 8,000.00 | student events & activities, conferences |
| WPA Dance | Student Council | 2/24/2014 | 2/24/2014 | H.Heater | 8/19/2014 | \$ 4,000.00 | student events & activities, conferences |
| Baby Ads | Yearbook | Sep-14 | Mar-15 | J.Middlekauff | 8/21/2014 | \$ 600.00 | yearbook production |



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BOARD OF DIRECTORS

Policy Title STATEMENT OF GUIDING PRINCIPLES Code 200

It is the policy of the Linn-Mar Board of Directors to recognize and maintain the distinction between those activities which are appropriate to the Board of Directors as the legislative, governing body of the school district and those administrative activities which are to be performed by the Superintendent of Schools and his or her staff in the exercise of delegated administrative authority. The function of the Board can best be described as policy-making, appraisal, and evaluation.

The Board of Directors shall have the duty of providing the financial means by which the educational program is ~~carried on~~ delivered. It shall further insure that the community is informed on the needs, purposes, values, and status of the schools.

The Board of Directors shall develop policy and procedure for its own business conduct and for that of the entire school corporation.

Legislative - The School Board represents the people of the district and shall function as a policy-making body. The Board has complete jurisdiction over the school district and its employees.

Executive - The Board of Directors selects an executive officer, the Superintendent of Schools, and delegates to him or her the authority for carrying out the policies, plans, and administrative details necessary to insure that all phases of operation formulated by the Board are effective.

Appraisal - Appraisal is that function which determines the efficiency of the operation of the school financially, and examines the worth of what is to be transmitted as the result of instruction based on a sound philosophy of education.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 12/95; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 274.2; 275.2; 275.23A; 277.23; .28, .31; 279.1, .5, .7, .8, .33 (2013); 281 IAC 12.3(2)



GENERAL ORGANIZATION

Policy Title _____ NAME OF SCHOOL DISTRICT _____ Code 201.1

Iowa law authorizes the creation of a Common Schools System. As part of this Common Schools System, this school district is a school corporation created and organized under Iowa law. This school district shall be known as the Linn-Mar Community School District.

This school corporation is located in Linn County, and its affairs are conducted by elected school officials, the Linn-Mar Community School District Board of Directors. This school corporation has exclusive jurisdiction over school matters in the territory of the school district.

The Linn-Mar Schools are presently organized in a pattern which consists of

Preschool classes for children ages three and four;
Early Childhood Blended Program;
Elementary Grades: Kindergarten through Fifth;
Middle School: Grades Six, Seven and Eight; and
Senior High School: Grades Nine through Twelve.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 8/14 Revised 9/04; 8/05; 4/15/13
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 274.1, .2, .6, .7; 278.8; 594A



GENERAL ORGANIZATION

Policy Title SCHOOL BOARD LEGAL STATUS Code 201.2

The Board of Directors of the Linn-Mar Community School District derives its legal status from the Constitution of the State of Iowa and the statutes enacted by the General Assembly. The Board of Directors acts as an agent of the state in developing an educational program in accordance with the Constitution and laws of the State of Iowa. The Board is organized for the purpose of setting policy and providing general direction for the school district.

Adopted 6/15/70 Reviewed 8/05; 9/10; 10/11; 4/13; 8/14 Revised 12/95; 11/03/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Chapters 274.1, 274.2, 274.4, 277.2, 277.3



GENERAL ORGANIZATION

Policy Title BOARD OF DIRECTORS' ELECTION

Code 201.4

The school election takes place on the second Tuesday in September of odd numbered years. Each school election shall be used to elect at least three citizens representing the District at large to the Board for a four year term to maintain a seven (7) member Board. The election may also address other questions that must be submitted to the voters.

Citizens of the school district community seeking a seat on the Board must file their nomination papers with the Board secretary, or the Board secretary's designee, between sixty-four and forty days before the school election unless otherwise directed.

It shall be the responsibility of the County Commissioner of Elections to conduct school elections.

As specified by law, special elections may be called by the Board of Directors with regard to those matters stipulated in the Code of Iowa as follows:

Odd Years

| | |
|-----------|-------------------------|
| February | 1 st Tuesday |
| April | 1 st Tuesday |
| June | Last Tuesday |
| September | 2 nd Tuesday |

Even Years

| | |
|-----------|-------------------------|
| February | 1 st Tuesday |
| April | 1 st Tuesday |
| September | 2 nd Tuesday |
| December | 1 st Tuesday |

Adopted 9/16/85 Reviewed 9/10; 10/11; 4/13; 8/14 Revised 8/05; 11/03/08

Related Policy: (Code Number) 204.5

Legal Reference: (Code of Iowa) §§ 39; 45; 63; 69; 274.7, 277; 278.1; 279.7 (2013)



GENERAL ORGANIZATION

Policy Title QUALIFICATIONS OF BOARD CANDIDATES

Code 201.5

Citizens wanting to run for a position on the Board must be a resident of the school district, an eligible elector of the district and free from a financial conflict of interest with the position, as described in Policy 202.6, Board of Director's Conflict of Interest.

Adopted 9/16/85 Reviewed 9/10; 10/11; 4/13; 8/14 Revised 8/05; 11/03/08

Related Policy: (Code Number) 202.6

Legal Reference: (Code of Iowa) §§ 63; 68B; 277.4, .27; 279.7A (2013)



GENERAL ORGANIZATION

Policy Title ORGANIZATION OF THE BOARD OF DIRECTORS Code 201.6

The Board shall hold its organizational meeting biennially at the first regular meeting following the canvass of votes in odd numbered years. Notice of the meeting's place and time will be given by the Board secretary to each member, member-elect, and the public.

The purpose of the meeting is to transfer material and responsibility from the outgoing Board to the new Board. At the meeting, the Board will elect a president and a vice president who will hold office for one year. Once elected, the president will be entitled to vote on all matters before the Board. In even numbered years, the president and vice president are elected at the annual meeting.

Vacancies in Officer Positions

If any office of the Board should become vacant between organizational meetings, such office will be filled as follows:

- President – Filled by the Vice President (Policy 202.3)
- Vice President – Filled by election from ~~remaining~~ members of Board
- Secretary – Filled temporarily by the superintendent or designee (Policy 202.4)
- Treasurer – Filled temporarily by the Chief Financial Officer until a replacement is appointed by the Board (Policy 202.5)

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

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 274.2; 275.23A; 277.23, .28, .31; 279.1, .5, .7, .8 (2013); 279.33



GENERAL ORGANIZATION

Policy Title VACANCIES

Code 201.7

A vacancy occurs when a Board member resigns, forfeits or otherwise leaves the office. A vacancy also includes, but is not limited to, the following: failure to be properly elected, failure to qualify within the time fixed by law, failure to reside in the school district or director district, a court order declaring the seat vacant, conviction of a felony, three violations of the open meetings law, or conviction of a public offense in violation of the oath of office.

If a vacancy occurs prior to the expiration of a term of office, the vacancy shall be filled by Board appointment within thirty (30) days of the vacancy. The newly-appointed board member shall hold the position until the next scheduled school election. At that time, the appointed Board member may run for a four-year term, if one is available, or run for the remainder of the unexpired term.

If the Board is unable to fill a vacancy by appointment within thirty (30) days after the vacancy occurs, the Board secretary shall call a special election to be held no sooner than sixty (60) days and not later than seventy (70) days after the vacancy occurred. A Board member elected at the special election shall serve the remaining portion of the unexpired term.

Adopted 6/15/70 Reviewed 8/05; 9/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 69; 277.29-30; 279.6-7 (2013)



GENERAL ORGANIZATION

Policy Title BOARD MEMBER LIABILITY

Code 201.8

Board members will not be held personally liable for actions taken in the performance of their duties and responsibilities vested in them by the laws of Iowa and the members of the school district community. In carrying out the duties and responsibilities of their office, board members will act in good faith.

The school district will defend, save harmless and indemnify board members against tort claims or demands, whether groundless or otherwise, arising out of an alleged act or omission occurring within the scope of their official duties, unless the act constitutes a willful or wanton act or omission. However, the school district cannot save harmless or indemnify board members for punitive damages.

Adopted 11/3/08 Reviewed 9/10; 10/11; 4/13; 8/14 Revised

Related Policy: (Code Number) 709

Legal Reference: (Code of Iowa) Wood v. Strickland, 420 US 308 (1975);
42 USC §§ 1983, 1985 (2004); Iowa Code ch. 670 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

Board members' actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, Board members must conduct themselves professionally and in a manner fitting to their position.

Each Board member shall follow the code of ethics stated in this policy.

AS A SCHOOL BOARD MEMBER:

1. I will listen.
2. I will respect the opinion of others.
3. I will recognize the integrity of my predecessors and associates and the merit of their work.
4. I will be motivated only by an earnest desire to serve my school district and the children of my school district community in the best possible way.
5. I will not use the school district or any part of the school district program for my own personal advantage or for the advantage of my friends or supporters.
6. I will vote for a closed session of the Board if the situation requires it, but I will consider "star chamber" or "secret" sessions of Board members unethical.
7. I will recognize that to promise in advance of a meeting how I will vote on any proposition which is to be considered is to close my mind and agree not to think through other facts and points of view which may be presented in the meeting.
8. I will expect, in Board meetings, to spend more time on education programs and procedures than on business details.
9. I will recognize that authority rests with the Board in legal session and not with individual members of the Board, except as authorized by law.
10. I will make no disparaging remarks, in or out of the Board meeting, about other members of the Board or their opinions.
11. I will express my honest and most thoughtful opinions frankly in Board meetings in an effort to have decisions made for the best interests of the children and the education program.
12. I will insist that the members of the Board participate fully in Board action and recommend that when special committees are appointed, they serve only in an investigative and advisory capacity.
13. I will abide by majority decisions of the Board.
14. I will carefully consider petitions, resolutions, and complaints and will act in the best interests of the school district.
15. I will not discuss the confidential business of the Board in my home, on the street, or in my office; the place for such discussion is the Board meeting.
16. I will endeavor to keep informed on local, state and national educational developments of significance so I may become a better Board member.



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

IN MEETING MY RESPONSIBILITY TO MY SCHOOL DISTRICT COMMUNITY:

1. I will consider myself a trustee of public education and will do my best to protect it, conserve it, and advance it, giving to the children of my school district community the educational facilities that are as complete and adequate as it is possible to provide.
2. I will consider it an important responsibility of the Board to interpret the aims, methods and attitudes of the school district to the community.
3. I will earnestly try to interpret the needs and attitudes of the school district community and do my best to translate them into the education program of the school district.
4. I will attempt to procure adequate financial support for the school district.
5. I will represent the entire school district rather than individual electors, patrons or groups.
6. I will not regard the school district facilities as my own private property, but as the property of the people.

IN MY RELATIONSHIP WITH SUPERINTENDENT AND EMPLOYEES:

1. I will function, in meeting the legal responsibility that is mine, as a part of a legislative, policy-forming body, not as an administrative officer.
2. I will recognize that it is my responsibility, together with that of my fellow Board members, to see the school district is properly run and not run them myself.
3. I will expect the school district to be administered by the best-trained technical and professional people it is possible to procure within the financial resources of the school district.
4. I will recognize the superintendent as executive officer of the Board.
5. I will work through the administrative employees of the Board, not over or around them.
6. I will expect the superintendent to keep the Board adequately informed through oral and written reports.
7. I will vote to employ employees only after the recommendation of the superintendent has been received.
8. I will insist that contracts be equally binding on employees and the Board.
9. I will give the superintendent power commensurate with the superintendent's responsibility and will not in any way interfere with, or seek to undermine, the superintendent's authority.
10. I will give the superintendent friendly counsel and advice.
11. I will present any personal criticism of employees to the superintendent.
12. I will refer complaints to the proper administrative officer.

Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title CODE OF ETHICS

Code 202.1

TO COOPERATE WITH OTHER SCHOOL BOARDS:

1. I will not employ any employee who is already under contract with another school district without first securing assurance from the proper authority that the person can be released from contract.
2. I will consider it unethical to pursue any procedure calculated to embarrass a neighboring Board or its representatives.
3. I will not recommend an employee for a position in another school district unless I would employ the employee under similar circumstances.
4. I will associate myself with Board members of other school districts for the purpose of discussing school district issues and cooperating in the improvement of the education program.

Adopted 6/15/70 Reviewed 11/08; 9/10; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



SPECIFIC DUTIES OF THE BOARD

Policy Title IDEAL BOARDSMANSHIP

Code 202.2

As the District's governance leaders, the primary function of the Board of Education is to focus on policy and strategic planning. In that role, the Board endorses the following principles of boardsmanship for practice by the members of the Board of Education.

Board members will:

1. Remember always that the first and greatest concern must be the educational welfare of all students attending the public schools.
2. Understand their responsibility for the future of the district by focusing purposefully on District's Strategic Plan and Board's Goals.
3. Process conflict in a productive manner that will not detract from the Mission of the District and will be respectful of all individuals.
4. Attend all regularly scheduled board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings.
5. Recognize the importance of making policy decisions only after full discussion at publicly held board meetings.
6. Consider all decisions drawing upon the available facts and independent judgments, and make all decisions based on the best interests of students and the District.
7. Encourage and respect the free expression of opinion by all board members, and seek systematic communications between the board and superintendent and the constituents in the community.
8. Hire and support the superintendent through community comments, periodic feedback, and annual evaluation.
9. Delegate authority for the administration and management of the schools and implementation of Board policy to the superintendent.
10. Follow the appropriate line of communication in obtaining information from staff and relating information to staff understanding that the staff is responsible to and reports to the superintendent.
11. Communicate to other board members and the superintendent the expression of public reaction to board policies and school programs.
12. Inform themselves about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by the state and national school boards association.
13. Avoid being placed in a position of conflict of interest and disclose when such a situation occurs.
14. Take no private action that will compromise the board or administration, and respect the confidentiality of information that is privileged under applicable law.
15. Support new members through mentoring, ensuring their participation in meetings and board activities, and assisting in developing their knowledge of school board culture.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.6(3)(d); 68B; 69; 277.28; 279.8; 301.28 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ PRESIDENT _____

Code 202.3

It shall be the responsibility of the Board president to lead a well-organized Board in an efficient and effective manner. The Board president shall set the tone of the Board meetings and, as the representative of the consensus of the Board, speak on behalf of the Board to the public.

The president of the Board shall be elected by a majority vote at the organizational meeting in odd numbered years to serve a one-year term of office. In even numbered years, the election of the president shall take place at the annual meeting.

The president, in addition to presiding at the Board meeting, shall take an active role in Board decisions by discussing and voting on each motion before the Board in the same manner as other Board members. However, before making or seconding a motion, the Board president shall turn over control of the meeting to either the vice-president or another Board member.

The Board president has the authority to call special meetings of the Board. Prior to Board meetings, the Board president or designee shall consult with the superintendent or designee on the development of an agenda for the meeting.

The Board president, as the chief officer of the school district, shall sign employment contracts and may sign other contracts and school district warrants approved by the Board and appear on behalf of the school corporation in causes of action involving the school district.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.1-.2; 291.1 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ VICE PRESIDENT _____

Code 202.4

If the Board president is unable or unwilling to carry out the duties required, it shall be the responsibility of the vice president of the Board to carry out the duties of the president. If the president is unable or unwilling to complete the term of office, the vice president shall serve as president for the balance of the president's term of office, and a new vice president shall be elected.

The vice president of the Board shall be elected by a majority vote at the organizational meeting in odd numbered years to serve a one-year term of office. In even numbered years, the election of the vice president shall take place at the annual meeting.

The vice president shall accept control of the meeting from the president when the president wishes to make or second a motion. The vice president shall take an active role in Board decisions by discussing and voting on matters before the Board in the same manner as other Board members.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.5 (2013)



_____ OFFICERS OF THE BOARD

Policy Title _____ SECRETARY _____

Code 202.5

It shall be the responsibility of the Board to annually appoint a Board secretary.

A Board secretary may be appointed from school district employees, other than a position requiring a teaching certificate, or from the public. ~~at the Board meeting held each year after July 1 and no later than August 15, to serve a one year term of office.~~ To finalize the appointment, the Board secretary shall take the oath of office during the meeting at which the individual was appointed or no later than ten days thereafter

It shall be the responsibility of the Board secretary, as custodian of school district records, to preserve and maintain the records and documents pertaining to the business of the Board; to ensure complete minutes of special and regular Board meetings, including closed sessions; to keep a record of the results of regular and special elections; to keep an accurate account of school funds; to sign warrants drawn on the school funds after Board approval; and collect data on truant students. The Board secretary shall also be responsible for filing the required reports with the Iowa Department of Education.

In the event the Board secretary is unable to fulfill the responsibilities set out by the Board and the law, the superintendent or designee shall assume those duties until the Board secretary is able to resume the responsibility or a new Board secretary is appointed. The Board secretary shall give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 64; 279.3, .5, .7, .32, .33, .35; 291.2-.4, .6-.8
.10-.11; 299.10 (2013); 281 I.A.C. 12.3(1)



_____ OFFICERS OF THE BOARD

Policy Title _____ TREASURER _____

Code 202.6

It shall be the responsibility of the Board to annually appoint a treasurer. The Board may annually appoint a treasurer from its employees, other than a position requiring a teaching certificate, or from the public. ~~at the Board meeting held each year after July 1, and prior to August 15, to serve a one-year term of office.~~ To finalize the appointment, the treasurer shall take the oath of office at the meeting or no later than ten days thereafter.

It shall be the responsibility of the treasurer to oversee the investment portfolio, to receive funds of the school district, to pay out the funds for expenses approved by the Board, to maintain accurate accounting records for each fund, to report monthly regarding the investment portfolio and the status of each fund, and to file required reports with the appropriate state agencies and other entities. It shall also be the responsibility of the treasurer to work with the secretary to coordinate the financial records, the financial reports, the cash flow needs, and the investment portfolio of the school district.

If the treasurer is unable or unwilling to carry out the duties required, it shall be the responsibility of the business ~~administrator~~ manager to carry out the duties of the treasurer until the Board treasurer is able to resume the responsibility or a new Board treasurer is appointed. The treasurer shall give bond in an amount set by the Board. The cost of the bond will be paid by the school district.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 12/95; 8/1/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 12B.10; 12C; 279.3, .31-.33; 291.2-.4, .8, .11-.14 (2013);
281 I.A.C. 12.3(1)



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST

Code 202.7

Board members must be able to make decisions objectively. It shall be a conflict of interest for a Board member to receive direct compensation from the school district, unless exempted in this policy, for anything other than reimbursement of actual and necessary expenses, including travel, incurred in the performance of official duties. A Board member shall not act as an agent for a school textbook or supply company during the Board member's term of office. It shall not be a conflict of interest for Board members to receive compensation from the school district for contracts to purchase goods or services if the benefit to the Board member does not exceed \$2,500 in a fiscal year or if the contracts are made by the Board, upon competitive bid in writing, publicly invited and opened.

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

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

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



SPECIFIC DUTIES OF THE BOARD

Policy Title BOARD OF DIRECTORS' CONFLICT OF INTEREST Code 202.7

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

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

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

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

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

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

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 8/1/05; 8/11/14
Related Policy: (Code Number) 201.4; 201.5; 202.1; 205.3
Legal Reference: (Code of Iowa) §§ 39.1, .2; 68 B, 71.1, 277.27, 279.7A; 301.28 (2013)



PROCEDURES OF OPERATIONS

Policy Title DEVELOPMENT OF POLICY

Code 203.1

The Board has jurisdiction to legislate policy for the school district with the force and effect of law. Board policy provides the general direction as to what the Board wishes to accomplish and why it wishes to accomplish it while allowing the superintendent to implement board policy.

The written policy statements contained in this manual provide guidelines and goals to the citizens, administration, employees and students in the school district community. The policy statements are the basis for the formulation of regulations by the administration. The Board will determine the effectiveness of the policy statements by evaluating periodic reports from the administration.

Policy statements may be proposed by a board member, administrator, employee, student or member of the school district community. Proposed policy statements or ideas will be submitted to the superintendent's office for consideration of the Board Policy Committee for possible placement on the board agenda. It is the responsibility of the superintendent to bring these proposals to the attention of the Board.

Adopted 11/3/08 Reviewed 9/10; 10/11; 8/14 Revised 4/15/13

Related Policy: (Code Number) 101; 200.2; 200.3; 209

Legal Reference: (Code of Iowa) §§ 274.1-2; 279.8 (2013); 281 IAC 12.3(2); 1970 Op. Att'y Gen. 287



PROCEDURES OF OPERATIONS

Policy Title ADOPTION OF POLICY

Code 203.2

The Board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two regular Board meetings. The proposed policy changes shall be distributed and public comment will be allowed at both meetings prior to final Board action. This notice procedure shall be required except for emergency situations. If the Board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The Board shall have complete discretion to determine what constitutes an emergency situation.

The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the Board at the next regular meeting after the meeting allowing public discussion. The policy will be effective on the later of the date of passage or the date stated in the motion.

In the case of an emergency, a new or changed policy may be adopted by a majority vote of a quorum of the Board. The emergency policy shall expire at the close of the third regular meeting following the emergency action, unless the policy adoption procedure stated above is followed and the policy is reaffirmed.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title REVIEW AND REVISION OF POLICY Code 203.3

The Board shall, at least once every five years, review each Board policy. Once the policies have been reviewed, even if no changes were made, a notation of the date of review or revision shall be made on the face of the policy statement.

The Board will review at least one-fifth of the policy manual annually according to the following subject areas:

- Board of Directors (series 200)
- Administration, Employees (series 300 and 400)
- School District, Education Program (series 100 and 600)
- Students (series 500)
- Non-instructional Operations and Business Services, Buildings and Sites, School District-Community Relations (series 700, 800, and 900)

It shall be the responsibility of the superintendent or designee to keep the Board informed as to legal changes at both the federal and state levels. The superintendent or designee shall also be responsible for bringing proposed policy statement revisions to the Board's attention.

If a policy is revised because of a legal change over which the Board has no control, the policy may be approved at one meeting at the discretion of the Board.

The Board Policy Manual is available on the District web site (www.linnmar.k12.ia.us). Persons unable to access the policy manual electronically should contact the Communications/Media Coordinator (319-447-3005) for assistance. A print copy of the manual is available for inspection at the superintendent's office.

Generally, the Board shall follow Board policy and enforce it equitably. The Board, and only the Board, may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the Board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of Board policy shall be documented in Board minutes.

When there is no Board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

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Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 7/00; 8/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Policy Title REVIEW AND REVISION OF POLICY

Code 203.3

It shall be the responsibility of the superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the superintendent shall draft a proposed policy for the Board to consider.

The Board shall delegate to the Superintendent of Schools the function of formulating the Administrative Rules and Regulations designed to carry out the policies of the Board of Directors. These rules and detailed arrangements shall constitute the Administrative Rules and Regulations governing the schools.

The superintendent is authorized to create Administrative Rules and Regulations and to keep the Board informed of any substantive changes for policy sections 300-1000.

The Board of Directors is responsible for the administrative regulations in sections 100 and 200.

Adopted 6/15/70 Reviewed 11/08; 9/10; 10/11; 4/13 Revised 7/00; 8/05; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title DISSEMINATION OF POLICY

Code 203.4

The Board Policy Manual is available on the District web site (www.linnmar.k12.ia.us). Persons unable to access the policy manual electronically should contact the ~~Communications Coordinator~~ Communications/Media Coordinator (319-447-3005) for assistance. A print copy of the manual is available for inspection at the superintendent's office.

Copies of changes in Board Policy will also be included in or attached to the minutes of the meetings in which the final action was taken to adopt the new or changed policy.

Adopted 12/18/95 Reviewed 7/00; 9/10; 10/11 Revised 8/05; 11/08; 4/13; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 277.31; 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title SUSPENSION OF POLICY

Code 203.5

Generally, the Board shall follow Board policy and enforce it equitably. The Board, and only the Board, may, in extreme emergencies of a very unique nature, suspend policy. It shall be within the discretion of the Board to determine when an extreme emergency of a very unique nature exists. Reasons for suspension of Board policy shall be documented in Board minutes.

Adopted 12/18/95 Reviewed 8/05; 11/08; 9/10; 10/11; 8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title ADMINISTRATION IN THE ABSENCE OF POLICY

Code 203.6

When there is no Board policy in existence to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances surrounding the situation keeping in mind the educational philosophy and financial condition of the school district.

It shall be the responsibility of the superintendent to inform the Board of the situation and the action taken and to document the action taken. If needed, the superintendent shall draft a proposed policy for the Board to consider.

Adopted 12/18/95 Reviewed 8/05; 11/08; 9/10; 10/11; 4/13; 8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 279.8 (2013); 281 I.A.C. 12.3(2)



PROCEDURES OF OPERATIONS

Combined with 203.3

Policy Title ADMINISTRATIVE RULES AND REGULATIONS

Code 203.7

The Board shall delegate to the Superintendent of Schools the function of formulating the Administrative Rules and Regulations designed to carry out the policies of the Board of Directors. These rules and detailed arrangements shall constitute the Administrative Rules and Regulations governing the schools.

The superintendent is authorized to create Administrative Rules and Regulations and to keep the Board informed of any substantive changes for policy sections 300-1000.

The Board of Directors is responsible for the administrative regulations in sections 100 and 200.

Adopted 6/15/70 Reviewed 10/11; 4/13; 8/14 Revised 12/95; 7/00; 8/05; 11/08; 9/13/10

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20 (2013)



PROCEDURES OF OPERATIONS

Policy Title AD HOC COMMITTEES Code 203.8

Whenever the Board deems it necessary, the Board may appoint a committee composed of citizens, staff or students to assist the Board. Committees formed by the Board shall be ad hoc committees.

An ad hoc committee is may be formed by Board resolution which shall outline the duties and purpose of the committee. The committee is advisory in nature and has no duty or responsibility other than that specifically stated in the Board resolution. The committee shall automatically dissolve upon the delivery of its final recommendation to the Board or upon completion of the duties outlined in the Board resolution. The Board will receive the report of the committee for consideration. The Board retains the authority to make a final decision on the issue. The committee will be subject to the open meetings law if the committee is established by statute ~~or if the committee makes policy recommendations and is established by~~ or approved by the Board.

The method for selection of committee members shall be stated in the Board resolution. When possible, and when the necessary expertise required allows, the committee members will be representative of the school district community, shall reflect gender balance, racial/ethnic diversity, and include persons with disabilities; and shall consider the various viewpoints on the issue. The Board may designate a Board member and the superintendent, or designee, to serve on an ad hoc committee. The committee will select its own chairperson, unless the Board designates otherwise.

Adopted 6/15/70 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13 Revised 5/10; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21; 279.8; 280.12(2) (2013); 281 I.A.C. 12.3(3),
.3(8), .5(8)



PROCEDURES OF OPERATIONS

Policy Title BOARD OF DIRECTORS' LEGAL COUNSEL Code 203.9

The Board may employ legal counsel to represent the school corporation as necessary for the proper conduct of the legal affairs of the school corporation.

The superintendent shall have the authority to contact the Board's legal counsel on behalf of the Board when the superintendent believes it is necessary for the management of the school district. The Board president may contact and seek advice from the school Board's legal counsel. The Board's legal counsel ~~shall~~ will attend both regular and special Board meetings upon the request of the Board or the superintendent. Board members may contact legal counsel upon approval of a majority of the Board. It shall be the responsibility of each Board member to pay the legal fees, if any, of an attorney the Board member consulted regarding matters of the school district unless the Board has authorized the Board member to consult an attorney on the matter.

It shall be the responsibility of the superintendent, or designee, to keep the Board informed of matters for which legal counsel was consulted, particularly if the legal services will involve unusual expense for the school district.

Adopted 6/15/70 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13 Revised 12/18/95; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 279.37 (2013)



MEETINGS OF THE BOARD

Policy Title MEETINGS OF THE BOARD

Code 204.1

The regular meeting time and date(s) of the month shall be set by the Board at its annual meeting. The Board shall adhere to this established meeting date unless the Board requires additional meetings or, due to circumstances beyond the Board's control, the meeting cannot be held on the regular meeting date, and the meeting will be re-scheduled at the Board's convenience. Public notice of the meetings shall be given.

Meetings of the Board are conducted for the purpose of carrying on the business of the school district. Only Board members have the authority to make and second motions, and vote on issues before the Board. The Board may establish rules for its own governance and determine the procedures that will be followed during Board meetings. Meetings may be closed to the public to allow the Board to discuss a specific topic as defined by law (see Policy 204.3).

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date and tentative agenda of Board meetings. The official public notice shall be posted on public display at the Learning Resource Center at least three (3) days before it is scheduled; but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the secretary. A copy of the public notice will also be accessible electronically.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or Board members shall constitute a waiver of notice.

It shall be the responsibility of the Board secretary or designee to give public notice of Board meetings and work sessions. The District's web site is used to inform the public of future meetings and agendas.

Adopted 9/16/85 Reviewed 8/05; 11/08; 10/10; 10/11 Revised 4/13; 8/11/14

Related Policy: (Code Number) 204.3; 204.4

Legal Reference: (Code of Iowa) §§ 21.1-4; 279.1 (2013); 1980 Op. Att'y Gen 148



MEETINGS OF THE BOARD

Policy Title SPECIAL MEETINGS

Code 204.2

It may be necessary for the Board to conduct a special meeting in addition to the regularly scheduled Board meeting. Special meetings may be requested by the president of the Board, the superintendent, or by the Board secretary at the request of a majority of the Board. Should a special meeting be called, public notice shall be given.

If the special meeting called is an emergency meeting and the Board cannot give public notice in its usual manner, the Board shall give public notice of the meeting as soon as practical and possible in light of the situation. The reason for the emergency meeting and why notice in its usual manner could not be given shall be stated in the minutes.

Only the purpose or issue for which the special meeting was called may be discussed and decided in the special meeting. The Board shall strictly adhere to the agenda for the special meeting and action on other issues shall be reserved for the next regular or special Board meeting.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.3, .4; 279.2 (2013)



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS

Code 204.3

Generally, Board meetings shall be open meetings, unless a closed session or exempt meeting is provided for by law. The Board shall hold a closed session or exempt meeting in the situations stated below.

Exceptions to the Open Meetings Law

Closed sessions take place as part of an open meeting. The item for discussion in the closed session shall be listed as part of the tentative agenda on the public notice. The motion for a closed session, stating the purpose for the closed session, shall be made and seconded during the open meeting. A minimum of two-thirds of the Board, or all of the Board members present, must vote in favor of the motion on a roll call vote. Closed sessions shall be ~~tape~~ electronically recorded and have detailed minutes kept by the Board secretary or court reporter. Final action on matters discussed in the closed session shall be taken in an open meeting.

The minutes and the ~~tape~~ electronic recording will restate the motion made in the open meeting, the roll call vote, the members present, and the time the closed session began and ended. The tape recordings and the written minutes shall be kept for one year from the date of the meeting. Real estate related minutes and tapes will be made public after the real estate transaction is completed.

The detailed minutes and electronic recordings shall be sealed and shall not be public records open to public inspection. The minutes and electronic recording shall only be opened upon court order in an action to enforce the requirements of the open meetings law. The Board has complete discretion as to whom may be present at a closed session.

Reasons for the Board entering into a closed session from an open meeting include, but are not limited to, the following:

1. To review or discuss records which are required or authorized by state or federal law to be kept confidential or to be kept confidential as a condition for the Board's possession or receipt of federal funds. (Section 21.5(1)(a))
2. To discuss strategy with legal counsel in matters presently in litigation, or where litigation is imminent, if disclosure would be likely to prejudice or disadvantage the Board. (Section 21.5(1)(c))

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title CLOSED MEETINGS Code 204.3

3. To discuss whether to conduct a hearing for suspension or expulsion of a student, unless an open meeting is requested by the student or the parent of the student. (Section 21.5(1)(e))
4. To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session. (Section 21.5(1)(i))
5. To discuss the purchase of particular real estate, but only when premature disclosure could be reasonably expected to increase the price the Board would have to pay for the property. (Section 21.5(1)(j))

Exemptions to the Open Meetings Law

Board meetings at which a quorum is not present, or gatherings of the Board for purely ministerial or social purposes when there is no discussion of policy or no intent to avoid the purposes of the open meetings law, are exempt from the open meetings law requirements. Since gatherings of this type are exempt from the open meetings requirements, they can be held without public notice, be separate from an open meeting, be held without ~~electronic~~ electronically recording the gathering or taking minutes, and be held without a vote or motion. The Board may also hold an exempt session for the following:

1. Negotiating sessions, strategy meetings or public employers or employee organizations, mediation and the deliberative process of arbitration; (Section 20.17(3))
2. To discuss strategy in matters relating to employment conditions of employees not covered by the collective bargaining law; (Section 20.9)
3. To conduct a private hearing related to the recommended termination of a teacher's contract. However, the private hearing in the teacher's contract termination shall be recorded verbatim by a court reporter; (Section 21.9) and
4. To conduct a private hearing relating to the termination of a probationary administrator's contract or to review the proposed decision of the administrative law judge regarding the termination of an administrator's contract. (Section 279.24)

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Adopted 6/15/70 Reviewed 7/00; 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 20.17; 21; 22.7; 279.15, .16, .24 (2013); 1982 Op. Atty Gen. 162; 1980 Op. Atty Gen. 167; 1976 Op. Atty Gen. 384, 514, 765; 1972 Op. Atty Gen. 158; 1970 Op. Atty Gen. 287



MEETINGS OF THE BOARD

Policy Title ANNUAL AND ORGANIZATIONAL MEETINGS

Code 204.4

Annual Meeting of the Board

Each year after August 31 and prior to the organizational meeting of the Board in odd-numbered years, the Board will hold its annual meeting. At the annual meeting, the Board will examine the financial books and settle the secretary's and treasurer's statements for the fiscal year ending the preceding June 30. As part of the annual reports, the treasurer will present affidavits from depository banks. The Board may also appoint the Board's legal counsel at the annual meeting.

In addition to the required business, the agenda items at the annual meeting will include:

1. Appointment of secretary and treasurer.
2. Determine compensation of secretary and treasurer. Both secretary and treasurer shall post bond in such amount as the Board may require, but no less than that required in Chapter 291.2 of the Iowa Code.
3. Designate depository bank and maximum deposits.
4. Receive affidavits from depository banks from the treasurer
5. Approve Board meeting dates for the following twelve month period.
6. Elect Board officers in even numbered years.

Organizational Meeting of the Board

The organizational meeting is the first meeting following the election of School Board members. It is set by statute as the "first regular meeting after a Regular School Election," at a time and suitable place to be designated by the secretary.

The election of Board Officers will take place at the Board's first organizational meeting in odd numbered years following the seating of newly elected board members. Unless changed by a two-thirds vote of those present, the order of business for the organizational meeting shall be as follows:

- 1) The Board secretary, as president pro tem, will preside over the meeting until a new Board president is elected.
- 2) Call to order.
- 3) Roll call.
- 4) Oath of office. The Board secretary will administer the oath to new members.
- 5) Election of a president of the Board. The president pro tem calls for nominations; nominations need not be seconded. The Board will then vote on the nominations. The secretary will announce the result of the vote and administer the oath of office to the president. The newly elected president will assume the chair.

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Adopted 6/15/70 Reviewed 8/05; 4/13; 8/14 Revised 7/00; 11/08; 10/10; 10/11; 9/9/13

Related Policy: (Code Number) 204.1; 204.5

Legal Reference: (Code of Iowa) Iowa Code §§ 279.2, .3, .33 (2013); 275.23A; 277.23, 128, .31; 279.1, .5, .7, .8 (2013); 281 I.A.C. 12.3(2)



MEETINGS OF THE BOARD

Policy Title ANNUAL AND ORGANIZATIONAL MEETINGS

Code 204.4

- 6) Election of the vice president. The president of the Board will call for nominations; the nominations need not be seconded. The Board will then vote on the nominations. The president will announce the results and administer the oath of office to the vice president.

Other Items of Business at the Organizational Meeting may include:

- 1) Board resolution of appreciation recognizing the public service rendered by retiring Board members.
- 2) Board resolution to define the operating rules and practices that will be followed by the new Board.
- 3) Board resolution to authorize the interim payment of bills pursuant to policy 705.3.
- 4) Approve minutes of its previous meetings.
- 5) Communications
- 6) Items of Business
- 7) Superintendent's report

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Adopted 6/15/70 Reviewed 8/05; 4/13 8/14 Revised 7/00; 11/08; 10/10; 10/11; 9/9/13

Related Policy: (Code Number) 204.1; 204.5

Legal Reference: (Code of Iowa) Iowa Code §§ 279.2, .3, .33 (2013); 275.23A; 277.23, 128, .31; 279.1, .5, .7, .8 (2013); 281 I.A.C. 12.3(2)



MEETINGS OF THE BOARD

Policy Title MEETING NOTICE

Code 204.6

Public notice shall be given for meetings and work sessions held by the Board. Public notice shall indicate the time, place, date and tentative agenda of Board meetings. The official public notice shall be posted on public display at the Learning Resource Center at least three (3) days before it is scheduled; but, at the minimum, twenty-four hours notice needs to be given.

A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the secretary. These requests for notice must be in writing. A copy of the public notice will also be accessible to employees and students electronically.

In the case of special meetings, public notice shall be given in the same manner as for a regular meeting unless it is an emergency meeting. In that case, public notice of the meeting shall be given as soon as practical and possible in light of the situation. The media and others who have requested notice shall be notified of the emergency meeting electronically. Attendance at a special meeting or emergency meeting by the media or Board members shall constitute a waiver of notice.

It shall be the responsibility of the Board secretary or designee to give public notice of Board meetings and work sessions. The District's web site may also be used to inform the public of future meetings and agendas.

Adopted 6/15/70 Reviewed 11/08; 10/11; 4/13; 8/14 Revised 7/00; 8/05; 10/5/10

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.2-.4; 279.1, .2 (2013)



MEETINGS OF THE BOARD

Policy Title BOARD MEETING AGENDA

Code 204.7

The tentative agenda for each Board meeting shall state the topics for discussion and action at the Board meeting. The agenda is part of the public notice of the Board meeting and will be posted and distributed. It is the responsibility of the Board President and the Superintendent to develop the agenda for each Board meeting.

Persons wishing to place an item on the agenda must make a request to the superintendent or Board President who will decide whether to place the item on the agenda and if so, the appropriate meeting date. The person making the request must state the person's name, address, purpose of the presentation, action desired, and pertinent background information. Requests received after the deadline for processing the agenda may only be added to the agenda for good cause.

The tentative agenda and supporting documents shall be sent to Board members at least two (2) days prior to the scheduled Board meeting. These documents are the private property of the Board member.

The Board shall take action only on items on the tentative agenda posted with the public notice. Items added to the agenda after the statutorily required 24 hour notice may be discussed or taken under advisement by the Board. If an added item is acted upon, the minutes of the Board meeting shall state the reason for immediate action. The Board shall exercise this discretionary authority with great care.

Board action voted on from a previous agenda item cannot be brought forward for a second vote unless the following parameters are met:

1. there is proof of a significant change of facts or addition of vital information not included in the discussion or motion of the first vote;
2. the proposed change(s) must meet a clearly demonstrated mission-related need;
3. the proposed change(s) must address the impact on students, other programs, courses, services, staffing, and/or projects; and
4. the proposed changes survive a cost-benefit analysis as per the timeline of execution and any changes to the motion of the initial vote.

Any additional information related to the addition of the second vote on a subsequent Board agenda must be distributed in a timely manner by the superintendent through the Board secretary with the agenda for the meeting at which consideration of a second vote will be reviewed.

In order for a more efficient administration of Board meetings, the Board may elect to use a consent agenda for the passage of items under the management of the superintendent.

Page 1 of 2

Adopted 6/15/70 Reviewed 7/00; 10/10; 10/11; 4/13 Revised 8/05; 11/08, 01/12; 8/11/14
Related Policy: (Code Number) 204, 204.2, 204.6
Legal Reference: (Code of Iowa) §§ 21; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title BOARD MEETING AGENDA

Code 204.7

Public hearings may be held on school district matters at the discretion of the Board. Public notice of a public hearing shall be in the same manner as for a Board meeting except that notice will be given at least ten days before the hearing is to be held unless it is impossible or impractical to do so, or the law requires otherwise.

~~It shall be the responsibility of the Board president and superintendent to develop the agenda for each Board meeting.~~

Adopted 6/15/70 Reviewed 7/00; 10/10; 10/11; 4/13 Revised 8/05; 11/08, 01/12; 8/11/14

Related Policy: (Code Number) 204, 204.2, 204.6

Legal Reference: (Code of Iowa) §§ 21; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title OPEN MEETINGS Code 204.8

Any gathering of a majority of Board members, either formal or informal, in which deliberation of a policy matter takes place, is defined as a meeting. All such meetings, unless specifically exempt from the open meetings law, are required to have proper notification, public access, open Board discussion and voting by the Board members on the issues properly before the Board, and a public record of the proceedings in the form of written minutes.

All public Board meetings shall be conducted in accordance with the provisions of Iowa law. The Board secretary shall be responsible for public notification of all meetings, arranging for electronic recording (when necessary), and making minutes of all meetings, and retain appropriate minutes and records as required by law.

The minutes shall be kept on file as the permanent official records of school legislation for the district. The secretary shall act as custodian of the minutes, and shall make them available to any citizen who wishes to examine them during usual office hours of the district. The minutes shall be posted on the web site after Board approval.

A gathering for the purpose of social or ministerial action will not constitute a Board meeting.

Adopted 9/16/85 Reviewed 7/00; 4/13; 8/14 Revised 11/08; 10/10; 10/10/11
Related Policy: (Code Numbers) 204.3, 204.6, 204.12
Legal Reference: (Code of Iowa) §§ 21; 279.1-2 (2013)



MEETINGS OF THE BOARD

Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS Code 204.9

The Board recognizes the importance of public participation in school district matters. In order to assure the public is heard and board meetings are conducted efficiently and in an organized manner, the board will set time aside for public participation, either at a specific time during the meeting or during the discussion of agenda items. Public wishing to address the board on a certain agenda item must notify the superintendent prior to the board meeting. Public wishing to present petitions to the board may do so at this time. However, the board will only receive the petitions and not act upon them or their contents. The board has the discretion to limit the amount of time set aside for public participation.

The Board encourages public attendance and participation in its public meeting of the Board. In accordance with its practice of confirming the right and desirability of the public expressing its point of view to the Board, delegations or individuals are welcome at regular and special meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions.

1. To speak to an item on the Agenda, the speaker will:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State subject and item number which will be addressed. Speak to any number of items on the agenda.
2. To speak to an item not on the Agenda:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State topic and make comments in a respectful manner.

The Board will take questions and problems under advisement and issue responses as appropriate.

3. Time Limit for Speakers:

Individuals shall limit presentation to three minutes unless the time limit is pre-scheduled or waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board may shorten the time.

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Adopted 3/16/72 Reviewed 11/08; 10/11 Revised 8/05; 10/10; 4/15/13; 8/11/14
Related Policy: (Code Numbers) _____
Legal Reference: (Code of Iowa) §§ 21; 22; 279.8 (2013)



MEETINGS OF THE BOARD

Policy Title PUBLIC PARTICIPATION IN BOARD MEETINGS Code 204.9

4. Questions and Comments by Board and Superintendent:
The speaker (or delegated speaker) shall indicate whom they represent and may be asked to comment on their questions or problems.
5. Conduct and Remarks Out of Order:
Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks. If disruptive, the individual making the comments or any individual causing disruption may be asked to leave the Board meeting.

In an emergency, as judged by the superintendent and/or the Board, stipulations concerning prior appointments for placing items on the agenda may be waived.

The Board reserves the right to establish special procedures to deal with extraordinary issues or meetings.

If the pressure of business or other circumstances dictate, the board president may decide to eliminate this practice. The board president will recognize these individuals to make their comments at the appropriate time. The orderly process of the board meeting will not be interfered with or disrupted. Only those speakers recognized by the board president will be allowed to speak. Comments by others are out of order. If disruptive, the individual causing disruption may be asked to leave the board meeting.

Individuals who have a complaint about employees may bring their complaint to the board only after they have followed board policy addressing citizens' complaints. Students who have a complaint may only bring their complaint to the board after they have followed board policy addressing students' complaints.

Note: Members of the public do not have a legal right to participate in board meetings. Boards need to make the determination how best, if at all, to involve the public in their board meetings.



MEETINGS OF THE BOARD

PROCEDURES FOR

Policy Title ADDRESSING THE BOARD OF DIRECTORS

Code 204.9

The Board encourages public attendance and participation in its public meeting of the Board. In accordance with its practice of confirming the right and desirability of the public expressing its point of view to the Board, delegations or individuals are welcome at regular and special meetings, subject to the following regulations designed to expedite deliberations and provide for full consideration of problems and questions.

1. To speak to an item on the Agenda, the speaker will:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State subject and item number which will be addressed. Speak to any number of items on the agenda.
2. To speak to an item not on the Agenda:
 - a. Stand during audience communications and be recognized by the presiding officer.
 - b. State name and address.
 - c. State topic and make comments in a respectful manner.

The Board will take questions and problems under advisement and issue responses as appropriate.

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Individuals shall limit presentation to three minutes unless the time limit is pre-scheduled or waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board may shorten the time.



MEETINGS OF THE BOARD

PROCEDURES FOR
Policy Title ADDRESSING THE BOARD OF DIRECTORS Code 204.9

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Undue interruption or other interference with the orderly conduct of Board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he or she persists in improper conduct or remarks. If disruptive, the individual making the comments or any individual causing disruption may be asked to leave the Board meeting.

In an emergency, as judged by the superintendent and/or the Board, stipulations concerning prior appointments for placing items on the agenda may be waived.

The Board reserves the right to establish special procedures to deal with extraordinary issues or meetings.



MEETINGS OF THE BOARD

Policy Title RULES OF ORDER

Code 204.10

The Board shall follow Robert's Rules of Order, Revised, latest edition as modified by this policy.

The purposes of modified rules adopted by the Board are:

1. To establish guidelines by which the business of the governing Board can be conducted in a regular and internally consistent manner;
2. To organize the meetings so that all necessary matters can be brought to the Board and that decisions of the Board can be made in an ordered and reasonable manner;
3. To insure that members of the Board, concentrating on the substantive issues at hand, have the necessary information to make decisions, and to insure adequate discussion of decisions to be made;
4. To insure that meetings and actions of the Board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

It is the responsibility of each Board member to follow the rules of order stated in this policy at each meeting, and it is the responsibility of the presiding officer to conduct the board meeting within these rules.

Adopted 9/16/85 Reviewed 8/05; 10/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 21.2, .7; 279.8 (2013)



ADMINISTRATIVE REGULATIONS REGARDING RULES OF ORDER

The following rules of procedure have been adopted by the Board at the annual organizational meeting:

1. Board members need not rise to gain the recognition of the chair.
2. All motions will be made as a positive action.
3. A motion will be adopted or carried if it receives an affirmative vote from more than half of the votes cast. Only “yes” or “no” votes are counted in this calculation. It should be noted that some motions require larger number of affirmative votes, such as to move into a closed session.
4. All motions shall receive a second, prior to opening the issue for discussion of the Board. If a motion does not receive a second, the chair may declare the motion dead for lack of a second.
5. The ~~chair~~ board president may decide the order in which Board members will be recognized to address an issue. An attempt should be made to alternate between pro and con position.
6. The ~~chair~~ board president shall rule on all motions that come before the Board.
7. The ~~chair~~ board president may rule on points of order brought before the Board.
8. The ~~chair~~ board president shall have complete authority to recognize any member of the audience regarding a request to participate in the Board meeting. Members of the public who wish to participate shall follow the procedures outlined in Board Policy 204.9.
9. The ~~chair~~ board president has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting.
10. The order in which names will be called for roll call votes will be as follows:
 - a. All Board members will be listed in alphabetical order by last name.
 - b. All roll call votes will be called in alphabetical order, beginning at various positions on the list.
 - c. The first roll call vote will begin at the top of the list and proceed down. The second roll call vote will begin with the second name and proceed down, the list with the last name called to be the first person called on the previous vote.
 - d. A person’s absence, or presence, will have no effect on the rotation.
 - e. The Board secretary will maintain the record of rotation for roll call votes. The sequence will continue from meeting to meeting.
11. The ~~chair~~ board president has the same authority and responsibility as each Board member to vote on all issues.



MEETINGS OF THE BOARD

Policy Title BOARD OF DIRECTORS RECORDS

Code 204.12

The Board shall keep and maintain permanent records of the Board including, but not limited to, records of the minutes of all Board meetings, open and closed, and other required records received by the Board. The minutes shall be preserved in accordance with Iowa Code.

Detailed minutes and complete electronic recordings will be made of Closed Meetings of the Board and required by the Iowa Code. Detailed minutes and complete electronic recordings of Closed Meetings that are exempt from the provisions of the Iowa Code will be made when deemed necessary by the Board. Detailed minutes will include a synopsis of the discussion, the persons present, and any action occurring during the Closed Session. The Board secretary will be custodian of the detailed minutes and ~~tapes~~ electronic recordings which will be maintained in a securely locked depository, separate from the regular Board minutes, for a period of one year after which they will immediately and routinely be destroyed (tape will be erased). The minutes and tape recordings shall only be opened upon court order in an action to enforce the requirements of the open meetings law.

Detailed minutes and electronic recordings of Closed Sessions held under the purchase of real estate exception to Open Meetings, must be made available for public examination when the transaction discussed is completed. There shall be separate, detailed minutes and electronic recording for each real estate transaction.

It shall be the responsibility of the Board secretary to keep the minutes of the School Board mandatory meetings. The minutes of each meeting shall include as a minimum the following items: a record of date, time, place, members present, action taken and the vote of each member, and the schedule of bills allowed will be attached. This information will be available after Board approval at the second meeting of the month and forwarded to the newspaper designated as the official newspaper for publication. The information does not need to be published within two weeks. The schedule of bills allowed may be published on a once monthly basis in lieu of publication with the minutes. The permanent records of the Board minutes may include more detail than is required for the publication of the minutes.

Minutes waiting approval at the next Board meeting will be available for inspection after the Board secretary transcribes the notes into typewritten material which has been proofread for errors and corrected.

Adopted 3/8/79 Reviewed 11/08; 4/13 Revised 8/05; 10/10; 10/10/11; 8/11/14

Related Policy: (Code Numbers)

Legal Reference: (Code of Iowa) §§ 21, 22, 279.8, .31; .35; .36; .37, 291.6, 618.3 (2013)
670 IAC 3.3(1), 281 IAC 12.3(1)



MEETINGS OF THE BOARD

Policy Title QUORUM FOR BOARD MEETINGS

Code 204.13

The majority of the full membership of the Board of Directors constitutes a quorum and must be present for the transaction of business either in person or telephonically. An affirmative vote of those present and voting shall be sufficient to pass any motion or take any action, unless the law or Board policy requires the vote of a greater number in a particular case.

A quorum need not be present to adjourn a meeting.

The affirmative vote of two-thirds of the entire membership of the Board, or the affirmative vote of all members present at a meeting where a quorum – but not the entire Board – is present, is required before the Board can go into Closed Session.

Adopted 9/16/85 Reviewed 8/05; 10/10; 10/11; 4/13; 8/14 Revised 11/3/08

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21.5(l); 279.4 (2013)



MEETINGS OF THE BOARD

Policy Title OATH OF OFFICE Code 204.15

Board members are officials of the state. As a public official, each Board member must pledge to uphold the Iowa and the United States Constitution and carry out the responsibilities of the office to the best of the Board member's ability.

Each newly-elected Board member will take the oath of office prior to any action taken as a school official. The oath of office shall be taken by each new Board member elected at the annual school election at or before the organizational meeting of the Board. In the event of an appointment or special election to fill a vacancy, the new Board member shall take the oath of office within ten (10) days of the appointment or election.

Board members elected to offices of the Board shall also take the same oath of office but replacing the office of Board member with the title of the office to which they were elected.

The oath of office shall be administered by the Board secretary and does not need to be given at a Board meeting. In the event the Board secretary is absent, the oath shall be administered by another Board member.

“Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the state of Iowa, and that you will faithfully and impartially to the best of your ability discharge the duties of the office of _____ (naming the office) in Linn-Mar Community School District as now and hereafter required by law?”

Adopted 9/16/85 Reviewed 11/08; 10/10; 10/11; 4/13; 8/14 Revised 12/18/95
Related Policy: (Code Numbers) _____
Legal Reference: (Code of Iowa) §§ 277.28; 279.1, .6 (2013)



MEETINGS OF THE BOARD

Policy Title WORK SESSIONS

Code 204.16

The Board, a learning and decision making body, is confronted with a continuing flow of topics, issues and needs which require action. While the Board is determined to expedite its business, it is also mindful of the importance of planning, brainstorming, and thoughtful discussion without action. Therefore, the Board may schedule work sessions and retreats in order to provide its members and the administration with such opportunities. The Board has the authority to hire an outside facilitator to assist them in work sessions.

Topics for discussion and study will be announced publicly, and work sessions and retreats will be conducted in open session. However, no Board action will take place at the work session.

Adopted 9/16/85 Reviewed 11/08; 10/10; 10/11; 4/13; 8/14 Revised 8/1/05

Related Policy: (Code Numbers) _____

Legal Reference: (Code of Iowa) §§ 21; 22.7; 279.8 (2013)



MISCELLANEOUS

Policy Title BOARD OF DIRECTORS' MEMBER
COMPENSATION AND EXPENSES Code 205.1

As an elected public official, the Board member is a public servant who serves without compensation. Board members will be reimbursed for actual and necessary expenses incurred in the performance of their official duties.

Prior to reimbursement of actual and necessary expenses, the Board member must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a detailed receipt will make the expense non-reimbursable. Personal expenses will be reimbursed by the Board member to the district no later than ten working days following the date of the expense. In exceptional circumstances the Board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

It is the responsibility of the Board Secretary to compile the expenses of Board members for audit and approval in the same manner as other claims of the school district. It is the responsibility of the superintendent and business administrator to determine through the audit and approval process of the Board whether the expenses incurred by a Board member are actual and necessary expenses incurred in the performance of their official duties.

Adopted 6/15/70 Reviewed 7/00; 10/10; 4/13; 8/14 Revised 8/05; 11/08; 10/10/11
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 68B; 277.27; 279.7A, .8, .32 (2013)



REQUEST FOR REIMBURSEMENT FOR TRAVEL
Linn-Mar Community School District
Marion, Iowa 52302

NAME _____ DATE _____

TYPE AND NAME OF CONFERENCE /MEETING _____

LOCATION _____

DATE(S) _____

| DATE | ITEMS | *MILEAGE OR TRANSPORTATION | *HOTEL/ LODGING | * MEALS | | | *MISC. | DAILY TOTAL |
|----------------|-------|-------------------------------|--------------------|---------|---|---|--------|----------------|
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| TOTAL EXPENSES | | | | | | | | |

COMMENTS:

I herewith declare that the above amount is due and unpaid for expenses incurred while on an authorized school assignment(s) and that I am entitled to the above reimbursement.

Claimant School or Department DATE _____

APPROVED _____ DATE _____
Principal/Administrator Superintendent Business Administrator

CHARGE TO ACCOUNT NUMBER _____

NOTE: * PLEASE ATTACH BILLS FOR PUBLIC TRANSPORTATION, LODGING AND MEALS. IDENTIFY ALL MISCELLANEOUS EXPENSES AND ATTACH RECEIPTS. **NO REIMBURSEMENT WITHOUT RECEIPT(S).**



MISCELLANEOUS

Policy Title SCHOOL BOARD ASSOCIATIONS

Code 205.2

The Board believes in active membership in the associations which support the professional activities and development of the School Board as a method for continued Board learning and sources of information. The Board will annually review the membership it wishes to maintain in these and other organizations.

Adopted 6/15/70 Reviewed 11/08; 10/10; 4/13; 8/14 Revised 7/00; 10/10/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.38 (2013)



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

Board members, officers, or employees may receive a gift on behalf of the school district. Board members, officers, or employees shall not, either directly or indirectly, solicit, accept, or receive any gifts, series of gifts, or an honorarium unless the giver does not meet the definition of a donor stated below or the gift or honorarium does not meet the definition of gift or honorarium stated below.

A “restricted donor” is defined as a person or either entity which:

- Is seeking to be or is a party to any one or any combination of sales, purchases, leases or contracts to, from, or with the school district;
- Will be directly and substantially affected financially by the performance or nonperformance of the Board member’s, officer’s, or employee’s official duty in a way that is greater than the effect on the public generally or on a substantial class of persons to which the person belongs as a member of a profession, occupation, industry, or region, or;
- Is a lobbyist with respect to matters within the school district’s jurisdiction.

A “gift” is the giving of anything of value in return for which something of equal or greater value is not given or received. However, “gift” does not include any of the following:

- Contributions to a candidate or a candidate’s committee;
- Information material relevant to a Board member’s official function, such as books, pamphlets, reports, documents, or periodicals or other information that is recorded in a written, audio or visual format;
- Anything received from a person related within the fourth degree by kinship or marriage, unless the donor is acting as an agent or intermediary for another person not so related;
- An inheritance;
- Anything available or distributed to the public generally without regard to the official status of the Board member, officer, or employee;
- Items received from a charitable, professional, educational or business organization to which the Board member belongs as a dues paying member if the items are given to all members of the organization without regard to an individual members’ status or position held outside of the organization and if the dues paid are not inconsequential when compared to the items received;



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

- Actual expenses of a Board member, officer, or employee for food, beverages, travel, and lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the Board member, officer, or employee has participation or presentation responsibilities;
- Plaques or items of negligible resale value given as recognition for public services;
- Items of food and drink with the value of less than \$3.00 that are received from any one donor during one calendar day;
- Items or services solicited or given to a state, national, or regional organization in which the state of Iowa or a school district is a member for purposes of a business or educational conference, seminar or other meeting or solicited by or given to state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees for purposes of a business or educational conference, seminar or other meeting;
- Items or services received by members or representatives of members as part of a regularly scheduled event that is part of a business or educational conference, seminar or other meeting that is sponsored and directed by any state, national or regional government organization in which the state of Iowa or a political subdivision of the state of Iowa is a member or received at such an event by members or representatives of members of state, national or regional government organizations whose memberships and officers are primarily composed of state or local government officials or employees;
- Funeral flowers or memorials to a church or nonprofit organization;
- Gifts which are given to a public official for the public official's wedding or twenty-fifth or fiftieth wedding anniversary;
- Payment of salary or expenses by a Board member's employer or the firm in which the Board member is a member for the cost of attending a meeting of a subunit of an agency when the Board member whose expenses are being paid serves on a board, commission, committee, council or other subunit of the agency and the Board member is not entitled to receive compensation or reimbursement of expenses from the school district;
- Gifts other than food, beverages, travel and lodging received by a Board member which are received from a person who is a citizen of a country other than the United States and is given during a ceremonial presentation or as a result of a custom of the other country and is of personal value only to the Board member; or

Page 2 of 3

Adopted 2/12/81 Reviewed 8/05; 10/10/ 10/11; 4/13; 8/14 Revised 11/3/08
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 68B (2013)



MISCELLANEOUS

Policy Title GIFTS TO SCHOOL BOARD MEMBERS, OFFICERS,
OR SCHOOL DISTRICT EMPLOYEES Code 205.3

- Actual registration costs for informational meetings or sessions which assist a public official or public employee in the performance of the person's official functions. The costs of food, drink, lodging and travel are not "registration costs" under this paragraph. Meetings or sessions which a public official or public employee attends for personal or professional licensing purposes are not "informational meetings or session which assist a public official or public employee in the performance of the person's official functions" under this paragraph.

An "honorarium" is anything of value that is accepted by, or on behalf of, a Board member, officer, or employee as consideration for an appearance, speech, or article. An honorarium does not include any of the following:

- Actual expenses of a Board member, officer, or employee for food, beverages, travel, or lodging for a meeting, which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the Board member, officer, or employee has participation or presentation responsibilities;
- A non-monetary gift or series of non-monetary gifts donated within 30 days to a public body; a bona fide educational or charitable organization, or the department of general services;
- A payment made to a Board member, officer, or employee for services rendered as part of a bona fide private business, trade, or profession in which the Board member is engaged if the payment is commensurate with the actual services rendered and is not being made because of the person's status as a Board member, officer, or employee, but rather because of some special expertise or other qualifications.

It shall be the responsibility of each Board member, officer, or employee to know when it is appropriate to accept or reject gifts or an honorarium.



MISCELLANEOUS

Policy Title THE BOARD'S RELATIONSHIP WITH ELECTED OFFICIALS Code 205.4

The Board shall keep current and express opinions on proposed law revisions and new laws which are essential for maintaining and creating an education program to meet the needs of the school district.

It shall be the responsibility of the Board to maintain contact with the elected officials representing the school district.

It shall be the responsibility of the superintendent to assist the Board in keeping up-to-date on proposed laws and in contacting the elected officials who represent the school district.

Adoption 12/21/92 Reviewed 11/08; 10/10/ 10/11; 4/13; 8/14 Revised 7/17/00
Related Policy: (Code Number) 205.3
Legal Reference: (Code of Iowa) § 279.8; 68B



BOARD EVALUATION

Policy Title BOARD OF DIRECTOR'S MEMBER
DEVELOPMENT AND TRAINING Code 206.1

The Board may participate in conferences sponsored by educational associations and agencies in addition to its own in-service programs and work sessions.

The Board will work closely with professional organizations supporting Board development and the Board members will be encouraged to participate in conferences and share their learning with colleagues.

Adopted 7/18/05 Reviewed 7/05; 11/08; 10/11; 4/13; 8/14 Revised 10/5/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 279.8, .38 (2013)



BOARD EVALUATION

Policy Title BOARD SELF-EVALUATION

Code 206.2

It shall be the policy of the Board to conduct a periodic self-evaluation of Board operations. The results of the self-evaluation shall be used in planning growth activities.

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Adoption 4/17/89 Reviewed 8/05; 11/08; 10/10; 10/11; 4/13; 8/14 Revised 12/18/95

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



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ADMINISTRATION

Policy Title ROLE OF SCHOOL DISTRICT ADMINISTRATION

Code 300

~~School district~~ Linn-Mar School District administrators have been given a great opportunity and responsibility to manage the ~~school~~ District, to provide educational leadership, and to implement the educational philosophy of the school district. They are responsible for the day-to-day operations of the ~~school~~ District. In carrying out these operations as licensed by the State of Iowa, the administrators are guided by Board policies, the law, negotiated agreements and contracts, the needs of the students, and the needs of the school district community.

It shall be the responsibility of the administrators and managers, led by the superintendent, to implement and enforce the policies of the Board, to oversee employees, to monitor educational issues confronting the school district, and to inform the Board about school district operations.

While the Board holds the superintendent ultimately responsible for these duties, the principals are more directly responsible for educational results, for the administration of the school facilities, and for the employees.

The Board and the administration shall work together to share information and decisions under the team management concept, with the superintendent as the chief executive officer. Individuals, acting in isolation, should not make decisions for the team.

Adopted 5/5/97 Reviewed 2/01; 2/09; 12/10; 4/13; 8/14 Revised 10/05; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



ADMINISTRATION

Policy Title MANAGEMENT

New
Code 301.1

The Board and the administrators will work together in making decisions and setting goals for the District. This effort is designed to obtain, share, and use information to solve problems, make decisions, and formulate District policies and regulations.

It is the responsibility of each administrator to fully participate in the management of the District by investigating, analyzing, and expressing their views on issues. Those Board members or administrators with special expertise or knowledge of an issue may be called upon to provide information. Each Board member and administrator will support the decisions reached on the issues confronting the District.

The Board is responsible for making the final decision in matters pertaining to the District.

It is the responsibility of the superintendent to develop guidelines for collaborative decision-making.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 279.8 (2013)



ADMINISTRATION

Policy Title SUPERINTENDENT OF SCHOOLS
QUALIFICATIONS, RECRUITMENT, APPOINTMENT

NEW
Code 302.1

The Board will employ a superintendent to serve as the chief executive officer of the board, to conduct the daily operations of the District, and to implement Board policy with the power and duties prescribed by the Board and the law.

The Board will consider applicants that meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the superintendent position. In employing a superintendent, the Board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In choosing a superintendent, the Board will also consider the school district's educational philosophy, financial situation, organizational structure, education programs, and other factors deemed relevant by the board.

The Board may contract for assistance in the search for a superintendent.

Adopted _____ Reviewed 8/14 _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 U.S.C. §§ 621-634 (2012); 42 U.S.C. §§ 2000e et seq. (2012);
§§ 21.5(1)(i); 35C; 216; 279.8, .20 (2013); 281 I.A.C. 12.4(4);
1980 Op. Att'y Gen. 367



ADMINISTRATION

SUPERINTENDENT

Policy Title CONTRACT AND CONTRACT NONRENEWAL

NEW
Code 302.2

The length of the contract for employment between the superintendent and the Board is determined by the Board. The contract will begin on July 1 and end on June 30. The contract will state the terms of employment.

The first two years of a contract issued to a newly employed superintendent is considered a probationary period. The Board may waive this period or the probationary period may be extended for an additional year upon the consent of the superintendent. In the event of termination of a probationary or nonprobationary contract, the Board will afford the superintendent appropriate due process, including notice by May 15. The superintendent and Board may mutually agree to terminate the superintendent's contract at any time.

If a superintendent's contract is not being renewed by the Board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the superintendent's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the Board to provide the contract for the superintendent.

If the superintendent wishes to resign, to be released from a contract, or to retire, the superintendent must comply with board policies dealing with retirement, release or resignation.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number): 302

Legal Reference: (Code of Iowa) Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994); Cook v. Plainfield Community School District, 301 N.W.2d 771 (Iowa App. 1980); Board of Education of Ft Madison Community School District v. Youel 282 N.W.2d 740 (Iowa 1979); Briggs v. Board of Directors of Hinton Community School District, 282 N.W.2d 677 (Iowa 1979); Luse v. Waco Community School District of Henry Co., 258 Iowa 1087, 141 N.W.2d 607 (1966). Iowa Code §§ 21.5(1)(i); 279.20, .22-.25 (2013). 281 I.A.C. 12.4(4)



ADMINISTRATION

Policy Title SUPERINTENDENT
 SALARY AND OTHER COMPENSATION

Code *NEW*
 302.3

The Board has complete discretion to set the salary of the superintendent. It is the responsibility of the Board to set the salary and benefits of the superintendent at a level that will include consideration of, but not be limited to, the economic condition of the District and the training, experience, skill, and demonstrated competence of the superintendent. The salary is set at the beginning of each contract term.

In addition to the salary and benefits, the superintendent's actual and necessary expenses are paid by the District when the superintendent is performing work-related duties. It is within the discretion of the Board to pay dues to professional organizations for the superintendent.

The Board may approve the payment of dues and other benefits or compensation over and above the superintendent's contract. Approval of dues and other benefits or compensation will be included in the records of the Board in accordance with Board policy.

Adopted _____ Reviewed 8/14 Revised _____

Related Policy: (Code Number) 302

Legal Reference: (Code of Iowa) §§ 279.8, .20 (2013); 1984 Op. Att'y Gen. 47



ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Policy Title APPOINTMENT, QUALIFICATIONS AND DUTIES

Code 302.4

The Superintendent of Schools shall hold at a minimum a master's degree plus thirty semester hours of approved graduate preparation beyond the master's degree.

The Superintendent shall meet the licensure requirements as designated by the Iowa Board of Educational Examiners.

The Board of Directors may appoint the Superintendent of Schools for a term not to exceed three years. However, the Board's initial contract with a superintendent shall not exceed one year if the Board is obligated to pay a former superintendent under an unexpired contract.

The Superintendent of Schools shall:

- a) Be in all respects the chief executive officer of the Board except as otherwise provided by law. He or she shall have the power to make rules not in conflict with law or with the policies of the Board, and decide all matters of administrative and supervisory detail in connection with the operation and maintenance of the schools.
- b) Be directly responsible to the Board; he or she shall be expected to initiate and direct the development of policies for the approval of the Board, and to delegate such responsibility to whomever he or she may deem appropriate or qualified.
- c) Attend meetings of the Board except those concerned with his or her own contract status and be granted the privilege of taking part in the deliberations, but shall not vote.
- d) In order to assist the Board in reaching sound judgments, establishing policies and approving those matters which the law requires the Board to approve, be responsible for placing before the Board, necessary and helpful facts, comparisons, investigations, information and reports and for making available at the proper time the personal advice on special or technical matters, of those persons who, in his or her opinion or that of the Board or the President, are particularly qualified to furnish it.
- e) Have the power to recommend the appointment, assignment, transfer, promotion, demotion, discharge, and/or suspension of all employees of the Board as provided by law and the policies of the Board, with such recommendations reported to the Board for final approval and confirmation.

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Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, 20, 23A (2013); 281 I.A. C. 12.4 (4)

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Policy Title APPOINTMENT, QUALIFICATIONS AND DUTIES

Code 302.4

- f) Take the lead in developing and implementing the District's strategic planning process and accountability for the outcomes of the Strategic Plan in collaboration with the Board of Education, staff, students and community.
- g) Assumes responsibility for the overall financial planning of the district and for the preparation of the annual budget, and submits it to the Board for review and approval.
- h) Through his or her administrative staff, he or she shall direct, assign, and assist teachers and all other educational employees in the performance of their duties; classify, assign, and control the promotion of students; and perform such duties as the Board determines.
- i) Accepts responsibility for the general efficiency of the school system, for the development of the employees, and for the educational growth and welfare of the students.
- j) Direct the work of his or her professional staff in the evaluation of curriculum, textbooks, and instructional materials and assessments, and upon the basis of such study shall make recommendations for consideration and judgment.
- k) Supervise the establishment or modification of the boundaries of school attendance and transportation areas subject to approval of the Board.
- l) Establishes and maintains efficient procedures and effective controls for all expenditures of school district funds in accordance with the adopted budget, subject to the direction and approval of the Board.
- m) Direct the formulation of salary programs and make recommendations regarding same to the Board. After their adoption by the Board, he or she shall assign salaries to personnel on the basis of said programs.
- n) Directs studies of buildings and sites, taking into consideration populations trends and the educational and cultural needs of the district in order to ensure timely decisions by the Board and the electorate regarding construction and renovation projects.

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Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, 20, 23A (2013); 281 I.A. C. 12.4 (4)

ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Policy Title APPOINTMENT, QUALIFICATIONS AND DUTIES

Code 302.4

- o) Keep the public informed about modern education practices, attend such conventions and conferences as are necessary to keep informed of the latest educational trends, and the practices and problems in the school district.
- p) Represents the Board as a liaison between the school district and the community.
- q) Establishes and maintains a program of public relations to keep the public well-informed of the activities and needs of the school district, effecting a wholesome and cooperative working relationship between the school district and the community.
- r) Makes administrative decisions necessary for the proper functioning of the District.
- s) Conducts periodic District administrative meetings.
- t) Performs other duties as may be assigned by the Board.

Board authority and responsibility of the Office of the Superintendent shall not be limited to the above listing as they pertain to the learning, development and welfare of students and staff.

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, 20, 23A (2013); 281 I.A. C. 12.4 (4)



ADMINISTRATION

Policy Title SUPERINTENDENT OF SCHOOLS – EVALUATION

Code 302.5

The Board will conduct an evaluation of the superintendent's skills, abilities, and competence. ~~At a minimum, the Board will formally evaluate the superintendent on an annual basis.~~ The goal of the superintendent's formal evaluation is to ensure the education program for the students is carried out, promote growth in effective administration leadership, clarify the superintendent's role, clarify the immediate priorities of the Board, and develop a working relationship between the Board and the superintendent.

The superintendent will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The formal evaluation will be based upon the following principles:

- The evaluation criteria will be in writing, clearly stated and mutually agreed upon by the Board and the superintendent. The criteria based on the State administrator performance criteria and the professional superintendent criteria will be related to the job description and the school district's goals;
- At a minimum, the evaluation process will be conducted annually at a time agreed upon;
- Each Board member will have an opportunity to individually evaluate the superintendent, and these individual evaluations will be compiled into an overall evaluation by the Board president;
- The superintendent will conduct a self-evaluation prior to discussing the Board's evaluation, and the Board as a whole will discuss its evaluation with the superintendent;
- The Board may discuss its evaluation of the superintendent in closed session upon a request from the superintendent and if the Board determines its discussion in open session will needlessly and irreparably injure the superintendent's reputation;

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Adopted 8/14/89 Reviewed 5/97; 12/10; 4/13; 8/14 Revised 2/01; 10/05; 2/09; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Wedergren v Board of Directors, 307 NW 2d 12 (Iowa 1981); §§279.8, .20, .23, .23A, (2013); 281 IAC 12.3(4)

ADMINISTRATION

Policy Title SUPERINTENDENT OF SCHOOLS – EVALUATION

Code 302.5

- The individual evaluation by each Board member, if individual Board members so desire, will not be reviewed by the superintendent. Board members are encouraged to communicate their criticisms and concerns to the superintendent in the closed session. The Board president will develop a written summary of the individual evaluations, including both the strengths and the weaknesses of the superintendent, and place it in the superintendent's personnel file to be incorporated into the next cycle of evaluations.

This policy supports and does not preclude the ongoing, informal evaluation of the superintendent's skills, abilities and competence

Adopted 8/14/89 Reviewed 5/97; 12/10; 4/13; 8/14 Revised 2/01; 10/05; 2/09; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Wedergren v Board of Directors, 307 NW 2d 12 (Iowa 1981); §§279.8, .20, .23, .23A, (2013); 281 IAC 12.3(4)



ADMINISTRATION

Policy Title SUPERINTENDENT PROFESSIONAL DEVELOPMENT

NEW
Code 302.6

The Board encourages the superintendent to continue professional growth by being involved in professional organizations, attending conferences, continuing education, and participating in other professional activities.

It is the responsibility of the superintendent to arrange the superintendent's schedule in order to enable attendance at various conferences and events. If a conference or event requires the superintendent to be absent from the office for more than three days, requires overnight travel, or involves unusual expense, the superintendent will bring it to the attention of the Board president prior to attending the event.

The superintendent will report to the Board after an event.

Adopted _____ Reviewed 8/14 Revised _____
Related Policy: (Code Number) 303.7, 401.7
Legal Reference: (Code of Iowa) § 279.8 (2013); 281 I.A.C. 12.7



ADMINISTRATION

ADMINISTRATOR

Policy Title QUALIFICATIONS, RECRUITMENT, APPOINTMENT

NEW
Code 303.1

The Board will employ building principals and other administrators and managers, in addition to the superintendent, to assist in the daily operations of the District.

The Board will consider applicants who meet or exceed the standards set by the Iowa Department of Education and the qualifications established in the job description for the position. In employing an administrator or manager, the Board will consider the qualifications, credentials and records of the applicants without regard to race, color, creed, religion, sex, national origin, age, sexual orientation, gender identity or disability. In keeping with the law, however, the Board will consider the veteran status of the applicants. The Board will look closely at the training, experience, skill and demonstrated competence of qualified applicants in making its final decision.

In approving the selection of an administrator or manager, the Board will also consider the District's educational philosophy, financial condition, organizational structure, education programs, and other factors deemed relevant by the Board.

It is the responsibility of the superintendent to make a recommendation to the Board for filling an administrative or managerial position, based on the requirements stated in this policy. The Board will act only on the superintendent's recommendation.

The Board may contract for assistance in the search for administrators or managers.

Adopted _____ Reviewed 8/14 Revised _____
Related Policy: (Code Number) 303
Legal Reference: (Code of Iowa) §§ 279.8, .21 (2013); 281 I.A.C. 12.4; 1980 Op. Att'y Gen. 367



ADMINISTRATION

ADMINISTRATOR
Policy Title CONTRACT AND CONTRACT NONRENEWAL

NEW
Code 303.2

The length of the contract for employment between an administrator and the Board will be determined by the Board and stated in the contract. The contract will also state the terms of the employment.

The first two years of a contract issued to a newly employed administrator will be considered a probationary period. The Board may waive this period. The probationary period may be extended for an additional year upon the consent of the administrator. In the event of termination of a probationary or nonprobationary contract, the Board will afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.

If an administrator's contract is not being renewed by the Board, the contract will be extended automatically for additional one-year periods beyond the end of its term until it is modified or terminated as mutually agreed to by the parties or until the administrator's contract is terminated consistent with statutory termination procedures.

It is the responsibility of the superintendent to create a contract for each administrative position.

Administrators and managers who wish to resign, to be released from a contract, or to retire, must comply with Board policies regarding the areas of resignation, release or retirement.

Adopted _____ Reviewed 8/14 _____ Revised _____

Related Policy: (Code Number) 303

Legal Reference: (Code of Iowa) Martin v. Waterloo Community School District, 518 N.W. 2d 381 (Iowa 1994); Cook v. Plainfield Community School District, 301 N.W. 2d 771 (Iowa App. 1980); Board of Education of Ft Madison Community School District v. Youel, 282 N.W. 2d 677 (Iowa 1979); Briggs v. Board of Education of Hinton Community School District, 282 N.W. 2d 740 (Iowa 1979); Iowa Code 2779.20, .22-.25 (2013); 281 I.A.C. 12.4(4), .4(7)



ADMINISTRATION

Policy Title ADMINISTRATOR EVALUATION

NEW
Code 303.3

An ongoing process of evaluating the administrators on their skills, abilities, and competence will occur at a minimum, annually, concluding with a formal evaluation. The goal of the formal evaluation process is to ensure that the educational program for the students is carried out, ensure student learning goals of the District are met, promote growth in effective administrative leadership for the District, clarify the administrator's role as defined by the Board and the superintendent, ascertain areas in need of improvement, clarify the immediate priorities of the responsibilities listed in the job description, and develop a working relationship between the superintendent and the administrator.

The superintendent is responsible for designing an administrator evaluation instrument. The formal evaluation will include written criteria related to the job description.

The formal evaluation will also include an opportunity for the administrator and the superintendent, or designee, to discuss the written criteria, the past year's performance and the future areas of growth. The evaluation is completed by the superintendent, signed by the administrator and filed in the administrator's personnel file.

The principal will be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

It is the responsibility of the superintendent, or designee, to conduct a formal evaluation of the probationary administrators and nonprobationary administrators prior to May 15.

This policy supports and does not preclude the ongoing informal evaluation of the administrator's skills, abilities and competence.

Adopted _____ Reviewed 8/14 _____ Revised _____

Related Policy: (Code Number) 303

Legal Reference: (Code of Iowa) §§ 279.8, .21-.23A (2013); 281 I.A.C. 12.3(3); ch 83



ADMINISTRATION

ASSOCIATE DEPUTY SUPERINTENDENT – POSITION,
Policy Title QUALIFICATIONS, APPOINTMENT AND FUNCTIONS Code 303.4

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent, the Board may appoint ~~one or more Associate~~ a Deputy Superintendent(s) of Schools who shall perform such duties as assigned by the superintendent.

~~An Associate~~ A Deputy Superintendent must have the following qualifications:

- A master's degree plus thirty semester hours of approved graduate preparation beyond the master's degree from an accredited institution;
- The necessary licensure as required by the Iowa Board of Educational Examiners;
- Sufficient educational background and experience to merit recommendation by the superintendent.

The first two years of a contract is issued to a newly-appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.

The ~~associate~~ deputy superintendent:

- A. Shall be directly responsible to the superintendent.
- B. Shall assist the superintendent in the administration of the school district and at the superintendent's discretion, render any assistance desired in carrying out the responsibilities of his or her office.
- C. Shall implement, with fidelity, the policies of the Board, the Code of Iowa, Federal Law, and negotiated contracts.

Adopted 6/15/70 Reviewed 4/13 Revised 5/97; 2/01; 10/05; 2/09; 12/10; 11/11; 8/25/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4



ADMINISTRATION

BUILDING PRINCIPALS

Policy Title POSITION, QUALIFICATIONS, AND APPOINTMENT Code 303.5

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent, the Board may approve one or more principals to perform such duties as assigned by the superintendent and outlined in the functions' statements of Board policy (303.1).

Building principals must have the following qualifications:

- A master's degree from an accredited institution;
- The necessary licensure as required by the Iowa Board of Educational Examiners.
- Sufficient educational background and experience to merit recommendation by the superintendent.

~~The first two years of a contract is issued to a newly appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the superintendent. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.~~

Adopted 2/19/01 Reviewed 4/13; 8/14 Revised 10/05; 2/09; 12/10; 11/14/11
Related Policy: (Code Number) 303.4
Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4



ADMINISTRATION

Policy Title BUILDING PRINCIPALS – ~~FUNCTIONS~~ DUTIES

Code 303.5-R

The superintendent delegates responsibilities to the principal. Thus, the principal is responsible to the superintendent, or through assistants/designees in particular areas of operation, as outlined by the superintendent. The principal is responsible for performance of his or her responsibilities following Board policy, negotiated agreements and contracts, and local, state and federal laws, regulations and rules.

The principal shall be an educational leader who promotes the success of all students by:

- Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.
- Advocating, nurturing and sustaining a school culture and instructional program conducive to student learning and staff professional development.
- Ensuring management of the organization, operations and resources for a safe, efficient and effective learning environment.
- Collaborating with families and community members, responding to diverse community interests and needs and mobilizing community resources.
- Acting with integrity, fairness and in an ethical manner.
- Understanding the profile of the community, and responding to and influencing the larger political, social, economic, legal and cultural context.

The principal shall:

- Administer general school building policies and regulations as they may apply to students, licensed and classified personnel in their schools.
- Keep the superintendent informed of important accomplishments, needs and problems in the field of administration, personnel, instruction, and school-community relations in the school to which he or she is assigned.
- Provide opportunity and leadership for those working with him or her to share techniques, understandings and ideas for improving the school program.
- Organize the administrative and other aspects of the school so as to free himself or herself as much as possible for the major tasks of evaluating and improving the instructional program.
- Evaluate the efficiency of teachers and other employees assigned to their building and report such evaluation to the superintendent upon request.
- Foster good public relations between the school and community.
- Supervise, with the teachers, students in the school and on the school grounds.
- Maintain records of the activities of the schools.

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Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4

ADMINISTRATION

Policy Title BUILDING PRINCIPALS – ~~FUNCTIONS~~ DUTIES

Code 303.5-R

- Keep the faculty members aware of the policy discussions in order that they may contribute to the thinking of the administrative team.
- Handle emergency situations as necessary. In the absence of any specific rule or regulation, principals should exercise their best judgment, keeping the superintendent or designee informed.
- Be responsible for assisting in the development of the curricula, and in the planning and adapting the course of study to the needs and interests of the students
- Appraise and evaluate the effectiveness of the instructional program with the help of the faculty, district support staff, consultants, and lay personnel.
- Supervise certified staff cooperatively using standard criteria.
- Carry out special duties relating to the administration of the total district as assigned by the superintendent.

In executing these duties and others the superintendent may delegate, the principal shall consider the needs of the students in the school district as well as the school district's financial condition.

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 279.8, .20, .21, .23-.24 (2013); 281 IAC 12.4



ADMINISTRATION

Policy Title ASSOCIATE/ASSISTANT PRINCIPALS – POSITIONS
QUALIFICATIONS, APPOINTMENT AND FUNCTIONS Code 303.6

In order to assist the superintendent in carrying out the responsibilities of his or her office, and at the recommendation of the superintendent and principals, the Board may appoint, as need is established, one or more associates/assistants to the principals to perform such duties as assigned by the principal.

An Associate/Assistant Principal must have the following qualifications:

- A master's degree from an accredited institution;
- The necessary licensure requirements as required by the Iowa Board of Educational Examiners;
- Sufficient educational background and experience to merit recommendation by the superintendent.

~~The first two years of a contract issued to a newly appointed administrator shall be considered a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the administrator's supervisor. In the event of termination of a probationary or non-probationary contract, the Board shall afford the administrator appropriate due process, including notice by May 15. The administrator and Board may mutually agree to terminate the administrator's contract.~~

Associate/Assistant Principals shall perform all those duties and activities as designated by the principal and superintendent, subject to the policies of the Board, ~~of Directors and the superintendent~~, the Code of Iowa, Federal law, and negotiated contracts.

The superintendent and principal shall review the functions of the associate/assistant principals on an annual basis.

Adopted 6/15/70 Reviewed 4/13; 8/14 Revised 2/01; 10/05; 2/09; 12/10; 11/14/11
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



ADMINISTRATION

Policy Title ADMINISTRATOR CODE OF ETHICS Code 304

Administrators, as part of the educational leadership in the school district community, represent the views of the school district. Their actions, verbal and nonverbal, reflect the attitude and the beliefs of the school district. Therefore, administrators will conduct themselves professionally and in a manner fitting to their position.

Each administrator will follow the code of ethics stated in this policy. Failure to act in accordance with this code of ethics or in a professional manner, in the judgment of the superintendent, will be ground for discipline up to, and including, discharge.

The professional school administrator:

- Makes the education and well-being of students the fundamental value of all decision making.
- Fulfills all professional duties with honesty and integrity and always acts in a trustworthy and responsible manner.
- Supports the principle of due process and protects the civil and human rights of all individuals.
- Implements local, state and national laws.
- Advises the School Board and implements the Board's policies and administrative rules and regulations.
- Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals or that are not in the best interest of students.
- Avoids using his/her position for personal gain through political, social, religious, economic or other influences.
- Accepts academic degrees or professional certification only from accredited institutions.
- Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
- Honors all contracts until fulfillment, release or dissolution as agreed upon.
- Accepts responsibility and accountability for one's own actions and behaviors.
- Commits to serving others above self.

Adopted 2/2/09 Reviewed 4/13/ 8/14 Revised 12/10; 11/14/11

Related Policy: Code Number) _____

Legal Reference: Code of Iowa) Iowa Code § 279.8 (2013); 282 I.A. C. 13



AUXILIARY SERVICES

First Reading 8/11/14

Policy Title LOCAL AND STATE TRANSPORTATION REGULATIONS Code 701.1

Elementary and middle school students living more than two miles from their designated school attendance centers and high school students living more than three miles from their designated attendance centers are entitled to transportation to and from their attendance center at the expense of the school district.

Transportation of students who require special education services shall generally be provided as for other students, when appropriate. Specialized transportation of a student to and from a special education instructional service is a function of that service and, therefore, an appropriate expenditure of special educational funds generated through the weighted funds or IDEA federal funds designated for special education purposes.

Transportation of a student to and from a special education support service is a function of that service, and is specified when necessary in the individualized education program (IEP) or the individualized family service plan (IFSP). When the IEP or IFSP team determines that unique transportation arrangements are required and the arrangements are specified in the IEP or IFSP, the school district will provide one or more of the following transportation arrangements for instructional services and the AEA for support services:

- Transportation from the student's residence to the location of the special education and back to the student's residence, or child care placement for students below the age of six.
- Special assistance or adaptations in getting the student to and from and on and off the vehicle, en route to and from the special education.
- Reimbursement of the actual costs of transportation when by mutual agreement the parents/guardians provide transportation for the student to and from the special education. Reimbursement of actual cost will be based on the rate set by the state of Iowa.

The school district is not required to provide reimbursement to parents who elect to provide transportation in lieu of school-provided transportation.

Page 1 of 2

Adopted 6/15/70 Reviewed 7/08; 10/12 Revised 2/05; 7/08; 10/10; 9/11; 11/13; 8/25/14

Related Policy: (Code Numbers) 501.15; 602.5

Legal Reference: (Code of Iowa) 20 U.S.C. §§ 1401, 1701 *et seq* (2010).

34 C.F.R. Pt. 300 *et seq.* (2010)

§§ 256B.4; 285; 321 (2011).

281 I.A.C. 41.412

AUXILIARY SERVICES

Policy Title LOCAL AND STATE TRANSPORTATION REGULATIONS Code 701.1

A student may be required, at the board's discretion, to meet a school vehicle without reimbursement up to three-fourths of a mile. The board may require the parent to transport their children up to two miles to connect with school bus vehicles at the expense of the school district when conditions deem it advisable. It is within the discretion of the board to determine such conditions. Parents/Guardians of students who live where transportation by bus is impracticable or unavailable may be required to furnish transportation to and from the designated attendance center at the expense of the school district. Parent/Guardian, who transport their children at the expense of the school district, are reimbursed at the rate per mile set by the state.

Transportation arrangements made by agreement with a neighboring school district will follow the terms of the agreement. Students, who choose to attend a school in a school district other than their resident school district, will provide transportation to and from the school at their own expense.

Students who have been granted an attendance area exception from their attendance center school to another school must provide their own transportation to the selected school.

The Board authorizes the superintendent or designee to establish school bus routes for the school district in accordance with this policy. Consideration of safe walkways, speed limits and traffic density shall be reviewed prior to the establishment of bus routes. ~~If the established routes must change from time to time due to emergency or unforeseen circumstances, every effort will be made to notify the affected parents/guardians of the affected students of the change and the reason(s) for the change.~~ When route changes are made, the District will notify parents, if possible, no later than six (6) months prior to change. If route change is caused by construction, another entity or a force majeure, the administration reserves the right to issue notice on a condensed timeline.

Adopted 6/15/70 Reviewed 7/08; 10/12 Revised 2/05; 7/08; 10/10; 9/11; 11/13; 8/25/14

Related Policy: (Code Numbers) 501.15; 602.5

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34 C.F.R. Pt. 300 *et seq.* (2010)

§§ 256B.4; 285; 321 (2011).

281 I.A.C. 41.412



LETTER OF AGREEMENT

Purpose

The purpose of this Letter of Agreement (the "Agreement") is to document the working arrangement between ECRA Group, Inc. and its Hazard, Young, Attea Executive Search Division ("HYA"), and Linn-Mar Community School District (the "District") and its Board of Education (the "Board"). HYA will provide to the District the services outlined in the *Proposal and Description of Services* previously provided to the Board and incorporated in this Agreement by reference herein.

HYA Responsibilities

HYA shall provide the following services:

1. Based on the data from interviews with District and community representatives and other material made available to the consultants, HYA will provide the Board with a *Leadership Profile Report*, and will draft proposed criteria based on the *Report*.
2. At the Board's request, HYA will make recommendations concerning the salary and fringe benefits to be offered to the candidates.
3. HYA will post the vacancy nationally and regionally, including Education Week (cost varies based on size of ad), the AASA Leadership News, and state association bulletins. The amount to be spent on advertising will be determined by the Board.
4. The search will open and close according to a schedule determined by the Board. Initial screening and consultant interviews will be conducted shortly after the search closes and the consultants will present a select slate of candidates on a date agreeable to the Board. The number of candidates to be slated will be determined by the Board with a recommendation from HYA.
5. Throughout the search process the consultants will be available to counsel with the Board about the search. The consultants will assist the Board until the Board determines it has found the appropriate candidate for the position.
6. At the close of the search and the appointment of the new superintendent, HYA will assist the Board in communicating with all unsuccessful candidates. HYA also will advise the Board in effecting a smooth transition of leadership, if necessary.

District/Board Responsibilities

The Board will conduct its interviews and site visit shortly after a slate is presented. The consultants will not be present at the Board interviews but will assist the Board in its preparation for the interviews. When presenting the slate, HYA will provide interview guidelines and protocols including suggested questions to ensure informative, effective interviews.

Guarantees

The superintendent appointed with HYA's assistance will not be presented to another Board as a candidate if it would result in the Superintendent leaving the District within five (5) years of employment unless the Board provides written authorization to HYA that they may do so.

If the Superintendent departs from the position during the first year under any circumstances or within two (2) years if the majority of the Board is still in place, HYA will conduct a new search for the Board at no additional cost barring expenses.

Fees and Payment Schedule

In consideration for Services, the District will pay to ECRA Group, Inc.:

- \$15,500 for the consulting fee for the search. This fee is due in three installments:
 - 50% due at contract signing
 - 25% due when *Leadership Profile Report* is presented
 - 25% due when slate is presented
- Reimbursement for one of the advertisement packages at \$1750, \$2500, \$4000, or the cost of a customized package will be billed when *Leadership Profile Report* is presented.
- Reimbursement for travel expenses of candidates invited for interview by the consultants or by the Board, will be billed after the slate is presented and/or at conclusion of the search.
- Reimbursement for consultant expenses related to travel to meet with the Board and/or conduct interviews will be billed after the presentation of the *Leadership Profile Report*, after the slate is presented, and at conclusion of the search.
- Reimbursement for the costs of Baker-Eubanks background checks selected by the Board, which range between \$850 and \$1,500 per candidate.
- Reimbursement of 3% of the consultant fee for copying, shipping, postage and telephone expenses will be billed at conclusion of the search.
- Should the Board choose to end the search before a superintendent is selected, the Board is responsible for the search fee and all expenses incurred prior to their decision – advertisements, candidate travel expenses, and consultant travel expenses.

The Board has the option of additional workshops and services described in the proposal. If and when selected, the workshop(s) costs will be added as addendum to this agreement.

If the Board wishes to secure additional services beyond those described in the proposal or to design customized workshops and services, these services can be discussed and defined with the consultants and added to the contract as an addendum.

Business Relationship

The District and HYA agree that HYA does not have the status of employee, shall not be entitled to any employee fringe benefits, and shall function as an independent contractor.

The District agrees that any and all Intellectual Property and technology designed, made or conceived by HYA (solely or jointly with others) arising from HYA's work for the District, is the sole property of HYA, without royalty or other consideration to the District.

All information, notes, interview sheets, lists, and other documents developed by HYA consultants shall remain the property of HYA until such time as specific information is given to the Board.

The District and the Board understands that it is unlawful for it to either disclose to any person outside of the District's employment or make any unauthorized use of HYA trade secrets or confidential information unless it can be shown that such information has become public knowledge through no act of the District.

Term and Termination

This Agreement shall become effective on the date the Agreement is signed by the District and will continue in effect until the search is completed and mutually terminated by both parties.

ECRA Group, Inc.:
HYA Executive Search Division

Linn-Mar Community School District:

Signature

Signature

Name

Name

Title

Title

Date

Date



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PERSONNEL

Policy Title STATEMENT OF GUIDING PRINCIPLES

Code 400

The goal of the Linn-Mar Community Schools is quality education. Employees provide a variety of important services for the children of the school district community. They may be teaching or assisting in the classroom, coaching or directing students, working in the office, maintaining the facilities, driving or repairing the school buses, or cooking lunches. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs. While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive learning environment for the students.

In striving to achieve a quality education program, the Board's goal is to obtain and retain qualified and effective employees. The Board shall have complete discretion to determine the number, the qualifications, and the duties of the positions, and the school district's standards of acceptable performance. It shall be the responsibility of the superintendent to make recommendations to the Board in these areas prior to Board action. The Board recognizes its duty to bargain collectively with duly certified collective bargaining units.

Board policies in this series relating to general employees shall apply to employees regardless of their position as a licensed employee, classified employee, or administrator. Board policies relating to licensed employees shall apply to positions that require a teaching license or administrator's certificate or other professional license, certificate or endorsement, unless administrative positions are specifically excluded from the policy. Classified employees' policies included in this series shall apply to positions that do not fall within the definition of licensed employee.

Deleted 9/2014

Adopted 6/15/70 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13 Revised 5/01; 11/7/05

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

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, 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, covered military veteran, disability, genetic information, familial status, physical attribute, political belief/party preference, or socio-economic status.

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

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

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

Page 1 of 2

Adopted 7/9/81 Reviewed 07/05; 12/11/2/14; 9/8/14 Revised 8/07; 2/09; 2/10; 1/11; 4/15/13

Related Policy: (Code Number) 401.1, 403.11

Legal Reference: (Code of Iowa) Chapters 20, 70, 601A, §§19B.11, 278.8, 29 USC

§§621-634; 42 USC §§2000e et seq.; 281 IAC 11.4, 12.4, 84-88, 95;
Vietnam Era Veterans Readjustment Assistance Act (1974), as
amended, 38 U.S.C. 4212; Age Discrimination in Employment Act
(1967); Equal Pay Act (1963); Title II of the Genetic Information
Nondiscrimination Act (2008); Title VII of the Civil Rights Act
(1964); Title I and Title V of the Americans with Disabilities Act
(1990)



PERSONNEL

Policy Title EDUCATIONAL/EMPLOYMENT EQUITY Code 400.1

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Linn-Mar Equity Coordinators Executive Director of Human Resources Karla Christian or Deputy Superintendent Dirk Halupnik at 2999 North Tenth Street, Marion, Iowa, 52302, or 319-447-3036 / 319-447-3028, who have been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and *Iowa Code* § 280.3 (2007). Inquiries may also be directed, in writing, to the Iowa Civil Rights Commission, 400 E. 14th Street, Des Moines, IA, 50319, (800) 457-4416, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission, 601 East 12th Street – Room 353, Kansas City, MO, 64106, (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.

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Adopted 7/9/81 Reviewed 07/05; 12/11; 2/14; 9/8/14 Revised 8/07; 2/09; 2/10; 1/11; 4/15/13

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(1990)



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 Human Resources Director / Equity Coordinator _____

Signature of Human Resources Director / Equity Coordinator

Date

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

Signature of Complainant

Date

Disposition by Superintendent

Signature

Date



PERSONNEL

Policy Title EQUAL EMPLOYMENT OPPORTUNITY

Code 401

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.

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§621-634; 42 USC §§2000e et seq;
42 USC §§12101 et seq; Iowa Code §§19B; 20; 35C; 73;
216; 279.8; 692.2; 692.2A; 692.2C(5); 235A.15; 235A.6e(9);
281 IAC 12.4; 95; 28 IAC 14.1; Iowa Code 280.3; Vietnam Era
Veterans Readjustment Assistance Act (1974), as amended, 38 U.S.C.
4212; Age Discrimination in Employment Act (1967); Equal Pay Act
(1963); Title II of the Genetic Information Nondiscrimination Act
(2008); Title VII of the Civil Rights Act (1964); Title I and Title V of the
Americans with Disabilities Act (1990)



PERSONNEL

Policy Title EQUAL EMPLOYMENT OPPORTUNITY Code 401

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

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

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

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

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§621-634; 42 USC §§2000e et seq;
42 USC §§12101 et seq; Iowa Code §§19B; 20; 35C; 73;
216;279.8; 692.2; 692.2A; 692.2C(5); 235A.15; 235A.6e(9);
281 IAC 12.4; 95; 28 IAC 14.1; Iowa Code 280.3; Vietnam Era
Veterans Readjustment Assistance Act (1974), as amended, 38 U.S.C.
4212; Age Discrimination in Employment Act (1967); Equal Pay Act
(1963); Title II of the Genetic Information Nondiscrimination Act
(2008); Title VII of the Civil Rights Act (1964); Title I and Title V of
the Americans with Disabilities Act (1990)



PERSONNEL QUALIFICATIONS,
RECRUITMENT, SELECTION

Policy Title _____ Code 401.1

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

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

Announcement of the position shall be in a manner which the superintendent believes will inform potential applicants about the position. Applications for employment may be obtained and completed online at the District's employment website or applicants may contact the office of Human Resources for assistance in completing an application. Administrators will follow district hiring practices to fill positions in their work area and will make recommendations to the superintendent or designee concerning a person's employment and possible assignment.

The superintendent will have the authority to employ

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

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

Adopted 6/15/70 Reviewed 2/09; 1/11; 2/14/ 9/8/14 Revised 5/01; 11/05; 2/10; 12/11; 4/15/13

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

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



PERSONNEL

Policy Title DEFINITION OF LICENSED PERSONNEL Code 401.2

The term “licensed personnel” means employees who must possess professional teaching licenses issued by the Iowa Department of Education in order to hold their positions. Professional personnel shall possess a license for the position they hold with the school district. The license shall meet the requirements set out by the Iowa Board of Educational Examiners. Each licensed professional must present a copy of his/her current license to the superintendent or designee prior to employment.

It is solely the responsibility of the teacher to file and maintain a valid teaching license with Human Resources. No licensed professional will be employed or permitted to serve without a current and valid license.

If an employee is found not to be properly licensed for an assigned position, that individual may not serve in the assigned position or be compensated until proper licensure is documented.

Adopted 4/25/85 Reviewed 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 5/97; 5/01; 11/05; 2/2/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Section 260.6; Iowa Code §§256.7(3); 272.6/272A; 279.8;
294.1; 282 IAC 14; 281 IAXC 12.4; 41.25



PERSONNEL

Policy Title LICENSED EMPLOYEE CONTINUING CONTRACTS Code 401.3

Contracts entered into with licensed employees, other than an administrator, will continue from year to year unless the contract states otherwise, is modified by mutual agreement between the Board and the employee, or the contract is terminated by the Board.

The first three years of a continuing contract issued to a newly employed, licensed employee shall be considered as serving a probationary period. The Board may waive this period or extend it for an additional year upon the recommendation of the licensed employee's supervisor. In the event of termination during this period, the Board shall afford the licensed employee appropriate due process. The action of the Board will be final.

New employees to the District who have successfully completed a probationary period in a previous school district will serve a one year probationary period. For purposes of this policy, an employee will have met the requirements for successfully completing a probationary period in another Iowa school district if, at the teachers' most recent performance evaluation, the teacher received at least a satisfactory or better evaluation and the individual has not engaged in conduct which would disqualify the teacher for a continuing contract.

Licensed employees whose contracts will be recommended for termination by the Board will receive notice prior to April 30. The superintendent shall make a recommendation to the Board for the termination of the licensed employee contract.

Licensed employees who wish to resign, to be released from a contract, or to retire must comply with board policy 401.7, Resignation.

Adopted 6/15/70 Reviewed 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 5/97; 5/01; 11/05; 2/2/09

Related Policy: (Code Number) 401.8

Legal Reference: (Code of Iowa) Iowa Code §§20; 27.12; 260; 279.12-.19B, 27; 294.1, §279.15



PERSONNEL

Policy Title LICENSED PERSONNEL INITIAL ASSIGNMENT Code 401.4

The initial assignment of a licensed employee to a position in a school and/or department of the district shall be made by the superintendent, or designee, on the basis of the qualifications of the person for the position to be filled.

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

Adopted 6/15/70 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 5/97; 5/01; 11/7/05

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§20.9; 279.8



PERSONNEL

Policy Title LICENSED PERSONNEL PROFESSIONAL DEVELOPMENT Code 401.5

To advance student achievement, the Board of Education encourages staff learning and professional development as part of a professional learning community. Therefore, the Board expects that licensed personnel participate in professional and staff development workshops and courses to maintain, develop, and extend their skills.

Staff development activities include workshops or courses in which the focus of the learning aligns with the Education Goals of the strategic plan, comprehensive school improvement goals, building school improvement goals, and instructional goals of the district. Staff development activities which occur during contract time are not eligible for advancement on the salary schedule.

Professional growth activities are those structured learning workshops or courses that advance the skills, knowledge, or practice of the professional in which participation of the professional is solely the professional's choice. Professional growth workshops or courses eligible for salary advancement must occur outside the contract day. Professional growth attained through coursework may lead to an advanced degree.

If the professional is compensated by the district for expenses, including tuition or registration, related to participation in a staff development or professional growth workshop or course, that workshop or course is not eligible for advancement on the salary schedule.

Requests for attendance or participation in a staff development or professional growth program during the contract day, other than those programs sponsored by the district, shall be made to the superintendent's designee in writing. Approval by the superintendent's designee must be obtained prior to attendance in the selected workshop or course.

The superintendent's designee shall have the discretion to allow or disallow the licensed professional to attend or participate in the requested event. When making this determination, the superintendent's designee will consider the value of the program for the employee and the school district, the effect of the employee's absence on the education program, school district operations and the school district's budget, as well as other factors deemed relevant in the judgment of the superintendent's designee.

Adopted 8/14/89 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 5/01; 11/7/05
Related Policy: (Code Number) 401.14
Legal Reference: (Code of Iowa) §279.8 (2005); 281 IAC 12.7



PERSONNEL

Policy Title EVALUATION OF LICENSED PERSONNEL Code 401.6

Evaluation of licensed personnel on their skills, abilities, and competence shall be an ongoing process supervised by the building principals and conducted by approved evaluators. The licensed staff evaluation system used by the Linn-Mar Community School District is included in the district's performance evaluation system. The goal of the formal evaluation of licensed personnel, other than administrators, but including extracurricular personnel, shall be to

- improve the educational program,
- maintain licensed personnel who meet or exceed the Board's standards of performance,
- clarify each licensed employee's role,
- ascertain the areas in need of improvement,
- clarify the immediate priorities of the Board,
- develop a working relationship between the administrators and other school district personnel, and
- maintain ethical practice and conduct.

The superintendent or designee will follow the requirements stated in the master agreement between employees in a licensed collective bargaining unit and the Board regarding the evaluation of such employees.

This policy supports and does not preclude the ongoing informal evaluation of the licensed personnel's skills, abilities, and competence.

It shall be the responsibility of the superintendent to ensure licensed personnel who are not covered by the master agreement are evaluated annually.

Adopted 8/14/89 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13 Revised 5/01; 11/7/05; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§20.9, 279.14, 279.19, 279.27 (2005), 294.1
281 IAC 12.3(3/4); Ch 83



PERSONNEL

Policy Title LICENSED PERSONNEL RESIGNATION

Code 401.7

A written resignation, signed by the employee, shall be submitted to the employee's immediate supervisor who will direct the resignation with recommendations to the superintendent. The superintendent will then make his/her recommendation to the Board of Directors as provided by the Iowa Code.

The Board recognizes that there are some circumstances which force an employee to request release from a contract before the expiration date of the contract. Therefore, personnel may be released from their contract if a suitable replacement can be found. Additionally, after June 30 through the first 45 calendar days of the school year, if the release of the employee is approved by the Board of Directors, the released employee shall be required to reimburse the District for the expenses associated with hiring his/her replacement equivalent to the cost of a Sunday ad package in a newspaper with state-wide distribution. Exceptions may be made in circumstances deemed an emergency or exceptional situation as determined by the Superintendent or designee.

In the event a licensed staff member terminates employment without proper release, the superintendent is directed to advise the Iowa Board of Educational Examiners for appropriate action.

Adopted 6/15/70 Reviewed 2/10; 1/11; 12/11; 4/13 Revised 5/01; 05/04; 11/05; 2/2/09; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §279.13; 279.19A (2013); 91 A.2, .3, .5



PERSONNEL

Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

To recognize extended service to the Linn-Mar Community School District, the Board offers an early separation plan for licensed staff serving in an assignment of .5 or greater time equivalency. Five tenths to full-time employees (.5-1.0 FTE) are those who are currently performing their assigned duties within the school district and who satisfy the definition of a five-tenths to full-time employee (.5-1.0 FTE) as outlined in the respective contracts and terms and conditions of employment.

1. ELIGIBILITY

All non-administrative employees covered by this policy who have completed a total of 20 10 years of contracted service in positions requiring licensure with the Linn-Mar Community School District and who are at least 55 years of age shall be eligible for early separation as an employee of the district. Eligibility commences when 20 years of service are satisfied after the age of 55. Said employees will qualify for incentives upon submitting to the Board of Directors a written notification of intent for early separation no later than October 12; and upon receiving information regarding the incentives related to early separation, submit an Early Separation Request no later than January 12 of the last year of service. The effective date for an early separation corresponds to the ending date of the individual's contract year and the employee must work the entire contract year prior to early separation. However, should an employee's birth date occur after the start of a new contract year but before the beginning of classes, he/she may choose to retire on the date of his/her birthday. An early separation request with an effective date other than that will be considered on its individual merits by the Board of Directors.

2. COMPENSATION

Employees who elect to take early separation will be compensated as follows:

- A. All personal days earned but not used during the years of service to the district will be compensated for at the rate of substitute pay used during the last year of service.

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Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§ 621 et seq (1988); Senate File 2366, 77th Gen.

Assembly, 2nd Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46; 509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op. Att'y Gen 11, 322.

PERSONNEL

Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

- B. Separation compensation will be calculated on said employee's base salary during the last contracted year of employment. If the employee has worked less than full-time during the five-year period immediately preceding separation, then the compensation shall be based upon the average of the last five years. This shall not include any compensation for insurance flex dollars, extra-curricular or extra duty, TSS dollars or performance contracts. This pay shall correspond to the following schedule relating to the end of that school year which is the employee's last year of active employment.

Eligibility commences when at least 20 years of service are satisfied after at least the age of 55.

| Years of Eligibility | Percent of Base Salary |
|----------------------|------------------------|
| 1-7 | 50% |

3. INSURANCE

- A. Employees who elect to take early separation, pursuant to this policy, shall be eligible to continue participation in the district's group medical-hospitalization plan at the district's group rate. An employee's right to continue participation in such group insurance plan will be discontinued upon reaching the age of 65 or when insurance is obtained elsewhere.
- B. Employees who elect to take early separation, pursuant to this policy, shall be eligible to continue participation in the district's group term life insurance plan at the district's group rate. An employee's right to continue participation in such group insurance plan will be discontinued upon reaching the age of 65 or when insurance is obtained elsewhere.
- C. Employees shall pay the premiums for all such insurance. It is the responsibility of employees to pay to the school district the monthly premium amounts on such dates as determined by the school district. All insurance provided through the district shall be subject to the terms and conditions of the carriers.

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Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§ 621 *et seq* (1988); Senate File 2366, 77th Gen.

Assembly, 2nd Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46; 509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op. Att'y Gen 11, 322.

PERSONNEL

Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

4. COMPENSATION FOR DISTRICT WORK FOLLOWING EARLY SEPARATION

Employees electing early separation may support the district as a substitute teacher or on a consultant basis. As consultants participating in this program, individuals will be offered employment which could include substitute teaching as allowed by the Board of Educational Examiners regulations, demonstration teaching, working on staff development and in-service programs, and curriculum development projects. Participants in this program will receive contracted amounts mutually designed not to interfere with benefits allowed by IPERS or social security.

5. PAYMENT OPTIONS

The Board shall determine the method of payment for the incentives as a 403(b) account and the time period during which to make full payment to the individual account within a one-(1) to five-(5) year span. The individual shall have the option to present his/her needs prior to the determination. The length of time for full payment shall be determined in writing and the appropriate installments calculated before the first payment is made. If the payment plan determined by the Board is unsatisfactory, the employee may retract his/her early separation request.

6. RESTRICTIONS

Separation pay shall not be granted to employees who are discharged for cause other than staff reduction.

Incentives pursuant to this policy can be received only once.

7. BENEFICIARY

In the event of the death of the employee prior to payment of the early separation incentive, the early separation incentive will be paid to the designated beneficiary in one lump sum payment. In the event no beneficiary is designated, the incentive will be paid to the employee's estate in one lump sum payment.

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Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§ 621 *et seq* (1988); Senate File 2366, 77th Gen.

Assembly, 2nd Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46; 509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op. Att'y Gen 11, 322.

PERSONNEL

Policy Title LICENSED PERSONNEL EARLY SEPARATION Code 401.10

8. AMENDMENT OR REPEAL

The Board has complete discretion to offer or not to offer an early separation plan for licensed employees. The Board may discontinue the school district's early separation plan at any time.

The adoption of this policy shall not vest any rights in any employee whether or not the employee is currently eligible for early separation. The Board shall have the complete discretion to amend or repeal this policy at any time. The district shall not be obligated to provide any of the incentives to any employee after the date of such amendment or repeal, except to those employees whose early separation pursuant to this policy has commenced prior to the amendment or repeal.

9. COMMUNICATION PROCESS

Following the Board's annual decision no later than May 15th regarding the offer of the incentives, employees who are eligible and who have notified the Board by October 12th of an intent to request early separation shall receive a letter from the administration notifying them of the conditions offered by the Board. Those employees shall respond no later than January 12th following the receipt of the letter with the conditions of the offer as to their acceptance of the conditions of the Board's early separation offer. The response shall be in the form of a letter indicating the eligible employee's intent to retire at the conclusion of their current contract.

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Adopted 6/13/88 Reviewed 2/09; 12/11; 4/13 Revised 05/04; 12/04; 11/05; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 USC §§ 621 *et seq* (1988); Senate File 2366, 77th Gen.

Assembly, 2nd Reg. Sess. (1998); Iowa Code §§ 97B; 216; 279.46;
509A.13 (2005); 581 IAC 21; 1978 Op. Att'y Gen 247; 1974 Op.
Att'y Gen 11, 322.



PERSONNEL

Policy Title TUTORING Code 401.11

Every effort will be made by licensed employees to help students with learning problems and skill development as appropriate to the student's age and capacity.

Employees shall not solicit students or parents of students to purchase equipment, supplies, or services for the employee's personal advantage. Employees shall not use professional relationships with students for private advantage. Public property or funds shall not be converted to personal use.

Employees shall not render services for reimbursement directly from students enrolled in his/her classroom or supervision for tutoring, lessons, personal coaching or similar services.

Tutoring, lessons, personal coaching or any other type of professional instructional and/or skill support for a fee by non-employees may not take place within school facilities.

The superintendent will be responsible for administrative regulations pertaining to this policy.

Adopted 6/23/70 Reviewed 3/90; 2/09; 12/11; 4/13 Revised 5/01; 11/05; 2/10; 3/11; 9/8/14

Related Policy: Code Number

Legal Reference: (Code of Iowa) Iowa Code §§20.7; 279.8 (2013); 282-25.3(4)b; 282-25.3(6)f; 282-26.3(6)



ADMINISTRATIVE REGULATIONS REGARDING TUTORING

Permitted

1. Employees may offer services to enhance student skills only if they are compensated by the school district as employees of the District and the services are delivered outside of the employees contracted and/or assigned work day and stipended responsibilities. Student participation must be voluntary. Inclusion on a team, performance group, production, game, match, etc., cannot be contingent on participation in or utilization of the service.
2. Employees may offer services such as tutoring, lessons or personal training to enhance student skills to students not enrolled in his/her class, team or group, or attending Linn-Mar Schools.
3. Clinics, camps and workshops or activities for the purpose of skill development and enrichment experiences are permitted provided the following steps are completed:
 - a. The District fundraising form is completed and approved.
 - b. The District facility reservation form is completed and approved.
 - c. The District activity/event form, including a schedule, is completed and approved.Student participation must be voluntary. Inclusion on a team, performance group, production, game, match, etc., cannot be contingent on participation in the clinic, camp, workshop, etc.

Prohibited

1. Linn-Mar employees may not provide tutoring, lessons, personal coaching and the like to a student currently enrolled in his/her class/listed, on his/her class roster or directly under his/her supervision.
2. Linn-Mar employees may not sell any product, equipment, or supply to students or parents for personal advantage.

Responsibility

1. It is the employee's responsibility to comply with the policy and its regulations.
2. If found to be in non-compliance with the policy and/or the regulations, the employee will be notified of non-compliance and disciplinary consequences.
3. Failure to comply following notification will result in disciplinary action up to and including termination and a notification to the Board of Educational Examiners.

Adopted 3/28/11 Reviewed 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title SUBSTITUTE TEACHERS

Code 401.12

QUALIFICATIONS:

Personnel serving on a substitute or temporary basis in the school district shall be licensed for the positions which they are to fill. Every effort shall be made to fill temporary positions with substitutes who have preparation equal to that of regular contract personnel and who have passed a background check. In the event such persons are not available, the employment of personnel who are properly licensed is authorized on a purely substitute or temporary basis.

If a substitute teacher is serving on a substitute or temporary basis in the school district for more than 60 days of teaching in one assignment, the responsible school administrator will contact the Executive Director of Human Resources to review the documented need and benefit to the instructional program.

COMPENSATION:

The daily substitute rate shall be established by the Board of Directors. That daily rate shall apply for substitute teachers during the first ten days in the same assignment. On the 11th consecutive day of service in the same assignment, the rate shall become 1/191 of the B.A. base salary of the current schedule. On the 21st consecutive day of service in the same assignment, the rate of pay shall be \$29.00 \$30.00 per hour. Such per diem salary shall apply for only that period of employment in excess of 20 teaching days in the same assignment.

Substitute teachers receive no written contract or any benefits of a regular teacher (i.e., sick leave, etc.)

Adopted 6/15/70 Reviewed 11/05; 2/09; 12/11; 4/13 Revised 5/01; 2/10; 1/11; 9/9/13; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) IASB v. PERB, 400 NW 2d 571 (Ia 1987);
Iowa Code §§20.1; .4(5); .9(2005); 281 IAC 12.4; 282 IAC
14/119 (2); 272 (2013)



PERSONNEL

Policy Title STUDENT TEACHERS

Code 401.13

It is the policy of the Linn-Mar Schools to cooperate with the higher educational institutions in the practical preparation of future teachers. The Board will, through contracts, establish agreements with colleges and universities prior to placement of student teachers in the District's classrooms.

All compensations paid by the colleges or universities will be paid to the supervising teacher.

Adopted 6/15/70 Reviewed 5/01; 2/09; 2/10; 12/11; 4/13; 9/8/14 Revised 5/97; 11/7/05

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title PROFESSIONAL ADVANCEMENT
ON SALARY SCHEDULE Code 401.14

Professional credit programs are those in-service staff development activities for which licensed staff members may receive credit that may be applied to advancement on the Linn-Mar salary schedule.

The evaluation of professional growth credit shall be based on a unit equivalent to one semester hour of college or university credit.

- a) At least fifteen (15) hours of attendance in an approved professional growth activity outside the Linn-Mar District, or
- b) At least fifteen (15) hours study and active participation in a professional course, in-service staff development course or seminar offered and sponsored by the Linn-Mar Community School.

Each employee will be responsible for reporting professional growth activities on the District application forms. The deadline for submission is:

- Intent for Horizontal Level Change and Approval of Course Selection (prior to enrolling in the course) – March 1.

Professional, licensed staff may advance on the salary schedule through successful participation in approved graduate course work that advances the professional's growth in the educational field. The same forms and deadlines apply to college and university course work as to professional credit courses.

Adopted 8/10/70 Reviewed 2/10; 1/11; 12/11; 4/13 Revised 5/97; 11/05; 2/2/09; 9/8/14
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Iowa Code 20.1, .4, .7, .9; 279.8 (2013)



PERSONNEL

Policy Title CHILD ABUSE REPORTING BY LICENSED PERSONNEL Code 401.15

All licensed staff members are required to orally report any suspected cases of child abuse to the Department of Human Services within 24 hour of observation followed up by a written report within 48 hours of the oral report. All observers shall report directly to the county office of the Department of Human Services.

The administration shall develop reporting procedures that comply with legal requirements, and shall instruct members of the professional staff in their obligations with regard to reporting child abuse.

Adopted 7/12/79 Reviewed 11/05; 2/09; 2/10; 1/11; 12/11; 4/13 Revised 5/21/01; 9/8/14
Related Policy: (Code Number) 411.3-R/505.52-R
Legal Reference: (Code of Iowa) 232A 232.67-.77, 232.70, 232.73, 232.75; Chapter 235A; 280.17 (2013); 441.I.A.C. 9.2; 155; 175; 1982 Op. Att'y Gen. 390, 417; 1980 Op. Att'y Gen. 275



ADMINISTRATIVE REGULATION REGARDING CHILD ABUSE REPORTING BY LICENSED PERSONNEL

The Code of Iowa requires licensed school employees to report to the Department of Human Services all instances of suspected child abuse involving students.

The law further specifies that any licensed school employee who knowingly or willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor, and may also leave the employee open to civil liability for the damages caused by his/her failure to report.

The Iowa Code provides immunity from any liability—civil or criminal—to anyone participating in good faith in the making of a report or in judicial proceedings that may result from the report.

Child Abuse Defined

“Child abuse” or “abuse” means “harm occurring through”:

1. Any non-accidental physical injury or injury that is at variance with the history given of it, suffered by a child (that is, any person under 18 years of age) as a result of the acts or omissions of a person responsible for the care of the child.*
2. The commission of any sexual abuse with or to a child as defined by Chapter 709, Iowa Code, as a result of the acts or omissions of the person responsible for the child.*
3. The failure on the part of a person responsible for the care of a child to provide for the adequate food, shelter, clothing, or other care necessary for the child's health and welfare when financially able to do so or when offered financial or other reasonable means to do so.

(A parent or guardian legitimately practicing religious beliefs who does not provide specified medical treatment for a child for that reason alone shall not be considered abusing the child; however, a court may still order that medical services be given to the child if the child's health requires it.)

*Teachers in public schools are not "persons responsible for the care of the child" under these clauses. However, a teacher who abuses a child is subject to civil, criminal, and professional sanctions.

Reporting Procedures

The Code establishes reporting and investigation procedures for alleged cases of child abuse. Licensed school employees, including teachers and school nurses, are required to orally report within 24 hours to the Department of Human Services when the person “reasonably believes a child has suffered from abuse.” The requirement to report is mandatory. Within 48 hours of the oral report, a written report must be forwarded to the Department of Human Services.

Each report should contain as much of the following information as can be obtained within the time limit.

- name, age, address of the suspected abused child;
- name, address of parents, guardians, or persons legally responsible for his/her care;
- description of injuries, including evidence of previous injuries;
- name, age, and condition of other children in the home;
- the child's whereabouts if different from parents, guardians, or persons legally responsible for the child;
- any other information considered helpful;
- name, address of person making the report.

The law specified that a report will be considered valid even if it does not contain all of the above information.

It is not the responsibility of school employees to prove that a child has been abused or neglected, and that school employees should not take it upon themselves to investigate the case or contact the family of the child to ask questions or make any kind of judgment. The Department of Human Services has the responsibility to follow up on the report.



PERSONNEL

Policy Title LICENSED EMPLOYEE SUSPENSION

Code 401.16

Licensed employees will perform their assigned job, respect and follow Board policy and obey the law. The superintendent is authorized to suspend a licensed employee pending Board action on a discharge, for investigation of charges against the employee, and for disciplinary purposes. It is within the discretion of the superintendent to suspend a licensed employee with or without pay.

In the event of a suspension, appropriate due process will be followed.

Adopted 3/13/06 Reviewed 2/09; 2/10; 12/11; 4/13 Revised 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Northeast Community Education Agency v. Northeast Community School District, 402 N.W. 2d 765 (Iowa 1987); McFarland v. Board of Education of Norwalk Community School District, 277 N.W. 2d 901 (Iowa 1979); §§20.7, .24; 279.13, .15-.19, .27 (2013)



PERSONNEL

Policy Title DEFINITION OF CLASSIFIED PERSONNEL Code 402.1

Classified employees are employees who are not administrators or employees in positions which require an Iowa Department of Education teaching license and who are employed to fulfill the duties listed on their job description on a monthly or hourly basis.

The term “classified personnel” shall include, but not be limited to, the following employees whether full-time or part-time:

- Custodial and Maintenance employees
- Secretarial and Clerical employees
- Food Service employees
- Bus Drivers
- Paraprofessionals
- Educational Assistants

Written job specifications and job descriptions shall be established by the school administration for all positions that require classified personnel.

There shall be two classifications of full-time employees. To qualify for full-time employment, an employee must work a minimum of 35 hours per week.

1. Full-time, 12-month employees
2. Full-time, 9-, 10-, or 11-month employees

Adopted 6/15/70 Reviewed 2/09; 2/10; 12/11; 4/13 Revised 5/97; 5/01; 1/16/06; 9/8/14
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Iowa Code §§ 20; 279.8 (2013)



PERSONNEL

Policy Title ASSIGNMENT AND TRANSFER OF CLASSIFIED PERSONNEL Code 402.2

Assignment of classified personnel shall be based upon the qualifications of the employee and the philosophy and needs of the school district.

Changes in assignment may be made at the initiative of the superintendent or other supervisory staff members, or may be considered at the request of the employee. All changes in employment shall be made with full knowledge of the employee.

Procedures governing employee transfers must be in accordance with the requirements of existing collective bargaining agreements.

Adopted 6/13/85 Reviewed 1/06; 2/09; 2/10; 12/11; 4/13 Revised 5/97; 1/24/11; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____ Section 20.9; 35C; 216; 294.1 (2013); 601A.14; 279.8 (2013); 29 U.S.C. 621 – 634 (2012); 42 U.S.C. 2000e et seq. (2012); 42 U.S.C. 12101 et seq. (2012)



PERSONNEL

Policy Title EVALUATION OF CLASSIFIED PERSONNEL Code 402.3

The Superintendent of Schools, or designee, shall be responsible for the continuous evaluation of the classified employees of the district. Evaluations will link specific goals to those of the District, building or department.

Evaluations measure, monitor, and manage job performance as well as:

- Assist with employment related decisions
- Provide an opportunity for dialogue to encourage two-way discussion and collaboration
- Serve as a development and career planning tool

Supervisors of classified personnel shall submit such evaluations to the superintendent or designee in such manner and at such times as may be determined by the Board and the superintendent.

This policy supports and does not preclude ongoing informal evaluation of the classified employee's skills, abilities and competence.

Adopted 6/15/70 Reviewed 2/09; 12/11; 4/13 Revised 5/97; 5/01; 1/06; 2/15/10; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 20.9; 279.14 (2014); 281 I.A.C. 12.3(3); 279.23A; Aplington Community School District v. PERB, 392 N.W.2d 495 (Iowa 1986); Saydel Education Association v. PERB, 333 N.W.2d 486 (Iowa 1983)



PERSONNEL

Policy Title CLASSIFIED PERSONNEL EMPLOYMENT/RESIGNATION Code 402.4

Classified personnel and exempt employees without a Chapter 279 (licensed employees) contract are employed on an at-will basis. Classified employees may resign their employment at any time for any reason, and the Board retains that same right.

A written resignation, signed by the employee, shall be submitted to the employee's immediate supervisor who will direct the resignation with recommendations to the superintendent, or designee. The superintendent will then inform the Board of Directors.

Procedures governing employee resignations must be in accordance with the requirements of existing collective bargaining agreements.

Adopted 6/15/70 Reviewed 1/06; 2/10; 12/11; 4/13 Revised 5/97; 1/06; 2/2/09; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code 91 A.2, .3, .5; 279.19A; 285.5(9) (2013)



PERSONNEL

Policy Title DISMISSAL/SUSPENSION OF CLASSIFIED PERSONNEL Code 402.5

The superintendent, or designee, has the authority to suspend or dismiss the services of any classified employee.

Adopted 6/15/70 Reviewed 2/09; 2/10; 12/11; 4/13; 9/8/14 Revised 5/97; 5/21/01

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title REDUCTION IN FORCE OF CLASSIFIED PERSONNEL Code 402.6

The number of classified staff may be reduced due to budgetary considerations or other good reason as determined by the Board or their designee. The Board's decision shall be final. Reduction shall be accomplished through normal staff attrition, unless the best interests of the school district dictate otherwise. When reductions beyond normal staff attrition are made, classified personnel will receive ten (10) days written notice of termination.

Any reduction in force procedure contained in a valid collective bargaining agreement will be honored by the Board; however, such a procedure in no way diminishes the Board's executive power, duty, and right to hire, promote, demote, transfer, assign, and retain public employees.

Adopted 6/13/85 Reviewed 2/09; 2/10; 12/11; 4/13 Revised 5/97; 5/21/01; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Sections 20.7, 9, 24 (2013)



PERSONNEL

Policy Title PERSONNEL MILITARY SERVICE Code 402.7

The Board will abide by all the provisions of the Uniformed Services Employment and Re-Employment Right Act (USERRA) and the Iowa Military Code and will grant military leave to all eligible full-time and part-time employees.

Military leave may be granted to full-time and part-time employees. A leave of absence will be granted to non-temporary employees who are members of the uniformed services, when ordered by proper authority to serve in the uniformed services. Following such leave, employees have the right to be reinstated to their same or comparable position the following conditions:

1. Employee ensures the District Human Resources office receives advance written or verbal notice of your service, unless giving such notice is impossible, unreasonable or precluded by military necessity;
2. Employee has five years or less of cumulative service in the uniformed services while with the District;
3. Employee returns to work or applies for reemployment in a timely manner after conclusion of service;
4. Employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

The first thirty calendar days of military leave will be without loss of status or efficiency rating and without loss of pay. Where the military leave is for a period of less than 30 days, a paid leave of absence will be granted only for those days the employee would normally perform services for the District. An employee's salary will not continue beyond the thirtieth calendar day during a military leave unless required by law. However, employees may request to use any vacation or personal leave time accrued during military leave.

Health insurance benefit coverage will continue for 31 days as long as employees pay their normal portion of the cost of benefits. For leave lasting longer than 31 days, employees will be eligible to continue health benefits under COBRA and will be required to pay 102 percent of the total cost of their health benefits if they wish to continue benefits for up to 24 months while in the military. If employees do not elect to continue coverage during their military service, they have the right to be reinstated in the District's health plan when they are reemployed, generally without any waiting periods or exclusions except for service-connected illnesses or injuries.

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Adopted 6/15/70 Reviewed 3/11; 12/11; 4/13; 9/8/14 Revised 5/01; 1/06; 2/10; 1/28/13
Related Policy: (Code Number) Bewley v. Villisca CSD, 299 NW 2d 904 (IA 1980); IA Code §§
20; 29A.28 (2005)
Legal Reference: (Code of Iowa) Chapter 29.A28

PERSONNEL

Policy Title PERSONNEL MILITARY SERVICE Code 402.7

Group term life/AD&D insurance provided by the District (if applicable) and group long term disability insurance provided by the District (if applicable) will terminate the day the employee becomes active military. Voluntary supplemental life insurance will terminate the day the employee becomes active military. Converting to an individual policy may continue voluntary dependent life insurance coverage up to two months. To exercise this conversion option, dependents must submit a written application and the first premium payment within 31 days immediately following the termination of coverage.

If an employee was a participant in a 403(b) plan at the time he/she left for military duty, the employee will be permitted to make additional contributions to the plan. Employees may initiate these additional payments as of their reemployment date and continue them for the period of time permitted by law.

Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

Upon return from military leave, employees will be reinstated to the same or comparable job with the same seniority, pay, status, and benefit rights that they would have had if they had worked continuously. Employees must apply for reemployment within 90 days of discharge from the military. Employees who fail to report for work within the prescribed time after completion of military service will be considered to have voluntarily terminated their employment.

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. The employee's employment prior to the military service was merely for a brief, temporary or non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
2. The employee did not receive an honorable discharge from military service.

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Adopted 6/15/70 Reviewed 3/11; 12/11; 4/13; 9/8/14 Revised 5/01; 1/06; 2/10; 1/28/13
Related Policy: (Code Number) Bewley v. Villisca CSD, 299 NW 2d 904 (IA 1980); IA Code §§
20; 29A.28 (2005)

Legal Reference: (Code of Iowa) Chapter 29.A28



PERSONNEL

Policy Title CLASSIFIED PERSONNEL ABSENCE WITHOUT PAY Code 402.8

When all available and applicable paid leave of absence has been depleted, absence without pay may be authorized by the superintendent, or designee, for purposes considered urgent and necessary. For such absences, district attendance procedures will be utilized.

To apply for such leave, the employee shall make written application to the superintendent or designee for such authorization at least ten (10) days in advance of the occurrence or, if advance application is not possible, not later than ten (10) days after the occurrence.

An unpaid involuntary absence may be excused by the superintendent, or designee. The employee shall make immediate application to the superintendent, or designee, to request such absence.

Other absences than those herein provided for, or failure to follow District policy and/or attendance procedures, may be deemed to be neglect of duty and may be sufficient grounds for dismissal.

Adopted 6/15/70 Reviewed 2/09; 1/11; 12/11; 3/13; 9/8/14 Revised 5/01; 1/06; 2/10; 4/15/13

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 20.9; 279.8



PERSONNEL

Policy Title RELATIONS TO STUDENTS AND PUBLIC Code 402.9

In general, classified personnel should assume no authority with students except in the following situations.

- 1) A bus driver is in full charge of the bus, and students shall obey the driver promptly. The driver is required to report each case of misconduct to the Director of Transportation.
- 2) Certain associates and secretaries are designated to deal with students in attendance and related matters.
- 3) In the absence of an administrator, and when teachers are not present, the custodian has responsibility for the security and care of physical facilities.
- 4) When no licensed staff member is immediately present, classified personnel are expected to act in the best interests of the district and its patrons with regard to student/public behavior or building/property.
- 5) Direct supervision of students may be assigned by the building administration.

Adopted 6/15/70 Reviewed 2/09; 2/10; 12/11; 4/13; 9/8/14 Revised 5/97; 5/01; 1/16/06
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title CLASSIFIED EMPLOYEE WORKWEEK, WAGE AND
OVERTIME COMPENSATION/COMPENSATORY TIME Code 402.10

The district workweek begins on Saturday and ends on Friday. Regular work hours during the school year are determined by the needs of the school district and shall be designated by the responsible administrator. Administrators will document regular employee work hours. Arrangements that deviate from regular work hours for more than two (2) weeks will be documented prior to the arrangement commencing. The standard workday for classified hourly employees is up to eight (8) hours of which all employees are expected to work in full. The standard workweek for classified hourly employees is up to 40 hours, as determined by administration.

Time worked includes all time that an employee is required to be physically at work. Time worked is used to determine overtime pay and/or compensatory time required for employees. Employees shall not be permitted to perform work away from the premises, job site, or at home, unless approved in advance by the superintendent or designee.

The district does not count approved paid leave or uninterrupted lunch periods as time worked unless expressly permitted in a collective bargaining agreement.

Each non-exempt employee compensated on an hour-by-hour basis, whether full or part-time, permanent or temporary, will be paid no less than the prevailing minimum wage. Whenever a non-exempt hourly employee must work more than 40 hours in a given work week, the employee is compensated at one and one-half times their regular hourly wage rate in excess of 40 hours. This compensation is in the form of overtime pay or compensatory time. Overtime will not be permitted without prior documented authorization of the direct supervisor. Compensatory time will not be allowed unless documented and permitted in a collective bargaining agreement.

Each non-exempt employee paid on an hour-by-hour basis must submit a daily record showing the actual number of hours worked. Failure of the employee to maintain, or falsification of, a daily time record will be grounds for disciplinary action, up to and including termination.

Adopted 3/13/06 Reviewed 2/09; 1/11; 12/11; 4/13; 9/8/14 Revised 2/15/10
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Garcia v San Antonio Metropolitan Transit Authority, 469 U.S.
528; 29 U.S.C. §§ 206 et seq.; 29 C.F.R. Pt. 500-899; Fair
Labor Standards Act (1938)



Code: 402.10-E

Overtime / Unscheduled Hours Approval Form

This form is to be used to document all overtime or time worked over scheduled hours. Overages may only be approved for reasons relating to building safety and security or for District required meetings. The supervisor must approve overtime PRIOR to the beginning of overtime work, except in cases of extenuating circumstances. The supervisor will keep a copy of the completed form in his/her file and forward the original to the Human Resources Department.

Name of Employee: _____ Department: _____

Date(s) of Overtime Work _____ No. of Hours _____

Reason for overtime/unscheduled hours:

Overtime/Time Over Schedule is: _____ Approved _____ Not Approved

Supervisor approval: _____ Date: _____

Employee Signature: _____ Date: _____

Adopted: 3/13/06 Reviewed 12/11; 4/13; 9/8/14 Revised: 2/10; 1/24/11



PERSONNEL

Policy Title EDUCATION ASSISTANT Code 402.11

The board may employ education assistants or other instructional support personnel to assist licensed personnel in non-teaching duties, including, but not limited to:

- managing and maintaining records, materials and equipment;
- attending to the physical needs of children; and
- performing other limited services to support teaching duties when such duties are determined and directed by the teacher.

Education assistants, certified or non-certified, who hold a teaching certificate are compensated at the rate of pay established for the position as an education assistant. It is the responsibility of the principal or designee to supervise education assistants.

Adopted 3/13/06 Reviewed 2/09; 2/10; 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§279.8; 280.3, .14 (2005); 281 I.A.C. 12.4(9); .5(9)



PERSONNEL

Policy Title LICENSED EQUIPMENT OPERATORS Code 402.12

In order to provide a safe working environment, equipment operators should be properly trained and licensed. All equipment operators must be 18 years of age and have a valid driver's license. Operators are subject to any required regular testing or licensing requirement by the State or per District procedures. These procedures may include physical, instructional or visual testing as well as a drug screen.

Any unsafe actions by a licensed operator will lead to corrective action up to and including termination. Any employees choosing to operate motorized equipment without proper training, license and the consent of their supervisors will be subject to corrective action up to and including termination.

Adopted 2/2/09 Reviewed 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title PHYSICAL EXAMINATION / FITNESS FOR DUTY Code 403.1

All full-time and regular part-time employees are to present evidence of good physical health after the initial job offer and prior to the start of employment or within 30 work days, whichever is earlier. The Verification of Physical Fitness forms shall be provided by the school district. Completed examination forms are to be kept on file in the superintendent's or designee's office.

Bus drivers shall be required to take an initial physical examination, one annually thereafter and shall meet all other medical and fitness requirements specified by State and Federal transportation regulations.

Employees shall successfully complete a physical examination by a physician or clinic designated by the District at the Board's designated provider. The District will pay the entire cost of the examination.

All persons shall be required to undergo a check for tuberculosis when employed and file the results with the superintendent or designee.

Fitness-for duty examinations may be required following an absence from work due to illness or injury, if there is a reasonable belief that the employee is unable to perform the essential functions of the job, or if there is a reasonable belief that the employee poses a direct threat to the employee or others because of a health condition.

Adopted 6/23/70 Reviewed 1/11; 12/11; 9/8/14 Revised 5/01; 1/06; 2/09; 2/10; 4/15/13

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 29 C.F.R. Pt. 1910.1030; Iowa Code §§ 20.9; 279.8; 321.376;
281 I.A.C. 12.4 (14); 43.15-.20



PERSONNEL

Policy Title EMPLOYEE RECOGNITION Code 403.2

Employees of the Linn-Mar Community School District may receive recognition incentives and service awards based on exemplary job performance and years of service to the district.

These incentives and service awards are for employment performance, active participation in safety and wellness initiatives, and years of service, and therefore, are presented with proper circumstances, proper motive, and for public purpose.

Service awards may be presented at various intervals, as specified by the district.

Adopted 6/11/90 Reviewed 1/11; 12/11; 9/8/14 Revised 1/06; 2/09; 2/10; 4/15/13
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Iowa Const. Art. III § 31; Iowa Code § 279.8



PERSONNEL

Policy Title VIOLENCE IN THE WORKPLACE Code 403.3

The Linn-Mar Community School District is committed to providing a safe, professional work environment that is free of violence, either by employee against employee, employee against student, by third parties against employees, or by employees against third parties. Workplace violence includes, but is not limited to, the following when such conduct is committed on Linn-Mar property, at a school district activity or event, or in connection with a school district activity or event:

- the offensive and/or unlawful touching by one person against another;
- threats of harm (bodily or otherwise) to another;
- the use of abusive language, threatening, or intimidating comments;
- the possession of unauthorized firearms or weapons while on school district property;
- conduct detrimental to school district personnel, which may cause undue disruption of work or endanger the safety of persons or property;
- stalking;
- causing or encouraging another to commit conduct as listed above.

Such conduct by employees, depending on the level of severity, may result in removal from the premises as quickly as safety permits and shall remain off District premises pending the outcome of an investigation. In addition, the employee will be subject to disciplinary action, up to and including termination of employment and legal action. Such conduct by third parties will be subject to legal action.

Allegations of workplace violence shall be investigated and, if substantiated, disciplinary action shall be taken. Legal actions will also be taken, if appropriate.

Compliant Procedures: Employees or third parties who believe they have been subjected to violence in the workplace or believe they have witnessed such behavior as defined in this policy should immediately terminate all contact and communication with the offending party and file a written complaint with the Superintendent or Executive Director of Human Resources who will determine if an investigation is warranted. The investigator may request that the individual complete a signed, written complaint form and submit other evidence of the violent act 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. 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

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Adopted 12/4/95 Reviewed 1/06; 2/10; 12/11; 4/13; 9/8/14 Revised 5/97; 5/01; 2/2/09
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §708.6, 708.11, 724.4

PERSONNEL

Policy Title VIOLENCE IN THE WORKPLACE Code 403.3

employees who are involved in an investigation are expected to provide honest and complete cooperation. Appropriate disciplinary action, up to and including termination, will be taken promptly against any employee engaging in acts of violence 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 violence, assist with or conduct an investigation regarding such complaints or appear as a witness. Initiating a complaint under this policy shall not cause any negative impact on complainants or participants in the investigation nor shall it affect their employment, compensation, or work assignments. If an employee feels he/she has been subjected to any form of retaliation, the employee should report that conduct to the Executive Director of Human Resources within three calendar days of the offense.

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.



PERSONNEL

Policy Title SUBSTANCE-FREE WORKPLACE Code 403.4

The Board expects the school district and its employees to remain substance free. No employee will unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of, in the workplace, any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance or alcoholic beverage as defined by federal or state law. "Workplace" includes school district facilities, school district premises or school district vehicle, also includes nonschool property if the employee is at any school-sponsored, school-approved, or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

If an employee is arrested or cited for a criminal substance offense, that employee shall notify their supervisor before reporting to regular duties or within 48 hours of arrest or citation. If an employee is convicted of a violation of any criminal substance offense committed in the workplace, the employee will notify the employee's supervisor within five days of the conviction.

Employees shall abide by the terms of this policy respecting a substance-free workplace. An employee who violates the terms of this policy may be required to successfully participate in an alcohol or drug abuse assistance or rehabilitation program approved by the Board.

If administration, directors, managers or supervisors have reasonable cause to believe an employee has violated this policy, they will immediately contact the Superintendent or Executive Director of Human Resources, who will determine if an investigation is warranted. The investigator may request that the individual complete a signed, written complaint form and submit other evidence of the violation 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. 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. If, at the conclusion of the investigation, it is found that an employee has violated this policy, the superintendent or designee will make the determination whether to require the employee to undergo substance abuse treatment and/or to discipline the employee. If the employee fails to successfully participate in such a program, the employee's contract shall not be renewed or employment may be suspended or terminated, at the discretion of the Board. Sanctions against employees, including non-renewal, suspension, and termination shall be in accordance with prescribed school district administration regulations and procedures.

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Adopted 3/4/91 Reviewed 2/10; 12/11; 4/13; 9/8/14 Revised 3/06; 2/2/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 41 U.S.C. §§ 701-707 (1994); 42 U.S.C. §§ 12101 et seq. (1994); 34 C.F.R. Pt. 85 (2002); §§ 123.46; 124; 279.8 (2005)

PERSONNEL

Policy Title SUBSTANCE-FREE WORKPLACE Code 403.4

In addition, appropriate disciplinary action, up to and including termination, will be taken promptly against any employee who is found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

The superintendent is responsible for publication and dissemination of this policy to each employee. In addition, the superintendent or designee will oversee the establishment of a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment programs. It is the responsibility of the superintendent to develop administrative regulations to implement this policy.

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Adopted 3/4/91 Reviewed 2/10; 12/11; 4/13; 9/8/14 Revised 3/06; 2/2/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 41 U.S.C. §§ 701-707 (1994); 42 U.S.C.
§§ 12101 *et seq.* (1994); 34 C.F.R. Pt. 85 (2002); §§ 123.46;
124; 279.8 (2005)



NOTICE TO EMPLOYEES REGARDING SUBSTANCE-FREE WORKPLACE

YOU ARE HEREBY NOTIFIED that it is a violation of the Substance-Free Workplace policy of the Linn-Mar Community School District for any employee to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine, or other intoxicating liquor, or to unlawfully manufacture, distribute, dispense, possess, or use, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 Code of Federal Regulations 1300.11 through 1300.15 and Iowa Code Chapter 204, before, during, or after school hours at school or in any other workplace location as defined below.

“Workplace” is defined as the site for the performance of work done in the capacity as an employee. This includes school district facilities, other school premises or school district vehicles. Workplace also includes non-school property if the employee is at any school-sponsored, school-approved, or school-related activity, event or function, such as field trips or athletic events where students are under the control of the school district or where the employee is engaged in school business.

Employees who violate the terms of the Substance-Free Workplace policy may be required to successfully participate in a substance abuse treatment program approved by the Board. The superintendent retains the discretion to discipline an employee for violation of the Substance-Free Workplace policy. If the employee fails to successfully participate in such a program the employee is subject to discipline up to and including termination.

YOU ARE NOTIFIED that if you are arrested or cited for a criminal substance offense, you shall notify your supervisor before reporting to regular duties or within 48 hours of arrest or citation.

YOU ARE FURTHER NOTIFIED that you are required to notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

I, _____, have read and understand the Substance-Free Workplace policy. I understand that if I violate the Substance-Free Workplace policy, I may be subject to discipline up to and including termination *[or I may be required to participate in a substance abuse treatment program]*. If I fail to successfully participate in a substance abuse treatment program, I understand that I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five days of the conviction.

I have received and read the above notice.

Employee's Signature

Date

This notice should be returned within ten (10) working days of the employee's **initial** date of employment.

Reviewed 9/2014



PERSONNEL

Policy Title TOBACCO-FREE, NICOTINE-FREE ENVIRONMENT Code 403.5

School district premises, including school vehicles, shall be off limits for smoking and the use of other tobacco products including the use of nicotine products that are not FDA (Federal Drug Administration) approved for tobacco cessation, as well as "vaping" with E-cigarettes (or any electronic smoking device such as, but not limited to, cigarette, cigar, cigarillo or pipe). This requirement extends to all employees, students, patrons, and visitors. This policy applies at all times, including school-sponsored and non school-sponsored events. Persons failing to abide by this request shall be required to dispose of all tobacco products, nicotine products, and materials or leave the school district premises immediately. Any employee or student failing to abide with this policy will be subject to disciplinary action.

Adopted 4/18/88 Reviewed 1/06; 2/09; 2/10; 1/11; 12/11 Revised 4/15/13; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) 142B; 279.9; 197 (1993)



ADMINISTRATIVE REGULATIONS
FOR ACCOMPLISHING A TOBACCO-FREE AND NICOTINE-FREE ENVIRONMENT

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and assisting in compliance of this policy.

Visitors

Community members who rent school facilities will be asked to sign a statement indicating their assumption of the responsibility of adhering to the Tobacco-Free, Nicotine-Free Environment Policy. It will be their responsibility to supervise their own activities to accomplish a tobacco-free, nicotine-free environment. Visitors attending school functions will be asked by the staff members in authority to not use nicotine products and/or tobacco on school grounds and school vehicles. Persons willfully refusing to comply will be considered trespassers and reported to police.

Students

Students will be treated in accordance with Policy 502.4.

Employees

Employees who willfully violate the policy will be considered as demonstrating insubordination. Their conduct will be treated through due process procedures.



PERSONNEL

Policy Title EXIT COMMENT

Code 403.6

Every (full-time or regular part-time) Linn-Mar employee will be asked to complete an exit interview and/or complete an Exit Comment form when leaving the employment of the Linn-Mar Community School District. The Executive Director of Human Resources, or designee, shall have the responsibility of distributing, collecting, and tabulating data from Exit Comment forms and shall process the information as appropriate.

Adopted 6/9/77 Reviewed 2/09; 2/10; 12/1; 9/8/14 Revised 5/01; 1/06; 1/11; 4/15/13

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title FAMILY AND MEDICAL LEAVE Code 403.7

The Family and Medical Leave Act of 1993 (FMLA) provides that unpaid family and medical leave will be granted up to 12 weeks per year to employees who meet certain conditions.

An eligible Linn-Mar Community School District employee shall be entitled to family and medical leave for one or more of the following:

- Because of the birth of a son or daughter of the employee and in order to care for such son or daughter.
- Because of the placement of a son or daughter with the employee for adoption or foster care.
- In order to care for the spouse, or a son, daughter, or parent of the employee if the spouse, son, daughter, or parent has a serious health condition.
- Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
- Because of any qualifying exigency ~~(as Secretary shall, determined by regulation, determine)~~ arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

Servicemember Family Leave – In addition, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered servicemember who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a total of 26 workweeks of leave during a 12-month rolling period to care for the servicemember. The leave described in this paragraph shall only be available during a single 12-month rolling period, during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

While on leave designated as FMLA, employees are not expected nor required to perform work duties for or on behalf of Linn-Mar Community School District. An employee is required to substitute applicable and available paid leave for unpaid family and medical leave if such leave is provided in the employee's collective bargaining agreement or terms and conditions of employment. Leave for an employee's serious health condition, including workers' compensation leave (to the extent that it qualifies) will be designated as FMLA leave and will run concurrently with FMLA leave. The District will not provide paid leave in any situation in which the District would not

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Adopted 3/4/91 Reviewed 2/10; 1/11; 12/11 Revised 3/06; 2/09; 4/15/13; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) P.L. 103-3; Act 102 (a) (1), 107 Stat. 6, 9 (1993) §§ 20; 85.33, .34, .38(3); 216; 279.40; PL 110-181; Section 565, 585

PERSONNEL

Policy Title FAMILY AND MEDICAL LEAVE Code 403.7

normally provide any such paid leave. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules and regulations prior to starting family and medical leave.

If an employee has been absent for one calendar week or more due to the employee's personal injury or illness, the employee is required to present a fitness-for-duty certificate from their physician prior to reporting back to work.

For purposes of this policy, "year" is defined as a 12-month period measured forward from the date the employee's first FMLA leave commenced.

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ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEE FAMILY AND MEDICAL LEAVE

A. School district notice.

1. The school district will post the notice in Exhibit 403.7-E9 regarding family and medical leave.
2. Information on the Family and Medical Leave Act and the Board policy on family and medical leave, including leave provisions and employee obligations will be on the District Intranet and through Human Resources.
3. When an employee requests family and medical leave, the school district will provide the employee with information listing the employee's obligations and requirements. Such information will include:
 - a. a statement clarifying whether the leave qualifies as family and medical leave and will, therefore, be deducted from the employee's annual 12-week entitlement;
 - b. a reminder that employees requesting family and medical leave for their own serious health condition, for that of an immediate family member or due to any qualifying exigency must furnish medical certification of the serious health condition and the consequences for failing to do so;
 - c. an explanation of the employee's right to substitute paid leave for family and medical leave including a description of when the school district requires substitution of paid leave and the conditions related to the substitution; and
 - d. a statement notifying employees that they must pay and must make arrangements for paying any premium or other payments to maintain health or other benefits.

B. Eligible employees.

Employees are eligible for family and medical leave if two criteria are met.

1. The employee must have one year of service which need not be continuous, provided that a break-in-service does not exceed 7 years. Separate stints of employment will be counted for breaks-in-service of 7 years or longer if one of the following applies:
 - a. Break-in-service due to National Guard or Reserve military service obligation.
 - b. Written agreement reflecting an employer's intention to rehire the employee after the break-in-service

2. The employee has worked 1,250 hours for the District over the previous twelve months. Full-time professional employees who are exempt from the wage and hour law may be presumed to have worked the minimum hour requirement.

If the employee requesting leave is unable to meet the above criteria, the employee is not eligible for family and medical leave and the District will provide information as to the reason why the employee is not eligible:

- a. The employee fails to meet the 12-month service requirement and the number of months the employee has been employed by the District.
- b. The employee fails to meet the 1,250-hour requirement and the number of hours of service worked for the District during the appropriate 12-month period.

C. Employee requesting leave (two types of leave).

1. Foreseeable family and medical leave

- a. Definition – leave is foreseeable for the birth or placement of an adopted or foster child with the employee or for planned medical treatment.
- b. Employee must give at least thirty days notice for foreseeable leave including planned medical treatment for a serious injury or illness of a covered military service member unless not practicable. Failure to give the notice may result in the District counting the absences during the delay **as non-FMLA** absences.
- c. Employees must consult with the school district prior to scheduling planned medical treatment leave to minimize disruption to the school district. The scheduling is subject to the approval of the health care provider.
- d. In any case in which the necessity for a qualifying exigency leave is foreseeable, whether because the spouse, or a son, daughter, or parent of the employee is on active duty in the military, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the employer as is reasonable and practicable, regardless of how far in advance leave is foreseeable.

2. Unforeseeable family and medical leave

- a. Definition – leave is unforeseeable in such situations as emergency medical treatment or premature birth.
- b. Employee must give notice as soon as possible but no later than one to two work days after learning that leave will be necessary.
- c. A spouse or family member may give the notice if the employee is unable to personally give notice.

- D. Eligible family and medical leave determination (The school district may require the employee giving notice of the need for leave to provide reasonable documentation or a statement of family relationship).

1. **Six** purposes.

- a. The birth of a son or daughter of the employee and in order to care for that son or daughter prior to the first anniversary of the child's birth.
- b. The placement of a son or daughter with the employee for adoption or foster care and in order to care for that son or daughter prior to the first anniversary of the child's placement;
- c. To care for the spouse, son, daughter or parent of the employee if the spouse, son, daughter or parent has a serious health condition; or
- d. Employee's serious health condition that makes the employee unable to perform the essential functions of the employee's position.
- e. Because of any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
- f. Because the employee is : ___ the spouse; ___ son or daughter; ___ parent; or ___ next of kin of a covered service member with a serious injury or illness.

2. Medical certification.

When required:

- 1) Employees shall be required to present medical certification of the employee's serious health condition and inability to perform the essential functions of the job.
 - 2) Employees shall be required to present medical certification of the family member's serious health condition and that it is medically necessary for the employee to take leave to care for the family member.
 - 3) Employees shall be required to present a certification issued by the health care provider of the military service member being cared for by the employee, in the case of an employee unable to return to work because of a condition specified as military service member family leave.
 - 4) Employees shall be required to present certification of next of kin of an individual in the case of leave taken under military service member family leave.
- a. Employee's medical certification responsibilities:

- 1) The employee must obtain the certification from the health care provider who is treating the individual with the serious health condition.
 - 2) The school district may require the employee to obtain a second certification by a health care provider chosen by and paid for by the school district if the school district has reason to doubt the validity of the certification an employee submits. The second health care provider cannot, however, be employed by the school district on a regular basis.
 - 3) If the second health care provider disagrees with the first health care provider, then the school district may require a third health care provider to certify the serious health condition. This health care provider must be mutually agreed upon by the employee and the school district and paid for by the school district. This certification or lack of certification is binding upon both the employee and the school district.
 - 4) Employees taking military caregiver family and medical leave to care for a family service member cannot be required to obtain a second opinion or to provide recertification.
- b. Medical certification must be submitted within fifteen days after family and medical leave begins unless it is impracticable to do so. The school district may request recertification every thirty days as follows:
 - Upon expiration of period of incapacity specified on certification
 - If an extension to leave is requested
 - If significant change in certification (complications, duration/frequency of absences, nature/severity of illness)
 - If the District received information casting doubt upon continuing validity of certification
 - c. Family and medical leave requested for the serious health condition of the employee or to care for a family member with a serious health condition which is not supported by medical certification may be denied until such certification is provided.
 - d. The District may require that a request for a qualifying exigency be supported by a military Active Duty or Call to Active Duty certification issued at such time and in such manner as the regulation prescribe. If a military regulation requiring such certification is issued, the employee shall provide, in a timely manner, a copy of such certification to the District.

E. Spouses employed by the same employer

In any case in which a husband and wife entitled to leave are both employed by the District, the aggregate number of work weeks of leave to which both may be entitled may be limited to 12 work weeks during any rolling 12-month period, if such leave is taken:

1. Birth of a son or daughter of the employees or in order to care for such son or daughter.

2. Because of the placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement.
3. To care for the employee's parent with a serious health condition.
4. or military service member family leave the aggregate number of work weeks of leave to which both that husband and wife may be entitled may be
5. limited to 26 work weeks during the single 12 months rolling period if it is military service member family leave or a combination of military service member leave and other leave as described in paragraphs 1 through 3 above.

If the leave taken by the husband and wife includes other leave defined in paragraphs 1 through 3, the limitation of a 12 work week in a 12 month rolling period applies to that leave.

F. Entitlement.

1. Employees are entitled to twelve weeks unpaid family and medical leave per year. Employees who are the spouse, son, daughter, parent or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of duty on active duty shall be entitled to a combined total of 26 work weeks of leave per year to care for the service member and for other types of FMLA leave.
2. Year is defined as "rolling" – measured forward from the first day leave is used.
3. If insufficient leave is available, the school district may:
 - a. Deny the leave if entitlement is exhausted
 - b. Award leave available
 - c. Award leave in accordance with other provisions of board policy or the collective bargaining agreement.

G. Type of leave requested.

1. Continuous – employee will not report to work for set number of days or weeks.
2. Intermittent – employee requests family and medical leave for separate periods of time.
 - a. Intermittent leave is available for:
 - 1) Birth, adoption or foster care placement of child only with the school district's agreement.
 - 2) Serious health condition of the employee, spouse, parent, or child when medically necessary without the school district's agreement.
 - 3) Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

- 4) An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered military service member to care for the military service member who is recovering from a serious illness or injury sustained in the line of duty on active duty.
 - b. In the case of foreseeable intermittent leave, the employee must schedule the leave to minimize disruption to the school district operation.
 - c. During the period of foreseeable intermittent leave, the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see G below.*)
 - d. The District may require fit for duty certification every 30 days if the employee has used intermittent leave and “reasonable safety concerns exist regarding the employee’s ability to perform his or her duties.”
 3. Reduced work schedule – employee requests a reduction in the employee’s regular work schedule.
 - a. Reduced work schedule family and medical leave is available for:
 - 1) Birth, adoption or foster care placement and subject to the schools district’s agreement.
 - 2) Serious health condition of the employee, spouse, parent, or child when medically necessary.
 - 3) Any qualifying exigency arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active military duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
 - 4) An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered military service member to care for the service member who is recovering from a serious illness or injury sustained in the line of duty on active duty.
 - b. In the case of foreseeable reduced work schedule leave, based on planned medical treatment for the employee the employee must schedule the leave to minimize disruption to the school district operation. The school district may move the employee to an alternative position with equivalent pay and benefits. (*for instructional employee, see G below*)
 - c. During the period of foreseeable reduced work schedule leave, based on planned medical treatment for the family member the school district may move the employee to an alternative position with equivalent pay and benefits. (*For instructional employees, see G below.*)

H. Special rules for instructional employees.

1. Definition – an instructional employee is one whose principal function is to teach and instruct students in a class, a small group or an individual setting.

This includes, but is not limited to, teachers, coaches, driver’s education instructors and special education assistants.

2. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule family and medical leave greater than twenty percent of the work days in the leave period may be required to:
 - a. Take leave for the entire period or periods of the planned medical treatment; or
 - b. Move to an available alternative position, with equivalent pay and benefits, but not necessarily equivalent duties, for which the employee is qualified.
3. Instructional employees who request continuous family and medical leave near the end of a semester may be required to extend the family and medical leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter or spring break.
 - a. If an instructional employee begins family and medical leave for any purpose more than five weeks before the end of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last at least three weeks and the employee would return to work during the last three weeks of the semester if the leave was not continued.
 - b. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks and the employee would return to work during the last two weeks of the semester.
 - c. If the employee begins family and medical leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, the school district may require the employee to continue taking leave until the end of the semester.
4. The entire period of leave taken under the special rules is credited as family and medical leave. The school district will continue to fulfill the school district's family and medical leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's family and medical leave entitlement ends before the involuntary leave period expires.

I. Employee responsibilities while on family and medical leave.

1. Employee must continue to pay health care benefit contributions or other benefit contributions regularly paid by the employee unless employee elects not to continue the benefits.
2. The employee contribution payments will be deducted from any money owed to the employee or the employee will reimburse the school district at a time set by the superintendent or designee.

3. An employee who fails to make the health care contribution payments within thirty days after they are due will be notified that their coverage may be canceled if payment is not received within an additional fifteen days.
4. An employee may be asked to re-certify the medical necessity of family and medical leave for the serious medical condition of an employee or family member once every thirty days or sixth month in the condition of an absence and return the certification within fifteen days of the request.
5. The employee must notify the school district of the employee's intent to return to work at least once each month during their leave and at least two days prior to the conclusion of the family and medical leave.
6. If the employee has been absent for more than one calendar week or more the employee is required to present a fitness-for-duty certificate from their physician stating their ability to perform the essential job functions prior to reporting back to work. If an employee fails to provide a certificate, the employee will lose his/her right to reinstatement under the law unless the employee has requested additional FMLA leave.
7. If an employee intends not to return to work, the employee must immediately notify the school district, in writing, of the employee's intent not to return. The school district will cease benefits upon receipt of this notification.

J. Use of paid leave for family and medical leave.

An employee is required to substitute unpaid family and medical leave with any applicable paid leave available to the employee under board policy, individual contracts or the collective bargaining agreement. Paid leave includes, but is not limited to, sick leave, family illness leave, vacation, personal leave, bereavement leave and professional leave.

When the school district determines that paid leave is being taken for an FMLA reason, the school district will notify the employee that the paid leave will be counted as FMLA leave.

ADMINISTRATIVE REGULATIONS REGARDING LICENSED EMPLOYEE FAMILY AND MEDICAL LEAVE DEFINITIONS

Active Duty – The term “active duty” means duty under a call or order to active duty in support of a contingency operation pursuant to specific enumerated provisions of Section 688 of Title 10 of the United States Code. Such active duty or call/order to active duty is only made to members of the National Guard or Reserve components or a retired member of the Regular Armed Forces or Reserve. Therefore, an employee may not take exigency leave if the servicemember is a member of the Regular Armed Forces.

Common law marriage – According to Iowa law, common law marriages exist when there is a present intent by the two parties to be married, continuous cohabitation, and a public declaration that the parties are husband and wife. There is no time factor that needs to be met in order for there to be a common law marriage.

Contingency Operation – The term “contingency operation” has the same meaning given such term in section 101(a)(13) of Title 10, United States Code.

Continuing treatment – A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

- A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three full consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves:
 - in-person treatment by a health care provider at least once within seven days of the first day of incapacity and;
 - a regimen of continuing treatment under the supervision of a health care provider or;
 - a second in-person visit to the health care provider for treatment (the necessity of which is determined by the health care provider) within 30 days of the first day of incapacity or
 - any period of incapacity due to pregnancy or for prenatal care. (Father may take FMLA leave for pregnant spouse’s prenatal care and appointments, including providing transportation, and to provide care after birth if spouse has serious health condition).
- Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - requires periodic visits for treatment by a health care provider or by a nurse or physician’s assistant at least twice a year under direct supervision of a health care provider;
 - continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

- Any period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.
- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

Covered Servicemember – The term “covered servicemember” means a current member of the Armed Forces, including the National Guard and Reserves, and those on the temporary disability retired list (TDRL), but not including former members or member on the permanent disability retired list who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness. Generally, a former member of the military whose injury or illness manifests itself after the member's discharge from military service (except for those on the TDRL) is not a covered servicemember.

Eligible Employee – the district has more than 50 employees on the payroll at the time leave is requested. The employee has worked for the school district for one year of service which need not be continuous, provided that a break-in-service does not exceed 7 years. Separate stints of employment will be counted for breaks-in-service of 7 years or longer if one of the following applies:

- a) Break-in-service due to National Guard or Reserve military service obligation
- b) Written agreement reflecting an employer's intention to rehire the employee after the break-in-service

The employee has worked 1,250 hours for the District over the previous 12 months.

Essential Functions of the Job – those functions which are fundamental to the performance of the job. It does not include marginal functions.

Employment Benefits – all benefits provided or made available to employees by an employer, including group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits, and pensions, regardless of whether such benefits are provided by a practice or written policy of an employer or through an “employee benefit plan.”

Family Member – individuals who meet the definition of son, daughter, spouse or parent, including parent of a covered servicemember, son or daughter of a covered servicemember, next of kin of a covered servicemember and son or daughter on active duty or call to active duty status.

Group Health Plan – any plan of, or contributed to by, an employer (including a self-insured plan) to provide health care (directly or otherwise) to the employer’s employees, former employees, or the families of such employees or former employees.

Health Care Provider –

- a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the state in which the doctor practices; or
- podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the state and performing within the scope of their practice as defined under state law; and
- physician assistants, nurse practitioners and nurse-midwives, and clinical social workers who are authorized to practice under state law and who are performing within the scope of their practice as defined under state law; and
- Christian Science practitioners listed with the First Church of Christ Scientist in Boston, Massachusetts; and
- any health care provider from whom an employer or a group health plan’s benefits manager will accept certification of the existence of a serious health condition to substantiate a claim for benefits; and
- a health care provider as defined above who practices in a country other than the United States who is licensed to practice in accordance with the laws and regulations of that country.

In loco parentis – individuals who had or have day-to-day responsibilities for the care and financial support of a child not their biological child or who had the responsibility for an employee when the employee was a child.

Incapable of Self-Care – that the individual requires active assistance or supervision to provide daily self-care in several of the “activities of daily living” or “ADLs.” Activities of daily living include adaptive activities such as caring appropriately for one’s grooming and hygiene, bathing, dressing, eating, cooking, cleaning, shopping, taking public transportation, paying bills, maintaining a residence, using telephones and directories, using a post office, etc.

Instructional Employee – an employee employed principally in an instructional capacity by an educational agency or school whose principal function is to teach and instruct students in a class, a small group, or an individual setting, and includes athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does not include teacher assistants or aides who do not have as their principal function actual teaching or instructing, nor auxiliary personnel such as counselors, psychologists, curriculum specialists, cafeteria workers, maintenance workers, bus drivers, or other primarily non-instructional employees.

Intermittent Leave – leave taken in separate periods of time due to a single illness or injury, rather than for one continuous period of time, and may include leave or periods from an hour or more to several weeks.

Medically Necessary – certification for medical necessity is the same as certification for serious health condition.

“Needed to Care For” – the medical certification that an employee is “needed to care for” a family member encompasses both physical and psychological care. For example, where, because of a serious health condition, the family member is unable to care for his or her own basic medical, hygienic or nutritional needs or safety or is unable to transport himself or herself to medical treatment. It also includes situations where the employee may be needed to fill in for others who are caring for the family member or to make arrangements for changes in care. The employee does not need to be the only individual or family member available to provide the care nor is the employee required to provide actual care (e.g., someone else is providing inpatient or home care) as long as the employee is providing at least psychological comfort and reassurance.

Next of Kin – The term “next of kin”, used with respect to an individual, means the nearest blood relative of that individual.

Outpatient Status – The term “outpatient status”, with respect to a covered servicemember, means the status of a member of the Armed Forces assigned to –

- a) a military medical treatment facility as an outpatient; or
- b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

Parent – a biological parent or an individual who stands *in loco parentis* to a child or stood *in loco parentis* to an employee when the employee was a child. Parent does not include parent-in-law.

Physical or Mental Disability – a physical or mental impairment that substantially limits one or more of the major life activities of an individual.

Qualifying Exigency – a non-medical activity that is directly related to the covered military member’s active duty or call to active duty status. For an activity to qualify as an exigency, it must fall within one of seven categories of activities or be mutually agreed to be the employer and employee. The seven categories of qualifying exigencies are short-notice deployment (leave permitted up to seven day if the military member received seven or less days’ notice of a call to active duty), military events and related activities, certain temporary childcare arrangements and school activities (but not ongoing childcare), financial and legal arrangements, counseling by a non-medical counselor (such as a member of the clergy), rest and recuperation (leave permitted up to five days when the military member is on temporary rest and recuperation leave), and post-deployment military activities.

Reduced Leave Schedule – a leave schedule that reduces the usual number of hours per work week, or hours per workday, of an employee.

Serious Health Condition –

- An illness, injury, impairment, or physical or mental condition that involves:
 - inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from), or any subsequent treatment in connection with such inpatient care; or
 - Continuing treatment by a health care provider that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.
 - A serious health condition involving continuing treatment by a health care provider includes:
 - A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment for or recovery from) of more than three full consecutive calendar days, including any subsequent treatment or period of incapacity relating to the same condition, that also involves:
 - in-person treatment by a health care provider at least once within seven days of the first day of incapacity and;
 - initiated by the health care provider during the first treatment or;
 - a second in-person visit to the health care provider for treatment (the necessity of which is determined by the health care provider) within 30 days of the first day of incapacity.
 - Any period of incapacity due to pregnancy or for prenatal care. (Father may take FMLA leave for pregnant spouse's prenatal care and appointments, including providing transportation, and to provide care after birth if spouse has serious health condition).
 - Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:
 - Requires periodic visits for treatment by a health care provider or by a nurse or physician's assistant at least twice a year under direct supervision of a health care provider;
 - Continues over an extended period of time (including recurring episodes of a single underlying condition); and
 - May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).
 - A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke or the terminal stages of a disease.

- Any period of absence to receive multiple treatments (including any period of recovery from) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).
- Treatment for purposes of this definition includes, but is not limited to, examinations to determine if a serious health condition exists and evaluation of the condition. Treatment does not include routine physical examinations, eye examinations or dental examinations. Under this definition, a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed rest, drinking fluids, exercise and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.
- Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not “serious health conditions” unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.
- Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care on referral by a health care provider. On the other hand, absence because of the employee’s use of the substance, rather than treatment, does not qualify for FMLA leave.
- Absence attributable to incapacity under this definition qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee’s health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

Serious Injury or Illness – The term “serious injury or illness”, in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating.

Son or Daughter – a biological child, adopted child, foster child, stepchild, legal ward, or a child of a person standing *in loco parentis*. The child must be under age 18 or, if over 18, incapable of self-care because of a mental physical disability.

Spouse – a husband or wife recognized by Iowa law including common law marriages.

Linn-Mar Community School District

FMLA Leave Request and Employee Obligation / Requirement Form



I, _____, request family and medical leave for the following reason(s):

(check all that apply)

- ☐ For the birth of my child (employees will be required to use the following leaves if available and applicable: personal illness, family illness, personal days, and paid vacation).
- ☐ For the placement of a child for adoption or foster care (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).
- ☐ To care for my child who has a serious health condition (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).
- ☐ To care for my spouse who has a serious health condition (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).
- ☐ To care for my parent who has a serious health condition (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).
- ☐ Because I am seriously ill and unable to perform the essential functions of my position (employees will be required to use the following leaves if available and applicable: personal illness, personal days, and paid vacation).
- ☐ Because of any qualifying exigency arising out of the fact that my spouse, or son, or daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days, paid vacation).
- ☐ Because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

I understand that when the required paid leave has been used, the remainder of the twelve weeks under the Family Medical Leave Act shall be unpaid.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the school district.

I request that my family and medical leave begin on _____, and I request leave as follows: (check one)

- ☐ Continuous: I anticipate that I will be able to return to work on _____
- ☐ Intermittent leave for the:
 - ☐ Birth of my child or adoption or foster care placement subject to agreement by the district.
 - ☐ Serious health condition of myself, child, spouse, or parent when medically necessary.
 - ☐ Because of any qualifying exigency arising out of the fact that my spouse, or son, or daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days, paid vacation).
 - ☐ For the care of my ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____

____ Reduced work schedule for the:

____ Birth of my child or adoption or foster care placement subject to agreement by the district.

____ Serious health condition of myself, child, spouse, or parent when medically necessary.

____ Because of any qualifying exigency arising out of the fact that my spouse, or son, or daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days, paid vacation).

____ For the care of my ____ spouse; ____ son or daughter; ____ parent; ____ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize the impact on school district operations.

While on family and medical leave, I agree to pay my regular contributions to employer-sponsored benefit plans. My contributions shall be deducted from monies owed me during the leave period. If no monies are owed me, I shall reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the school district for any payment of my contributions with deductions from future monies owed to me or the school district may seek reimbursement for payments of my contributions in court.

I acknowledge my obligation to provide medical certification within 15 days of filing this request for my serious health condition or that of a family member in order to be eligible for family and medical leave and that I have received the appropriate medical form.

I acknowledge that if this request for leave qualifies as family and medical leave it will be deducted from my annual twelve-week entitlement.

I acknowledge that the above information is true to the best of my knowledge.

Employee's Printed Name

Employee's Signature

Date

Return to:
Linn-Mar Community School District
Office of Human Resources
2999 North 10th Street
Marion, IA 52302
FAX: 319-377-9252

Linn-Mar Community School District
Notice of Eligibility and Rights and
Responsibilities
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration Wage
and Hour Division



OMB Control Number: 1215-0181

Expires: 12/31/2011

In general, to be eligible an employee must have worked for an employer for at least 12 months, have worked at least 1,250 hours in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 miles. While use of this form by employers is optional, a fully completed Form WH-381 provides employees with the information required by 29 C.F.R. § 825.300(b), which must be provided within five business days of the employee notifying the employer of the need for FMLA leave. Part B provides employees with information regarding their rights and responsibilities for taking FMLA leave, as required by 29 C.F.R. § 825.300(b), (c).

Part A – NOTICE OF ELIGIBILITY

TO: _____
Employee

FROM: Linn-Mar Office of Human Resources

DATE: _____

On _____, (1) _____ you informed us that you needed leave beginning on _____ OR
(2) _____ we learned of your need to take leave beginning on _____ for:

_____ The birth of a child, or placement of a child with you for adoption or foster care.

_____ Your own serious health condition.

_____ Because you are needed to care for your _____ spouse; _____ child; _____ parent due to his/her serious health condition.

_____ Because of a qualifying exigency arising out of the fact that your _____ spouse; _____ son or daughter; _____ parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.

_____ Because you are the _____ spouse; _____ son or daughter; _____ parent; _____ next of kin of a covered servicemember with a serious injury or illness.

This Notice is to inform you that you:

_____ Are eligible for FMLA leave (See Part B below for Rights and Responsibilities)

_____ Are **not** eligible for FMLA leave, because (only one reason need be checked, although you may not be eligible for other reasons):

_____ You have not met the FMLA's 12-month length of service requirement. As of the first date of requested leave, you will have worked approximately _____ months towards this requirement.

_____ You have not met the FMLA's 1,250-hours-worked requirement.

If you have any questions, contact Cathy Gauger, Benefits and Leave Specialist or view the document, Employee Rights and Responsibilities Under the Family and Medical Leave Act, found on Linn-Mar's Intranet.

PART B – RIGHTS AND RESPONSIBILITIES FOR TAKING FMLA LEAVE

As explained in Part A, you meet the eligibility requirements for taking FMLA leave and still have FMLA leave available in the applicable 12-month period. **However, in order for us to determine whether your absence qualifies as FMLA leave, you must return the following information to us by _____.** (If a certification is requested, employers must allow at least 15 calendar days from receipt of this notice; additional time may be required in some circumstances.) If sufficient information is not provided in a timely manner, your leave may be denied.

_____ Sufficient certification to support your request for FMLA leave. A certification form that sets forth the information necessary to support your request _____ **is/** _____ **is not** enclosed.

_____ Sufficient documentation to establish the required relationship between you and your family member.

_____ Other information needed: _____

_____ No additional information requested

If your leave does qualify as FMLA leave you will have the following **responsibilities** while on FMLA leave (only checked blanks apply):

If you normally pay a portion of the premiums for your health insurance, these payments will continue during the period of FMLA leave.

Board provided insurance contribution per current contract:

| | |
|---|-------------------------------------|
| Health and major medical insurance premium: | Up to \$ _____/month toward premium |
| Long-term disability insurance premium: | District paid |
| Basic life insurance premium: | District paid |
| Full single dental insurance premium: | If applicable |

_____ Contact the _____ Linn-Mar Office of Human Resources _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you are on leave. You have a minimum 30-day (or, indicate longer period, if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse. We will not pay your share of health, dental or additional life insurance premiums while you are on leave.

_____ You will be required to use your available paid _____ sick leave, _____ personal leave, and/or _____ other leave: _____ during your FMLA absence. This means that you will receive your paid leave and the leave will also be considered protected FMLA leave and counted against your FMLA leave entitlement.

_____ Due to your status within the company, you are considered a “key employee” as defined in the FMLA. As a “key employee,” restoration to employment may be denied following FMLA leave on the grounds that such restoration will cause substantial and grievous economic injury to us. We _____ have/_____ have not determined that restoring you to employment at the conclusion of FMLA leave will cause substantial and grievous economic harm to us.

_____ While on leave you will be required to furnish us with periodic reports of your status and intent to return to work every _____. (Indicate interval of periodic reports, as appropriate for the particular leave situation).

_____ You will be required to furnish recertification relating to a serious health condition. Explain below, if necessary, including the interval between certifications as prescribed in § 825.308 of the FMLA regulations.

If the circumstances of your leave change, and you are able to return to work earlier than the date indicated on the reverse side of this form, you will be required to notify us at least two workdays prior to the date you intend to report for work.

If your leave does qualify as FMLA leave you will have the following **rights** while on FMLA leave:

- You have a right under the FMLA for up to 12 weeks of unpaid leave in a 12-month period calculated as a “rolling” 12-month period measured forward from the date of any FMLA leave usage. This 12-month period commenced on _____.
- You have a right under the FMLA for up to 26 weeks of unpaid leave in a single 12-month period to care for a covered servicemember with a serious injury or illness. This single 12-month period commenced on _____.
- Your health benefits must be maintained during any period of unpaid leave under the same conditions as if you continued to work.
- You must be reinstated to the same or an equivalent job with the same pay, benefits, and terms and conditions of employment on your return from FMLA-protected leave. (If your leave extends beyond the end of your FMLA entitlement, you do not have return rights under FMLA.)
- If you do not return to work following FMLA leave for a reason other than: 1) the continuation, recurrence, or onset of a serious health condition which would entitle you to FMLA leave; 2) the continuation, recurrence, or onset of a covered servicemember’s serious injury or illness which would entitle you to FMLA leave; or 3) other circumstances beyond your control, you may be required to reimburse us for our share of health insurance premiums paid on your behalf during your FMLA leave.
- If we have not informed you above that you must use accrued paid leave while taking your unpaid FMLA leave entitlement, you have the right to have _____ sick leave, _____ personal leave, and/or _____ other leave run concurrently with your unpaid leave entitlement, provided you meet any applicable requirements of the leave policy. Applicable conditions related to the substitution of paid leave are referenced or set forth below. If you do not meet the requirements for taking paid leave, you remain entitled to take unpaid FMLA leave.

Once we obtain the information from you as specified above, we will inform you, within 5 business days, whether your leave will be designated as FMLA leave and count towards your FMLA leave entitlement. If you have any questions, please do not hesitate to contact:

_____ Cathy Gauger, Benefits and Leave Specialist _____ at _____ 447-3011 _____.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to provide employees with notice of their eligibility for FMLA protection and their rights and responsibilities. 29 U.S.C. § 2617; 29 C.F.R. § 825.300(b), (c). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210.

DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.

Linn-Mar Community School District
Designation Notice
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration
Wage and Hour Division



OMB Control Number: 1215-0181
Expires: 12/31/2011

Leave covered under the Family and Medical Leave Act (FMLA) must be designated as FMLA-protected and the employer must inform the employee of the amount of leave that will be counted against the employee's FMLA leave entitlement. In order to determine whether leave is covered under the FMLA, the employer may request that the leave be supported by a certification. If the certification is incomplete or insufficient, the employer must state in writing what additional information is necessary to make the certification complete and sufficient. While use of this form by employers is optional, a fully completed Form WH-382 provides an easy method of providing employees with the written information required by 29 C.F.R. §§ 825.300(c), 825.301, and 825.305(c).

To: _____

From: Cathy Gauger, Benefits and Leave Specialist

Date: _____

We have reviewed your request for leave under the FMLA and any supporting documentation that you have provided. We received your most recent information on _____ and decided:

_____ **Your FMLA leave request is approved. All leave taken for this reason will be designated as FMLA leave.**

The FMLA requires that you notify us as soon as practicable if dates of scheduled leave change or are extended, or were initially unknown. Based on the information you have provided to date, we are providing the following information about the amount of time that will be counted against your leave entitlement:

_____ Provided there is no deviation from your anticipated leave schedule, the following number of hours, days, or weeks will be counted against your leave entitlement: _____

_____ Because the leave you will need will be unscheduled, it is not possible to provide the hours, days, or weeks that will be counted against your FMLA entitlement at this time. You have the right to request this information once in a 30-day period (if leave was taken in the 30-day period).

Please be advised (check if applicable):

_____ We are requiring you to substitute or use paid leave during your FMLA leave as follows:

(dates of leave; number of days used; anticipated return-to-work date)

_____ You will be required to present a fitness-for-duty certificate (403.7-E8) to be restored to employment. If such certification is not timely received, your return to work may be delayed until certification is provided. A list of the essential functions of your position ☐ **is** ☐ **is not** attached. If attached, the fitness-for-duty certification must address your ability to perform these functions.

_____ **Additional information is needed to determine if your FMLA leave request can be approved:**

_____ The certification you have provided is not complete and sufficient to determine whether the FMLA applies to your leave request. You must provide the following information no later than _____, unless it is not practicable under the particular circumstances despite your diligent good faith efforts, or your leave may be denied.
(Provide at least seven calendar days)

(Specify information needed to make the certification complete and sufficient)

_____ We are exercising our right to have you obtain a second or third opinion medical certification at our expense, and we will provide further details at a later time.

_____ Your FMLA Leave request is Not Approved.

_____ The FMLA does not apply to your leave request.

_____ You have exhausted your FMLA leave entitlement in the applicable 12-month period.

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

It is mandatory for employers to inform employees in writing whether leave requested under the FMLA has been determined to be covered under the FMLA. 29 U.S.C. § 2617; 29 C.F.R. §§ 825.300(d), (e). It is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 10 - 30 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

Form WH-382 Reviewed 9/2014

**Linn-Mar Community School District
Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)**

U.S. Department of Labor
Employment Standards Administration Wage
and Hour Division



OMB Control Number: 1215-0181

Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

Employer name and contact: Linn-Mar Community School District – Karla Christian, Exec. Director of Human Resources

Employee's job title: _____

Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 20 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Please be sure to sign the form on the last page.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, **we are asking that you not provide any genetic information when responding to this request for medical information.** "Genetic Information" as defined by GINA includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

PLEASE PRINT

Provider's name: _____

Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

___ No ___ Yes. If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Will the patient need to have treatment visits at least twice per year due to the condition? ___ No ___ Yes.

Was medication, other than over-the-counter medication, prescribed? ___ No ___ Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

___ No ___ Yes. If so, state the nature of such treatments and expected duration of treatment: _____

2. Is the medical condition pregnancy? ___ No ___ Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: ___ No ___ Yes.

If so, identify the job functions the employee is unable to perform: _____

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? ___ No ___ Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? ___ No ___ Yes.

If so, are the treatments or the reduced number of hours of work medically necessary? ___ No ___ Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any: _____ hour(s) per day;
_____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? ___ No ___ Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
___ No ___ Yes. If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.**

**RETURN TO THE PATIENT or the
LINN-MAR COMMUNITY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
2999 NORTH 10TH STREET
MARION, IA 52302
FAX No. 319-377-9252**

Describe care you will provide to your family member and estimate leave needed to provide care:

Employee Printed Name

Employee Signature

Date

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic Information" as defined by GINA includes an individual's family medical history, the results of an individual's or family members' genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Provider's name: (PLEASE PRINT) _____

Provider's business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

___ No ___ Yes. If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication, prescribed? ___ No ___ Yes

Will the patient need to have treatment visits at least twice per year due to the condition? ___ No ___ Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

___ No ___ Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? ☐ No ☐ Yes. If so, expected delivery date: _____
3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF CARE NEEDED:

When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care:

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? ☐ No ☐ Yes

Estimate the beginning and ending dates for the period of incapacity: _____

During this time, will the patient need care? ☐ No ☐ Yes

Explain the care needed by the patient and why such care is medically necessary:

5. Will the patient require follow-up treatments, including any time for recovery? ☐ No ☐ Yes

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery?
☐ No ☐ Yes.

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

Explain the care needed by the patient, and why such care is medically necessary:

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ___ No ___ Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

Does the patient need care during these flare-ups? ___ No ___ Yes

Explain the care needed by the patient, and why such care is medically necessary: _____

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR.**

**RETURN TO THE PATIENT or the
LINN-MAR COMMUNITY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
2999 NORTH 10TH STREET
MARION, IA 52302
FAX No.: (319) 377-9252**

**Linn-Mar Community School District
Certification of Qualifying Exigency For
Military Family Leave
(Family and Medical Leave Act)**

U.S. Department of Labor
Employment Standards Administration Wage
and Hour Division



OMB Control Number: 1215-0181

Expires: 12/31/2011

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a qualifying exigency to submit a certification. Please complete Section I before giving this form to your employee. Your response is voluntary, and while you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.309.

Employer name: **Linn-Mar Community School District**

Contact Information: **Cathy Gauger, Benefits and Leave Specialist**

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II fully and completely. The FMLA permits an employer to require that you submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a qualifying exigency. Several questions in this section seek a response as to the frequency or duration of the qualifying exigency. Be as specific as you can; terms such as “unknown,” or “indeterminate” may not be sufficient to determine FMLA coverage. Your response is required to obtain a benefit. 29 C.F.R. § 825.310. While you are not required to provide this information, failure to do so may result in a denial of your request for FMLA leave. Your employer must give you at least 15 calendar days to return this form to your employer.

Your Name: _____
First Middle Last

Name of covered military member on active duty or call to active duty status in support of a contingency operation:

First Middle Last

Relationship of covered military member to you: _____

Period of covered military member's active duty: _____

A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes written documentation confirming a covered military member's active duty or call to active duty status in support of a contingency operation. Please check one of the following:

___ A copy of the covered military member's active duty orders is attached.

___ Other documentation from the military certifying that the covered military member is on active duty (or has been notified of an impending call to active duty) in support of a contingency operation is attached.

___ I have previously provided my employer with sufficient written documentation confirming the covered military member's active duty or call to active duty status in support of a contingency operation.

PART A: QUALIFYING REASON FOR LEAVE

1. Describe the reason you are requesting FMLA leave due to a qualifying exigency (including the specific reason you are requesting leave):

2. A complete and sufficient certification to support a request for FMLA leave due to a qualifying exigency includes any available written documentation which supports the need for leave; such documentation may include a copy of a meeting announcement for informational briefings sponsored by the military, a document confirming an appointment with a counselor or school official, or a copy of a bill for services for the handling of legal or financial affairs. Available written documentation supporting this request for leave is attached.
___ No ___ Yes ___ None Available

PART B: AMOUNT OF LEAVE NEEDED

1. Approximate date exigency commenced: _____

Probable duration of exigency: _____

2. Will you need to be absent from work for a single continuous period of time due to the qualifying exigency?
___ No ___ Yes

If so, estimate the beginning and ending dates for the period of absence:

3. Will you need to be absent from work periodically to address this qualifying exigency? ___ No ___ Yes

Estimate schedule of leave, including the dates of any scheduled meetings or appointments:

Estimate the frequency and duration of each appointment, meeting, or leave event, including any travel time (i.e., 1 deployment-related meeting every month lasting 4 hours):

Frequency: _____ times per _____ week(s) _____ month(s)

Duration: _____ hours _____ day(s) per event.

PART C:

If leave is requested to meet with a third party (such as to arrange for childcare, to attend counseling, to attend meetings with school or childcare providers, to make financial or legal arrangements, to act as the covered military member's representative before a federal, state, or local agency for purposes of obtaining, arranging or appealing military service benefits, or to attend any event sponsored by the military or military service organizations), a complete and sufficient certification includes the name, address, and appropriate contact information of the individual or entity with whom you are meeting (i.e., either the telephone or fax number or email address of the individual or entity). This information may be used by your employer to verify that the information contained on this form is accurate.

Name of Individual: _____ Title: _____

Organization: _____

Address: _____

Telephone: (_____) _____ Fax: (_____) _____

Email: _____

Describe nature of meeting: _____

PART D:

I certify that the information I provided above is true and correct.

Employee Printed Name

Signature of Employee

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years. 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION.**

RETURN TO:
LINN-MAR COMMUNITY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES
2999 NORTH 10TH STREET
MARION, IA 52302
FAX No.: 319-377-9252

**Linn-Mar Community School District
Certification for Serious Injury or Illness of
Covered Servicemember for Military
Family Leave
(Family and Medical Leave Act)**

U.S. Department of Labor
Employment Standards Administration Wage and
Hour Division



OMB Control Number: 1215-0181
Expires: 12/31/2011

Notice to the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA leave due to a serious injury or illness of a covered servicemember to submit a certification providing sufficient facts to support the request for leave. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.310. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees or employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies.

SECTION I: For Completion by the EMPLOYEE and/or the COVERED SERVICEMEMBER for whom the Employee Is Requesting Leave

INSTRUCTIONS to the EMPLOYEE or COVERED SERVICEMEMBER: Please complete Section I before having Section II completed. The FMLA permits an employer to require that an employee submit a timely, complete, and sufficient certification to support a request for FMLA leave due to a serious injury or illness of a covered servicemember. If requested by the employer, your response is required to obtain or retain the benefit of FMLA-protected leave. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to do so may result in a denial of an employee's FMLA request. 29 C.F.R. § 825.310(f). The employer must give an employee at least 15 calendar days to return this form to the employer.

SECTION II: For Completion by a UNITED STATES DEPARTMENT OF DEFENSE ("DOD") HEALTH CARE PROVIDER or a HEALTH CARE PROVIDER who is either: (1) a United States Department of Veterans Affairs ("VA") health care provider; (2) a DOD TRICARE network authorized private health care provider; or (3) a DOD non-network TRICARE authorized private health care provider

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed on Page 2 has requested leave under the FMLA to care for a family member who is a member of the Regular Armed Forces, the National Guard, or the Reserves who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness. For purposes of FMLA leave, a serious injury or illness is one that was incurred in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank, or rating.

A complete and sufficient certification to support a request for FMLA leave due to a covered servicemember's serious injury or illness includes written documentation confirming that the covered servicemember's injury or illness was incurred in the line of duty on active duty and that the covered servicemember is undergoing treatment for such injury or illness by a health care provider listed above. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave.

Linn-Mar Community School District
Certification for Serious Injury or Illness of
Covered Servicemember for Military
Family Leave
(Family and Medical Leave Act)

U.S. Department of Labor
Employment Standards Administration Wage and
Hour Division



SECTION I: For Completion by the EMPLOYEE and/or the COVERED SERVICEMEMBER for whom the Employee Is Requesting Leave: (This section must be completed first before any of the below sections can be completed by a health care provider.)

Part A: EMPLOYEE INFORMATION

Name and Address of Employer (this is the employer of the employee requesting leave to care for covered servicemember):

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

Name of Employee Requesting Leave to Care for Covered Servicemember:

First Middle Last
Name of Covered Servicemember (for whom employee is requesting leave to care):

First Middle Last

Relationship of Employee to Covered Servicemember Requesting Leave to Care:

☐ Spouse ☐ Parent ☐ Son ☐ Daughter ☐ Next of Kin

Part B: COVERED SERVICEMEMBER INFORMATION

(1) Is the Covered Servicemember a Current Member of the Regular Armed Forces, the National Guard or Reserves? ☐ No ☐ Yes

If yes, please provide the covered servicemember's military branch, rank and unit currently assigned to:

Is the covered servicemember assigned to a military medical treatment facility as an outpatient or to a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients (such as a medical hold or warrior transition unit)? ☐ No ☐ Yes

If yes, please provide the name of the medical treatment facility or unit:

(2) Is the Covered Servicemember on the Temporary Disability Retired List (TDRL)? ☐ No ☐ Yes

Part C: CARE TO BE PROVIDED TO THE COVERED SERVICEMEMBER

Describe the Care to Be Provided to the Covered Servicemember and an Estimate of the Leave Needed to Provide the Care:

SECTION II: For Completion by a United States Department of Defense (“DOD”) Health Care Provider or a Health Care Provider who is either: (1) a United States Department of Veterans Affairs (“VA”) health care provider; (2) a DOD TRICARE network authorized private health care provider; or (3) a DOD non-network TRICARE authorized private health care provider. If you are unable to make certain of the military-related determinations contained below in Part B, you are permitted to rely upon determinations from an authorized DOD representative (such as a DOD recovery care coordinator). (Please ensure that Section I above has been completed before completing this section.) Please be sure to sign the form on the last page.

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. “Genetic Information” as defined by GINA includes an individual’s family medical history, the results of an individual’s or family members’ genetic tests, the fact that an individual or an individual’s family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual’s family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

Part A: HEALTH CARE PROVIDER INFORMATION

Health care provider’s name: _____

Provider’s business address: _____

Type of practice/Medical specialty: _____

Please state whether you are either: (1) a DOD health care provider; (2) a VA health care provider; (3) a DOD TRICARE network authorized private health care provider; or (4) a DOD non-network TRICARE authorized private health care provider: _____

Telephone: () _____ Fax: () _____ Email: _____

PART B: MEDICAL STATUS

(1) Covered Servicemember’s medical condition is classified as (Check One of the Appropriate Boxes):

- ☐ **(VSI) Very Seriously Ill/Injured** – Illness/Injury is of such a severity that life is imminently endangered. Family members are requested at bedside immediately. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)
- ☐ **(SI) Seriously Ill/Injured** – Illness/injury is of such severity that there is cause for immediate concern, but there is no imminent danger to life. Family members are requested at bedside. (Please note this is an internal DOD casualty assistance designation used by DOD healthcare providers.)
- ☐ **OTHER Ill/Injured** – a serious injury or illness that may render the servicemember medically unfit to perform the duties of the member’s office, grade, rank, or rating.
- ☐ **NONE OF THE ABOVE** (Note to Employee: If this box is checked, you may still be eligible to take leave to care for a covered family member with a “serious health condition” under § 825.113 of the FMLA. If such leave is requested, you may be required to complete DOL FORM WH-380 or an employer-provided form seeking the same information.)

(2) Was the condition for which the Covered Service member is being treated incurred in line of duty on active duty in the armed forces? ___ No ___ Yes

(3) Approximate date condition commenced: _____

(4) Probable duration of condition and/or need for care: _____

(5) Is the covered servicemember undergoing medical treatment, recuperation, or therapy? ____ No ____ Yes
If yes, please describe medical treatment, recuperation or therapy:

PART C: COVERED SERVICEMEMBER'S NEED FOR CARE BY FAMILY MEMBER

(1) Will the covered servicemember need care for a single continuous period of time, including any time for treatment and recovery? ____ No ____ Yes

If yes, estimate the beginning and ending dates for this period of time: _____

(2) Will the covered servicemember require periodic follow-up treatment appointments? ____ No ____ Yes

If yes, estimate the treatment schedule: _____

(3) Is there a medical necessity for the covered servicemember to have periodic care for these follow-up treatment appointments? ____ No ____ Yes

(4) Is there a medical necessity for the covered servicemember to have periodic care for other than scheduled follow-up treatment appointments (e.g., episodic flare-ups of medical condition)? ____ No ____ Yes

If yes, please estimate the frequency and duration of the periodic care:

Signature of Health Care Provider

Date

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, in accordance with 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution AV, NW, Washington, DC 20210. **DO NOT SEND THE COMPLETED FORM TO THE WAGE AND HOUR DIVISION; RETURN IT TO THE EMPLOYEE.**

Linn-Mar Community School District Medical Documentation of Absence



It is the practice of the Linn-Mar Community School District to require a fitness-for-duty certificate from their physician if an employee has been absent for one calendar week or more due to the employee's personal injury or illness, prior to reporting back to work.

- ☐ Please see the attached job description to determine return to full duties or restrictions as necessary.

_____ (Employee Name) **may return to full duties without restrictions** on _____ (Date).

OR

Due to illness/injury on _____ (Date) this employee is not capable of performing the essential functions of his/her job.

Please indicate any restrictions below and the duration of the restrictions.

Comments:

Anticipated date employee can return to full unrestricted duty: _____

(Date) (Physician's Name printed) (Physician's signature)

Business address:

Business phone:

Return to:

Office of Human Resources
Linn-Mar Community School District
2999 North 10th Street
Marion, IA 52302

Phone: (319) 447-3004
Fax: (319) 377-9252

**EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT**

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected

leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- ☐ To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- ☐ For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.

For additional information:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
www.wagehour.dol.gov



PERSONNEL

Policy Title PROFESSIONAL ORGANIZATIONS Code 403.8

Individual members of the staff are encouraged to participate in organizations that promote specific disciplines in their related field.

Adopted 6/15/70 Reviewed 1/06; 2/09; 2/10; 12/11; 4/13; 9/8/14 Revised 5/97; 5/21/01
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title PARTICIPATION IN COMMUNITY ACTIVITIES

Code 403.9

The Board believes that participation by district personnel in community activities is worthwhile and desirable.

It shall be the policy of the Board to support voluntary participation of staff members who wish to affiliate with organizations or to participate in community activities deemed acceptable to the individual staff member. Freedom of choice shall be the prerogative of the staff member, but it is assumed that participation in any activity will be in keeping with the overall goals and objectives of the district's educational program.

Adopted 6/15/70 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 5/97; 1/16/06

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title RELIGIOUS OBSERVANCE

Code 403.10

Any personnel whose religious affiliation requires the observance of holidays other than those scheduled in the school calendar may be excused by the Superintendent of Schools or designee without loss of salary.

Adopted 6/15/70 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 5/97; 3/06; 2/15/10

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title HAZARDOUS CHEMICAL DISCLOSURE Code 403.11

The Board authorizes the development of a comprehensive hazardous chemical communication program for the school district to disseminate information about hazardous chemicals in the workplace.

It shall be the responsibility of the superintendent, or designee, to develop administrative regulations regarding this program.

In order to maintain a safe and healthful work environment the Linn-Mar Community School District maintains a Hazardous Chemical Communication Program that complies with all state and federal regulations. By making employee safety a high priority for every employee, injuries and illness can be reduced, productivity can be increased and a safer and healthier environment can be promoted for all individuals at Linn-Mar Community School District.

All containers of hazardous materials used by employees and contractors must be labeled, tagged or marked with appropriate hazard warning and appropriate training must be provided to all employees and contractors working on the premises. All manufacturers, importers, suppliers and/or distributors of hazardous materials shall supply Linn-Mar Community School District with material safety data sheets (MSDS) as a part of the purchase process. Linn-Mar Community School District employees who purchase hazardous chemicals will ensure that copies of MSDS for these chemicals are provided for their building and a copy will be sent to the Operations and Maintenance MSDS Coordinator, who will maintain a central file. Each school building will have at least two MSDS binders, one to be maintained in a custodial area and another to be located in the building office. Other buildings where hazardous chemicals are in use will maintain a MSDS binder in a central office area.

Contractors working on-site are required to provide MSDS for all hazardous materials brought on site and must remove all unused materials and empty container from the company premises.

Any Linn-Mar Community School District employee ordering/purchasing a hazardous chemical should verify that all containers received for use will identify:

- Types and identification of hazardous waste.
- Characteristics of hazardous waste.
- Determination of hazardous waste.
- Hazardous waste accumulation and disposal information.
- Hazardous waste and emergency response information.

Page 1 of 2

Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code chs. 88, 89B, 29 CFR 1910; 1200 et seq.; 547 IAC 110, 530 IAC 130, 37 I.A.C. 120

PERSONNEL

Policy Title HAZARDOUS CHEMICAL DISCLOSURE Code 403.11

A review training session will be given annually. Additional training and instruction will be provided whenever chemicals or processes change or newly acquired information indicates the need for education or protective measures.

Supervisors shall ensure that employees under their supervision receive initial and annual training as required by this plan. Training may consist of on-line programs, classroom-style presentations or a combination of both. Training records shall be maintained by the Human Resources Department.

School District personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. School District personnel are required to disseminate the information when the materials are used in the instructional program.

School district personnel who will be instructing or otherwise working with students shall disseminate information about the hazardous chemicals they will be working with as part of the instructional program. School district personnel are required to disseminate the information when the materials are used in the instructional program.

Page 2 of 2

Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) Iowa Code chs. 88, 89B, 29 CFR 1910; 1200 et seq.; 547 IAC 110, 530 IAC 130, 37 I.A.C. 120



PERSONNEL

Policy Title COMMUNICABLE DISEASES WHICH ARE REPORTABLE Code 403.12

School district personnel with a communicable disease that is reportable will be allowed to perform their customary employment duties as long as they are able to perform the tasks assigned to them and as long as their presence does not create a substantial risk of illness transmission to the students or other personnel. The term "reportable disease" shall mean an infectious or contagious disease spread from person to person or animal to person or as defined by the State Department of Health.

The health risk to immuno-depressed school district personnel shall be determined by their personal physician. The health risk to others in the school environment from the presence of employees with a reportable disease shall be determined on a case by case basis by public health officials.

Since there may be greater risks of transmission of a reportable disease for some persons with certain conditions than for other persons infected with the same disease, the effect upon the educational program, the effect upon the person and other factors deemed relevant by public health officials or the superintendent shall be considered in assessing school district personnel's continued presence and performance of their employment responsibilities. The superintendent or designee may require medical evidence that school district personnel with a reportable disease are able to perform their assigned duties.

A school district employee shall notify the superintendent, designee or the school nurse when the employee learns the employee has a reportable disease. It shall be the responsibility of the superintendent or designee when he/she has knowledge that a reportable disease is present, to notify the State Department of Health. Rumor and hearsay shall be insufficient evidence for the superintendent to act.

Health data of an employee is confidential and it shall not be disseminated. Employee medical records are kept in a file separate from their personnel file.

It shall be the responsibility of the superintendent, or designee, in conjunction with the school nurse, to develop administrative regulations stating the procedures for dealing with the school district personnel with a reportable disease.

Adopted 6/12/89 Reviewed 1/06; 2/09; 1/11; 12/11; 4/13 Revised 5/97; 5/01; 2/10; 9/8/14

Related Policy: (Code Number) 504.2-R

Legal Reference: (Code of Iowa) School Board of Nassau Co. vs. Arlin, 480 U.S. 273; 29 U.S.C. 794, -1910; §§ 79-910; 42 U.S.C. §§ 12101 et.Seq.; 45 C.F.R. Pt. 84.3; Iowa Code chs. 139A; 141A; 641 I.A.C. 1.2-.7



PERSONNEL

Policy Title HARASSMENT/WORKPLACE BULLYING Code 403.13

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

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Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14
Related Policy: (Code Number) 103, 403.14, 502.14
Legal Reference: (Code of Iowa) 280.3; 20 U.S.C. 1221-1234i; 29 U.S.C. 794; 42 U.S.C. 2000d-2000d7; 42 U.S.C. 12101; Iowa Code 216.9; 280.28, 280.3; 281 I.A.C. 12.3(6); Morse v. Frederick, 127 S.Ct. 2618

PERSONNEL

Policy Title HARASSMENT/WORKPLACE BULLYING Code 403.13

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.

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Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14

Related Policy: (Code Number) 103, 403.14, 502.14

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

PERSONNEL

Policy Title HARASSMENT/WORKPLACE BULLYING Code 403.13

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

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

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

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

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

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Adopted 8/14/89 Reviewed 1/06; 12/11; 4/13; 2/14 Revised 5/01; 2/09; 2/10; 3/11; 9/8/14
Related Policy: (Code Number) 103, 403.14, 502.14
Legal Reference: (Code of Iowa) 280.3; 20 U.S.C. 1221-1234i; 29 U.S.C. 794; 42 U.S.C. 2000d-2000d7; 42 U.S.C. 12101; Iowa Code 216.9; 280.28, 280.3; 281 I.A.C. 12.3(6); Morse v. Frederick, 127 S.Ct. 2618



PERSONNEL

Policy Title SEXUAL HARASSMENT Code 403.14

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

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Adopted 6/13/85 Reviewed 1/11; 12/11; 4/13; 2/14; 9/8/14 Revised 3/06; 8/07; 2/09; 2/15/10
Related Policy: (Code Number) 103, 403.13, 502.14
Legal Reference: (Code of Iowa) Section 703 of Title VII of the Civil Rights Act of
1964 as amended; Iowa Code 280.3 (2007)

PERSONNEL

Policy Title SEXUAL HARASSMENT Code 403.14

found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct

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

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

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

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

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

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Adopted 6/13/85 Reviewed 1/11; 12/11; 4/13; 2/14; 9/8/14 Revised 3/06; 8/07; 2/09; 2/15/10

Related Policy: (Code Number) 103, 403.13, 502.14

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



PERSONNEL

PROCEDURES FOR CHARGING AND INVESTIGATING ALLEGATIONS

Policy Title OF ABUSE OF STUDENTS BY SCHOOL EMPLOYEES Code 403.15

Linn-Mar School employees will not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior toward students. Disciplinary actions, up to and including discharge, will be taken against any school employee who commits such acts.

Prompt investigative action will be taken in response to allegations of abuse of students by school employees. Any complaint or allegation will be handled with as much confidentiality as possible. When requested, all employees will assist in the investigation to provide information and keep confidentiality of the report and investigation.

The Linn-Mar Community School District shall appoint a Level I investigator and alternate, and shall arrange for or contract with a trained, experienced professional to serve as the Level II investigator. The Level I investigator and alternate shall be provided training in the conducting of an investigation, at the expense of the Linn-Mar Community School District.

This policy shall be carried out in accordance with state law.

Linn-Mar Level I Investigators:

Deputy Superintendent Dirk Halupnik – 319-447-3028

Executive Director of Human Resources Karla Christian – 319-447-3036

Executive Director of Student Services Julie Jensen – 319-447-3003

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

Adopted 5/7/90 Reviewed 2/09; 3/11; 12/11; 4/13 Revised 5/97; 3/06; 2/10; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 232.67, .70, .73, .75; 235A; 280.17; 709; 728.12(1); 281 I.A.C.; 12.3(6); 102; 103; 441 I.A.C.; 155; 175; 1980 Op.

Att’y Gen 275; 272A



LINN-MAR COMMUNITY SCHOOL DISTRICT
Abuse of Student by School District Employee Report Form
Complaint of Injury to or Abuse of a Student by a School District Employee

Please complete the following as fully as possible. If you need assistance, contact the Level I investigator in your school.

Student's name and address: _____

Student's telephone number: _____

Student's school: _____

Name and place of employment of employee accused of abusing student: _____

Allegation is of _____ physical _____ sexual abuse*

Please describe what happened. Include the date, time, and where the incident took place, if known.

If physical abuse is alleged, also state the nature of the student's injury: _____

Were there any witnesses to the incident or are there students or persons who may have information about this incident? _____ yes _____ no

If yes, please list by name, if known, or classification (for example: "third grade class," fourth period geometry class"): _____

*Parents of children who are in pre-kindergarten through sixth grade and whose children are the alleged victims of or witnesses to sexual abuse have the right to see and hear any interviews of their children in this investigation. Please indicate "yes" if the parent/guardian wishes to exercise this right:

_____ yes _____ no Telephone number _____



PERSONNEL

Policy Title EMPLOYEE RECORDS Code 403.16

The school district shall maintain personnel records on employees. The records are important for the daily administration of the educational program, for implementing board policy, for budget and financial planning, and for meeting state and federal requirements.

The records shall include, but not be limited to, records necessary for the daily administration of the school district, salary records, evaluations, application for employment, references, and other items needed to carry out board policy. Employee personnel files are school district records and are considered confidential records and therefore are not generally open to public inspection or accessibility. Only in certain limited instances, when the employee has given a signed consent, will employee personnel records be accessible to individuals other than the employee or authorized school officials. Board members will only have access to an employees' file when it is necessary because of an employee-related matter before the Board. Personnel files are to be reviewed in the Human Resources Department. Personnel files may not be taken outside of the department.

Employees may have access to their personnel file and copy items from their personnel file. All requests for access to personnel files must be provided in writing to Human Resources. Upon receipt of a written request, Human Resources will schedule an appointment during normal office hours at a time mutually agreed upon between Human Resources and the employee. The school district may charge a reasonable fee for each copy made except the total amount charged for all copies cannot exceed \$5.00. Personnel files will not include any reference checks, medical records or investigation files. Employees are unable to remove any documents from the personnel file but may provide a written response to any document in the personnel file. Written responses will be attached to the original document in the personnel file.

It shall be the responsibility of the superintendent, or designee, to keep employees' personnel files current. Human Resources shall be the custodian of employee records.

It shall be the responsibility of the superintendent to develop administrative regulations for implementation of this policy.

Adopted 5/5/97 Reviewed 2/09; 1/11; 12/11; 4/13; 9/8/14 Revised 3/06; 2/15/10
Related Policy: (Code Number) 805.6
Legal Reference: (Code of Iowa) Iowa Code chs. §§20; 21; 22; 91B



ADMINISTRATIVE REGULATIONS REGARDING EMPLOYEE RECORDS

Employee Personnel Records Content

1. Employee personnel records may contain the following information:
 - Personal information including, but not limited to, name, address, telephone number, emergency numbers, birth date and spouse
 - Individual employment contract
 - Evaluations
 - Application, resume and references
 - Salary information
 - Copy of the employee's license or certificate, if needed for the position
 - Educational transcripts
 - Assignment
 - Records of disciplinary matters
2. Employee health and medical records shall be kept in a file separate from the employee's personnel records. Health and medical records may contain, but are not limited to:
 - Medical professional signed physical form
 - Sick or long-term disability leave days
 - Worker's compensation claims
 - Reasonable accommodations made by the school district to accommodate the employee's disability
 - Employee's medical history
 - Employee's emergency names and numbers
 - Family and medical leave request forms

Applicant File Records Content

Records on applicants for positions with the school district shall be maintained in the central administration office. The records shall include, but not be limited to:

- Application for employment
- Resume
- References
- Evidence of appropriate license or certificate, if necessary for the position for which the individual applied
- Affirmative action form, if submitted

ADMINISTRATIVE REGULATIONS REGARDING
EMPLOYEE RECORDS

Record Access

Only authorized school officials shall have access to an employee's records without the written consent of the employee. Authorized school officials may include, but not be limited to, the superintendent, building principal, or Board secretary. In the case of a medical emergency, the school nurse or other first aid or safety personnel may have access to the employee's health or medical file without the consent of the employee. Board members will generally only have access to an employee's personnel file without the consent of the employee when necessary for the conducting of Board business.

Employee Record Retention

All employee records, except payroll and salary records, shall be maintained for a minimum of seven years after termination of employment with the district. Applicant records shall be maintained for a minimum of seven years after the position was filled. Payroll and salary records shall be maintained for a minimum of three years after payment.



PERSONNEL

Policy Title EMPLOYEE CONFLICT OF INTEREST Code 403.17

Employees are expected to use good judgment, adhere to high ethical standards and avoid situations that create an actual or perceived conflict between their personal interests and those of the District. Employee's use of their position with the Linn-Mar Community School District for financial gain shall be considered a conflict of interest with their position as employees and may be subject to disciplinary action.

Employees have access to information and a captive audience that could award that employee personal or financial gain. No employee may solicit other employees or students for personal or financial gain to the employee without the approval of the superintendent. If the approval of the superintendent is given, the employee must conduct the solicitations within the conditions set by the superintendent. Further, the superintendent may, upon five days notice, require the employee to cease such solicitations as a condition of continued employment.

Employees shall not act as an agent or dealer for the sale of textbooks or other school supplies. Employees shall not participate for personal financial remuneration in outside activities wherein their position on the staff is used to sell goods or services to students or to parents. Employees shall not engage in outside work or activities where the source of information concerning the customer, client, or employer originates from information obtained because of the employee's position in the school district.

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

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

PERSONNEL

Policy Title EMPLOYEE CONFLICT OF INTEREST Code 403.17

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

If the outside employment or activity is employment or activity in No. 1 or No. 2 above, the employee must cease the employment or activity. If the activity or employment falls under No. 3, then the employee must:

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

It shall be the responsibility of each employee to be aware of and take the necessary action to eliminate a potential conflict of interest should it arise.

Employees are encouraged to seek assistance from their administrator or supervisor with any ethical concerns. However, the District recognizes this may not always be possible. Therefore, employees may contact Human Resources or superintendent to report anything they cannot discuss with their administrator or supervisor.

Complaint Procedures: Employees or third parties who believe they have knowledge of any violation of this policy shall immediately file a complaint with their immediate supervisor or Executive Director of Human Resources who will determine if an investigation is warranted. The investigator may request that the individual complete a signed, written complaint form and submit other evidence of the unethical act including but not limited to, letters, electronic documents or pictures. If substantiated, the District will conduct a timely investigation in as confidential a

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Adopted 5/5/97 Reviewed 1/06; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 2/2/09
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 20.7; 68B; 279.8; 301.28 (1995)

PERSONNEL

Policy Title EMPLOYEE CONFLICT OF INTEREST Code 403.17

manner as possible. 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 disciplinary action, up to and including termination, will be taken promptly against any employee engaging in unethical acts and/or employees who are found to be dishonest or uncooperative during an investigation. The corrective action issued will be proportional to the severity of the conduct.

Adopted 5/5/97 Reviewed 1/06; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 2/2/09
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§ 20.7; 68B; 279.8; 301.28 (1995)



PERSONNEL

Policy Title PUBLIC COMPLAINTS ABOUT EMPLOYEES Code 403.18

From time to time the public may have complaints regarding the behavior of employees. The Board recognizes that situations may arise in the operation of the school district which are of concern to parents and other members of the school district community. While constructive criticism is welcomed, the Board desires to support its employees and their actions to free them from unnecessary, spiteful, or negative criticism and complaints that do not offer advice for improvement or change.

The Board firmly believes concerns should be resolved at the lowest organizational level by those individuals closest to the concern. Whenever a complaint or concern is brought to the attention of the Board, it will be referred to the administration to be resolved. Prior to board action however, the following should be completed:

- (a) Matters concerning an individual student, teacher, or other employee should first be addressed to the teacher or employee.
- (b) Unsettled matters from (a) above or problems and questions about individual attendance centers should be addressed to the employee's building principal or classified director.
- (c) Unsettled matters regarding licensed employees from (b) above or problems and questions concerning the school district should be directed to the superintendent.
- (d) If a matter cannot be settled satisfactorily by the superintendent, it may then be brought to the Board. To bring a concern regarding an employee, the individual may notify the board president in writing, who may bring it to the attention of the entire Board, or the item may be placed on the board agenda of a regularly scheduled board meeting in accordance with board policy.

It is within the discretion of the Board to address complaints from the members of the school district community, and the Board will only do so if they are in writing, signed, and the complainant has complied with this policy.

Adopted 5/5/97 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 1/16/06
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 279.8 (1995)



PERSONNEL

Policy Title DRUG AND ALCOHOL TESTING PROGRAM

Code 403.19

Employees who operate school vehicles classified as “commercial motor vehicles” by the U.S. Department of Transportation, and are required to possess a commercial driver’s license (CDL) to operate those vehicles, are subject to drug and alcohol testing. A “commercial motor vehicle” is a vehicle that transports sixteen or more persons including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, the term “employees” includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school.

Employees or employee applicants that will operate a school vehicle as described above are subject to pre-employment drug testing prior to being allowed to perform a safety sensitive function using the school vehicle. In addition, employees will be subject to random, reasonable suspicion and post-accident drug and alcohol testing. Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations. Employees with questions about the drug and alcohol testing program may contact the school district contact person, Executive Director of Human Resources, at 3333 North 10th Street, Marion, IA 52302.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by the substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school and in addition may be subject to discipline up to and including termination.

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Adopted 12/18/95 Reviewed 2/09; 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised 1/22/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) American Trucking Association, Inc. v Federal Highway Administration, 51 Fed. 3rd 405 (4th Cir. 1995); 49 U.S.C. §§ 5331 et seq. (1994); 42 U.S.C. §§ 12101 et seq. (1994); 41 U.S.C. §§ 701-707(1996); 49 C.F.R. Pt. 40; 382; 391.81-123 (2002); 34 C.F.R. Pt. 85(2002); Local, Internat’l Assoc. of Fire Fighters, AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91) Iowa Code §§ 124; 279.8; 321.375(2); (730.5 2005).

PERSONNEL

Policy Title DRUG AND ALCOHOL TESTING PROGRAM

Code 403.19

It is the responsibility of the superintendent to develop administrative regulations to implement this policy in compliance with the law. The superintendent will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles. The superintendent will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

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Adopted 12/18/95 Reviewed 2/09; 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised 1/22/07

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) American Trucking Association, Inc. v Federal Highway Administration, 51 Fed. 3rd 405 (4th Cir. 1995); 49 U.S.C. §§ 5331 et seq. (1994); 42 U.S.C. §§ 12101 et seq. (1994); 41 U.S.C. §§ 701-707(1996); 49 C.F.R. Pt. 40; 382; 391.81-123 (2002); 34 C.F.R. Pt. 85(2002); Local, Internat'l Assoc. of Fire Fighters, AFL-CIO, and City of Burlington, PERB No. 3876 (3-26-91) Iowa Code §§ 124; 279.8; 321.375(2); (730.5 2005).



DRUG AND ALCOHOL TESTING PROGRAM NOTICE TO EMPLOYEES

Employees governed by the drug and alcohol testing policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and in addition are subject to random, reasonable suspicion and post-accident drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents and the law.

Employees who operate school vehicles classified as "commercial motor vehicles" by the U.S. Department of Transportation are subject to drug and alcohol testing. A "commercial motor vehicle" is a vehicle that transports sixteen or more persons including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, "employees" also includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school. Employees that will operate a school-owned commercial motor vehicle are subject to the drug and alcohol testing program regulations beginning the first day they are offered a position to operate a school vehicle and continue to be subject to the drug and alcohol testing program until such time employment is terminated or the employee will no longer operate, at any time, a commercial motor vehicle for the school.

It is the responsibility of the superintendent to inform employees of the drug and alcohol testing program requirements. Employees with questions regarding the drug and alcohol testing requirements will contact the school district's contact person.

Employees governed by the Drug and Alcohol Testing Policy are further notified that employees violating this policy, its supporting documents or regulations will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing Policy are further notified it is a condition of their continued employment to comply with the Drug and Alcohol Testing Program policy, its supporting documents, regulations and the law. It is a condition of continued employment for employees operating a school vehicle to notify their supervisor of any prescription medication they are using. Drug and alcohol testing records about a driver are confidential and are released in accordance with this policy, its supporting documents, regulations or the law.

Employees governed by the Drug and Alcohol Testing Policy are hereby notified they are subject to the school district's drug and alcohol testing program for pre-employment drug testing and in addition are subject to random reasonable, suspicion, post-accident, return-to-duty, and follow-up drug and alcohol testing as outlined in the Drug and Alcohol Testing Program policy, its supporting documents, regulations and the law.

Employees are required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.

Employees governed by the Drug and Alcohol Testing Policy are further notified that employees violating this policy, its supporting documents, regulations or the law will be subject to discipline up to and including termination. As a condition of continued employment, employees violating this policy, its supporting documents, regulations or the law bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and, a substance abuse treatment program recommended by the substance abuse professional. Employees are required to participate in and who fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program will be subject to discipline up to and including termination.



DRUG AND ALCOHOL TESTING PROGRAM ACKNOWLEDGMENT FORM

I, _____, have received a copy, read and understand the
(name of employee)
Drug and Alcohol Testing Program policy and its supporting administrative regulations. I
consent to submit to the drug and alcohol testing program as required by the Drug and
Alcohol Testing Program policy, its supporting administrative regulations and the law.

I understand that if I violate the Drug and Alcohol Testing Program policy, its supporting
administrative regulations or the law, I may be subject to discipline up to and including
termination or I may be required to successfully participate in a substance abuse
evaluation and, if recommended, a substance abuse treatment program. If I am required
to and fail to or refuse to successfully participate in a substance abuse evaluation or
recommended substance abuse treatment program, I understand I may be subject to
discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use.
I further understand that drug and alcohol testing records about me are confidential and
may be released in accordance with this policy, its supporting administrative regulations
or the law.

Signature of Employee

Date



PERSONNEL

Policy Title ALL PERSONNEL JURY DUTY/WITNESS SERVICE Code 403.20

All employees called to serve on a jury or to testify as a voluntary witness at the request of the District (by subpoena or otherwise) will be paid for the day/hours or days in which the court requires attendance. If employees are subpoenaed to appear in court as witnesses, but not at the request of the District, they will be excused from work in order to comply with the subpoena but will not be paid for time off, unless the employee requests to use his/her available paid personal or vacation leave.

Employees must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day he/she is normally scheduled to work or if the employee is excused before serving three hours of jury duty, he/she is expected to report to work.

Compensation for jury duty or witness service on behalf of the District will be the difference between his/her normal salary and the compensation for jury duty. Compensation for witness service will be paid only if the employee is summoned for witness service by the District.

Copies of vouchers received from the court showing compensation (excluding mileage) and dates served should be submitted to the Business Office.

Adopted 6/15/70 Reviewed 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised 1/06; 2/2/09

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Chapter 607.2, 607.3



PERSONNEL

Policy Title EMPLOYEE RELATIONS, APPEARANCE AND CONDUCT Code 403.21

Rules and standards are necessary to protect the health and safety of students, staff, and the community. Through rules, standards and expectations the District provides students, staff and the community an awareness of the dignity and worth of the individual, civic responsibility and respect for authority, as well as a safe and secure environment for optimal working and learning.

Employees are role models for the students who come in contact with them before, during and after school hours. If an employee's conduct could reasonably be expected to have an adverse effect on the employee's continuing ability to perform any of his/her professional functions in an effective manner, discipline up to and including termination may be exercised, even if the conduct occurred outside school hours.

Employee Relations:

It is the District's expectation that employees maintain a professional working environment that encourages mutual respect, and promotes civil and congenial professional relationships among staff, students and the public.

The District prohibits employees from intentionally harming or threatening to harm other employees, students, or the public or property belonging to any of these parties. This prohibition includes but is not limited to intentional acts such as verbally abusing others, using intimidation tactics and making threats, sabotaging another's work, making malicious, false and harmful statements about others, publicly disclosing another's private information, or using electronic devices for harassment, or bullying or any other behavior that is discourteous, disrespectful or demeaning.

District employees are expected to exercise good judgment and discretion when using social networking and blogging venues such as MySpace, Facebook, Twitter, etc. Content that is published on such blogs is public (for students, parents, the community and administration to view) and the employee is ultimately responsible for his/her posts.

Appearance:

The Board expects employees to conduct themselves in a professional manner appropriate to the educational environment and as such, employees will be well groomed and dress in attire appropriate for their position. Clothing should be neat, clean and free from inappropriate graphics. Discretion and common sense call for an avoidance of extremes which would interfere with or have a detrimental effect on the educational process. In addition employees are expected to follow appropriate cleanliness practices as needed for the specific job assignment.

Page 1 of 4

Adopted 6/15/70 Reviewed 12/11; 9/8/14 Revised 1/06; 2/09; 2/10; 3/11; 4/15/13
Related Policy: (Code Number) IA Code §§ 279.8 (2005); 282 IAC 13
Legal Reference: (Code of Iowa) _____

PERSONNEL

Policy Title EMPLOYEE RELATIONS, APPEARANCE AND CONDUCT Code 403.21

Employee Expectations/Conduct:

It shall be the general procedure of the Linn-Mar Community School District to administer progressive discipline to employees who violate Federal/State laws and/or regulations, Board Policy, Administrative Regulations and/or rules, or exhibit unsatisfactory behavior or misconduct.

Employees should refer to specific job descriptions for a full list of required standards, knowledge, skills, abilities and expectations.

Discipline Process

Violations of this policy are subject to progressive disciplinary action up to and including termination. The following list includes but is not limited to the items which are deemed as infractions which, given sufficient reason and evidence, may result in discipline ranging from minor to major actions.

- Endangerment of children, staff or community members
- Consistent poor judgment
- Harassment or bullying of students, employees, or community members
- Treating coworkers, supervisors, students, public or volunteers in a discourteous, inattentive or unprofessional manner
- Creating conflict with students, staff or community members
- Engaging in any unethical or lascivious conduct
- Being dishonest, including but not limited to deception, fraud, lying, cheating or theft
- Spreading malicious rumors
- Demonstrating insubordination
- Engaging in vulgar, offensive or abusive language or conduct toward others
- Fighting
- Smoking or using nicotine or tobacco products on District property or at District events
- Demonstrating gross misconduct or other serious violations of District policies or procedures
- Refusing to work with, communicate, or speak to students or staff
- Failing to report injuries, damage to or an accident involving District equipment
- Working under the influence of a controlled substance, including possession of or use of imitation or counterfeit controlled substance or improper use of legally prescribed medications
- Possessing, being under the influence of or drinking intoxicants on the job
- Possessing and/or carrying a weapon on District property, including the parking lot
- Willful and/or consistent violation of safety rules/regulations
- Contributing to unsanitary or unsafe conditions

Page 2 of 4

Adopted 6/15/70 Reviewed 12/11; 9/8/14 Revised 1/06; 2/09; 2/10; 3/11; 4/15/13

Related Policy: (Code Number) IA Code §§ 279.8 (2005); 282 IAC 13

Legal Reference: (Code of Iowa)

PERSONNEL

Policy Title EMPLOYEE RELATIONS, APPEARANCE AND CONDUCT Code 403.21

- Horseplay which shows disregard for safety, comfort or work performance of co-workers, District, students, and community members
- Disclosing confidential records or information (District, personnel or student information)
- Using the facility's computer systems, including accessing confidential computer files and data, without authorization
- Sabotaging, damaging, abusing or destruction of District-owned and/or District or co-worker owned equipment or property and/or unauthorized use of such equipment
- Willful violation of Federal/State laws and/or regulations, Board Policy, Administrative Regulations and/or rules
- Failing to comply with licensure and certification requirements
- Falsifying District records, such as employment applications and time cards, in any way
- Using District computer, telephones or equipment for unauthorized purposes (District issued technology is subject to inspection at any time)
- Initiating, developing and/or maintaining inappropriate relationships with either adults or students
- Removing, posting or altering required notices on any bulletin board on District property without permission of an immediate supervisor or the Human Resources Department
- Copying District documents, software, etc, for personal use without authorization
- Using District communications systems inappropriately
- Presenting false claim for benefits
- Time card violations (including falsification and/or clocking in while not working)
- Working unauthorized time, abusing or violation of working hours, break periods or lunch periods
- Leaving the workplace during the scheduled workday without notification and permission
- Leaving the assigned work area or facility without notification and permission
- Loitering, excessive non-work related visiting or deliberate inattention to duties during work hours, including but not limited to, utilizing social media, Pinterest, etc.
- Failure to perform required/assigned work duties and/or incompetence
- Working on personal jobs during the scheduled work day
- Being absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment)
- Being absent for less than three days without notification or permission
- Sleeping while on duty
- Negligence
- Not following District attendance procedures
- Violation of other rules or policies not specifically listed

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Adopted 6/15/70 Reviewed 12/11; 9/8/14 Revised 1/06; 2/09; 2/10; 3/11; 4/15/13

Related Policy: (Code Number) IA Code §§ 279.8 (2005); 282 IAC 13

Legal Reference: (Code of Iowa)

PERSONNEL

Policy Title EMPLOYEE RELATIONS, APPEARANCE AND CONDUCT Code 403.21

While the following progressive discipline process is used as a general guideline when administering discipline for minor infractions, the seriousness of each individual infraction will determine which level of discipline is administered up to and including termination. The District reserves the right to skip any level as deemed appropriate.

- First Offense: Verbal Counseling – documented
- Second Offense: Written Warning
- Third Offense: FINAL Written Warning – may be accompanied by unpaid suspension up to five day and/or termination
- Fourth Offense: Termination
- Performance Improvement Plan (Optional)

Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when the employee has demonstrated an inability to perform assigned work responsibilities efficiently, the direct supervisor, in consultation with the Human Resources Department, may place the employee on a performance improvement plan. This status will last for a predetermined amount of time not to exceed 90 calendar days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the District. At the end of the performance improvement period, the employee will either be returned to regular employee status or, if established goals are not met, termination may occur.

Because of FLSA requirements, exempt employees will not be suspended without pay for less than a week.

Absenteeism and Tardiness:

Unscheduled, unexcused absences due to injury or illness, even when following appropriate guidelines, may still be deemed excessive. Discipline for otherwise unexcused tardiness and absenteeism is generally applied per District procedures.

Certified Staff:

Licensed employees of the school district, including administrators, will follow the code of ethics for their profession as established by the Iowa Board of Educational Examiners.



PERSONNEL

Policy Title STAFF DEVELOPMENT

Code 403.22

The Linn-Mar Board of Directors recognizes that well-trained personnel are essential to effective performance, use of knowledge, and a productive learning environment. To meet the ever-changing student needs, staff development is viewed as necessary, systemic and continuous to improving district programs and employee performance.

The Board, superintendent, and all administrators and managers shall expect all employees to participate in a staff development program that is aligned with the district's strategic plan and school/district improvement plan that is designed to develop and enhance staff performance.

Critical to this process is participant collaboration in the program. Therefore, the following elements will be part of the collaborative process for staff development:

- Assessment of the learning needs of employees;
- Prioritization of these needs so that individual and organizational needs are met simultaneously;
- Allocation of budget funds based upon these priorities;
- Provision of an appropriate variety of training opportunities;
- Assess the effectiveness of each development program; and
- Evaluation of the results to the Board of Directors.

The Board is committed to the development of a comprehensive staff development program that ultimately improves employee performance and student achievement levels.

Adopted 7/19/99 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised 3/13/06
Related Policy: (Code Number) 401.7; 401.14; 403.8
Legal Reference: (Code of Iowa) _____



PERSONNEL

EXTENDED LEAVE FOR EMPLOYEES WHO HAVE A SERIOUS HEALTH CONDITION DUE TO

Policy Title ILLNESS OR INJURY Code 403.23

I. EXTENDED LEAVE FOR EMPLOYEES WHO HAVE EXHAUSTED FMLA LEAVE

If an employee who is eligible for leave under the Family and Medical Leave Act (FMLA) has an illness or injury, including Workers' Compensation illness or injuries, requiring a leave of absence for more than the time the employee has available through the FMLA, the District will, with satisfactory written medical evidence, grant "Extended Leave" for up to an additional 13 weeks beyond the leave available under the FMLA, for a total of twelve (12) weeks of FMLA leave plus thirteen (13) additional weeks, in a twelve (12) month rolling period. The employee's job will not be held open during an Extended Leave. At the end of the Extended Leave, the District will grant the employee reinstatement to an available open position for which the employee is qualified if the employee is able to perform the essential functions of the available open position with or without reasonable accommodation.

The employee will be responsible for paying the total cost of the health insurance premiums on any health insurance coverage, including supplemental life and dental insurance, the employee or the employee's family is receiving through the District during this Extended Leave period. The District will not provide insurance opt-out contributions while an employee is on Extended Leave. Employees must use any paid (or unpaid personal time off provided specifically by a negotiated agreement) time off during the Extended Leave and will not accrue additional leave time during the thirteen (13) weeks of the Extended Leave.

II. EXTENDED LEAVE FOR EMPLOYEES WHO ARE NOT ELIGIBLE FOR FMLA LEAVE

If an employee who is not eligible for leave under the FMLA has an illness or injury, including Worker's Compensation illness or injuries, requiring a leave of absence, the District will, with satisfactory written medical evidence, provide an Extended Leave for a total of eight weeks in a twelve month rolling period. The employee's job will not be held open during an Extended Leave. At the end of the eight week period, the District will grant the employee reinstatement to an available open position for which the employee is qualified if the employee is able to perform the essential functions of the available open position with or without reasonable accommodation. The employee will be responsible for the employee's share of the total cost of the health insurance premiums on any health insurance coverage the employee or the employee's family is

PERSONNEL

EXTENDED LEAVE PERIOD FOR EMPLOYEES WHO HAVE A SERIOUS HEALTH CONDITION DUE TO ILLNESS OR INJURY

Policy Title _____ Code 403.23

receiving through the District during the Extended Leave. Employees must use any paid (or unpaid personal time off provided specifically by a negotiated agreement) time off during the Extended Leave and will not accrue additional leave time during these eight weeks of Extended Leave.

III. GENERAL PROVISIONS

While on any leave, employees are required to report periodically to their supervisor and/or Human Resources in writing, at least every thirty (30) days, regarding the status of their medical condition and their intent to return to work. Employees may be required to provide medical evidence substantiating their need for continued leave.

If at the end of the Extended Leave under either Section I or II, there are no available open positions which the employee is qualified to perform, or if because of illness or injury an employee is still not able to return to employment because the employee is unable to perform the essential functions of any available open positions, either with or without reasonable accommodation, the employee shall be separated from employment unless the employee still has paid (or unpaid personal time off provided specifically by a negotiated agreement) time off available. Once any remaining paid (or unpaid personal time off provided specifically by a negotiated agreement) time off is exhausted, if there are no available open positions which the employee is qualified to perform, or if because of illness or injury an employee is still not able to return to employment because the employee is unable to perform the essential functions of any available open positions, either with or without reasonable accommodation, the employee shall be separated from employment.

If there is any law or provision that requires the District to grant leave beyond that provided in this Policy based on the facts in a particular case, the District will follow the requirements of that law.



PERSONNEL

Policy Title AMERICANS WITH DISABILITIES ACT Code 403.24

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Linn-Mar Community School District to comply with all Federal and State laws concerning the employment of persons with disabilities.

It is the Linn-Mar Community School District's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

The Linn-Mar Community School District will reasonably accommodate qualified individuals with a temporary or long-term disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made by the superintendent or designee in regard to the employee's immediate employment situation.

Definitions

As used in this policy, the following terms have the indicated meaning and will be adhered to in relations to the ADA policy.

- "Disability" refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a "disabled individual."
- "Direct threat to safety" means a significant risk to the health or safety of others that cannot be eliminated by reasonable accommodation.

Page 1 of 2

Adopted 3/13/06 Reviewed 2/09; 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) § 281-95.3 (256); 29 C.F.R Part 1630; 161-8.26 (216);
ADA Amendments Act of 2008

PERSONNEL

Policy Title AMERICANS WITH DISABILITIES ACT

Code 403.24

- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.
- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the district; (3) the number of persons employed; (4) the effect on expenses and resources or other impact upon the district; (5) the overall number of employees; and (6) the operations of the entire district. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.

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Adopted 3/13/06 Reviewed 2/09; 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) § 281-95.3 (256); 29 C.F.R Part 1630; 161-8.26 (216);
ADA Amendments Act of 2008



Code 403.24-E

LINN-MAR COMMUNITY SCHOOL DISTRICT
EMPLOYEE REQUEST FOR ACCOMMODATION

Employee Name: _____

Current Position: _____

Supervisor Name: _____

Employee – Upon completion, please submit this document to your direct supervisor or the Human Resources Department.

Identify your condition(s) and indicate how you believe each condition affects your ability to perform the essential functions of your job:

State the accommodations you are requesting and any alternate suggestions:

Employee Signature

Date

Human Resources

Date Received



PERSONNEL

Policy Title EMPLOYEE OUTSIDE EMPLOYMENT Code 403.25

The Board believes the primary responsibility of employees is to the duties of their position within the school district as outlined in their job description. The Board considers an employee's duties as part of a regular, full-time position as full-time employment. The Board expects such employees to give the responsibilities of their positions in the school district precedence over any other employment.

It is the responsibility of the superintendent or designee to counsel employees, whether full-time or part-time, if, in the judgment of the superintendent or designee and the employee's immediate supervisor, the employee's outside employment interferes with the performance of the employee's duties required in the employee's position within the school district.

The Board may request the employee to cease the outside employment as a condition of continued employment with the school district.

Adopted 3/13/06 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) §§20.7, 279.8 (2005)



PERSONNEL

Policy Title EMPLOYEE POLITICAL ACTIVITY

Code 403.26

Employees will not engage in political activity upon property under the jurisdiction of the Board. Activities including, but not limited to, posting of political circulars or petitions, the distribution of political circulars or petitions, the collection of or solicitation for campaign funds, solicitation for campaign workers, and the use of students for writing or addressing political materials, or the distribution of such materials to or by students are specifically prohibited.

Violation of the policy may be grounds for disciplinary action.

Adopted 3/13/06 Reviewed 2/09; 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) §§ 55; 279.8 (2005)



PERSONNEL

Policy Title PAY DEDUCTIONS

Code 403.27

EXEMPT EMPLOYEES:

The District provides unpaid leaves of absences to allow employees to be absent from work. As public employers, school districts are expected to record and monitor the work that employees perform and to conform to principles of public accountability in their compensation practices.

Consistent with principles of public accountability, it is the policy of the District that full day deductions from pay are permissible in the following situations:

- When an exempt employee is absent from work for one or more full days, if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to sickness or disability.
- When an exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability.
- To offset compensation received when missing work for jury duty, attendance as a witness or temporary military leave.
- For disciplinary suspensions of one or more full days imposed in good faith for infractions of safety rules of major significance.
- For disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

The District is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

In addition, the District provides a variety of leaves of absence to allow employees to be absent from work. As a public employer, the district is expected to record and monitor the work that employees perform and to conform to principles of public accountability in its compensation practices. Therefore it is the policy of the District that when an employee is absent from work for less than one work day, the employee's pay will be reduced or the employee will be placed on leave without pay in the following circumstances:

PERSONNEL

Policy Title PAY DEDUCTIONS

Code 403.27

- The employee has not sought permission to use paid leave for this partial-day absence.
- The employee has sought permission to use paid leave for this partial-day absence and permission has been denied.
- The employee's accrued paid leave has been exhausted.
- The employee chooses to use leave without pay.

In each case in which an employee is absent from work for part of a work day, a deduction from compensation will be made or the employee will be placed on leave without pay for a period of time which is equal to the employee's absence from the employee's regularly scheduled hours of work on that day.

ALL EMPLOYEES:

As a public entity, all overpayments of wages and under deducted benefits must be collected from an employee. Payroll deductions for employees are allowable when the District has determined:

- Regular wages (including overtime) have been overpaid
- Supplemental wages have been overpaid
- Benefits deductions have not occurred or need to be corrected

If a payroll deduction is deemed necessary, a District representative will contact the affected employee to discuss repayment options.



ADMINISTRATIVE REGULATIONS
REGARDING PAY DEDUCTION

The District complies with all applicable laws with respect to payment of wages and benefits to employees including laws such as the federal Fair Labor Standards Act and the Iowa Wage Payment Collection Act. The District will not make pay deductions that violate either federal or state laws.

Any employee who believes that the District has made an inappropriate deduction or has failed to make proper payment regarding wages or benefits is encouraged to immediately consult with the appropriate supervisor. Alternatively, any employee may file a formal written complaint explaining the nature of the improper deduction and the payroll date(s) in question with the Executive Director of Human Resources. Within 15 business days of receiving the complaint, the Executive Director of Human Resources will make a determination as to whether the pay deductions were appropriate and provide the employee with a written response that may include reimbursement for any pay deductions that were not appropriately made.

In the event of an error, adjustments shall be made in compensation the following pay period.

This complaint procedure is available in addition to any other complaint process that also may be available to employees.

Adopted 4/03/06 Reviewed 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



Code 403.27-E

LINN-MAR COMMUNITY SCHOOLS

PAY DEDUCTION COMPLAINT FORM

This form is to be used for all pay deduction complaints. Any employee who believes the District has made an inappropriate deduction is encouraged to immediately consult with their direct supervisor. The employee may also file this complaint with the Executive Director of Human Resources explaining the nature of the improper deduction.

Name of Employee: _____

Department/Building: _____

Payroll Date(s): _____

Amount of improper pay deduction: _____

Explanation of improper pay deduction :

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____



PERSONNEL

Policy Title USE OF COMPUTER AND THE INTERNET

Code 403.28

All employees are responsible for maintaining systems security. Employees with access to a computer are responsible for safeguarding their password(s) to ensure that no transaction takes place under that password for which they are not responsible. Under no circumstances should employees reveal their password to another individual. Passwords and encryption keys must be made available to the District's IT Department upon request. If a District need should arise in which it is necessary to obtain access to a specific computer in the absence of the assigned user, appropriate management authorization must be obtained. Passwords should be changed and reset when the employee returns to work.

Although employees may have their own passwords for accessing email, the Internet, and computers issued to them, District computers and the information that is received or transmitted through them is the property of the Linn-Mar Community School District. In the case of a paid coach or paid activity sponsor who is not a regular employee, who has the need to communicate with students as a representative of the District, he/she should use a District email account created by Linn-Mar Technology Services staff. The individual utilizing a Linn-Mar email address for the purpose of support activities must be approved by the superintendent and will be subject to Policy 403.28 and 603.12-R1 regarding the conduct and expectations for employees.

The District reserves the right to monitor the use of District equipment by employees and others and as the Linn-Mar Community School District is a public employer, employees should have no expectation of privacy with regard to any information contained on computers to which they have access. Employees with access to a computer will not:

- Download software without approval from the Technology Department. Software that is approved for downloading must be registered to the Linn-Mar Community School District;
- Copy software unless authorized by the Technology Department;
- Knowingly introduce a computer virus, worm, "Trojan Horse," or any other contaminating or destructive features into the District's computers;
- Transmit copyrighted materials without permission;
- Download files from the Internet except for an express business purpose;
- Transmit, forward, or download material that is offensive, abusive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory, inflammatory, fraudulent or otherwise unlawful;

Page 1 of 2

Adopted 2/2/09 Reviewed 12/11; 4/13 Revised 2/10; 1/11; 3/18/13; 9/8/14

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code 279.8; 282 I.A.C. 25, 26

PERSONNEL

Policy Title USE OF COMPUTER AND THE INTERNET Code 403.28

- Transmit Use email or the Internet for any purpose that is illegal, against District policy, or contrary to the Linn-Mar Community School District's best interest;
- or disseminate the District's confidential information (such as student information), etc., to any outside source without an express business purpose or authorization;
- Gamble and/or participate in fantasy sport leagues;
- Participate in instant messaging that is not related to the employee's work;
- Solicit non District business or use District email or Internet for personal gain including outside employment, self-employment, and family-owned businesses;
- Write or participate in blogs that injure, disparage, and/or defame the District, its students, staff or community, and/or its employees' reputations by name of implication;
- Receive or forward unsolicited emails that violate District policy;
- Attempt to defeat any security mechanisms to gain unauthorized access to computer files or other information on the Linn-Mar Community School District's telephone systems, electronic communication systems, or information systems;
- Attempt to read, intercept, copy or delete emails between other users;
- Post or transmit any message anonymously or under a false name or permit any other individual to do so;
- Impersonate another person;
- Collect information about others without their consent or
- Establish or foster relationships that are inappropriate.

Employees may encounter information on the Internet that relates to the Linn-Mar Community School District or its services. Should such information be encountered, employees should not respond but instead should bring the information to the attention of their immediate supervisor. The District will determine if a response is appropriate to the information.

Brief and occasional personal use of the Internet is acceptable as long as it is not excessive or inappropriate, does not occur during work time, does not violate any of the prohibitions listed above, and does not result in expenses to the Linn-Mar Community School District. The Superintendent and/or designee reserves the exclusive right to determine whether any use is inappropriate, excessive and/or violates this policy.



PERSONNEL

Policy Title USE OF PERSONAL ELECTRONIC DEVICES AND
DISTRICT TELEPHONES AND CELL PHONES Code 403.29

District Cell Phone

District telephones are a vital part of our day to day operations. Because of the large volume of business transacted by telephone, personal use of the telephone should be limited and personal calls should be brief.

District cell phones are furnished to certain employees in connection with their duties. Employees, who are issued cell phones by the Linn-Mar Community School District should limit personal use of cell phones in the same way they need to limit personal use of their office telephone. *Employees that have excessive cell usage, as determined by administration, for personal calls will be subject to corrective action up to and including termination.*

The Linn-Mar Community School District requires the safe use of its cell phones by employees while conducting business. Employees should not use the cell phones while driving because of safety concerns, but should instead pull to the side of the road to make or receive telephone calls and/or read/send text messages. If unable to pull over or stop prior to receiving a cell phone call, employees should utilize a hands-free device for increased safety, keep the business conversation brief, and immediately locate a safe area to park. The Linn-Mar Community School District does not permit employees to drive while using a hand-held cell phone.

Personal Cell Phones and Electronic Devices

During work time, employees should limit the use of their personal cell phones or electronic devices, including but not limited to, social media, Pinterest, etc. Employees should set personal cell phones on the silent ring mode during work hours to avoid disturbing those working around them.

Use of Personal Cell Phones or Electronic Devices

Regardless of whether a cell phone is District-issued or personal in nature, employees should never use any type of photographic feature on their cell phones to take pictures on school premises, while conducting school business, or at school sponsored functions without receiving written permission from administration unless the photograph(s) are to be used to document conduct that is in violation of Board policy, damage to District property, an accident on District property or involving District vehicles, or to document public activities or events honoring employees, students or the District.

Adopted 2/2/09 Reviewed 1/11; 12/11; 9/8/14 Revised 2/10; 4/15/13
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title ARREST AND CRIMINAL CHARGE NOTIFICATION Code 403.30

Employees of the District must notify the office of Human Resources of any arrests, the filing of any criminal charges, and the disposition of any criminal charges pending against them.

Notification to Human Resources should occur within three (3) business days of notification to the employee. Except for employees whose duties require possession of a Commercial Drivers License simple misdemeanors do not need to be reported by employees.

Employees must notify the office of Human Resources of any child abuse complaints filed against them. Employees must notify Human Resources regarding the findings in any complaint against them alleging child abuse. Notification of Human Resources of any complaints and findings should occur within three (3) business days of notification to employee.

Current employees shall report any felony convictions or founded complaints of child abuse that occurred within five years of the date this policy was adopted.

Information relating to arrests, criminal charges and child abuse complaints shall be treated and maintained as part of the employee's confidential file.

The Executive Director of Human Resources shall report all notification to the superintendent who shall review the relationship of the criminal charge, child abuse complaint or felony conviction to the performance requirements of the employee's job.

Employees who do not notify the District as required under this policy may be subject to disciplinary action up to and including termination.

Adopted 2/2/09 Reviewed 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) Iowa Code §§ 232.68-69; 235A; 279.8; 280.17 (1999);
441 I.A.C. § 152, 155, 175



PERSONNEL

WORKERS' COMPENSATION

Policy Title – INJURY/ILLNESS ON THE JOB

Code 403.31

Any employee reporting a work-related injury or illness will receive immediate and appropriate medical treatment. All applicable federal, state, and local laws or regulations pertaining to occupational injuries or illnesses will be followed and complied with at all times.

Reporting

It is the responsibility of all employees to report immediately in writing to their supervisor all work-related injuries or illnesses regardless of how insignificant or minor the injury or illness may appear at the time. Employee Work Injury Report forms are provided for this purpose and may be obtained from building supervisors or Human Resources. The supervisor will then complete a Supervisor's Investigation Report within 48 hours of the injury. Failure to report an injury or illness as required by state law and District policy could result in loss or delay of compensation benefits, and possibly lead to corrective action up to and including termination.

An approved physician ***from a designated treatment center*** must treat the injured employee. Specialists will be assigned by the District in certain cases. Any treatment other than that approved by the District may not be compensable.

Injuries occurring in the course of employment are paid for by workers' compensation insurance. Worker's compensation insurance pays all medical costs, without a deductible provision, and is paid for exclusively by the District. There are well-defined provisions that must be met to ensure that employees qualify for worker's compensation benefits.

Work-related injuries or illnesses must be immediately reported in writing to the employee's supervisor. The worker's compensation insurer will investigate all late reported claims. Where facts cannot be verified, the claim will be denied. Any claim for an injury or illness caused by an employee's willful misconduct, alcohol or drug usage, or that occurs during the employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the District, will not be compensable. Worker's compensation fraud is a felony punishable by fines and/or jail time. The District will prosecute any individual found to be claiming a work-related illness or injury fraudulently.

Benefits

There are two types of workers' compensation benefits paid to an employee with a work-related injury or illness. These are medical and wage replacement benefits. Medical benefits include the following:

PERSONNEL

WORKERS' COMPENSATION

Policy Title – INJURY/ILLNESS ON THE JOB

Code 403.31

- Physician's fees or health care provider fees – the approved physician or health care provider who provides treatment is paid through the workers' compensation insurer.
- Hospital fees – paid in full.
- Pharmacy costs – paid in full if prescribed by an approved physician.
- Special costs – any other medical costs including, but not limited to braces, crutches, physical therapy, and rehabilitation therapy, if deemed necessary by an approved physician or health care provider will be paid in full according to state law.

In the event the injury is of the nature that requires outside medical treatment, employees will use personal illness leave for the first three days following the injury. The insurance company will not pay for the first three days of absence until after the employee's absence exceeds fourteen days.

Worker's compensation laws provide for a waiting period of three days before injured employees become eligible for wage replacement benefits. Employees will be covered for the period of disability to the limit allowed under the state worker's compensation law.

Wage replacement benefits are paid by the workers compensation carrier during the time employees are temporarily disabled because of a work-related injury or illness. Employees receive a percentage of their salary as set by state law.

A public employer shall not supplement an employee's workers' compensation benefits by reducing the employee's sick leave unless the employer first notifies the employee of the employee's options to supplement the employee elects to so supplement. A signed document indicating the employee's option is required by the District.

Employees who decline temporary modified duty in order to return to work from a leave of absence due to a workers' compensation injury will be considered to have resigned and will be terminated. Any employee refusing temporary modified duty for which they are qualified will not be eligible for benefits under worker's compensation regardless of their family and medical or District extended leave status.

An employee who fails to return to work after being released by an approved physician will be considered to have resigned and will be terminated.



Code 403.31-E

WORKER'S COMPENSATION FORM

During the 1984 General Assembly, the legislature enacted Senate File 2295, which amended Section 85.38 of the Iowa Code, to add the following:

PROHIBITION OF SUPPLEMENTATION OF WORKERS' COMPENSATION BENEFITS.
A public employer shall not supplement an employee's workers' compensation benefits by reducing the employee's sick leave, vacation leave, or earned compensatory time entitlements, unless the employer first notifies the employee of the employee's options to supplement and the employee elects to so supplement.

The insurance company will not pay for the first three days of absence until after the employee's absence exceeds fourteen days.

Based on the above information, please choose one of the following:

_____ No, I do not want my workers' compensation benefits supplemented

_____ Yes, I do want my workers' compensation benefits supplemented with sick leave pay.

Employee's Printed Name

Employee's Signature

Date

Adopted 2/2/09 Reviewed 2/10; 3/11; 12/11; 4/13; 9/8/14 Revised _____



PERSONNEL

Policy Title EMPLOYEE ASSISTANCE PROGRAM Code 403.32

The Board established the Employee Assistance Program (EAP) to provide professional, confidential assistance for any type of personal problem. The program is designed to encourage early intervention and awareness of such problems and to offer help at the earliest opportunity. Employees are responsible for their performance and for taking constructive action to resolve any personal problems that affect or threaten to affect their on-the-job behavior. Supervisors are responsible for remaining alert to all instances of substandard work performance and bringing these instances to the attention of the employee, along with an offer of assistance, at the earliest indication of a recurrent problem.

Utilization of the EAP is on a voluntary basis, unless an employee is given a mandatory referral by a member of management as a condition of continued employment. It is important to note that if an employee is given a mandatory referral, the only information the District receives is that the employee is in the program, is cooperating and keeping his/her appointments.

The decision to seek or accept assistance through the EAP will not adversely affect an employee's job security or advancement opportunities. However, participation in the EAP in no way relieves the employee of the responsibility to meet acceptable work performance and attendance standards.

All full-time and part-time employees, members of an employee's household, and benefit-eligible dependents are eligible to receive assistance through the EAP. The EAP will not reveal any information that the individual discloses to the EAP except in the following circumstances:

The employee consents in writing, the law requires disclosure or it is believed that life or safety is threatened by non disclosure.

Adopted 2/2/09 Reviewed 2/10; 1/11; 12/11; 4/13; 9/8/14 Revised _____
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title AFFIRMATIVE ACTION

Code 403.33

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

To achieve equal opportunity, the District recognizes the need to take affirmative action to 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 Executive Director of Human Resources or the Equity Coordinator, Linn-Mar Community School District, 3333 North Tenth Street, Marion, Iowa 53202. Inquiries may also be directed, in writing, to the Iowa Civil Rights, 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.

Adopted 2/2/09 Reviewed 2/10; 1/11; 12/11; 4/13; 2/14; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title EMPLOYEE TERMINATION – VOLUNTARY/INVOLUNTARY Code 403.34

The Linn-Mar Community School District will ensure that employee terminations are handled in a professional manner with minimal disruption to ongoing work function.

There are three types of terminations:

1. Voluntary
2. Involuntary
3. Death

1. Voluntary Termination

Voluntary termination of employment occurs when an employee informs his or her supervisor of employee's resignation, or termination is deemed to have occurred when an employee is absent from work for three consecutive workdays and fails to contact his or her immediate supervisor (job abandonment).

- a. Employees are expected to provide a minimum of two weeks' notice of their intention to separate from the District in order to allow a reasonable amount of time to transfer ongoing workloads. It is expected that written notification will be provided to the employee's immediate supervisor.
- b. Human Resources, in conjunction with the immediate supervisor, will coordinate the employee's out-processing. This process includes:
 1. Returning all company property (i.e., keys, ID cards, parking passes, District equipment, etc.)
 2. Review of benefits status
 3. Completion of an exit interview questionnaire

Licensed employees are required to follow Board Policy 401.7 – Licensed Personnel Resignation.

Page 1 of 2

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

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

PERSONNEL

Policy Title EMPLOYEE TERMINATION
VOLUNTARY/INVOLUNTARY Code 403.34

2. Involuntary Termination

An involuntary termination of employment, to include reductions in force, is a District-initiated dismissal.

- a. Discharge may be for any reason, i.e., misconduct, tardiness, absenteeism, unsatisfactory performance, etc. In some cases progressive discipline may be used, prior to termination, to correct a performance problem. However, certain types of employee misconduct are so severe that one incident of misconduct will result in immediate dismissal without prior use of progressive discipline.
- ~~b. Prior to an involuntary termination, consideration will be given to an employee's service and past contribution to the District. The possibility of transfer or demotion will be explored in all cases except those which involve gross misconduct.~~

Involuntary termination of a licensed employee will follow the process stipulated in the master agreement, if applicable.

3. Death

A termination due to the death of an employee will be made effective as of the date of death.

FINAL PAY

An employee who resigns or is discharged will be paid through the last day of work, plus any unused/accrued vacation leave, if applicable, and applicable unused paid personal days, minus advances or other agreements the employee may have with the District. Final pay due upon the death of an employee will be paid to the deceased employee's estate.

Employees are not paid for unused sick leave days upon termination of employment.



PERSONNEL

Policy Title SOCIAL NETWORKING

Code 403.35

Electronic social networking sites shall be used in accordance with Board policies on bullying, harassment, work requirements, and conduct for the purpose of promoting learning and associated communication. Use of social media that violates those policies, is disrespectful, demeaning or used for purposes other than learning and associated communication will be subject to the prescribed behavioral disciplinary process for adults and students.

Electronic social networking includes, but is not limited to: YouTube, Twitter, My Space, Facebook, LinkedIn, blogs and web sites.

The superintendent is responsible for administrative regulations on the use of social networking media.

| | | |
|-------------------------|------------------|--|
| <i>Cross Reference:</i> | <i>104</i> | <i>Anti-Bullying/Harassment Policy</i> |
| | <i>104-R</i> | <i>Administrative Regulations Regarding Anti-Bullying/Harassment Policy</i> |
| | <i>403.13</i> | <i>Harassment</i> |
| | <i>403.14</i> | <i>Sexual Harassment</i> |
| | <i>403.21</i> | <i>Employee Relations, Conduct and Appearance</i> |
| | <i>502.1</i> | <i>Student Conduct</i> |
| | <i>502.1-R1</i> | <i>Administrative Regulations Regarding Student Conduct Procedures</i> |
| | <i>502.14</i> | <i>Student-to-Student Harassment</i> |
| | <i>502.14-R</i> | <i>Administrative Regulations Regarding Student-to-Student Harassment</i> |
| | <i>603.12</i> | <i>Technology and Instructional Materials</i> |
| | <i>603.12-R1</i> | <i>Administrative Regulations Regarding the Internet</i> |
| | <i>603.12-R2</i> | <i>Administrative Regulations Regarding the Internet – Appropriate Use</i> |
| | <i>603.12-E1</i> | <i>Internet Access Permission Letter to Parents/Guardians/Legal Custodians</i> |
| | <i>603.12-E2</i> | <i>Internet Use Agreement, Staff</i> |

Adopted 3/28/11 Reviewed 12/11; 4/13 Revised 9/8/14
Related Policy: (Code Number) 104; 104-R; 403.21; 403.13; 403.14; 502.1; 502.1-R1;
502.14; 502.14-R; 603.12; 603.12-R1; 603.12-R2;
603.12-E1; 603.12-E2
Legal Reference: (Code of Iowa) 20 U.S.C. §§ 1221-1234i (1994)



PERSONNEL

SAFETY ACCOUNTABILITIES AND RESPONSIBILITIES

Policy Title _____ Code 403.36

Purpose:

To meet the District's fundamental mission of educating children who live within the corporate boundaries of Linn-Mar Community School District, it is critical that the District promote and provide for the safety and health of all employees. To that purpose the following defines the safety and health responsibilities for all levels of employees within the District and provides a framework for measuring the risk management performance of all individuals within the District.

Responsibilities:

Administration

District administration is responsible for providing a safe and healthful workplace for our employees. Administrators, managers and supervisors will be responsible for administering the Safety Management Program policies and procedures that include the safety and claims management processes to control and minimize the cost.

Administration, managers and supervisors will also provide performance evaluation guidelines and establish training materials as needed; and will monitor to ensure that the guidelines are met.

Employees

Responsibilities include but are not limited to adherence to District safety rules, safe work procedures, bringing unsafe acts and conditions to the attention of administration and to cooperate with the claims management process.

Superintendent:

Responsibilities

1. Provide leadership and visible support for the safety management program throughout the District.
2. Commit the necessary resources to maintain and improve the safety management program.
3. Establish controls and accountability systems necessary to assure effective administration of the safety management program.

PERSONNEL

SAFETY ACCOUNTABILITIES
AND RESPONSIBILITIES

Policy Title _____ Code 403.36

Duties

1. Review annual safety and claims cost performance.
2. Evaluate the effectiveness of the safety management programs.
3. Maintain effective and prompt safety and claims management communication through line organization to administration.
4. Assure safety and claims management performance is discussed at regularly schedule meetings.

Accountabilities

1. Annual claims cost meet District goals.
2. Ensure communication of safety topics at professional development and/or staff meetings.

~~Associate Superintendent~~ Executive Director of for Support Services

Responsibilities

1. Provide leadership and visible support for the safety management program.
2. Resource for District in implementing and managing the safety management program.
3. Resource for regulatory issues that may affect the Districts operation and safety management program.
4. Demonstrate leadership and communication responsibility for all Federal, State, and District policies and regulations on safety procedures and practices.
5. Monitor compliance of Federal, State, Board Policies and regulations, and administer appropriate notice and discipline.

Duties

1. **Collaborate with Human Resources to develop** annual safety and claims management objectives.
2. Ensure established safety rules and regulations are followed.
3. **Develop Enforce** alternative safety and claims management procedures or actions to meet risk management goals.
4. Establish acceptable housekeeping standards, defining areas of responsibility for maintenance and inspection.
5. Keep the Superintendent informed on regulatory agency regulations (new or revised) that may affect the Districts operation.
6. Resource for the organization during regulatory agency visits and/or corresponding with the agency.
7. Member of District Safety Committee.

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Adopted 9/10/12 Reviewed 4/13 Revised 9/8/14
Related Policy: (Code Number) _____
Legal Reference: (Code of Iowa) _____

PERSONNEL

SAFETY ACCOUNTABILITIES
AND RESPONSIBILITIES

Policy Title _____ Code 403.36

Accountabilities

1. Provides timely advice, and/or resources, and reports to Superintendent to meet the safety management goals.

Human Resources:

Responsibilities

1. Implement the District Safety Improvement Plan to develop a strong safety attitude and clear understanding of duties and responsibilities for each employee.
2. Maintain adequate controls to assure that the Safety Improvement Plan requirements are met.
3. Support the claims management procedures to meet the District goals.

Duties

1. Set annual safety improvement goals in collaboration with ~~Associate Superintendent~~ **Executive Director** of Support Services.
2. Review safety claims management performance for the District and communicate the results to Superintendent.
3. Investigate (or assists in the investigation of) all accidents within the District.
4. Participate in regularly scheduled safety meetings.
5. Communicate safety and health issues to all principals/employees.
6. Analyze problem areas and take corrective actions as needed.
7. Make periodic observation of principals' safety activities and report to Superintendent.
8. Provide alternative duty jobs for persons injured on the job.
9. Direct insurance carrier/consultants loss control and claims services to meet the Districts' risk management goals.

Accountabilities

1. Complete necessary safety and ~~helath~~ **health** projects.
2. Safety inspection recommendation compliance.
3. OSHA recordable injury and illness rates compare to District goals.
4. Safety contacts with employees to monitor the effectiveness of the program.
5. Ensure safety inspections are completed monthly.
6. Accident investigations are performed completely and in a timely manner.
7. Assist in training employees on safe work procedures and proper protective equipment usage.
8. Cooperate with the claims management process.

PERSONNEL

SAFETY ACCOUNTABILITIES
AND RESPONSIBILITIES

Policy Title _____ Code 403.36

Principals/Assistant Principals/School Administration Managers:

Responsibilities

1. Train assigned employees on safe work procedures and proper protective equipment usage.
2. Ensure that safe work procedures are followed and proper protective equipment is being used.
3. Ensure that safe condition of the work environment, including good housekeeping, is maintained.
4. Maintain equipment in safe working order and notify appropriate personnel if, and when, repairs are necessary.

Duties

1. Make daily inspections of facility work area and take immediate steps to correct unsafe conditions and work practices.
2. Ensure that employees follow safe job procedures.
3. Report on safety activities (including deficiencies) to the next level of administration.
4. Require each employee to maintain good housekeeping.
5. Require employees to use proper lifting techniques and material handling procedures.
6. Take necessary action to ensure monthly safety inspections are completed by appropriate staff.
7. Ensure that proper personal protective equipment is worn and maintained.
8. **Collaborate with Human Resources** to conduct safety meetings with employees on a regular basis.
9. Conduct accident investigations; determine corrective action and follow up to see that those selected are implemented effectively.

Accountabilities

1. Safety meetings are conducted at times determined by the District.
2. Safety inspections are completed at times determined by the District.
3. Investigate all accidents within the department and submit a report in accordance with District procedures.
4. Follow and enforce safety rules and regulations.

PERSONNEL

SAFETY ACCOUNTABILITIES
AND RESPONSIBILITIES

Policy Title _____ Code 403.36

Employees

Responsibilities

1. Follow safe work procedures and take an active part in protecting themselves, their fellow employees and students.
2. Understand the hazards and safety precautions to reduce or eliminate those hazards before undertaking any assignment.
3. Report all unsafe conditions, practices and behavior to administrator and make suggestion for their correction.
4. Report all injuries to their immediate supervisor and obtain first aid or medical help in accordance with District procedures.
5. Participate in the continuous improvement of the company's safety management guidelines
6. Fully cooperate with the claims management process.

Duties

1. Comply with written safety and health rules.
2. Follow approved methods of performing their jobs.
3. Wear and maintain proper personal protective equipment as required.
4. Come to work each day mentally and physically capable to safely performing their duties.
5. Report safety hazards, unsafe behaviors by others and any other safety related questions or concerns to their immediate supervisor.
6. Assist in problem solving and safety management guidelines improvement.
7. Maintain good housekeeping throughout their area of influence.
8. Cooperate with the claims management process.



PERSONNEL

Policy Title SAFE WORKPLACE REGULATIONS/PROCEDURES

Code 403.37

The basic objective of the safety program is to prevent accidents and injuries and to reduce operating costs by following safe practices. The use of safe practices protects employees, prevents lost time, equipment and property damage, and reduces expenditures of funds for medical care, compensation, and liability. To accomplish these tasks, a sound safety program focusing on accident prevention must be integrated into the day-to-day activities of each employee. All employees must think, talk, and work safely.

Safety related rules and policies are necessary for the well being of all employees. Safety rules, policies and procedures are established by the District to govern conduct while at work, and to promote a safe work environment for all employees.

Any employee who commits an act which violates accepted safety rules/policies/procedures will be disciplined, up to and including termination of employment. The nature of the discipline will depend upon the nature of the violation and the surrounding circumstances.

Violations That May Result In Disciplinary Action Being Issued

The following list of reasons for safety related discipline is not intended to be all inclusive; the mere fact that a possible violation is not listed does not mean that it would not result in disciplinary action.

- Horseplay, such as running, shoving, pushing, throwing objects, and/or any type of horseplay which could jeopardize your safety or the safety of others.
- Failure to report injuries as instructed in the District Work Injury Reporting Procedures or refusing to give information to any member of management.
- Failure to report observed unsafe behavior or conditions.
- Violation of any District accepted safety procedure, policy, program or rule.
- Causing unsafe conditions or carelessness in regards to safety to self or others, or failure to properly use safety devices (including required personal protective equipment), or tampering with safety equipment.
- Intentional misuse of or damage to equipment, vehicles, or property of others.
- Using poor judgment that results in an injury or accident.

The aforementioned list constitutes some, but not necessarily all, of the kinds of conduct that will result in disciplinary action, up to and including termination of employment.

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Adopted 9/10/12 Reviewed 4/13; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

PERSONNEL

Policy Title SAFE WORKPLACE REGULATIONS/PROCEDURES

Code 403.37

Disciplinary Action

While the progressive discipline process is used as a general guideline when administering discipline for minor infractions, the seriousness of each individual infraction will determine which level of discipline is administered up to and including termination. The District reserves the right to skip any level as deemed appropriate.

- First Offense: Verbal Counseling – documented
- Second Offense: Written Warning
- Third Offense: FINAL Written Warning – may be accompanied by unpaid Suspension up to five days and/or termination
- Fourth Offense: Termination

Adopted 9/10/12 Reviewed 4/13; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



PERSONNEL

Policy Title MODIFIED DUTY RETURN TO WORK PROGRAM

Code 403.38

In order to maintain a safe work experience for an employee returning from an injury, the District has adopted a return-to-work policy for any employees that have experienced work-related injuries. This program is designed to keep employees involved in their work environment and to assist them in continuing to be a productive member of the workforce by returning to full earning capacity as soon as possible. This program also reduces the District's long-term insurance costs and avoids future premium increases.

Every effort will be made to meet the medical restrictions injured employees may face. If an employee is assigned a light duty job it is considered to be temporary assignment. As such, light duty jobs are reserved for those employees with temporary disabilities. The school district will work with the medical community and insurance company to provide work that meets the medical restrictions of the employee when possible. These job duties may be associated with tasks within the structure of the school district or tasks in the community.

Employee Responsibilities

The employee must:

- Be aware of all medical restrictions at all times.
- Not attempt tasks that exceed medical restrictions. If the employee has a question about the task(s) at hand and restrictions, the employee should talk to his/her physician. If necessary, get new restrictions in writing that allow for the performance of these tasks.
- Understand that the medical restrictions are in effect 24 hours per day.
- Be careful during non-work hours to be sure that the restrictions are maintained. For hobbies or outside interests, talk to the treating physician about possible conflicts. Follow the physician's instructions.
- Report for work to all "light duty" jobs on time and ready to work. Failing to report to, or being late for "light duty" jobs, has the same consequences as if absent or late for regular duty jobs.
- Engage in activities that are consistent with medical restrictions and/or treatment patterns, whether on or off the job. If not, he/she is subject to possible disciplinary action up to and including termination of employment.

Page 1 of 2

Adopted 9/10/12 Reviewed 4/13/ 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____

PERSONNEL

Policy Title MODIFIED DUTY RETURN TO WORK PROGRAM

Code 403.38

Administrative Responsibilities

The Administrator, Manager or Supervisor shall:

- Take time to handle injuries properly.
- Authorize medical attention immediately, if needed.
- Provide necessary authorization forms.
- Investigate the circumstances of the reported injury and record all pertinent data.
- Determine preventative measures or actions and make corrections immediately.
- Explain all modified jobs in detail to the employee and point out any safety precautions that may exist.
- Know the employee and his or her medical restrictions. Make sure you and the employee do not exceed the restrictions unintentionally.
- Add validity to the practice by keeping informed about the employees' recovery, current treatment, and how the employee perceives the quality of medical treatment. The quality of treatment is directly related to how fast the employee recovers and avoids re-injury in the future.

Adopted 9/10/12 Reviewed 4/13; 9/8/14 Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) _____



TO: _____

RE: Modified Duty Practice

Returning injured employees to work through a Modified Duty Program is vital to an employee's earning power and critical to controlling our Workers Compensation costs. Linn-Mar Community School District is exploring every opportunity to ensure that our employees are returned quickly and smoothly to full earning capacity after a severe or serious work injury. We are also actively pursuing every option available to conserve our financial and human resources.

For these reasons, we are committed to the viability of our Modified Duty Program. We have a number of modified or lighter duty jobs that would be suitable for injured employees, and which can accommodate a variety of medical restrictions. Furthermore, we will abide in good faith to any medical restrictions you or other medical providers may establish. We consider our Modified Duty Program to be a practical and responsible practice, and one which the medical community can support as beneficial to employees.

You are presently treating an employee of Linn-Mar Community School District and if he/she could perform any restricted/limited duty activities until full recovery is achieved, I would appreciate your direction in this matter.

Thank you for your consideration of this matter.

Respectfully,

Karla Christian, PHR
Executive Director – Human Resources

Telephone : 319•447•3036
Fax : 319•377•9252
Email kchristian@linnmar.k12.ia.us

Adopted: 9/10/12 Reviewed 4/13; 9/8/14 Revised: _____



PERSONNEL

Policy Title

EMPLOYEE BACKGROUND CHECKS

Code 4XX

The District believes in hiring and using quality employees and supports appropriate background checks for all employees to promote staff and student safety. Therefore, the Board authorizes the superintendent or designee to access and review specific information for each applicant for employment and every current employee pursuant to this policy.

Applicants for Employment

For every applicant for employment with the District, the superintendent or designee shall access and review certain background information for the applicant prior to hiring the applicant. The superintendent or designee shall access and review background information regarding the applicant from the following sources:

1. The Iowa court information system available to the general public.
2. The sex offender registry system available to the general public.
3. The central registry for child abuse information.
4. The central registry for dependent adult abuse information.
5. The national criminal history database.

Continuing Compliance

As required by law, current employees of the District will be subject to background rechecks every five years, based on their initial date of hire. Positions exempt from this District recheck include teachers, administrators, school business officials, school administration managers, paraprofessionals and non-teaching coaches, provided that these positions are subject to Board of Educational Examiners authorization for either initial licensure or renewal.

The superintendent or designee may utilize a background check service that meets the legal requirements to access this information.

The District shall not charge an employee for the cost of the registry checks required. The District will maintain documentation demonstrating compliance with the required background check procedures.

Adopted _____ Reviewed _____ Revised _____

Related Policy: (Code Number) _____

Legal Reference: (Code of Iowa) SF 452, Iowa Code 279.69, 272.2 (17), 279.13 (1.b.), 279.13, 321.375 (2)



PERSONNEL

Policy Title PREGNANCY DISCRIMINATION Code NEW

The Linn-Mar Community School District will comply with all Federal and State laws concerning the employment of persons who are affected by a current pregnancy, past pregnancy, potential pregnancy or other medical condition that is related to pregnancy or childbirth.

The Linn-Mar Community School District will not discriminate against women affected by pregnancy, childbirth or related medical conditions in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment including medical benefits and leave. Linn-Mar Community School District prohibits the harassment of a woman because of pregnancy, childbirth or related medical condition.

The Linn-Mar Community School District will reasonably accommodate individuals whose pregnancy-related impairment is considered a disability under the Americans with Disabilities Act (ADA) so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job, without undue hardship, will be given the same consideration for that position as any other applicant.

The Linn-Mar Community School District will also accommodate nursing mothers, for up to one year after the birth of their child, by providing a reasonable break time and a private location other than a bathroom to express milk.

Definitions

As used in this policy, the following terms referenced from the Americans with Disabilities Act have the indicated meaning and will be adhered to in relation to the PD policy.

- “Disability” refers to a physical or mental impairment that substantially limits one or more of the major life activities of an individual. An individual who has such an impairment, has a record of such an impairment, or is regarded as having such an impairment is a “disabled individual.”
- A “qualified individual with a disability” means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the employment position that the individual holds or has applied for.

- “Reasonable accommodation” means making existing facilities readily accessible to and usable by individuals with disabilities, job restructuring, part-time or modified work schedules, reassignment to a vacant position, acquisition or modification of equipment or devices, adjustment or modification of examinations, adjustment or modification of training materials and similar activities.
- “Undue hardship” means an action requiring significant difficulty or expense by the employer. The factors to be considered in determining an undue hardship include: (1) the nature and cost of the accommodation; (2) the overall financial resources of the district; (3) the number of persons employed; (4) the effect on expenses and resources or other impact upon the district; (5) the overall number of employees; and (6) the operations of the entire district. These are not all of the factors but merely examples.
- “Essential job functions” refers to those activities of a job that are the core to performing said job for which the job exists that cannot be modified.



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

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

**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION – WORK SESSION - MINUTES
AUGUST 11, 2014**

ATTENDEES:

- **Board:** Buchholz, Patterson, Wilson, Stark, Gadelha, Isenberg, Hutcheson
- **Administration:** Mulholland, Morrison, Jensen, Christian, Anderson, Ramos, Ironside
- **Absent:** Halupnik

CALL TO ORDER:

The Linn-Mar Community School District Board of Directors work sessions was called to order in the Linn-Mar Board Room of the Learning Resource Center (LRC) by Buchholz at 5:00 PM. Roll was taken and it was determined a quorum was present for the meeting.

REVISION AND/OR ADOPTION OF AGENDA: Motion: 013-08-11

Motion by Patterson that the Board adopt the work session agenda as presented. Second by Hutcheson. No discussion received. Voice vote. Motion unanimously approved.

WORK SESSION DISCUSSION/INFORMATION:

- 1) The Superintendent Search Committee, comprised of Stark, Gadelha, and Buchholz, shared an update on the search for a national firm to assist in the search for a superintendent to replace Mulholland upon her retirement on June 30, 2015. A tentative timeline for the process was also shared.

Discussion: Buchholz personally thanked Stark for her diligence in chairing the Superintendent Search Committee. The following updates were shared by the Search Committee:

- The search was for a national superintendent search firm so the pool of superintendent candidates would be national.
- Narrowed the pool of search firm candidates to five (5) and requested they submit a proposal of their process, timelines, and background on the firm's designated consultant that would be working with the Board on the hiring process.
- On July 25th, with help from Jeri Ramos, Executive Director of Technology, the Superintendent Search Committee (Stark, Gadelha, and Buchholz) held Skype interviews with each of the five firms' designated consultants.
- Firms interviewed were: G. Tryon & Associates, HYA Executive Search, Ray & Associates, Inc., School Exec Connect, and McPherson & Jacobson.
- After the Skype interviews, the Committee members individually rated/scored each firm interviewed, compared their ratings, and determined a final search firm candidate to recommend to the Board for hiring approval.

- Next steps: Committee will make a recommendation to Board during regular Board session to hire Hazard, Young, Attea & Associates (HYA) Executive Search. Advertising will begin immediately once search firm is hired. Search firm hired will attend August 25th work session to meet the Board and share in a Q&A session. A candidate profile will be developed by the search firm using input from four (4) focus groups.
- Focus Groups: Gadelha shared that the proposed, four (4) focus groups would consist of Linn-Mar administrators, staff, parents, students, and community members. Gadelha also shared the possibility of a fifth focus group made up from results submitted via an online survey from Linn-Mar residents. Gadelha clarified the Committee was not yet certain of the exact procedures to pick participants for the various focus groups and suggested that recommendations be discussed after the August 25th Q&A session.
- Timeline: All search firms interviewed shared that keeping the process rolling and search energy up helps the hiring process not only run smoother but more efficiently. The Committee's goal is to have a candidate chosen and a contract offered by January 1, 2015 with a start date of July 1, 2015. If the hiring of HYA Executive Search is approved by the Board during the regular session; they are optimistic that a candidate can be chosen and a contract offered before Thanksgiving; with a start date of July 1, 2015.
- Q&A Session: If Board approves the hiring of HYA Executive Search during the regular Board session; it is the goal of the Committee to have their designated consultant, Theodore S. Blaesing, Ph.D., meet with the Board during the work session on August 25th at 5:00 PM in the LRC Board Room for a Q&A session. Blaesing graduated with a Ph.D. from University of Iowa and earned his M.A. and B.A. from the University of Northern Iowa. Blaesing is an adjunct professor at the University of Minnesota and has worked in the educational field since 1973; including being a superintendent for 19 years. Buchholz shared that HYA does not use a pre-existing list of candidates; they build a new list based on the qualifications recommended by the hiring District.
- Advertising: Buchholz shared that most of the search firms interviewed stated newspaper advertising should not be the only method for publicizing the superintendent search.
- Superintendent Search/Hiring Phases: Stark shared the following summary of the search/hiring phases:
 1. Planning Phase (3-4 weeks): select/hire search firm, search firm consultant meets/interviews Board, approve selection criteria with help of focus groups, approve advertisement content and begin advertising. Buchholz clarified that open and inclusive communication is important in the process.
 2. Recruitment Phase (6-8 weeks): Board compiles list of questions to be asked at initial interviews, search firm recruits candidates, builds a candidate pool; including internal and external reference checks, and identifies best candidates based on Board/focus groups' recommendations. Search firm prepares application materials and shares them with Board.
 3. Selection Phase (3-4 weeks): Board conducts initial interviews with recommended candidates (semifinalists) with the assistance from the search firm to narrow candidate pool, Board, with assistance from search firm, then holds follow-up interviews with finalists and selects preferred candidate. Board, with assistance from search firm, then hosts site visit and negotiates contract with preferred candidate.
 4. Appointment Phase (length varies): Board announces appointment and begins transition planning with search firm, Mulholland, and new superintendent. New superintendent begins July 1, 2015.

○ Questions Received:

- Isenberg asked what regional areas Blaesing may have been used for superintendent searches. Stark clarified that Blaesing has been used around the mid-west including, but not limited to Davenport, Polk, Ohio, etc., and that he grew up in Iowa.
- Hutcheson asked what the search firm fees are based on. Stark clarified the search firm determines a base-level of pay and then it will fluctuate based on various budget items such as advertising budget, traveling budget, etc. Recommendation to be given in regular Board session to hire HYA Executive Search will include a budget of amount up to \$21,500.
- Hutcheson asked if there are any payment stipulations based on the quality of candidate selection. Gadelha clarified that there are no guarantees, but if no candidate is found the search firm will conduct a second search.
- Hutcheson asked if any of the search firms may have shared thoughts on where the search process might bog down. Gadelha clarified that it can slow down in building the pool of initial candidates if no good candidates pop to the top; but keeping the energy up throughout the entire search was key. Gadelha clarified that determining a good pool of candidates. Gadelha also clarified the key for confidentiality in protecting the candidates' until an official contract is signed to ensure no repercussions occur in their current job status if they are not the final candidate selected. Confidentiality agreements were suggested.
- Hutcheson asked what legalities were involved in the process; such as closed sessions for interviews. Stark clarified it was legal to host closed sessions while interviewing candidates. Mulholland clarified that the interviews would be recorded in two ways; court reporter and electronic.
- Wilson asked if internal applicants would cause the need for following different procedures. Stark clarified this would be a good question to ask during the Q&A session on August 25th and that any Board questions should be funneled through her as not to overwhelm Blaesing.
- Wilson asked if the recommended budget (\$21,500) is adequate for the process. Anderson clarified the budget was okay to cover the recommended amount. Buchholz clarified that Mulholland's contract goes through June 30, 2015; so they would not have to budget new candidate's salary until actual start date of July 1, 2015. Stark shared that HYA has a price match guarantee and brought their bid down by \$6,000 to match the competitors.
- Hutcheson asked anyone besides the Search Committee and Board would be participating in the narrowing of candidates and final selection. Buchholz clarified that feedback from the focus groups would be considered, but the final selection was by the Board, only, per Board policy. Gadelha clarified that, due to confidentiality issues, it was recommended to keep the final decision to the smallest group possible as to not cause any repercussions to the finalist that is not selected. If it is decided that other people are involved in the final decision; it is recommended that confidentiality agreements are signed prior to the process.
- Stark shared the possibility of hosting Skype interviews for the first round and narrow down the candidates before incurring travel expenses.
- Wilson asked if there would be other opportunities to see the finalists interact in settings other than straightforward interviews. Gadelha shared she had previously gone through a town hall process; but didn't support the idea due to the confidentiality issues. Hutcheson said it would be important to see a candidate outside of an interview situation. Buchholz shared there are options such as going into the candidate's district to see them in action and/or their community; but both lead to confidentiality issues as well. Buchholz also clarified they had asked Blaesing the question about seeing candidates in other settings and he shared that

visiting the candidate in their current district isn't done anymore. It was agreed that more questions about this topic would be presented at the August 25th Q&A session.

- Isenberg asked for specifics of what “confidentiality issues” meant in this setting. Gadelha clarified that lack of confidentiality could cause irreparable harm to a candidate in their current position if they are not the final candidate chosen.
- Buchholz thanked Stark and Gadelha for their help so far. Stark clarified a binder of all information is being kept on the search process for future reference.

- 2) 2014-15 Board Learning Plan: Mulholland shared a handout outlining the various Board Learning and Professional Development opportunities for 2014-15 broken down by quarterly focus. Each quarter has learning and professional development opportunities for the following categories: strategic goals, Board meeting dates, topics, presentations, and school visits. The quarterly breakdown is:

- Quarter 1: Staff Development & Community Engagement
- Quarter 2: Student Achievement
- Quarter 3: Learning Environments & Resources
- Quarter 4: Transitions – students, staff, leadership, strategic plan, 10-year facility plan, 5-year educational plan

Thought would be to coordinate information/resources on the quarterly themes. Mulholland challenged Board to find interesting articles from resources such as *American School Board Journal* and other resources that relate to the quarterly topics and learning opportunities to share with each other.

Board Visits: Mulholland shared that for school visits the elementary principals decide together on a theme that can be carried out through the year so the Board can see progress in that area as they visit all the elementaries from quarter 1 through quarter 3 and then report back to the principals on the progress they identified and/or areas that need to be worked on further. Last year's theme for the middle schools was intervention. Mulholland requested the Board send her their ideas regarding a theme for the High School and Compass visits this year.

Teacher Leadership Plan Update: Mulholland clarified that Debra Barry and Erin Watts, Coordinators of Teacher Leadership, are working hard to compile success indicators and the primary focus for the first year of this program will focus on building relationships and determining needs. Their 2015-16 focus will be building relationships and focusing on instructional needs. Teacher Leadership will also be participating in Cognitive Coaching support this year; which is usually a two-year training but we will be undergoing it in a one-year time span so we can advance faster in our 3-year Teacher Leadership initiative.

Transitions: Christine McSweeney is the Director of Transitions for the District. She will be branching out to serve more than just our special needs students this year.

Questions/Discussion:

- Gadelha stated that the Teacher Leadership Plan Update was listed on each quarter and requested information on how this program will be assessed. Mulholland clarified that Teacher Leadership is working on compiling success indicators and that they already have standards established that they are working with. Mulholland shared that she will be meeting with Barry and Watts to identify standards to use in assessment. She also shared

that the cascade model will be used for mentors, TICS, and instructional strategists. Principals will also be part of the process with the instructional strategists and can provide feedback. Halupnik and Jensen are also part of the process and can provide feedback. Isenberg asked when assessment/success indicators would be available. Mulholland shared that at least two feedback sessions would need to be held first to gather input. Mulholland commented also, that they are working on the instruments and hope that they will be ready before second quarter. They are working to build a progressive learning profile that clarifies what they can identify by quarter 1, quarter 2, etc., and that is should be mapped out within the next three weeks. Mulholland shared that Barry and Watts will give an update to the Board during the August 25th Board meeting.

- Gadelha shared a theme for the Board visits to the middle schools and high school that would involve how school curriculum crosses over to helps students and staff prepare to connect the dots from middle school to high school.
- Wilson shared that mental health issues in middle school and high school levels and number of incidents has increased and was wondering if this could be addressed in the Board visits to determine how we serve our students in this area.
- Patterson asked if the Board could visit the Success and Homeschool programs. Mulholland clarified that the Homeschool program has been restructured this year because of the resignation of the previous director and secretary. Jeff Frost and Louanne Lawson are filling those roles at this time. Will reassess staff needs once the final deadline for submitting paperwork (Sept 1st) has occurred. Wilson shared concerns about the message recent Board actions may have sent to the community about the Homeschool program. Buchholz clarified that the resignation of the director and secretary led to the restructuring of the program and that the Board had voted to continue the Homeschool program. Mulholland also clarified that Success is undergoing changes this year as well due to the retirement of the previous teacher/director. The new teacher/director is Jacqueline Davis. Isenberg requested the Board discuss the organization of the Homeschool program after the September 1st deadline has occurred. Gadelha shared concerns of overwhelming Jeff Frost with additional responsibilities that he was not initially hired to oversee and stated she wants to support the Homeschool program to the best ability so is wondering if a new director needs to be hired; would like to discuss this further after the Sept 1st deadline date. Mulholland and Buchholz shared there was a budget deficit in the Homeschool program which also led to issues; but teachers will be hired to meet the needs of the Homeschool students, administrative staff are in place, the model is just different than what has been in place in the past. Buchholz shared that all stated concerns will continue to be addressed and considered as the new model is put into place. Wilson requested additional information on what caused the deficit and why information was not shared earlier. Mulholland clarified that a deficit in the program budget was shared and a budget review is being performed to determine the cause of the deficit.

Adjournment: Motion: 014-08-11

Motion by Hutcheson that the Board adjourn the work session at 6:35 PM. Second by Patterson. No discussion received. Voice Vote. Unanimously approved.

Barry Buchholz, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
August 11, 2014*



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**LINN-MAR COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION – REGULAR SESSION – MINUTES
AUGUST 11, 2014**

ATTENDEES:

- **Board:** Buchholz, Patterson, Wilson, Stark, Gadelha, Isenberg, Hutcheson
- **Administration:** Mulholland, Morrison, Halupnik, Jensen, Christian, Anderson, Ramos, Ironside
- **Absent:**

CALL TO ORDER AND DETERMINATION OF A QUORUM:

The Linn-Mar Community School District Board of Directors regular session was called to order in the Board Room of the Learning Resource Center (LRC) by President Barry Buchholz at 7:00 PM. Roll was taken and it was determined that a quorum as present for the meeting.

REVISION AND/OR ADOPTION OF THE AGENDA: MOTION 015-08-11

Motion by Patterson that the Board approve the regular session agenda as presented. Second by Hutcheson. No discussion received. Voice vote. Unanimously approved.

AUDIENCE COMMUNICATIONS:

- Craig Adamson, 3200 Penny Lane, Indian Creek Elementary Parent, shared that although he had met Marilee McConnell, new Principal at Indian Creek Elementary, and she was a nice person, it is his hope that the Board will be more forthcoming in sharing information with the community as they move forward with the superintendent search while staying within the required confidentiality lines. Adamson shared that he had read that the Board is attending the Marion City Council meetings and that is a good model for the Board to follow in hosting their meetings instead of being unresponsive to the public. Adamson shared that the parents of the students effected by the shifting of elementary principals still have a lot of questions on why the change took place. Adamson challenged himself and the Board to be more engaged and asked the Board to hire a superintendent that is more community engaged and interested in meeting the requests of tax payers. Adamson's final comment was that there be more cooperative efforts with the school district and community working together jointly.

RESOLUTIONS, OPENING BIDS, AND PUBLIC HEARINGS: No items presented.

RECOGNITIONS/PROCLAMATIONS: No items presented.

BOARD ANNOUNCEMENTS AND REPORTS:

Policy Committee Report:

Patterson reported that the Policy Committee had reviewed the 200 series, 300 series, and policy 701.1. The committee had a good discussion about the 200 and 300 series regarding how to honor the current Board policies while taking the current ISAB policies into consideration. The committee will share their recommendation during the Consent Agenda. Gadelha thanked Mulholland for her attention to her amending the policy relating to notifying the families prior to changes in transportation.

Finance/Audit Committee Report:

Hutcheson reported that the Finance/Audit Committee have worked on some preliminary audit updates and will have a notation on personnel info in the final audit report. Hutcheson shared that municipality cooperative initiatives have to be reported on individually and the committee has met with Piper Jaffray to self-report on a few late submissions. Hutcheson reported that the only change to cash balances was the drawn down in SAVE capital projects funds. The online registration payment system, inTouch, is being more aggressively used this year and the option to pay with credit card was added. The print services transition is also going smoothly.

Construction Advisory Council Report:

Gadelha reported that the Construction Advisory Council had met with Rick Ironside, Executive Director of Support Services, thanked Ironside for the information he shared with the council. Most of the summer construction projects are completed or nearing completion. The High School parking lot project went long due to the unexpected issue of finding two sink holes. The windows project at Oak Ridge is on target. The Oak Ridge gym addition is underway; walls are up, floors installed soon, outside will be bricked, and final wrap up by mid-March. A temporary sidewalk was also installed at Oak Ridge. The High School Phase 1 science classrooms project is about to begin demo and is estimated to be a 2-month project with updated wiring installed during the process. Gadelha shared that at the last Board meeting the presentation on Phase II of the High School renovations project left her with concerns and questions regarding asbestos, winter vs. summer demo, abatement, lead paint, funding cap; will it cover unknowns, how will communication take place with buses when current communication tower is torn down in the construction process, what will be done with the space when lockers are removed, etc. Mulholland clarified that Halupnik is the chair of the High School renovations project and can provide any additional information Gadelha needs to address her general questions. Hutcheson clarified that the \$30 M cap was the only thing voted on so far and that DLR has not presented the final design or cost plan; which may come in lower or adjusted to respect the approved funding cap so there is really no reason to delay due to the fear of unknowns. Gadelha shared that when DLR presented the funding pie chart at the last Board meeting it appeared that the addition of classrooms was small and suggested using the empty space created by the removal of lockers be used for classrooms. Hutcheson shared that all of Gadelha's questions were part of the design process; which has not been finalized or approved yet so Halupnik can share her concerns with DLR so they can consider them into their design process. Patterson shared that since the design phase is not final adjustments can be made and that some students, especially those that do not drive, still use their lockers so not all lockers can be removed. Hutcheson stated that the design process is "in motion" and changing; so adjustments can be made along the way so there is really no reason the delay the January start date. Gadelha stated that it was presented in the last Board meeting that the High School is poised to be one of the largest in the state and, with this in mind, the Board should discuss the need for a second high school building or a repurposing of current buildings to meet the growing student population before embarking on the renovations to the current high school. Buchholz

clarified that the Board has only discussed the potential need for a second high school or the addition of a second building, no formal decision had been made, in the meantime, the High School needs attention to be up to speed on current learning needs and updates in the areas it is outdated. Mulholland reminded the Board that DLR shared the pie chart of how the renovation budget would be applied. DLR also shared that if the project were to take place in 2022 the cost of a new high school would be \$81 M. Hutcheson shared that enrollment projects for the next decade don't support the need for construction of another building. Gadelha shared that the statistic of being the largest high school in the state within the next 10 years was overwhelming. Halupnik clarified that we are in the top 10 but we are not the biggest. Gadelha stated that she felt the Board should have an idea of the District's growth and need for second building before moving forward with changes to the current high school building and that she is not comfortable moving forward on this big ticket item until there is a full understanding of what is truly needed. Isenberg recommended that if Gadelha is not comfortable with moving forward at this time another discussion period take place before moving forward. Gadelha shared additional concerns about delaying the start date until summer such as asbestos removal when students are not in the building, lack of parking spaces due to construction on the north and south sides of the building and construction equipment taking up parking spaces, etc. Hutcheson recognized that all the concerns/questions raised by Gadelha are good ones to consider, but the Board has only approved a funding cap and not a final design or timeline; so the questions/concerns may be premature and not a cause to delay the project. Patterson shared that when a detailed design plan and timeline is finalized a lot of the questions will be automatically answered for Gadelha. DLR has plans in place to stage construction; where to put equipment, how to work around unknowns and student presence, etc. Wilson asked when the timeline would be finalized and presented by DLR. It was clarified that this information was shared by DLR at the last Board meeting; their goal is mid-to-late December. Mulholland clarified for the Board that Phase I - Science Classrooms will have all asbestos removed before the project starts and that DLR will build into their timeline for the major construction phase to happen during the summer months due to the January start date. It was shared that if Phase I does not start on time it will cause a trickle-down effect on the approved bid. Gadelha shared she is fine with Phase I, but she is concerned with asbestos removal while students are present. Buchholz clarified that all concerns/questions presented are good ones but that DLR did present a lot of information at the last Board meeting that would answer many of the questions and that delaying would actually end up pushing main demo from summer into the start of the next school year. Buchholz also clarified that Board will have another work session with DLR when final design/timeline is presented. Halupnik stated he would share the overall timeline that DLR presented to the Board at the last meeting. Isenberg asked when the Boyson Road project would be completed. Ironside clarified that actual date is not known or communicated to the District by the City of Cedar Rapids; but that he is guessing it will be done by the end of the week and in time for the start of school.

Marion City Council Reports:

Isenberg reported at the July 24th Council meeting, the Marion City Council is discussed a new apartment building and parking lot; which is not within the Linn-Mar District. The City has set a funding cap of \$93 M for additional trails; design is not finalized at this time. TIF discussion was tabled at the meeting he attended.

Wilson reported highlights from the Marion City Council meeting she attended on August 7th. Highlights shared were: the City will move forward with the annexation of Echo Hill Road, which may lead to the creation of an "island"; additional negotiations are in process. Mulholland shared clarifications about the areas marked for annexation on the Marion City Council map and that if certain areas are developed it will lead to the need of another elementary building and District already has property off of Alburnett

Road to meet this potential need. Wilson shared that the discussion of TIFs occurred with a request from the Acterra Group regarding amendment to urban renewal. Acterra would like to use robotics which may create more jobs. Klinger Paints and DNR Engines also requested TIFs for Collins Road Urban Renewal.

INFORMATIONAL REPORTS:

Overview of 5-Year Education Plan:

Halupnik reported on where the Districts are on the 5-Year Education Plan. Stated that it is a rolling/flexible plan that provides guidance as the District moves forward. It is following a cycle of steady improvement and, being flexible, District is able to adjust as needed based on enrollment and legislative needs. Halupnik shared some history of the 5-year education plan including that it originated in 2008-09 with a data-gathering process and was referred to as the Master Education Plan at that time. It looked at needs, learning necessary, and support provided. It then grew into standards and benchmarks but Iowa Core didn't exist at that time. The Plan continued to morph over the years and became aligned with Iowa Core until it reached its current format. Halupnik shared that the High School started the eBook Pilot Phase in 2010-11 and is now using Nooks for textbooks as well as offering college credit opportunities. The District now offers PLC training, Core alignment, PK-K Literacy, STEM, health/fitness assessments, summer learning, early childhood transition, safe schools, Teacher Leaders, Ed Leader 21, and more. Halupnik shared that he would report to the Board on a monthly basis regarding the District's growth/progress by asking various department members to share with the Board to keep the dialogue current. Jensen shared that the District focuses on the philosophy of inclusion as part of the 5-Year Education Plan. Special Education is no longer separated out, nor is early childhood learning; they are included into the same plan as general education. The forming of the Learning Advisory Council helped this philosophy come to reality.

Questions and Discussion: Gadelha suggested the Board consider forming a Curriculum and Instruction Committee that could meet monthly and work hand-in-hand with Instructional Services-Teaching and Learning to enhance the learning connection between curriculum and instruction.

Construction Update: 2014 Summer Projects:

Ironside reported on the following summer constructions projects:

- Bowman Woods: The City's work on Boyson Road should be done by the end of the week. Classroom casework all done and teachers are back in the classrooms. Waiting on classroom faucets (not bathroom faucets) to be installed. Office furniture installed this week and office space now usable. Building looks messy but will be ready for students to start.
- Wilkins: The teachers are back in all classrooms and preparing for students. The main office is now occupied as well with a few final touches being completed. The new classroom, which used to be the old office area, is 99% complete; just some touch up painting/cleaning needed. They will be ready for students to start as well.
- Oak Ridge: A bridge cap was blown off the roof and will be replaced under construction company insurance there is no cost to the District. Window project is complete. Ready for students. Brick going up on outside of gym today, gym and locker room floors will be poured next week, roof will go on after floors are completed so inside work can begin. Timeline is in District's favor due to good weather; goal to be done with gym by mid-to-late March.
- High School: Parking lot landscaping was finished today and will be opened for parking this evening. Two light poles are delayed due to the lamps being on backorder.
- Buchholz asked if all security measures are in place for student attendance. Ironside clarified that Bowman Woods, Indian Creek, and Wilkins are all complete. The High School renovation

project will cover security issues. Discussion underway on best way to proceed to update Excelsior. Wilson clarified that the security card swipe access is being finalized at the LRC this week and, if it works well, will install at building, but no definite timeline at this time.

2012-13 IDEA Update:

Jensen shared that this is a required, annual report on how IEP students are performing, but it is based on data collected and reported in 2012-13. The District offers a lot of opportunities for IEP students to participate in 5th year program and report data shows these students graduated in five years. Report highlights: District is lower than State average on dropout rate for IEP students. The District is required to have 95% of IEP students participate in Iowa Assessments; only 1.2% of our IEP students take an alternate assessment, not Iowa Assessments. District does not report on 9th and 10th graders; but goal was met in all other grade levels. State and District are having difficulty in reaching Proficiency level; but District is ahead of State in Proficiency. District IEP students are in the general ed classroom more than 80% of their day. Early childhood IEP students are in the classroom with their general ed peers to work on social and emotional skills. Wilson asked how many open enrolled IEP students were in the District. Jensen stated that there are very few open enrolled IEP students; space in programs is the reason. Jensen shared that the District is identifying more students in the autism spectrum than in previous years regarding social/emotional needs. Jensen clarified that transition data (age 16 and up) reflects on the measurable IEP goals/services and the data is collected every five years through the Dept of Education; current data is reporting on the 2011-12 year. Trajectory of state is set at 100%. Jensen shared that regarding high education; 60% of our IEP graduates continue on and 55% are competitively employed after graduation and 100% obtain other employment. Wilson asked why data isn't updated to current year for informational purposes only. Jensen clarified that the data collection and report is web-based so the District is unable to update their own data. Wilson asked how data this old is useful to the District today. Buchholz clarified that it shows trends that can be worked on in the present.

2014 Summer Learning Programs:

Jensen thanked all the staff that helped make the summer Special Ed IEP summer learning program a success. Fifty-eight IEP students participated in the program housed at Novak Elementary. Various curriculum was used including, but not limited to, STAR, Unique Learning, Jolly Phonics, Zones of Regulation, and lots of technology. One of the greatest summer highlights was the visits to the new Aquatic Center and a chance to swim. Gadelha asked if every IEP student was eligible for the summer learning program. Jensen clarified that IEP teams (parent, administrators, special education teacher, and general education teacher) look at goal areas and if the student has a regression of skills during school breaks and if they are able to catch up within a 2-week timeframe, that student is eligible. Jensen also clarified that the area the IEP student is deficit in must warrant life-based needs; literacy is not a life-based need based on State special education laws. ROAR, Linn Grove Elementary reading program, was a success with 82 students attending two days a week during June and July. Cheryl Read, Amanda Farber, and Melissa Alexander are coordinators of ROAR and hosted an average of 15 adult and student volunteers to help during each session. Students participated in Raz Kids using iPads, checked out library materials, etc. Wilson commended Linn Grove for spearheading an all-inclusive summer program.

2013-14 AYP Report:

Halupnik reported on the 2013-14 AYP report and clarified the 2014-15 decisions are based on these results and required by No Child Left Behind. Third through eighth grade students participate in Iowa Assessments along with eleventh graders. All students are to meet proficiency levels by 2014; full-academic year students only. Ninety-five percent of students are tested. In 2014-15; 100% of students

must meet trajectory level. Halupnik shared that Iowa was rejected for the Safe Harbor waiver (reduction of at least 10% of number of non-proficient). Only eight states in US don't have a waiver. If a District misses AYP in all categories for one year they are placed on watch list, SINA. If placed on watch list, 10% of Title I funding is applied to raising proficiency level of students so can be removed from watch list. Assessment is given in April and based on "at grade level" as of time test is administered. District met reading/math participation and assessment at the High School level. A list of proficient districts can be found on the Department of Education website. Linn-Mar High School and only one other Iowa school of comparable size are listed as not needing assistance at this time. Linn-Mar is the largest high school not needing assistance. Middle school participation level met, but reading/math assessment proficiencies were below the required trajectory; so listed as needing assistance on SINA report. This is the fifth year our middle schools are on the SINA list. Echo Hill Elementary was on watch list for reading two years ago; but were able to come off the list last year. Based on the data, Wilkins, Linn Grove, and Novak will be placed on the watch list in 2015 if they do not meet the goal. These buildings are Title I buildings so the District will be required, due to No Child Left Behind, to write up plans if placed on watch list. Halupnik reminded the Board that Iowa Assessments are only one of the assessments used, the District has many additional indicators used to monitor student progress and that we continue to focus on all students in math, literacy, and PLC. Hutcheson stated that, strategically looking at the data, the District's progress is good, but asked in what areas should the District be tactically concerned about and what is probability the District will need to address No Child Left Behind issues. Halupnik clarified that it is an election year, so it is highly probable the District will be participating in writing plans and addressing the No Child Left Behind requirements. It is also very clear that the state will not receive a waiver. Gadelha suggested the Board look into the statistics of teacher endorsements versus certification in relation to the Iowa Assessment results. Patterson shared that just because a teacher has an endorsement instead of a certification in the state of Iowa, it does not mean that teacher has undergone less course work or preparation. Gadelha clarified that was not what she was referring but that she just wanted to assess if there was a correlation between the two. Wilson requested Halupnik pull the data requested by Gadelha to present at the next meeting.

SUPERINTENDENT'S UPDATE:

- **Board Calendar:** Mulholland shared the most recent Board activity calendar. Isenberg suggested that Coffee Conversations be hosted at Novak or another central location instead of the LRC. Wilson requested clarification regarding how the Coffee Conversations are being publicized and how topics are determined. Mulholland clarified that publicity is being provided through Facebook, the District website, newsletters, etc., and that topics are determined by conversation at the events. Isenberg requested information on the timeline for publication of the District newsletter. Mulholland clarified that Sandie Rohrer, Coordinator of Communications, just returned from her summer break and will begin work on the first edition of the newsletter.
- **Spring/Summer athletic achievements:** Mulholland provided a handout that showed all-academic students recognized in athletic achievement throughout the metro area competitions, state qualifiers, and all-conference recognitions. The list doesn't begin to enumerate the number of students out for athletics from Linn-Mar High School. The District is proud to have a variety of coaches recognized this year such as the metro-area track coach, tennis coach, and MVC girls' soccer coach of the year.
- **Highlight of Where We Were:** Two years ago, on August 6, 2012, the Board approved the design for the Aquatic Center. One year ago, the Myrtha pool was being installed. Today, the Aquatic Center is open and serving all of our students, including our summer IEP program.

OLD BUSINESS:

Legislative Priorities: Motion 016-08-11

Mulholland supplied a worksheet of last year's legislative priorities as well as some highlights of this year's list and asked the Board to review the worksheet to determine what legislative priorities Linn-Mar will support for 2014-15. The Board discussed the priorities and decided together to choose the following priorities:

1. Extension of 2029 penny sales tax from 2029 end to perpetuity unless rescinded by legislation
2. Preschool for all four year olds
3. Supports tax increment financing (TIF) limitation, reform, and regulations
4. Setting supplemental aid rate on time
5. Simple majority for bond issue votes
6. Support clarification of state law on whether or not sales tax debt is counted toward a school district's 5% statutory debt limit

Motion by Patterson that the Board approve the legislative priorities as determined above for presentation by the August 15th deadline. Second by Hutcheson. No discussion received. Voice vote. Unanimously approved.

NEW BUSINESS:

Recommendation for Hiring Superintendent Search Firm: Motion 017-08-11

Motion by Stark for Board to hire Dr. Ted Blaesing with HYA Executive Search to complete the search for a Superintendent of Schools, in an amount not to exceed \$15,500, beginning August 12, 2014; with selection no later than January 1, 2015; with a contract beginning on July 1, 2015. Second by Gadelha. Floor opened for discussion.

Discussion: Patterson suggested that the word "superintendent" be added in front of "contract beginning on July 1, 2015" to clarify who the contract was for.

Motion by Stark to amend language of previous motion including the clarification suggested by Patterson. *Full language of amended motion: Motion to hire Dr. Ted Blaesing with HYA Executive Search to complete the search for a Superintendent of Schools, in an amount not to exceed \$15,500, beginning August 12, 2014; with selection no later than January 1, 2015; with a superintendent contract beginning on July 1, 2015.* Second by Gadelha. No discussion received. Voice vote. Motion unanimously approved.

Resolution for Public Hearing on Conveyance of Land: Motion 018-08-11

Buchholz read the full wording of the resolution as presented in exhibit 1002.1. Motion by Patterson for the Board to approve the resolution for a public hearing on September 22, 2014 at 7:00 PM in the Board Room of the Learning Resource Center (2999 N 10th St, Marion) in regard to the conveyance of land, as described below, to the Community Baptist Church for \$220,000. Second by Isenberg. No discussion received. Voice vote. Unanimously approved.

Lot 9 and Lot 27, Linnwood Acres 3rd Addition, to the City of Marion, Linn County, Iowa

Approval of Offer to Purchase Property: Motion 019-08-11

Motion by Patterson for the Board to approve the offer for the purchase of property, as described below, to the Community Baptist Church in the amount of \$220,000 with a closing sale date of September 22, 2014. Second by Isenberg. Floor opened for discussion. Voice vote. Motion unanimously approved.

Lot 9 and Lot 27, Linnwood Acres 3rd Addition, to the City of Marion, Linn County, Iowa

Discussion: Hutcheson asked for clarification on why Board is being asked to approve the purchase before the recently approved public hearing date. Mulholland clarified that the recommendation is to approve the offer; not approving the sale. Wilson asked where the funds received would be distributed. Anderson clarified that the funds received would be deposited into PPEL fund.

First Reading – Board Policies 200 Series – Board of Directors: Motion 020-08-11

Motion by Hutcheson for the Board to approve the changes and removal of redundant policies in to the 200 Series as presented. Second by Patterson. No discussion received. Voice vote. Unanimously approved.

First Reading – Board Policies 300 Series - Administration: Motion 021-08-11

Motion by Hutcheson for the Board to approve the changes made to the 300 Series adopting IASB language as presented. Second by Patterson. Floor opened for discussion. Voice vote. Unanimously approved.

Discussion: Gadelha asked if all policies should be listed as reviewed instead of the new policies being listed as revised. Mulholland clarified that was an oversight and would be corrected.

First Reading - Board Policy 701.1 Local and State Transportation Regulations: Motion 022-08-11

Motion by Patterson for the Board to approve the wording changes made to Policy 701.1 regarding notification to families if/when there is a change in transportation. Second by Stark. Floor opened for discussion. Voice vote. Unanimously approved.

OPEN ENROLLMENT REQUESTS: Motion 023-08-11

Motion by Stark for the Board to approve the open enrollment requests as presented. Second by Hutcheson. No discussion received. Voice vote. Unanimously approved.

Open Enrolled In:

| Name | Grade | Resident District | Reason |
|---------------------|--------------|--------------------------|---------------|
| Baumhoefener, Isaac | 12 | Cedar Rapids | Good Cause |
| Baumhoefener, Laura | 7 | Cedar Rapids | Good Cause |
| Baumhoefener, Levi | 9 | Cedar Rapids | Good Cause |
| Baumhoefener, Micah | 6 | Cedar Rapids | Good Cause |
| Earl, Addison | 4 | Cedar Rapids | Good Cause |
| Felter, Jenna | 7 | Cedar Rapids | Good Cause |
| Hubbard, Lincoln | K | Marion | On Time |
| Rathod, Devansh | 8 | Cedar Rapids | Good Cause |
| Recker, Karalyn | 10 | North Linn | Good Cause |

CONSENT AGENDA: Motion 024-08-11

Motion by Stark that Board approve the Consent Agenda as presented. Second by Hutcheson. No discussion received. Voice vote. Motion unanimously approved.

1) Personnel

Certified Staff: Assignment – Reassignment - Transfer

| Name | Assignment | Dept. Action | Salary Placement |
|-----------------|--|----------------|------------------|
| Gehrls, Hailee | EH – Music Teacher From .5 to 1.0 | August 7, 2014 | Same |
| Jelinek, Shelly | EH – Kindergarten | August 7, 2014 | MA Step 15 |
| O’Brien, Lynn | District – Nurse From 1.0 to .5 FTE | August 1, 2014 | Same |
| Wells, Debra | BW – .4 Reading Teacher | August 7, 2014 | BA Step 3 |

Certified Staff: Resignation

| Name | Assignment | Dept. Action | Reason |
|-------------------|--|---------------|---------------------|
| Mulholland, Katie | LRC – Superintendent | June 30, 2015 | Retirement |
| Potter, Amanda | EH – .5 Music Teacher / .5 TOSA Elem Curriculum | July 24, 2014 | Other Employment |

Classified Staff: Assignment – Reassignment - Transfer

| Name | Assignment | Dept. Action | Salary Placement |
|---------------------|---|-----------------|--------------------|
| Balster, Janet | NS – District Rover | August 18, 2014 | Step 1; \$11.14/hr |
| Blik, Lori | NE – Recall from RIF-SSA | August 13, 2014 | Same |
| Brinkmann, Kelly | EH – Student Support Assoc | August 13, 2014 | II, Step 6 |
| Burgos, Sonia | NS – BW General Help | August 18, 2014 | Step 1; \$11.14/hr |
| Dietiker, Mackenzie | EH – Student Support Assoc | August 13, 2014 | II, Step 6 |
| Duesing, Elise | EH – Building Secretary | July 28, 2014 | IV, Step 10 |
| Halupnik, Katherine | From IC to EH Gen Ed Asst | August 13, 2014 | Same |
| Hastings, Nicki | NS – District Rover | August 18, 2014 | Step 1; \$11.14/hr |
| Hedlund, Amy | NE – From part-time to full-time SSA | August 13, 2014 | Same |
| Kimmel, Diana | AC – Aquatic Instructor | July 14, 2014 | \$10.00/hr |
| Long, Kim | NS – HS General Help From 4 to 5.5 hrs/day | August 18, 2014 | Same |
| Leuenberger, Kristi | NE – From part-time to full-time Gen Ed Asst | August 13, 2014 | Same |
| Maneman, Sonda | From LG to NE part-time Gen Ed Asst | August 13, 2014 | Same |
| McMurrin, Summer | HS – Student Support Assoc | August 13, 2014 | II, Step 10 |
| Taylor, Susan | OR – From SSA to Media Asst | August 13, 2014 | Same |

| | | | |
|-------------------|------------------------------|-----------------|------------|
| Thomas, Julli | NE – Recalled from RIF – SSA | August 13, 2014 | Same |
| Thomasson, Regina | AC – Aquatic Instructor | July 17, 2014 | \$10.00/hr |

Classified Staff: Resignation

| Name | Assignment | Dept. Action | Reason |
|-------------------|----------------------------|----------------|------------------|
| A’Hearn, Kelli | OR – Media Assistant | July 15, 2014 | Personal |
| Detweiler, Sandee | HS – Student Support Assoc | July 22, 2014 | Personal |
| Evans, Tristan | NE – Student Support Assoc | July 21, 2014 | Other Employment |
| Frasher, Kim | EX – Student Support Assoc | July 31, 2014 | Other Employment |
| Johnson, Michelle | NS – General Help | August 5, 2014 | Other Employment |
| Lindell, Steve | TR – Bus Driver | July 15, 2014 | Personal |
| Lowe, Mary | TR – Bus Rider | July 28, 2014 | Personal |
| Mallow, Deanna | WF – Media Assistant | July 21, 2014 | Personal |
| Saxion, Rebecca | OR – Student Support Assoc | July 23, 2014 | Personal |
| Vaughn, Jessica | EH – General Ed Asst | July 14, 2014 | Personal |

Extra-Curricular: Assignment – Reassignment – Transfer

| Name | Assignment | Dept. Action | Reason |
|-------------------|--|-----------------|------------------------|
| Burmeister, Emily | HS – Assistant Varsity Cross Country Coach | August 6, 2014 | Schedule H, Category D |
| Kuempel, Andrew | HS – Head 9 th Grade Football Coach | July 14, 2014 | Schedule H, Category C |
| Marshall, Andy | HS – Robotics | August 18, 2014 | Schedule H, Category C |

Extra-Curricular: Resignation

| Name | Assignment | Dept. Action | Reason |
|--------------------|--|---------------|------------|
| Bergman, Elizabeth | HS – Assistant Varsity Softball Coach | July 28, 2014 | Relocation |
| Burk, Jeremy | EX – Assistant 7 th Grade Wrestling Coach | July 29, 2014 | Personal |
| Burk, Jeremy | OR – Head 8 th Grade Football Coach | July 28, 2014 | Personal |
| Burk, Jeremy | OR – Assistant 7/8 th Grade Girls Track Coach | July 28, 2014 | Personal |
| Lampe, Dana | OR – Head 8 th Grade Volleyball Coach | July 28, 2014 | Personal |

- 2) Approval of Minutes from July 14, 2014 Board meeting.
- 3) Approval of Bills: Special Revenue, General, and Nutrition Fund Bills

4) Approval of Contracts:

- SAI School Administrative Manager (SAM) Consulting Services Agreement for the 2014-15 school year for a total cost of \$17,613; payable in two installments.
- United Way 55+ Initiative Memorandum of Understanding for the 2014-15 school year, at no cost to the district, to engage people 55+ in volunteer services to meet critical community needs that impact and benefit citizens of all ages.
- Cash Rent Farm Lease with RJ Carson for 15 acres east of Highway 13 from March 1, 2015 to February 28, 2016 at \$280 per acre for a total fee of \$4,200.
- Cash Rent Farm Lease with John Airy for 77.94 acres along C Avenue Extension from March 1, 2015 to February 28, 2016 at \$280 per acre for a total fee of \$21,823.
- Preschool Contract with Hand in Hand Early Care & Education Center at a monthly cost to Linn-Mar of \$335.40 per pupil for the 2014-15 school year; not to exceed \$226,395 per year.
- City of Cedar Rapids 2015 Adult Guard Program Agreement with cost mutually shared between the City and District; with District maximum being \$1,847.94.

5) Board Information: No items presented.

6) Items to Remove from Consent Agenda: No items removed.

COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS:

Communications:

- Hutcheson shared concerns regarding the approved \$30 M financial cap for the High School renovation project and was wondering if the Board was tying the hands of the incoming superintendent. Hutcheson asked Anderson and Halupnik if Phase II could be broken down into smaller phases to have money available to the incoming superintendent if needed and if all the projects listed on the 5-year facilities plan funded. Anderson clarified that the projects were funded but additions to new building were not. It was requested that Anderson provide the Board with the figures he presented at the July 14th meeting regarding the year-to-year balances of the PPEL account after funding the renovations. Anderson agreed to re-present these figures.
- Gadelha shared information on the Blue Zones Project and that a discussion would take place before the end of the regarding the creation of Blue Zones to limit fast food vendors in school zone areas.

Board Calendar:

| Date | Time | Event | Location |
|-------------------|--------------------|---------------------------------------|----------------------|
| August 11 | 5:00 PM 7:00 PM | Work Session Regular Board Meeting | LRC – Board Room |
| August 12, 13, 15 | | Teacher Work Days | |
| August 14 | 7:30 AM | Opening Session for All Staff | HS Auditorium |
| August 18 | | First Day of School Year | |
| Date | Time | Event | Location |
| August 18 | 11:00 AM | Executive Committee | LRC – Office Conf Rm |
| August 18 | 5:15 PM | Policy Committee | LRC – Office Conf Rm |
| August 21 | 5:30 PM | Marion City Council Meeting | Marion City Hall |
| August 23 | 8:00 AM | Coffee Conversations | To Be Determined |
| August 25 | 5:00 PM 7:00 PM | Work Session Regular Board Meeting | LRC – Board Room |
| Date | Time | Event | Location |
| September 1 | | No School – Labor Day | |

| Date | Time | Event | Location |
|--------------|--------------------|---------------------------------------|----------------------|
| September 2 | 7:30 AM | Finance/Audit Committee | LRC – Office Conf Rm |
| September 4 | 7:00 PM | Marion City Council Meeting | Marion City Hall |
| September 5 | 7:30 AM | Echo Hill Visit | Echo Hill Elementary |
| September 8 | 5:00 PM 7:00 PM | Work Session Regular Board Meeting | LRC – Board Room |
| September 11 | 9:00 AM | ERMA Meeting | |
| September 15 | 11:00 AM | Executive Committee | LRC – Office Conf Rm |
| September 15 | 5:15 PM | Policy Committee | LRC – Office Conf Rm |
| September 17 | 7:00 AM | Novak Visit | Novak Elementary |
| September 17 | 4:30 PM | Special Ed Advisory Meeting | LRC – Room 304/305 |
| September 18 | 7:00 PM | Marion City Council Meeting | Marion City Hall |
| September 20 | 8:00 AM | Coffee Conversations | To Be Determined |
| September 22 | 5:00 PM 7:00 PM | Work Session Regular Board Meeting | LRC – Board Room |

Committees:

Executive Committee..... Barry Buchholz, Tina Patterson, Katie Mulholland
Finance/Audit..... Todd Hutcheson, Ann Stark, Elizabeth Wilson, J.T. Anderson, Angie Morrison
Policy Rene Gadelha, Tim Isenberg, Tina Patterson, Katie Mulholland
Career & Technical Education..... Tim Isenberg, Elizabeth Wilson, Dirk Halupnik
Construction Advisory Council Barry Buchholz, Rene Gadelha, Rick Ironside, Katie Mulholland
Energy Efficiency Tina Patterson, Rick Ironside
Equity Advisory Tim Isenberg, Tina Patterson, Dirk Halupnik, Jeri Ramos
Health & Human Development Todd Hutcheson, Ann Stark, Julie Jensen
Linn-Mar Foundation..... Katie Mulholland
School Improvement Advisory Rene Gadelha, Ann Stark, Dirk Halupnik
Special Education Advisory..... Tina Patterson, Elizabeth Wilson, Julie Jensen

ADJOURNMENT: Motion 025-08-11

Motion by Wilson that Board adjourn the regular meeting at 9:13 PM. Second by Patterson. No discussion received. Voice vote. Motion unanimously approved.

Barry Buchholz, Board President

Angie Morrison, Board Secretary

*Minutes respectfully submitted by:
Gayla Burgess, Admin Asst to the Superintendent
August 11, 2014*

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/08/2014 - 08/21/2014

Fiscal Year: 2013-2014

| Vendor Name | Description | Check Total |
|--------------------------------|---------------------|--------------|
| Fund: GENERAL | | |
| AFRIDI PALWASHA K. | TRANSP PARENT REIMB | \$452.92 |
| ALBURNETT COMMUNITY SCHOOLS | TUITION IN STATE | \$22,487.88 |
| ALESSIO ELLEN Check Re Issue | ACCOUNTS PAYABLE | \$853.94 |
| ALESSIO ELLEN Void- Check Lost | TRANSP PARENT REIMB | \$853.94 |
| ANDERSON, DARREN OR LILI | TRANSP PARENT REIMB | \$452.92 |
| ANDERSON, MIKE OR MICHELLE | TRANSP PARENT REIMB | \$226.46 |
| BALL ROBERT | TRANSP PARENT REIMB | \$452.92 |
| BARTHELME LISA | TRANSP PARENT REIMB | \$853.94 |
| BAUER KENNETH | TRANSP PARENT REIMB | \$452.92 |
| BEDNAR JEAN | TRANSP PARENT REIMB | \$226.46 |
| BERTSCH LINDA OR JOE | TRANSP PARENT REIMB | \$452.92 |
| BLACKFORD JEFF | TRANSP PARENT REIMB | \$452.92 |
| BOLLING JENNIFER | TRANSP PARENT REIMB | \$226.46 |
| BORCHERDING, JAMIE | TRANSP PARENT REIMB | \$401.01 |
| BREITBACH JILL OR DICK | TRANSP PARENT REIMB | \$853.93 |
| BROWN LORI | TRANSP PARENT REIMB | \$853.94 |
| BROWN STEVEN OR ANNE | TRANSP PARENT REIMB | \$452.92 |
| BRUNSON ANN OR MATT | TRANSP PARENT REIMB | \$1,254.95 |
| BURGER MATT OR MONICA | TRANSP PARENT REIMB | \$1,655.96 |
| BURKAMPER DAVID OR DOREA | TRANSP PARENT REIMB | \$426.96 |
| BURKE PAUL | TRANSP PARENT REIMB | \$853.93 |
| BURKE SHERYL OR JOHN | TRANSP PARENT REIMB | \$853.94 |
| BURR LORI | TRANSP PARENT REIMB | \$226.46 |
| CALDWELL LORI OR PETER | TRANSP PARENT REIMB | \$452.92 |
| CALLAHAN MARY | TRANSP PARENT REIMB | \$452.92 |
| CEDAR RAPIDS COMM SCH DIST | TUITION IN STATE | \$157,713.13 |
| CHICCHELLY MARY OR TONY | TRANSP PARENT REIMB | \$452.92 |
| CHRISTENSEN DAVID | TRANSP PARENT REIMB | \$853.94 |
| CHUTE TRACIE | TRANSP PARENT REIMB | \$452.92 |
| CLUBB KELLIE | TRANSP PARENT REIMB | \$452.92 |
| COLLINS PATRICK OR ELAINE | TRANSP PARENT REIMB | \$452.92 |
| CUNNINGHAM JOAN OR BRAD | TRANSP PARENT REIMB | \$1,254.95 |
| DAVIS AMY | TRANSP PARENT REIMB | \$452.92 |
| DE WEES LISA | TRANSP PARENT REIMB | \$226.46 |
| DECKER, ERICA | TRANSP PARENT REIMB | \$452.92 |
| DELANEY MIKE OR KAREN | TRANSP PARENT REIMB | \$1,254.95 |
| DENNIS WENDY | TRANSP PARENT REIMB | \$802.03 |
| DIDIO KAREN OR KEVIN | TRANSP PARENT REIMB | \$452.92 |
| DOYLE MIKE OR SARAH | TRANSP PARENT REIMB | \$802.03 |
| DREW JILL | TRANSP PARENT REIMB | \$226.46 |
| DRISCOLL KATIE | TRANSP PARENT REIMB | \$226.46 |
| EGANHOUSE KRISI | TRANSP PARENT REIMB | \$853.93 |
| EID, BASSEL | TRANSP PARENT REIMB | \$401.01 |
| ERGER GARY OR ROCHELLE | TRANSP PARENT REIMB | \$452.92 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/08/2014 - 08/21/2014

Fiscal Year: 2013-2014

| Vendor Name | Description | Check Total |
|-----------------------------|------------------------|-------------|
| FAY, JULIE | TRANSP PARENT REIMB | \$452.92 |
| FELSER MICHELLE | TRANSP PARENT REIMB | \$1,254.95 |
| FENSKE LINDA | TRANSP PARENT REIMB | \$452.92 |
| FORD, KIRK OR SHERYL | TRANSP PARENT REIMB | \$452.92 |
| FREYMARK ANDREW OR DANA | TRANSP PARENT REIMB | \$853.94 |
| FROST CHRISTY | TRANSP PARENT REIMB | \$1,254.95 |
| GOING, SARA | TRANSP PARENT REIMB | \$452.92 |
| GORSICH THOMAS | TRANSP PARENT REIMB | \$601.52 |
| GRANT WOOD AEA | INSTRUCTIONAL SUPPLIES | \$18.05 |
| GRANT WOOD AEA | TUITION IN STATE | \$93,930.70 |
| GUNDACKER JAMES OR JENNY | TRANSP PARENT REIMB | \$853.94 |
| HALL PRESTON | TRANSP PARENT REIMB | \$226.46 |
| HASLEY JOHN OR MARY | TRANSP PARENT REIMB | \$452.92 |
| HAVERTAPE, MARK/JODI | TRANSP PARENT REIMB | \$853.93 |
| HELMLE, TROY | TRANSP PARENT REIMB | \$802.03 |
| HENTGES TAMI | TRANSP PARENT REIMB | \$1,254.95 |
| HEWITT MONICA OR CHARLES | TRANSP PARENT REIMB | \$452.92 |
| HEYING KEN | TRANSP PARENT REIMB | \$452.92 |
| HIGGINS, JEREMY OR BROOKE | TRANSP PARENT REIMB | \$853.94 |
| HOPPE COLLEEN | TRANSP PARENT REIMB | \$853.94 |
| HOVDA MARY | TRANSP PARENT REIMB | \$853.93 |
| INGWERSEN KAREN | TRANSP PARENT REIMB | \$226.46 |
| INTECONNEX | REPAIR/MAINT SERVICE | \$150.00 |
| IOWA DEPT OF HUMAN SERVICES | MEDICAID REIMBURSE | \$3,919.06 |
| JACOBY, NANCY | TRANSP PARENT REIMB | \$452.92 |
| JEFFREY, RYAN OR SHERI | TRANSP PARENT REIMB | \$426.96 |
| JONKER VALERIE | TRANSP PARENT REIMB | \$627.47 |
| JORDAN ANGELA M. | TRANSP PARENT REIMB | \$853.93 |
| JORGENSEN, JULIANNE | TRANSP PARENT REIMB | \$452.92 |
| JUNGE JASON | TRANSP PARENT REIMB | \$1,254.95 |
| KAISER JOHN | TRANSP PARENT REIMB | \$1,254.95 |
| KAMIN RAY | TRANSP PARENT REIMB | \$1,254.95 |
| KEEFE DAN OR KATIE | TRANSP PARENT REIMB | \$452.92 |
| KEPFORD MARTA E. | TRANSP PARENT REIMB | \$452.92 |
| KETTLEKAMP RICHARD | TRANSP PARENT REIMB | \$627.47 |
| KETTMANN TOM | TRANSP PARENT REIMB | \$853.94 |
| KEUNE CHALISE | TRANSP PARENT REIMB | \$627.47 |
| KILBURG BILL OR REBECCA | TRANSP PARENT REIMB | \$853.94 |
| KIMBRO DIANA | TRANSP PARENT REIMB | \$452.92 |
| KINARD SHANNON | TRANSP PARENT REIMB | \$452.92 |
| KINN RYAN OR APRIL | TRANSP PARENT REIMB | \$1,254.95 |
| KLEKAR, KEN OR SUSAN | TRANSP PARENT REIMB | \$452.92 |
| KLOSTERMAN JILL | TRANSP PARENT REIMB | \$226.46 |
| KOSIKAS, HEATHER | TRANSP PARENT REIMB | \$452.92 |
| KRAMER ANGIE | TRANSP PARENT REIMB | \$226.46 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/08/2014 - 08/21/2014

Fiscal Year: 2013-2014

| Vendor Name | Description | Check Total |
|----------------------------|------------------------|--------------|
| KULLANDER CHRISTINE | TRANSP PARENT REIMB | \$452.92 |
| LAKEMARY CENTER INC | TUITION IN STATE | \$3,668.26 |
| LAMPE TINA | TRANSP PARENT REIMB | \$853.93 |
| LANG LEE OR MARY | TRANSP PARENT REIMB | \$226.46 |
| LARA SHEILA | TRANSP PARENT REIMB | \$452.92 |
| LEITING ROD | TRANSP PARENT REIMB | \$452.92 |
| LEUCK, STEPHANIE | TRANSP PARENT REIMB | \$853.94 |
| LINK AMY | TRANSP PARENT REIMB | \$853.94 |
| LIU, TING | TRANSP PARENT REIMB | \$452.92 |
| LOECHER DAVID OR SHARON | TRANSP PARENT REIMB | \$226.46 |
| LUERKENS, LEANNE | TRANSP PARENT REIMB | \$452.92 |
| LYNCH JACKIE | TRANSP PARENT REIMB | \$853.93 |
| MALONEY GREG OR CATHY | TRANSP PARENT REIMB | \$452.92 |
| MAREK CARA OR JIM | TRANSP PARENT REIMB | \$200.51 |
| MARION INDEPENDENT SCHOOLS | TUITION IN STATE | \$267,601.95 |
| MAZZELLA ANTHONY | TRANSP PARENT REIMB | \$226.46 |
| MCALEER KIM | TRANSP PARENT REIMB | \$452.92 |
| MCDONALD LANCE OR AMY | TRANSP PARENT REIMB | \$452.92 |
| MELLENTIN, ALICIA | TRANSP PARENT REIMB | \$452.92 |
| MEYER, JAMES | TRANSP PARENT REIMB | \$1,254.95 |
| MUELLER HEATH | TRANSP PARENT REIMB | \$426.96 |
| MULHERIN KIM | TRANSP PARENT REIMB | \$401.01 |
| NGUYEN, TUAN OR LOAN PHAM | TRANSP PARENT REIMB | \$802.03 |
| NICHOLSON, ANNE | TRANSP PARENT REIMB | \$452.92 |
| NOONAN STEPHEN | TRANSP PARENT REIMB | \$452.92 |
| O'ROURKE SHARI OR MATTHEW | TRANSP PARENT REIMB | \$1,254.95 |
| OAKLEY LORA | TRANSP PARENT REIMB | \$853.93 |
| OEHLER, BRENDA OR CHRIS | TRANSP PARENT REIMB | \$452.92 |
| OHDE DARIN | TRANSP PARENT REIMB | \$853.94 |
| OLESON BRENT | TRANSP PARENT REIMB | \$853.94 |
| OLSON, MICHELLE | TRANSP PARENT REIMB | \$452.92 |
| OSTERHAUS CHARLOTT | TRANSP PARENT REIMB | \$452.92 |
| OTTING MARK | TRANSP PARENT REIMB | \$226.46 |
| OWEN, ALLISON OR JASON | TRANSP PARENT REIMB | \$452.92 |
| PARLOR CITY ICE CREAM | INSTRUCTIONAL SUPPLIES | \$536.00 |
| PATTEN, JESSICA | TRANSP PARENT REIMB | \$853.94 |
| PAULY MATT OR AMANDA | TRANSP PARENT REIMB | \$226.46 |
| PESTEL, PAUL OR MEGAN | TRANSP PARENT REIMB | \$452.92 |
| PITLIK, NANCY | TRANSP PARENT REIMB | \$452.92 |
| PITZ MICHELLE | TRANSP PARENT REIMB | \$452.92 |
| POTTER DON OR LORRAINE | TRANSP PARENT REIMB | \$802.03 |
| REASNER SARA | TRANSP PARENT REIMB | \$853.94 |
| RECKER, DOUG OR HEIDI | TRANSP PARENT REIMB | \$853.93 |
| RICHIE LISA | TRANSP PARENT REIMB | \$853.94 |
| RICHMOND, JACLYN OR MARK | TRANSP PARENT REIMB | \$853.94 |

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| Vendor Name | Description | Check Total |
|--|------------------------|-------------|
| RIES GENE OR KATE | TRANSP PARENT REIMB | \$627.47 |
| RILEY ROBERT OR MICHELE | TRANSP PARENT REIMB | \$853.93 |
| ROCHE, THAMBIMUTHU | TRANSP PARENT REIMB | \$853.94 |
| RODRIGUEZ, LUIS OR GERMANIA | TRANSP PARENT REIMB | \$853.94 |
| ROOD, MARC | TRANSP PARENT REIMB | \$452.92 |
| RUBIN, COREY OR ELIZABETH | TRANSP PARENT REIMB | \$802.03 |
| RUSHTON ERIC OR MALI | TRANSP PARENT REIMB | \$1,203.04 |
| SAMUELS, JENNIFER | TRANSP PARENT REIMB | \$853.94 |
| SCANTRON | INSTRUCTIONAL SUPPLIES | \$145.59 |
| SCHMIT JASON OR KELLY | TRANSP PARENT REIMB | \$426.96 |
| SCHMITT, ROBERT | TRANSP PARENT REIMB | \$452.92 |
| SCHMITZ NICOLE | TRANSP PARENT REIMB | \$853.94 |
| SCHRADER STEVE OR MARIA | TRANSP PARENT REIMB | \$452.92 |
| SCOTT ANDREW OR SUE | TRANSP PARENT REIMB | \$1,254.95 |
| SERRA JENNIFER | TRANSP PARENT REIMB | \$802.03 |
| SEYMOUR ERIN | TRANSP PARENT REIMB | \$226.46 |
| SHEY TOM OR STACY | TRANSP PARENT REIMB | \$452.92 |
| SIMONEAU MICHELLE | TRANSP PARENT REIMB | \$1,254.95 |
| SKOUMAL, RICH | TRANSP PARENT REIMB | \$452.92 |
| SLINGER, MELISSA | TRANSP PARENT REIMB | \$853.93 |
| SMITH TIMOTHY J | TRANSP PARENT REIMB | \$452.92 |
| SMITH TAMARA OR JAMES | TRANSP PARENT REIMB | \$853.94 |
| SODAWASSER KENT OR SARA | TRANSP PARENT REIMB | \$452.92 |
| SOLOON COMMUNITY SCHOOLS | TUITION IN STATE | \$4,235.76 |
| SPRINGVILLE COMMUNITY SCHOOLS | TUITION IN STATE | \$13,813.01 |
| STEINBERG, JULIE | TRANSP PARENT REIMB | \$226.46 |
| STREFF CARA | TRANSP PARENT REIMB | \$226.46 |
| SWENZINSKI, DAVE OR LAURA | TRANSP PARENT REIMB | \$452.92 |
| THOMPSON ALLISON | TRANSP PARENT REIMB | \$853.94 |
| THRAEN ANIKO | TRANSP PARENT REIMB | \$226.46 |
| TIMBERLINE BILLING SERVICE LLC | DATA PROCESSING AND | \$323.77 |
| TOBIN, CRAIG OR EMILY | TRANSP PARENT REIMB | \$452.92 |
| TROTTA MARGARET | TRANSP PARENT REIMB | \$802.03 |
| TUCKER, MITCHELL | TRANSP PARENT REIMB | \$452.92 |
| ULMER-NEIHAUS DIANE | TRANSP PARENT REIMB | \$452.92 |
| UNITY POINT HEALTH-ST. LUKE'S HOSPITAL | PROF SERV: EDUCATION | \$4,187.50 |
| VAN BERKUM KATE OR JAMES | TRANSP PARENT REIMB | \$1,254.95 |
| VILLEGAS, PAOLA | TRANSP PARENT REIMB | \$452.92 |
| WADSLEY, BEN OR EMILY | TRANSP PARENT REIMB | \$452.92 |
| WAGNER BRENT OR MARILLOU | TRANSP PARENT REIMB | \$226.46 |
| WALKER JENNIFER | TRANSP PARENT REIMB | \$452.92 |
| WALVOORD KATHY | TRANSP PARENT REIMB | \$452.92 |
| WARDLOW, JANET | TRANSP PARENT REIMB | \$853.93 |
| WEISS MATTHEW OR ANDREA | TRANSP PARENT REIMB | \$853.94 |
| WENISCH JEAN | TRANSP PARENT REIMB | \$853.93 |

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| Vendor Name | Description | Check Total |
|--|---------------------|--------------|
| WICKHAM MATT | TRANSP PARENT REIMB | \$802.03 |
| WILKINSON-GRUBER MARJORIE | TRANSP PARENT REIMB | \$853.94 |
| WILSON STEVE OR JOLENE | TRANSP PARENT REIMB | \$452.92 |
| WITTNEBEL, Jr., JIM | TRANSP PARENT REIMB | \$452.92 |
| WOBBE, MICHAEL OR CATHY | TRANSP PARENT REIMB | \$452.92 |
| WRANEK LANE OR BETSY | TRANSP PARENT REIMB | \$853.94 |
| WURSTER, TIFFANI | TRANSP PARENT REIMB | \$452.92 |
| ZAGWYN STEPHANIE | TRANSP PARENT REIMB | \$426.96 |
| Fund Total: | | \$681,008.34 |
| Fund: Pool 10 Million Issue and 2013 10M Issue | | |
| DLR GROUP INC | ARCHITECT | \$3,228.75 |
| Fund Total: | | \$3,228.75 |
| Grand Total: | | \$684,237.09 |

End of Report

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| Vendor Name | Description | Check Total |
|-------------------------------------|-----------------------------|-------------------|
| Fund: Aquatic Center | | |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$1,600.82 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$31.76 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$135.77 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$31.76 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$135.77 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX | \$221.71 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$315.15 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$472.99 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$5.00 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$7.17 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$393.00 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$36.36 |
| TREASURER ST OF IA | STATE INCOME TAX | \$70.02 |
| Fund Total: | | \$3,457.28 |
| Fund: GENERAL | | |
| AAPC | INSTRUCTIONAL SUPPLIES | \$236.60 |
| ABC FIRE PROTECTION | OTHER PROFESSIONAL | \$5,089.50 |
| ACP, LLC | INSTRUCTIONAL SUPPLIES | \$95.00 |
| ADVANTAGE | GENERAL SUPPLIES | \$128.66 |
| AHLERS AND COONEY, P.C. | LEGAL SERVICES | \$98.50 |
| ALLIANCE PUBLISHING & MARKETING INC | INSTRUCTIONAL SUPPLIES | \$495.10 |
| AMERICAN SPECIALTIES | INSTRUCTIONAL SUPPLIES | \$10.00 |
| AMSAN LLC | GENERAL SUPPLIES | \$1,410.54 |
| APPLE COMPUTER INC | INSTRUCTIONAL SUPPLIES | \$3,790.00 |
| ART STUDIO CLAY COMPANY | INSTRUCTIONAL SUPPLIES | \$1,211.41 |
| ASCD | DUES AND FEES | \$405.00 |
| ASSETWORKS INC. | COMP/TECH HARDWARE | \$160.00 |
| BAND SHOPPE | INSTRUCTIONAL SUPPLIES | \$3,833.85 |
| BENEFITFOCUS.COM, INC. | OTHER PROFESSIONAL | \$250.00 |
| BLICK ART MATERIALS | INSTRUCTIONAL SUPPLIES | \$1,233.08 |
| BLR (BUSINESS & LEGAL RESOURCES) | DUES AND FEES | \$1,150.00 |
| BROWN PHILIP | TRAVEL | \$6.08 |
| CAROLINA BIOLOGICAL SUPPLY | INSTRUCTIONAL SUPPLIES | \$812.99 |
| CARQUEST AUTO PARTS | TRANSP. PARTS | \$1,807.20 |
| CASTLE PARK, LLC | INSTRUCTIONAL SUPPLIES | \$41.91 |
| CDW - GOVERNMENT | COMP/TECH HARDWARE | \$462.00 |
| CENTURYLINK | TELEPHONE | \$1,035.26 |
| COCA-COLA BOTTLING COMPANY | INSTRUCTIONAL SUPPLIES | \$1,086.48 |
| COLLECTION | EE LIAB-GARNISHMENTS | \$1,643.00 |
| COMMUNICATIONS ENGINEERING CO | GENERAL SUPPLIES | \$290.87 |
| COMMUNICATIONS ENGINEERING CO | MAINTENANCE SUPPLIES | \$504.64 |
| COMMUNITY HEALTH CHARITIES | EE LIAB-CHARITY | \$25.00 |
| COOKSLEY DAWN | TRAVEL | \$46.57 |
| COONROD WRECKER & CRANE SERVICE | RENTALS EQUIPMENT | \$735.00 |

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| Vendor Name | Description | Check Total |
|----------------------------------|----------------------------|----------------|
| COTTON GALLERY LTD. | MAINTENANCE SUPPLIES | \$242.00 |
| CR/LC SOLID WASTE AGENCY | GARBAGE COLLECTION | \$124.68 |
| CRISIS PREVENTION INSTITUTE INC | INSTRUCTIONAL SUPPLIES | \$3,696.50 |
| DECKER EQUIPMENT | INSTRUCTIONAL SUPPLIES | \$287.27 |
| DOCUMENT DESTRUCTION & RECYCLING | INSTRUCTIONAL SUPPLIES | \$74.50 |
| FAREWAY STORES | INSTRUCTIONAL SUPPLIES | \$96.37 |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$2,013,007.10 |
| FLAGHOUSE | INSTRUCTIONAL SUPPLIES | \$563.66 |
| FLINN SCIENTIFIC | INSTRUCTIONAL SUPPLIES | \$2,175.84 |
| FLINN SCIENTIFIC | TEXTBOOKS | \$53.90 |
| GARMENT DESIGN | INSTRUCTIONAL SUPPLIES | \$430.00 |
| GAZETTE COMMUNICATIONS INC | ADVERTISING | \$163.20 |
| GENERAL FUND | EE MISCELLANEOUS DEDUCTION | (\$800.00) |
| GOPHER SPORT | INSTRUCTIONAL SUPPLIES | \$884.21 |
| GRIGGS MUSIC INC | INSTRUCTIONAL SUPPLIES | \$1,032.50 |
| GRIMM NORM | TRAVEL | \$7.10 |
| HACKBARTH PAM | TRAVEL | \$98.28 |
| HARCOURT OUTLINES, INC | INSTRUCTIONAL SUPPLIES | \$382.59 |
| HEITZ CAROLYN | INSTRUCTIONAL SUPPLIES | \$37.50 |
| HUK RUBBER STAMP CO. | GENERAL SUPPLIES | \$31.00 |
| HY-VEE FOOD STORE-8556 | GENERAL SUPPLIES | \$74.78 |
| HY-VEE FOOD STORE-8556 | INSTRUCTIONAL SUPPLIES | \$6.93 |
| IASB | OTHER PROFESSIONAL | \$65.00 |
| IMON COMMUNICATIONS LLC | TELEPHONE | \$3,471.50 |
| ING | EE LIAB-403 (B) | \$39,040.00 |
| INNOVATIVE LEARNING CONCEPTS INC | INSTRUCTIONAL SUPPLIES | \$417.00 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$42,795.86 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$181,889.10 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$42,795.86 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$181,889.10 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX | \$320,488.96 |
| IOWA FIRE PROTECTION | EQUIPMENT REPAIR | \$4,395.25 |
| IOWA HIGH SCHOOL MUSIC ASSOC | INSTRUCTIONAL SUPPLIES | \$125.00 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$198,939.72 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$298,576.76 |
| IOWA SHARES | EE LIAB-CHARITY | \$8.00 |
| ISFIS | OTHER PROFESSIONAL | \$1,080.00 |
| ISTE CUSTOMER SERVICE | DUES AND FEES | \$224.00 |
| IT SAVVY LLC | COMP/TECH HARDWARE | \$96.64 |
| JOHN DEERE FINANCIAL | MAINTENANCE SUPPLIES | \$329.36 |
| KAPCO | GENERAL SUPPLIES | \$56.93 |
| KELVIN LP | INSTRUCTIONAL SUPPLIES | \$1,289.13 |
| KIDCARPET.COM | INSTRUCTIONAL SUPPLIES | \$279.99 |
| LAKESHORE | INSTRUCTIONAL SUPPLIES | \$183.91 |
| LASER RESOURCES, LLC | GENERAL SUPPLIES | \$298.00 |

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| Vendor Name | Description | Check Total |
|-------------------------------------|-----------------------------|--------------|
| LASER RESOURCES, LLC | INSTRUCTIONAL SUPPLIES | \$410.00 |
| LINN COUNTY REC | ELECTRICITY | \$21,698.28 |
| LMEA | EE LIAB-UNION DUES | \$22,651.12 |
| LUCK'S MUSIC LIBRARY | INSTRUCTIONAL SUPPLIES | \$1,637.59 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$4,189.00 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$9,935.59 |
| MADISON NATIONAL LIFE INS. CO., INC | RETIREE INSURANCE | \$132.00 |
| MAKA BLIND COMPANY | INSTRUCTIONAL SUPPLIES | \$220.00 |
| MARCO, INC | GENERAL SUPPLIES | \$1,828.87 |
| MARION CHAMBER OF COMMERCE | DUES AND FEES | \$1,050.00 |
| MARION INDEPENDENT SCHOOLS | INSTRUCTIONAL SUPPLIES | \$110.00 |
| MARK J. BECKER & ASSOCIATES, LLC | DUES AND FEES | \$1,500.00 |
| MCCORMACK DISTRIBUTING | REPAIR PARTS | \$48.67 |
| McSWEENEY, CHRISTINE | TRAVEL | \$8.97 |
| MEAD, JAIME | INSTRUCTIONAL SUPPLIES | \$204.00 |
| METRO INTERAGENCY INS PROG. | EE LIAB-DENTAL INSURANCE | \$13,505.88 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$321,499.08 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$17,012.14 |
| METRO INTERAGENCY INS PROG. | ER LIAB-MEDICAL INSURANCE | \$19,221.00 |
| METRO INTERAGENCY INS PROG. | RETIREE INSURANCE | \$19,648.92 |
| MIENE SEPTIC SERVICE | REPAIR/MAINT SERVICE | \$1,779.79 |
| MILES CONSULTING INC | OTHER PROFESSIONAL | \$1,000.00 |
| MILLENNIUM TECHNOLOGY OF IOWA | REPAIR PARTS | \$325.71 |
| MONTICELLO SPORTS | INSTRUCTIONAL SUPPLIES | \$274.25 |
| MOVIE LICENSING USA | INSTRUCTIONAL SUPPLIES | \$368.00 |
| MTI DISTRIBUTING INC | MAINTENANCE SUPPLIES | \$149.89 |
| MUTUAL WHEEL CO | MAINTENANCE SUPPLIES | \$105.63 |
| NASCO | INSTRUCTIONAL SUPPLIES | \$2,689.87 |
| NASP, INC | INSTRUCTIONAL SUPPLIES | \$2,425.00 |
| NATIONAL AUTISM RESOURCES, INC | INSTRUCTIONAL SUPPLIES | \$13.98 |
| NETWORK COMPUTER SOLUTIONS E.IA | OTHER TECH SER | \$3,575.00 |
| NSBA | DUES AND FEES | \$4,165.00 |
| OFFICE EXPRESS | GENERAL SUPPLIES | \$211.30 |
| OFFICE EXPRESS | INSTRUCTIONAL SUPPLIES | \$22,527.35 |
| ORIENTAL TRADING CO | INSTRUCTIONAL SUPPLIES | \$252.25 |
| ORKIN PEST CONTROL | SERVICE AGREEMENTS | \$225.00 |
| ORTIZ ROBERT | TRAVEL | \$223.08 |
| PAETEC | TELEPHONE | \$644.67 |
| PAUL REVERE LIFE INS. CO. | DISTRICT LIFE INSURANCE | \$211.74 |
| PEPPER J.W. & SON, INC | INSTRUCTIONAL SUPPLIES | \$1,680.38 |
| PITNEY BOWES | GENERAL SUPPLIES | \$175.08 |
| PIZZA RANCH | INSTRUCTIONAL SUPPLIES | \$328.00 |
| PLANK ROAD PUBLISHING | INSTRUCTIONAL SUPPLIES | \$254.40 |
| PLUMB SUPPLY CO. | REPAIR PARTS | \$373.80 |
| PLUMBERS SUPPLY COMPANY | REPAIR PARTS | \$259.09 |

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| Vendor Name | Description | Check Total |
|----------------------------------|--------------------------|-------------|
| POELLET, BRYCE | OTHER PROFESSIONAL | \$345.00 |
| POLAR ELECTRO INC | INSTRUCTIONAL SUPPLIES | \$1,875.00 |
| POOL TECH MIDWEST INC | CHEMICALS | \$1,275.35 |
| PRAIRIE HIGH SCHOOL | INSTRUCTIONAL SUPPLIES | \$140.00 |
| PREMIER AGENDAS INC | INSTRUCTIONAL SUPPLIES | \$5,967.76 |
| PRESENTATIONS INC | INSTRUCTIONAL SUPPLIES | \$127.50 |
| PROJECT LEAD THE WAY | GENERAL SUPPLIES | \$900.00 |
| PROVIDENT LIFE/ACCIDENT INS. CO. | DISTRICT LIFE INSURANCE | \$2,168.13 |
| QUILL CORPORATION | GENERAL SUPPLIES | \$15.98 |
| QUILL CORPORATION | INSTRUCTIONAL SUPPLIES | \$1,050.60 |
| READING READING BOOKS, LLC | INSTRUCTIONAL SUPPLIES | \$184.25 |
| REGISTER MEDIA | ADVERTISING | \$1,254.81 |
| REHABMART.COM LLC | INSTRUCTIONAL SUPPLIES | \$1,593.00 |
| RESOURCES FOR READING | INSTRUCTIONAL SUPPLIES | \$247.51 |
| RIDDELL ALL-AMERICAN | INSTRUCTIONAL SUPPLIES | \$566.30 |
| ROANE, EMILY | PROF SERV: EDUCATION | \$1,000.00 |
| ROCHESTER 100 INC. | INSTRUCTIONAL SUPPLIES | \$460.00 |
| ROCHESTER ARMORED CAR CO INC | OTHER PROFESSIONAL | \$108.16 |
| SATCO SUPPLY | INSTRUCTIONAL SUPPLIES | \$207.03 |
| SCHOLASTIC MAGAZINE | CONSUMABLE WORKBOOKS | \$462.00 |
| SCHOLASTIC MAGAZINE | INSTRUCTIONAL SUPPLIES | \$433.14 |
| SCHOOL ADMINISTRATORS OF IOWA | GENERAL SUPPLIES | \$8,806.88 |
| SCHOOL BUS SALES | TRANSP. PARTS | \$2,449.61 |
| SCHOOL HEALTH CORP | GENERAL SUPPLIES | \$4,906.85 |
| SCHOOL MATE | INSTRUCTIONAL SUPPLIES | \$260.00 |
| SCHOOL SPECIALTY | INSTRUCTIONAL SUPPLIES | \$889.90 |
| SCHOOL SPECIALTY INC | EQUIPMENT >\$1999 | \$8,158.00 |
| SCHOOL SPECIALTY INC | GENERAL SUPPLIES | \$10.29 |
| SCHOOL SPECIALTY INC | INSTRUCTIONAL SUPPLIES | \$6,658.83 |
| SEIU LOCAL 199 | EE LIAB-UNION DUES | \$589.14 |
| SHERWIN-WILLIAMS | MAINTENANCE SUPPLIES | \$139.12 |
| SIMMONS PERRINE MOYER BERGMAN | LEGAL SERVICES | \$144.00 |
| SOCIETY FOR HUMAN RESOURCE MGMT | DUES AND FEES | \$185.00 |
| SOURCE ONE LOGOS | INSTRUCTIONAL SUPPLIES | \$1,912.50 |
| SOUTHPAW ENTERPRISES INC | INSTRUCTIONAL SUPPLIES | \$319.20 |
| SPARK PROGRAMS | INSTRUCTIONAL SUPPLIES | \$798.00 |
| SPRINGVILLE COMMUNITY SCHOOLS | DUES AND FEES | \$245.50 |
| STAPLES | GENERAL SUPPLIES | \$116.98 |
| STAPLES | INSTRUCTIONAL SUPPLIES | \$1,866.60 |
| STAR AUTISM SUPPORT INC | INSTRUCTIONAL SUPPLIES | \$72.60 |
| STATE HYGIENIC LABORATORY | MAINTENANCE SUPPLIES | \$12.50 |
| STONE SHARON | PROF SERV: EDUCATION | \$1,710.00 |
| SUN LIFE FINANCIAL EBG | EE LIAB-VOL/SUN LIFE INS | \$2,768.87 |
| SUNDANCE/NEWBRIDGE ED PUBLISHING | INSTRUCTIONAL SUPPLIES | \$90.20 |
| SUPREME SCHOOL SUPPLY COMPANY | INSTRUCTIONAL SUPPLIES | \$166.86 |

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|--------------------------------------|-----------------------------|-----------------------|
| TEXTBOOK WAREHOUSE | TEXTBOOKS | \$419.10 |
| THINK SOCIAL PUBLISHING, INC | INSTRUCTIONAL SUPPLIES | \$190.99 |
| TIME FOR KIDS | INSTRUCTIONAL SUPPLIES | \$428.16 |
| TREASURER ST OF IA | STATE INCOME TAX | \$137,147.91 |
| TREND ENTERPRISES INC | INSTRUCTIONAL SUPPLIES | \$41.90 |
| TRESONA MULTIMEDIA, LLC | INSTRUCTIONAL SUPPLIES | \$375.00 |
| TROXELL COMMUNICATIONS INC | INSTRUCTIONAL SUPPLIES | \$484.77 |
| U.S. CELLULAR | TELEPHONE | \$967.87 |
| UNITED WAY OF EAST CENTRAL IOWA | EE LIAB-CHARITY | \$1,524.35 |
| UNUM LIFE INS. CO. | ER LIAB-DISTRICT DISABILITY | \$722.88 |
| US TICKET | GENERAL SUPPLIES | \$43.51 |
| VALUE INSPIRED PRODUCTS/SERVICES | INSTRUCTIONAL SUPPLIES | \$1,906.34 |
| WAGE WORKS | EE LIAB-FLEX DEP CARE | \$11,742.06 |
| WELTER STORAGE EQUIPMENT CO INC | INSTRUCTIONAL SUPPLIES | \$225.00 |
| WEST MUSIC CO | INSTRUCTIONAL SUPPLIES | \$1,111.20 |
| Fund Total: | | \$4,091,238.58 |
| Fund: LOCAL OPT SALES TAX | | |
| WOLIN ELECTRIC, L.C. | CONSTRUCTION SERV | \$37,136.32 |
| Fund Total: | | \$37,136.32 |
| Fund: MANAGEMENT LEVY | | |
| TRUENORTH COMPANIES, LC | WORKERS COMP | \$204,285.00 |
| Fund Total: | | \$204,285.00 |
| Fund: NUTRITION SERVICES | | |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$8,035.75 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$183.84 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$786.05 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$183.84 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$786.05 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX | \$2,168.61 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$930.03 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$1,395.89 |
| KNIGHT SUSAN | TRAVEL | \$10.06 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$117.50 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$149.54 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$959.00 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$36.36 |
| RAPIDS WHOLESALE EQUIP CO | GENERAL SUPPLIES | \$274.32 |
| SUN LIFE FINANCIAL EBG | EE LIAB-VOL/SUN LIFE INS | \$98.30 |
| TREASURER ST OF IA | STATE INCOME TAX | \$564.29 |
| UNITED WAY OF EAST CENTRAL IOWA | EE LIAB-CHARITY | \$50.00 |
| Fund Total: | | \$16,729.43 |
| Fund: PHY PLANT & EQ LEVY | | |
| C.R. GLASS CO | REPAIR/MAINT SERVICE | \$1,026.82 |
| COMMUSA | EQUIPMENT >\$1999 | \$21,300.00 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/08/2014 - 08/21/2014

Fiscal Year: 2014-2015

| Vendor Name | Description | Check Total |
|---|-----------------------------|---------------------|
| DE LAGE LANDEN PUBLIC FINANCE | COMPUTER/COPIER RENT | \$4,525.00 |
| EASTERN IOWA EXCAVATING & CONCRETE | CONSTRUCTION SERV | \$359,072.93 |
| EGGLESTON CONCRETE CONTRACTORS | CONSTRUCTION SERV | \$8,400.13 |
| HALL & HALL ENGINEERS INC | ARCHITECT | \$4,386.21 |
| MIDWEST ALARM SERVICES | CONSTRUCTION SERV | \$8,000.00 |
| OK TOPS LLC | CONSTRUCTION SERV | \$2,982.00 |
| PRIMARY SYSTEMS | EQUIPMENT >\$1999 | \$9,937.00 |
| PRIMARY SYSTEMS | REPAIR/MAINT SERVICE | \$2,031.50 |
| VAN METER CO | EQUIPMENT >\$1999 | \$605.88 |
| Fund Total: | | \$422,267.47 |
| Fund: Pool 10 Million Issue and 2013 10M Issue | | |
| DLR GROUP INC | ARCHITECT | \$3,228.75 |
| KLEIMAN CONSTRUCTION, INC. | CONSTRUCTION SERV | \$479,826.75 |
| NOVAK DESIGN GROUP | ARCHITECT | \$85.05 |
| PODS | BLDG. CONST SUPPLIES | \$75.00 |
| SOIL-TEK | CONSTRUCTION SERV | \$275.00 |
| TERRACON CONSULTANTS INC | CONSTRUCTION SERV | \$668.25 |
| Fund Total: | | \$484,158.80 |
| Fund: PUB ED & REC LEVY | | |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$1,433.81 |
| HIGLEY INDUSTRIES INC | CONSTRUCTION SERV | \$1,492.01 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$28.90 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$123.60 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$28.90 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$123.60 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX | \$188.11 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$145.43 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$218.26 |
| LIFETIME FENCE | CONSTRUCTION SERV | \$2,050.00 |
| MADISON NATIONAL LIFE INS. CO., INC | DISTRICT LIFE INSURANCE | \$2.50 |
| MADISON NATIONAL LIFE INS. CO., INC | ER LIAB-DISTRICT DISABILITY | \$6.22 |
| METRO INTERAGENCY INS PROG. | EE LIAB-DENTAL INSURANCE | \$22.44 |
| METRO INTERAGENCY INS PROG. | EE LIAB-MEDICAL INSURANCE | \$401.50 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$18.18 |
| TREASURER ST OF IA | STATE INCOME TAX | \$77.87 |
| UNITED WAY OF EAST CENTRAL IOWA | EE LIAB-CHARITY | \$22.50 |
| Fund Total: | | \$6,383.83 |
| Fund: STUDENT ACTIVITY | | |
| ALBURNETT COMMUNITY SCHOOLS | INSTRUCTIONAL SUPPLIES | \$700.00 |
| AMERICAN SPECIALTIES | INSTRUCTIONAL SUPPLIES | \$792.10 |
| APPAREL 1 | INSTRUCTIONAL SUPPLIES | \$3,890.20 |
| COMFORT SUITES DSM | INSTRUCTIONAL SUPPLIES | \$133.28 |
| COTTON GALLERY LTD. | INSTRUCTIONAL SUPPLIES | \$2,690.00 |
| CROWN TROPHY | INSTRUCTIONAL SUPPLIES | \$324.35 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/08/2014 - 08/21/2014

Fiscal Year: 2014-2015

| Vendor Name | Description | Check Total |
|----------------------------------|-------------------------|-------------|
| DENNIS WENDY | OTHER ACT INCOME | \$21.00 |
| DILLON REDMOND | INSTRUCTIONAL SUPPLIES | \$75.00 |
| DISPLAY DIMENSIONS | INSTRUCTIONAL SUPPLIES | \$3,720.00 |
| DOESE PHOTOGRAPHY | INSTRUCTIONAL SUPPLIES | \$24.00 |
| ENTERPRISE | TRAVEL | \$364.36 |
| FARMERS STATE BANK | EE LIAB-DIR DEP NET PAY | \$5,038.48 |
| FARRINGTON, BRADY | OFFICIAL/JUDGE | \$112.60 |
| FIRST | INSTRUCTIONAL SUPPLIES | \$550.00 |
| GARMENT DESIGN | INSTRUCTIONAL SUPPLIES | \$822.15 |
| GLANZ, LAURA | OTHER ACT INCOME | \$28.00 |
| HALLS PHOTO | INSTRUCTIONAL SUPPLIES | \$450.00 |
| HUNG, PHAN | OTHER ACT INCOME | \$14.00 |
| HY-VEE FOOD STORE-8556 | INSTRUCTIONAL SUPPLIES | \$134.57 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-MEDICARE | \$91.95 |
| INTERNAL REVENUE SERVICE-9343 | EE LIAB-SO SEC | \$393.07 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-MEDICARE | \$91.95 |
| INTERNAL REVENUE SERVICE-9343 | ER LIAB-SOC SEC | \$393.07 |
| INTERNAL REVENUE SERVICE-9343 | FEDERAL INCOME TAX | \$548.14 |
| IOWA ASSOCIATION OF AG ED | DUES AND FEES | \$275.00 |
| IOWA CENTRAL COMMUNITY COLLEGE | DUES AND FEES | \$235.00 |
| IOWA CHEERLEADING COACHES ASSOC. | DUES AND FEES | \$405.00 |
| IOWA GIRLS COACHES ASSOCIATION | DUES AND FEES | \$115.00 |
| IOWA PUBLIC EMPL RETIR SYSTEM | EE LIAB-IPERS | \$403.71 |
| IOWA PUBLIC EMPL RETIR SYSTEM | ER LIAB-IPERS | \$605.86 |
| KEITH M MERRICK CO INC | INSTRUCTIONAL SUPPLIES | \$886.69 |
| LM TRANSPORTATION | TRAVEL | \$1,329.99 |
| MAHMENS MITCH | TRAVEL | \$0.00 |
| MAHMENS SCOTT | TRAVEL | \$331.50 |
| METRO INTERAGENCY INS PROG. | ER LIAB-DENTAL INS | \$4.34 |
| MH ADVERTISING SPECIALTIES | INSTRUCTIONAL SUPPLIES | \$243.00 |
| MISSISSIPPI VALLEY CONFERENCE | DUES AND FEES | \$1,600.00 |
| MONTICELLO SPORTS | INSTRUCTIONAL SUPPLIES | \$1,379.50 |
| NATHAN JOHN SEVERSON | INSTRUCTIONAL SUPPLIES | \$450.00 |
| NATIONAL FFA ORGANIZATION | TRAVEL | \$200.00 |
| NEWHOUSE, BECKY | OTHER ACT INCOME | \$35.00 |
| PIONEER DRAMA SERVICE INC | INSTRUCTIONAL SUPPLIES | \$291.00 |
| QUILL CORPORATION | INSTRUCTIONAL SUPPLIES | \$634.02 |
| SCHMIDT JUNE | TRAVEL | \$406.07 |
| SHAFFER SANDI | OTHER ACT INCOME | \$28.00 |
| SIMPSON COLLEGE | INSTRUCTIONAL SUPPLIES | \$2,530.00 |
| SOPPE ERICA | INSTRUCTIONAL SUPPLIES | \$150.00 |
| TREASURER ST OF IA | STATE INCOME TAX | \$210.65 |
| TROTT TROPHIES | INSTRUCTIONAL SUPPLIES | \$48.00 |
| VARSITY SPIRIT | INSTRUCTIONAL SUPPLIES | \$647.95 |
| WALLACE, KRISTINE | OTHER ACT INCOME | \$7.00 |

Linn-Mar Community School District

IA - Warrants Paid Listing

Criteria

Date Range: 08/08/2014 - 08/21/2014

Fiscal Year: 2014-2015

| Vendor Name | Description | Check Total |
|---------------|------------------------|-------------|
| WENSEL, MAREK | INSTRUCTIONAL SUPPLIES | \$100.00 |

Fund Total: \$34,954.55

Grand Total: \$5,300,611.26

End of Report



The Linn-Mar Community School District has contracted with ArbiterSports.com for the scheduling of officials for the following sports during the 2014-15 school year:

Cedar Rapids Athletics Officials Association (CRAOA) - 9th, 10th, JV Girls and Boys Basketball

East Central Iowa Soccer Officials Association (ECISOA) - Soccer, girls and boys, all levels

Iowa City Athletic Officials Association (ICAOA) – 9th Baseball

East Central Iowa Volleyball Officials Association (ECIVOA) – Volleyball, all levels

MVC Officials – Varsity Girls and Boys Basketball

By signing below, the Board of Education and the Board President approve all official contracts assigned by this organization.

Board President

Date

Board Secretary

Date

Organization

Date



The Linn-Mar Community School District has contracted with Randy Krejci for the scheduling of officials for the following sports during the 2014-15 school year:

MVC Conference Football and Wrestling

By signing below, the Board of Education and the Board President approve all official contracts assigned by this organization.

Board President

Date

Board Secretary

Date

Organization

Date



The Linn-Mar Community School District has contracted with ECISOA for the scheduling of officials for the following sports during the 2014-15 school year:

7th and 8th Grade Soccer

By signing below, the Board of Education and the Board President approve all official contracts assigned by this organization.

Board President

Date

Board Secretary

Date

Organization

Date



The Linn-Mar Community School District has contracted with Eastern Iowa Wrestling Officials Association for the scheduling of officials for the following sports during the 2014-15 school year:

Wrestling

By signing below, the Board of Education and the Board President approve all official contracts assigned by this organization.

Board President

Date

Board Secretary

Date

Organization

Date



The Linn-Mar Community School District has contracted with CRAOA for the scheduling of officials for the following sports during the 2014-15 school year:

7th and 8th Football, Boys Basketball, Girls Basketball

By signing below, the Board of Education and the Board President approve all official contracts assigned by this organization.

Board President

Date

Board Secretary

Date

Organization

Date



The Linn-Mar Community School District has contracted with ECIVOA for the scheduling of officials for the following sports during the 2014-15 school year:

7th and 8th Grade Volleyball

By signing below, the Board of Education and the Board President approve all official contracts assigned by this organization.

Board President

Date

Board Secretary

Date

Organization

Date

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2013-2014

Date Range: 07/01/2013 - 07/31/2013

| Account Number | Title | Beginning Balance | Increases Debits | Decreases Credits | Cash Balance |
|------------------------------|---------------------------|----------------------|---------------------|----------------------|----------------------|
| 10.0001.0000.000.0000.101000 | CASH IN BANK | 17,973,902.18 | 402,912.10 | 4,527,707.52 | 13,849,106.76 |
| 21.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 12,518.31 | 12,518.31 | 0.00 |
| 21.0002.0000.000.0000.101000 | CASH IN BANK | 585,149.97 | 55,281.31 | 68,074.89 | 572,356.39 |
| 22.0006.0000.000.0000.101000 | CASH IN BANK | 2,047,986.81 | 4,516.62 | 984,395.72 | 1,068,107.71 |
| 24.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 2,623.29 | 2,623.29 | 0.00 |
| 24.0003.0000.000.0000.101000 | CASH IN BANK | 282,288.72 | 1,219.35 | 9,202.29 | 274,305.78 |
| 33.0000.0000.000.0000.111008 | 2014C RESERVE CD | 952,500.00 | 0.00 | 0.00 | 952,500.00 |
| 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 | 2014A RESERVE CD | 1,557,288.03 | 0.00 | 0.00 | 1,557,288.03 |
| 33.0000.0000.000.0000.111012 | 938,977 RESERVE CD | 940,358.90 | 0.00 | 0.00 | 940,358.90 |
| 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 | 9,800,385.53 | 464,571.48 | 52,836.24 | 10,212,120.77 |
| 34.0003.0000.000.0000.101000 | CASH IN BANK | 0.00 | 28,608.25 | 28,608.25 | 0.00 |
| 35.0003.0000.000.0000.101000 | CASH IN BANK | 3,474,412.42 | 689.95 | 1,128,290.70 | 2,346,811.67 |
| 36.0003.0000.000.0000.101000 | CASH IN BANK | 2,134,014.29 | 19,217.15 | 397,201.31 | 1,756,030.13 |
| 40.0003.0000.000.0000.101000 | CASH IN BANK | 3,188,784.49 | 18,881.57 | 3,606,910.12 | (399,244.06) |
| 61.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 23,761.85 | 23,761.85 | 0.00 |
| 61.0004.0000.000.0000.101000 | CASH IN BANK | 998,908.22 | 32,146.54 | 26,549.52 | 1,004,505.24 |
| | | <u>46,787,782.68</u> | <u>1,066,947.77</u> | <u>10,868,680.01</u> | <u>36,986,050.44</u> |

End of Report

Linn-Mar Community School District

Cash Balances

Fiscal Year: 2014-2015

Date Range: 07/01/2014 - 07/31/2014

| Account Number | Title | Beginning Balance | Increases Debits | Decreases Credits | Cash Balance |
|------------------------------|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| 10.0001.0000.000.0000.101000 | CASH IN BANK | 17,965,552.15 | 20,676,036.86 | 22,759,856.33 | 15,881,732.68 |
| 21.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 22,573.46 | 22,573.46 | 0.00 |
| 21.0002.0000.000.0000.101000 | CASH IN BANK | 599,089.00 | 175,267.70 | 179,092.68 | 595,264.02 |
| 22.0006.0000.000.0000.101000 | CASH IN BANK | 2,091,274.08 | 2,095,393.75 | 2,894,901.08 | 1,291,766.75 |
| 24.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 2,394.10 | 2,394.10 | 0.00 |
| 24.0003.0000.000.0000.101000 | CASH IN BANK | 419,043.14 | 430,343.50 | 431,904.74 | 417,481.90 |
| 33.0000.0000.000.0000.111008 | REV BOND RESERVE INVESTMENT | 321,500.00 | 321,500.00 | 321,500.00 | 321,500.00 |
| 33.0000.0000.000.0000.111010 | 1.885 REV BOND RESERVE CD | 1,885,000.00 | 1,885,000.00 | 1,885,000.00 | 1,885,000.00 |
| 33.0000.0000.000.0000.111011 | 1.555 RESERVE CD | 694,000.00 | 694,000.00 | 694,000.00 | 694,000.00 |
| 33.0000.0000.000.0000.111012 | 938,977 RESERVE CD | 944,280.80 | 944,280.80 | 944,280.80 | 944,280.80 |
| 33.0000.0000.000.0000.111013 | 2013 Reserve CD Ohnward | 966,803.12 | 966,803.12 | 966,803.12 | 966,803.12 |
| 33.0003.0000.000.0000.101000 | CASH IN BANK | 1,080,484.59 | 1,080,530.73 | 1,111,619.03 | 1,049,396.29 |
| 35.0003.0000.000.0000.101000 | CASH IN BANK | 4,404,883.06 | 4,416,859.24 | 4,834,398.04 | 3,987,344.26 |
| 36.0003.0000.000.0000.101000 | CASH IN BANK | 2,563,476.66 | 2,574,243.39 | 3,155,710.44 | 1,982,009.61 |
| 40.0003.0000.000.0000.101000 | CASH IN BANK | 3,465,221.99 | 3,536,675.66 | 7,358,769.99 | (356,872.34) |
| 61.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 33,623.05 | 33,623.05 | 0.00 |
| 61.0004.0000.000.0000.101000 | CASH IN BANK | 1,251,467.30 | 50,002.81 | 36,547.99 | 1,264,922.12 |
| 65.0001.0000.000.0000.101000 | CASH IN BANK | 0.00 | 11,869.26 | 11,869.26 | 0.00 |
| 65.0002.0000.000.0000.101000 | CASH IN BANK | 31,679.80 | 18,857.25 | 30,528.73 | 20,008.32 |
| | | <u>38,683,755.69</u> | <u>39,936,254.68</u> | <u>47,675,372.84</u> | <u>30,944,637.53</u> |

End of Report

| <u>Linn-Mar Community School District Cash Balance Report</u> | | | | | |
|--|-----------------------------|------------------|------------------|-------------------|--|
| | | | | | |
| Fund | Description | 6/30/2013 | 6/30/2014 | Difference | |
| General Fund | Cash Balance | \$17,973,902.18 | \$17,965,552.15 | (8,350.03) | |
| | | | | | |
| Activity Fund | Cash Balance | \$585,149.97 | \$599,089.00 | 13,939.03 | |
| | | | | | |
| Management Fund | Cash Balance | \$2,047,986.81 | \$2,091,274.08 | 43,287.27 | |
| | | | | | |
| PERL Fund | Cash Balance | \$282,288.72 | \$419,043.14 | 136,754.42 | |
| | | | | | |
| SAVE Fund | REV BOND RESERVE INVESTMENT | \$952,500.00 | \$0.00 | (952,500.00) | |
| | 1.885 REV BOND RESERVE CD | \$1,885,000.00 | \$1,885,000.00 | 0.00 | |
| | 1.555 RESERVE CD | \$1,557,288.03 | \$0.00 | (1,557,288.03) | |
| | 2013 Reserve Ohward | \$966,803.12 | \$966,803.12 | 0.00 | |
| | 2014C Reserve | \$0.00 | \$321,500.00 | 321,500.00 | |
| | 2014A Reserve | \$0.00 | \$694,000.00 | 694,000.00 | |
| | 938977 Reserve | \$0.00 | \$944,280.80 | 944,280.80 | |
| | Total Reserve | \$5,361,591.15 | \$4,811,583.92 | (550,007.23) | |
| | | | | | |
| | Cash Balance | \$9,800,385.53 | \$1,080,484.59 | (8,719,900.94) | |
| | | | | | |
| Capital Projects Fund | Cash Balance | \$3,474,412.42 | \$4,404,883.06 | 930,470.64 | |
| | | | | | |
| PPEL Fund | Cash Balance | \$2,134,014.29 | \$2,563,476.66 | 429,462.37 | |
| | | | | | |
| Debt Service Fund | Cash Balance | \$3,188,784.49 | \$3,465,221.99 | 276,437.50 | |
| | | | | | |
| Nutrition Fund | Cash Balance | \$998,908.22 | \$1,251,467.30 | 252,559.08 | |
| | | | | | |
| Aquatic Fund | Cash Balance | 0 | \$31,679.80 | 31,679.80 | |
| | | | | | |
| Total Balance | | \$45,847,423.78 | \$38,683,755.69 | (7,163,668.09) | |

School Finance Report

June 30, 2014

100% of the School Year Complete --before year end close

| | Current Budget (Amended) | Beginning Fund Balance | Y-T-D Revenue | Exp This Mon | Exp. Last Month | Exp Y-T-D | % Exp (Budget) | % Exp (Rev) | Balance (Budget) | Balance (Revenues) | Balance (Fund) |
|-----------------------------------|-----------------------------|---------------------------|----------------------|----------------------|----------------------|-----------------------|-------------------|-------------|---------------------|-----------------------|-------------------|
| 1) Instructional (1000-1999) | \$48,323,345 | | | \$9,916,743 | \$3,794,022 | \$47,679,975 | 98.7% | | \$643,370 | | |
| 2) Support Services(2000-2999) | \$22,547,755 | | | \$3,859,886 | \$1,731,714 | \$21,737,516 | 96.4% | | \$810,239 | | |
| 3) Non-Instructional(3000-3999) | \$3,374,761 | | | \$526,240 | \$314,376 | \$3,069,697 | 91.0% | | \$305,064 | | |
| 4) Other Expenditures((4000-5299) | \$50,840,760 | | | \$4,962,774 | \$7,199,817 | \$45,948,563 | 58.7% | w/o transf | \$4,892,197 | | |
| | | | | | | | | | | | |
| Total | \$125,086,621 | | | \$ 19,265,643 | \$ 13,039,929 | \$ 118,435,752 | 81.8% | w/o transf | \$6,650,870 | | |
| Interfund Transfers | \$5,608,536 | | | \$ 439,170 | \$ 439,170 | \$ 16,099,512 | 287.1% | | -\$10,490,976 | | |
| | | | | | | | | | | | |
| Operating Fund | \$70,279,498 | \$11,662,166 | \$67,712,424 | \$13,686,659 | \$5,601,967 | \$67,820,307 | 96.5% | 100% | 2,459,191 | (107,883) | 11,554,282 |
| PPEL | \$3,210,000 | \$2,122,307 | \$3,091,027 | \$351,512 | \$17,539 | \$2,778,583 | 86.6% | 90% | 431,417 | 312,444 | 2,434,751 |
| Management | \$1,040,861 | \$2,049,742 | \$1,241,676 | \$1,696 | \$1,047 | \$1,197,527 | 115.1% | 96% | (156,666) | 44,149 | 2,093,890 |
| Activity | \$1,400,000 | \$561,515 | \$1,421,974 | \$212,867 | \$101,210 | \$1,410,269 | 100.7% | 99% | (10,269) | 11,705 | 573,221 |
| Nutrition | \$3,256,000 | \$1,641,925 | \$3,210,068 | \$491,648 | \$310,392 | \$2,962,471 | 91.0% | 92% | 293,529 | 247,597 | 1,889,522 |
| SAVE | \$3,685,000 | \$16,986,244 | \$5,561,364 | \$7,884 | \$36,268 | \$604,908 | 16.4% | 0% | 3,080,092 | 4,956,456 | 21,942,700 |
| Debt Service | \$9,081,262 | \$3,207,666 | \$34,447,909 | \$3,797,083 | \$6,843,819 | \$34,178,264 | 376.4% | 0% | (25,097,002) | 269,645 | 3,477,311 |
| Other Capitol Projects | \$8,000,000 | \$2,367,149 | \$8,966,537 | \$670,881 | \$112,530 | \$7,335,381 | 91.7% | 0% | 664,619 | 1,631,157 | 3,998,305 |
| PERL | \$374,000 | \$274,803 | \$244,147 | \$9,020 | \$9,148 | \$101,523 | 27.1% | 0% | 272,477 | 142,624 | 417,428 |
| Aquatic Center | \$0 | \$0 | \$53,211 | \$36,394 | \$6,008 | \$46,520 | #DIV/0! | 100% | (46,520) | 6,691 | 6,691 |
| Total | \$100,326,621 | \$40,873,516 | \$125,950,337 | \$19,265,643 | \$13,039,929 | \$118,435,752 | 118.1% | 94% | (18,109,131) | 7,514,586 | 48,388,102 |
| | | | | | | | | | | | |
| Interfund Transfers | \$5,608,536 | | \$15,221,173 | \$439,170 | \$439,170 | \$16,099,512 | 0.0% | 0% | (10,490,976) | | |