

## Inspire Learning. Unlock Potential. Empower Achievement.

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

### LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD/SUPERINTENDENT RETREAT MINUTES FEBRUARY 23, 2015

### **100: CALL TO ORDER AND DETERMINATION OF A QUORUM**

The Linn-Mar Community School District Board of Directors/Superintendent Retreat was called to order at 5:00 PM in the Board Room of the Learning Resource Center by President Tim Isenberg. Roll call was taken and it was determined a quorum was present. Board members present: Isenberg, Crawford, Gadelha, Hutcheson, Patterson, and Wilson. Absent: Buchholz. Administration present: Mulholland.

### 200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 196-02-23

Motion by Hutcheson to accept the agenda as presented, seconded by Patterson, and approved by voice vote.

### **300: BOARD/SUPERINTENDENT RETREAT**

- 1. Welcome: Board President Tim Isenberg welcomed Bob Crawford to the meeting. Crawford was appointed on February 9, 2015 by the Board to fill the seat vacated by Ann Stark who resigned on January 23, 2015 to move to Cleveland, Ohio. The term of the appointment is until September 14, 2015, when regular school board elections are held. Mr. Crawford took the oath of office on Thursday, February 19, 2015.
- 2. Transitions: Superintendent Katie Mulholland discussed the timeline for advertising and hiring the Chief Academic Officer position due to Dr. Dirk Halupnik accepting the superintendent position at Southeast Polk Community School District. The goal is to complete the hiring process, if possible, by April 1<sup>st</sup>. Also discussed was a district project manager position for the High School renovation project that would include administrative supervision of high school classes relocated to the LRC during the two and a half year High School renovation project. Dr. Quintin Shepherd's District visits and communication regarding administrative positions was also reviewed.
- **3.** Team Accomplishments: Superintendent Katie Mulholland reviewed the original Ten Year Facility Plan (2007) and the Five Year Refresh (2013) of the Plan and answered questions from the Board regarding potential future options. The Board also received a summary of District changes and accomplishments since the 2003-04 school year. Topics discussed included student success, schools and facilities, leadership positions, funding, and referenda.
- **4. Superintendent's Schedule:** Superintendent Mulholland shared her schedule through June 30, 2015. This included at least one visit to the Iowa Legislature on March 5, 2014.

### 400: ADJOURNMENT Motion 197-02-23

Motion by Hutcheson to adjourn at 6:30 PM, seconded by Patterson, and approved by voice vote.

Tim Isenberg, Board President

Angie Morrison, Board Secretary



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### LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD REGULAR SESSION MINUTES FEBRUARY 23, 2015

### **100: CALL TO ORDER AND DETERMINATION OF A QUORUM**

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

### 200: REVISION AND/OR ADOPTION OF THE AGENDA Motion 198-02-23

Motion by Hutcheson for the Board to adopt the agenda as presented. Second by Patterson. Voice vote. Motion carried.

### **300: AUDIENCE COMMUNICATIONS**

### 400: RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS

401: Public Hearing: Instructional Support Program Levy(Refer to Exhibit 801.1)A public hearing was held to consider continued participation in the Instructional SupportProgram Levy as provided in Iowa Code sections 257.18 through 257.21, for a period of fiveyears, commencing with the fiscal year ending June 30, 2017. No comments were received.

<u>402: Public Hearing: Excelsior Mechanical Room Upgrade</u> (*Refer to Exhibit 802.1*) A public hearing was held on the plans, specifications, form of contract, and estimated total cost of the Excelsior Middle School mechanical room upgrade. No comments were received.

<u>403: Public Hearing: High School Renovation Project</u> A public hearing was held on the plans, specifications, form of contract, and estimated total cost of the Linn-Mar High School renovation project. No comments were received.

404: Public Hearing: High School Roof Replacement, Sections P & Q

A public hearing was held on the plans, specifications, form of contract, and estimated total cost of the Linn-Mar High School roof replacement, sections P & Q. No comments were received.

### 500: RECOGNITIONS/PROCLAMATIONS

### **600: INFORMATIONAL REPORTS**

### 601: FY16 Budget Report: Next Steps

Business Manager Angie Morrison updated the Board on the 2016 fiscal year budget including comparisons on the district cost per pupil (DCPP) based on potential supplemental state aid rates.

### 602: Linn-Mar District Career Fair

Executive Director of Human Resources Karla Christian reported on the career fair hosted on February 19<sup>th</sup> to recruit candidates for nine Special Education positions. Eighteen candidates were interviewed in-person and seven participated in virtual interviews using Sparkhire.com. The event included interviews, hospitality/benefits information, Teacher Leadership presentation, and a Special Education panel discussion.

### 603: Early Childhood/Preschool Update

Executive Director of Student Services Julie Jensen updated the Board on the 2015-16 enrollment numbers and registration highlights of the Early Childhood/Preschool programs. The four-year old preschool has 148 students registered. The three-year old preschool has 72 students registered. Hand in Hand Daycare has 63 students registered. Rockwell Collins Child Development Center has 14 students registered. There will be 67 families participating in the Early Childhood Blended Program (ECBP) screenings held on February 23<sup>rd</sup> and March 3<sup>rd</sup>.

### 604: 2015-16 Calendar Update

Deputy Superintendent Dirk Halupnik updated the Board on the current status of the 2015-16 calendar. The District Calendar Committee has developed three calendar options to meet the pending legislative bills regarding school start dates. The three options are: 1) Senate bill: calendar would be decided upon at the school level, so the current 2015-16 Board-approved calendar would be used (currently posted on District website), 2) House bill: the first day of school would be required to fall within the week including August 23rd and no waivers would be accepted, and 3) Iowa code: the first day of school would be August 31<sup>st</sup>. Issue that have been caused by the pending decision and possible later start date: a) harder time booking guest presenters for professional development days that fall before the start date, b) concurrent courses taught by Linn-Mar employees at local community colleges might not be an option due to scheduling issues, c) the need to compile two student schedules for AP courses to ensure the course is completed before the national testing dates, d) the need to reserve two dates with the US Cellular Center for graduation, and e) depending on the start date; the first semester could fall either nine days after winter break or up to a month later. Options to address issues caused by a later start date would be shortened or deleted spring and/or winter breaks.

### **700: SUPERINTENDENT'S UPDATE**

### 701: Superintendent's Update

Superintendent Katie Mulholland shared that one year ago Klieman Construction won the bid for the addition of the second gym at Oak Ridge Middle School and that the PPEL Get-Out-The-Vote campaign had been underway for around two weeks.

Mulholland also reported that the Reading into Success campaign will be held on March 12<sup>th</sup> at the Cedar Rapids Public Library beginning at 5:30 PM with a light meal. The event is a joint effort of all the metro school districts, United Way, and the Greater Cedar Rapids Foundation to promote the importance of grade-level reading.

## Walk-In Exhibit 601.1

## Exhibit 603.1

*Exhibit* 602.1

### Exhibit 604.1

### Walk-In Exhibit 701.1

Mulholland, Patterson, and Halupnik will be visiting the Iowa Legislature on March 5<sup>th</sup> to discuss the school funding bill and the school start bill.

### **800: UNFINISHED BUSINESS**

801: Resolution: Instructional Support Program Levy Motion 199-02-23 *Exhibit 801.1* Motion by Patterson for the Board to approve the resolution to continue participation in an Instructional Support Program Levy as provided in Iowa Code sections 257.18 through 257.21, and to provide additional funding therefore for a period of five (5) years commencing with the fiscal year ending June 30, 2017. Second by Hutcheson. Roll call vote; all ayes except for Buchholz who was absent. Motion carried.

<u>802: Approval of Specs for Excelsior Mechanical Room Upgrade</u> <u>Motion 200-02-23</u> *Exhibit 802.1* Motion by Hutcheson for the Board to approve the plans, specifications, form of contract, and estimated total cost for the Excelsior Middle School mechanical room upgrade; to be let for bid on March 3, 2015. Second by Patterson. Voice vote. Motion carried.

<u>803: Approval of Specifications for High School Renovation Project</u> <u>Motion 201-02-23</u> Motion by Patterson for the Board to approve the plans, specifications, form of contract, and estimated total cost for the High School renovation project; to be let for bid on March 3, 2015. Second by Hutcheson. Voice vote. Crawford abstained. Motion carried.

<u>804: Approval of Specifications for the High School Roof Replacement</u> <u>Motion 202-02-23</u> Motion by Patterson for the Board to approve the plans, specifications, form of contract, and estimated total cost of \$350,000 for the Linn-Mar High School roof replacement, sections P & Q; to be let for bid on March 4, 2015. Second by Hutcheson. Voice vote. Motion carried.

### 900: NEW BUSINESS

<u>901: First Reading: Policy Series 600 Educational Program</u> <u>Motion 203-02-23</u> Exhibit 901.1 Motion by Hutcheson for the Board to approve the first reading of Policy Series 600 Educational Program (Partial Listing 603.3 thru 605.7). Second by Gadelha. Discussion on policy 603.8 regarding exemption from Physical Education. Voice vote. Motion carried.

		603	INSTRUCTIONAL ARRANGEMENTS
Reviewed	2/15	603.3	Field Trips and Excursions
Reviewed	2/15	603.3-R1	Administrative Regulations Regarding Field Trips and Excursions
Reviewed	2/15	603.3-R2	Administrative Regulations Regarding Field Trips and Excursions
Deleted	2/15	603.4	Outside Resource People
Reviewed	2/15	603.5	Teaching Controversial Issues
Reviewed	2/15	603.6	School Ceremonies and Observances
Revised	2/15	603.7	Homework
Revised	2/15	603.8	Physical Education
New	2/15	603.8-Е	Request to be Excused from High School Physical Education Course
Reviewed	2/15	603.9	Religion in the Schools
Reviewed	2/15	603.9-R	Administrative Regulations Regarding Religion in the Schools
Reviewed	2/15	603.10	Religion-Based Exclusion from School Programs
Reviewed	2/15	603.11	Health Education
Reviewed	2/15	603.11-Е	Human Growth and Development Student Excuse Form
Reviewed	2/15	603.12	Technology and Instructional Materials

Revised	2/13	003.12-KI	Administrative Regulations Regarding the Internet
Revised	2/15	603.12-R2	Administrative Regulations Regarding Internet – Appropriate Use
Revised	2/15	603.12-E1	Internet Access Permission Letter to Parents/Guardians/
			Legal Custodians
Reviewed	2/15	603.12-E2	Internet Use Agreement, Staff
Revised	2/15	603.13	School District Web Page
Revised	2/15	603.13-R	Administrative Regulations Regarding Web Page Development
Reviewed	2/15	603.14	Copyright Compliance
Reviewed	2/15	603.14-R	Administrative Regulations Regarding Copyright Compliance
		604	SERVICES
Reviewed	2/15	604.1	Guidance and Counseling
Reviewed	2/15	604.4	Talented and Gifted Program
Reviewed	2/15	604.5	Program for Students At Risk
Revised	2/15	604.6	School Library
		605	PUPIL PROGRESS
Revised	2/15	605.1	Student Progress Reports and Conferences
Reviewed	2/15	605.2	Testing Program
Revised	2/15	605.3	Graduation Requirements
Reviewed	2/15	605.31	Early Graduation
Revised	2/15	605.31-R	Administrative Regulations Regarding Early Graduation Application
Reviewed	2/15	605.31-E1	Early Graduation Application
Reviewed	2/15	605.31-E2	Parental Permission Form
Reviewed	2/15	605.32	Participation in Graduation Ceremonies
Reviewed	2/15	605.5	Student Promotion and Retention
Reviewed	2/15	605.6	Student Performance Testing for Classroom Credit
Reviewed	2/15	605.7	Multicultural / Gender Fair Education

Administrative Regulations Regarding the Internet

902: Supplemental State Aid Resolution Motion 204-02-23

Exhibit 902.1

Motion by Patterson for the Board to approve the resolution to the Legislature to set a Supplemental State Aid (SSA) rate of not less than 4% for FY2016 and set the SSA rate for FY2017 within the 30 days as prescribed by Iowa law in order to properly and adequately fund and support the work of Iowa's public schools. Second by Hutcheson. Voice vote. Motion carried.

### **1000: CONSENT AGENDA**

### 1001: Personnel

Revised

2/15

603 12-R1

### Certified Staff: Extended Leave of Absence

Name	Assignment	Dept. Action	Reason
Gallo, Laura	HS: .5 FTE Guidance Counselor	2015-16 School Yr	Good Cause Leave

### Classified Staff: Resignations

Name	Assignment	Dept. Action	Reason
Barnard, Ray	EX: Custodian	February 20, 2015	Other Employment
Kimpel, Janet	HS: Student Support Associate	February 13, 2015	Relocation
Mann, Louann	BW: Guidance Secretary	June 12, 2014	Retirement

### Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Reason
Martens, Ben	HS: Assistant 9th Gr Football Coach	February 13, 2015	Schedule H,
			Category D

Name	Assignment	Dept. Action	Reason
Burmeister, Emily	EX: Head Girls Track Coach	February 17, 2015	Personal
Hajek, Justin	EX: Head Boys Track Coach	February 17, 2015	Personal

### 1002: Approval of Minutes from February 9, 2015

### Exhibit 1002.1

1003: Approval of Bills

### 1004: Approval of Contracts

- 1) Naviance Student Success Solution Student Tracker System contract with Linn-Mar High school for a total cost of \$39,690.56. Initial payment of \$4,000.00 due by March 1, 2015 with installments due: July 1, 2015 (\$12,000), July 1, 2016 (\$11,845.28), and July 3, 2017 (\$11,845.28).
- 2) Agreement for Provision of Daycare Services pursuant to Iowa Code §279.49
  - Kory McNeal, d/b/a "Kids Inc."
  - Kathy Pruitt, d/b/a/ "Hand in Hand Daycare and Preschool"
  - Lynelle Henricksen, d/b/a "YMCA"
- 3) Interagency Agreements for Special Education: For student confidentiality, no exhibits provided.
  - Cedar Rapids (4 agreements)
  - College Community (1 agreement)
  - Marion Independent (4 agreements)
  - Woodward-Granger (2 agreements)

### 1005: Approval of Overnight Fieldtrip Requests

- 1) FBLA State Conference: March 12-14, 2015 at the Marriott Convention Center in Coralville, Iowa.
- 2) Robotics FTC Iowa State Championship: March 6-7, 2015 at the Marriott Convention Center in Coralville, Iowa.

### 1006: Board Information

- 1) School Finance Reports and Cash Balance Reports as of 1/31/2013
- 2) School Finance Reports and Cash Balance Reports as of 1/31/2014
- 3) Robert Crawford was sworn in as a member of the Board by Angie Morrison, Board Secretary, on February 19, 2015 with Superintendent Katie Mulholland as witness.

### 1007: Items Removed from the Consent Agenda for Separate Action

### 1008: Motion to Approve Consent Agenda Motion 205-02-23

Motion by Hutcheson to approve the consent agenda as presented. Second by Patterson. Voice vote. Crawford abstained. Motion carried.

### **1100: BOARD ANNOUNCEMENTS AND REPORTS**

### 1101: ERMA Committee

Hutcheson reported that the ERMA Committee did not meet on the February 12<sup>th</sup>.

### 1102: Policy Committee

Gadelha reported that the Policy Committee reviewed part of the 600 Series, which was approved for first reading earlier in the meeting. Highlights included updates to the 603.7

Exhibit 1003.1 Exhibits 1004.1-2

Exhibits 1005.1 and 1005.2

Exhibits 1006.1 and 1006.2

Homework, 603.8 Physical Education, 603.13 School District Digital Communication, and 605.3 Graduation Requirements.

### 1103: Legislative Committee

The Legislative Committee met on February 17<sup>th</sup> and worked on the SSA Resolution and possible dates to visit the Legislature. Mulholland, Halupnik, and Patterson will meet with the Legislature on March 5<sup>th</sup>.

Patterson and Isenberg reported that the legislative forum hosted at Grant Wood AEA on February 21<sup>st</sup> included discussion on supplemental state aid, mental health funding, and smarter balance evaluation/testing.

### 1104: Board Visit: COMPASS

The Board reported that they enjoyed their visit to COMPASS on February 18<sup>th</sup> and the opportunity to talk to the students and staff.

### 1105: Marion City Council

Hutcheson reported that the February 19<sup>th</sup> meeting of the Marion City Council did not include topics that impact the District.

### 1106: Coffee Conversation

Wilson and Gadelha reported that the February 21<sup>st</sup> Coffee Conversation hosted at the Aquatic Center had 19 people in attendance not counting themselves and Superintendent Mulholland. The session included a tour of the Aquatic Center and discussion on supplemental state aid, High School renovations, classroom space at Indian Creek Elementary, calendar options, the possibility of a second high school, an additional elementary building, and an individual building for the preschool program.

### **1200: COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS**

### 1201: Communications

- Reminder that Julie Jensen is one of two finalists for the 2015 Women in School Leadership Award during the AASA Conference in San Diego this week.
- Congratulations to Dirk Halupnik for being hired as Superintendent of Southeast Polk School District beginning July 1, 2015.
- The February 10<sup>th</sup> IASB Workshop hosted at Grant Wood AEA focused on legislative grass roots and how to get the community involved. It was suggested that Board members try to attend these workshops as much as possible as they focus on partnership and collaboration.
- Congratulations to Novak Elementary for being the first school in Marion to be designated a Blue Zone. Marion has met 9 of the 17 goals towards becoming a designated a Blue Zone. https://www.bluezonesproject.com/communities/marion
- The Marion Chamber of Commerce will be hosting an open house for ImaginArt: A Public Art Plan for the City of Marion on Tuesday, March 3<sup>rd</sup> from 5:30-7:30 PM at City Hall. More information can be found at: www.marioncc.org.
- Congratulations to Oak Ridge and Echo Hill for being awarded \$8,000 each for being selected as People's Choice winners in the Follett Challenge. Read more information at: http://www2.follettlearning.com/news-article.cfm?id=52.

## 1202: Calendar

Date	Time	Event	Location
March 3 <sup>rd</sup>	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
March 3 <sup>rd</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
March 4 <sup>th</sup>	7:00 AM	Board Visit: Wilkins	Wilkins Elementary
March 5 <sup>th</sup>	5:30 PM	Marion City Council	Marion City Hall
March 9 <sup>th</sup>	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
March 11 <sup>th</sup>	11:30 AM	MEDCO Luncheon	Longbranch Hotel
March 11 <sup>th</sup>	4:30 PM	Special Education Advisory	LRC Conf Rm 304/305
March 16 <sup>th</sup> -20 <sup>th</sup>		Spring Break	
March 19 <sup>th</sup>	5:30 PM	Marion City Council	Marion City Hall
March 24 <sup>th</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
March 27 <sup>th</sup>	6:00 PM	LM Foundation MANE Event	Cedar Rapids Marriott
March 30 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm
Date	Time	Event	Location
April 1 <sup>st</sup>	4:00 PM	Equity Committee	LRC Board Room
April 6 <sup>th</sup>	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
April 7 <sup>th</sup>	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
April 7 <sup>th</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
April 8 <sup>th</sup>	4:00 PM	Health/Human Development	LRC Board Room
April 9 <sup>th</sup>	9:00 AM	ERMA Committee	LRC
April 9 <sup>th</sup>	5:30 PM	Marion City Council	Marion City Hall
April 13 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm
April 15 <sup>th</sup>	4:30 PM	Special Education Advisory	LRC Conf Rm 304/305
April 15 <sup>th</sup>	4:30 PM	LIONS & Volunteer Awards	LRC Board Room
April 18 <sup>th</sup>	8:30 AM	Coffee Conversation	Excelsior
April 20 <sup>th</sup>	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
April 21 <sup>st</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
April 23 <sup>rd</sup>	5:30 PM	Marion City Council	Marion City Hall
April 27 <sup>th</sup>	5:30 PM	Construction Advisory	LRC Board Room
April 28 <sup>th</sup>	5:30 PM	Technology Advisory	LRC Board Room
April 29 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm

## 1203: Committees

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

1300: ADJOURNMENTMotion 206-02-23The Motion by Gadelha to adjourn at 8:22 PM.Second by Crawford. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

Minutes respectfully submitted by: Gayla Burgess, Admin Asst to the Superintendent February 23, 2015



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### New Money Projections Based on SSA % for Linn-Mar

SSA DCPP New Money Diffe
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current	\$6,367.00
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1.25%	\$6,447.00	\$1,859,023.00	
2.0%	\$6,494.00	\$2,194,848.00	\$335,825.00
3.0%	\$6,558.00	\$2,652,141.00	\$457,293.00
4.0%	\$6,622.00	\$3,109,433.00	\$457,292.00

### Statewide Impact

	Impact of 1.25% FY 2016	Impact of 4.0% FY 2016	Impact of 6% FY 2016
New state cost per pupil and per pupil increase compared to FY 2015	\$6,446 / \$80	\$6,621 / \$255	\$6,748 / \$382
Number of districts on budget guarantee	163	58	27
Property taxes to fund budget guarantee	\$16.5 million	\$3.3 million	\$1.1 million
Number of districts with negative new money	31	18	15
Number of districts in which a 3% cost exceeds new money	274	149	73

### Points to Note:

\* Gross Receipts up 4.56%

- \*Big three (income tax 6.3%, sales tax 5.6% and use tax 3.1%) running strong
- \* Net Receipts up 5.1%
- \*REC estimate is 5.6% growth for FY2015 and 4.8% for FY2016
- \*Legislators may be confusing the diminishing surplus with total cash reserves
  - \*There are two rainy day funds that are spendable but Legislators are not including

Cash Reserve Fund	\$522.3M
Economic Emergency Fund	\$174.1M
Surplus	<u>\$734.9M</u>
Total Available	\$1,431.3M



# Linn-Mar Community School District Career Fair

**Special Education Teaching Positions Only** 

# Thursday, February 19, 2015

Both in-person and online options available!

- Meet with Linn-Mar Special Education administrators and staff <u>Interviews for ALL \*selected candidates!</u>
- Sit in with the Linn-Mar Teacher Leadership reps find out what Linn-Mar can provide for you for professional development, career advancement and support in the classroom!
- Learn about Linn-Mar benefits, culture and what the Marion-Cedar Rapids area has to offer to you!
- Participate in an interactive panel discussion with Special Education staff members!

To be considered, please submit an online application to any of the Special Education positions found at:

http://www.linnmar.k12.ia.us/

Use the "Employment Opportunities" link on the left.

## Apply by February 13 to be considered!

\*Selected candidates to participate in the Career Fair will be notified with details!



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То:	Katie Mulholland, Superintendent
From:	Julie Jensen, Executive Director of Student Services
Date:	February 23, 2015
RE:	Preschool Registration Information

Please find below preschool registration data compiled by Kristi Hicks, Director of Early Childhood:

### <u>Registration for 4 year old students:</u>

- 36 students from our current 3 year old program
- 24 spots are reserved for families of low income (20%)
- 148 students were registered (quite a few families with twins and triplets)
- 33 families reported they received government assistance
- All spots were filled by 12:16 pm on February 9<sup>th</sup>
- 72 families are currently on our waiting list with 7 out of district requests

### <u>Registration for 3 year old students:</u>

- 72 students have registered
- 6 families reported they receive government assistance
- All 36 spots were filled by 12:08 pm on February 9th
- 33 families are currently on our waiting list with 5 out of district requests
- Other Information:
  - Hand in Hand current registration numbers are at 63 with all of those families receiving government assistance, they have 17 spots available.
  - Rockwell Collins Child Development Center have 14 students enrolled with 1 family receiving government assistance. They have 26 spots available.
  - ECBP Screenings will take place February 23<sup>rd</sup> and March 3<sup>rd</sup>, with 67 families requesting the program.



## 2015-2016 School Calendar

Start-Finish	
August 18 – May 26	

### Summary of Calendar

Days in classroom: 178/176

42 Q1	Oct 15
43 Q2	Dec 22
46 Q3	March 10
47 Q4	May 26

Cale	ndar Legend
	Start
٥	End
Q	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	K-5 Teacher Work Day
	6-12 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Professional Learning
$\times$	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
$\nearrow$	9-12 Student Non-Attendance

### Linn-Mar Days:

High	Scho	ol (S	9-12)	
			_	

- 178 School Days
- 6 Teacher Work Days 5 Professional Learning Days
- 2 Parent/Teacher Comp Days 191 Total

<u>+ 1</u> TQSA 192

Elementary & Middle School (PreK-8) 176 School Days 6 Teacher Work Days

- 5 Professional Learning Days
- 4 Parent/Teacher Comp Days

191 Total

<u>+ 1</u> TQSA 192

	Snow Days
First	March 28
Second	May 27
Third	March 11
Subsequent	May 31+

	T just,	W 2015	Th	F	Student Days	Teacher Days
3	4	5	6	7	Dujo	_ = = ; =
10	11	12	13	14		3
17	18		20	21		8
		19	-			-
24	25	26	27	28		13
31					10	14
Sep	temb					
	1	2	3	4		18
X	8	9	10	11		22
14	15	16	17	18		27
21	22	23	24	25		32
		-	24	20	0.1	
28	29	30			31	35
Oct	ober					
			1	2		37
5	6	7	8	9		42
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28	<u>}</u> 29	30	>ૠ<			
Jan	uary,	2016	6			
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$\times$	5	6	7	8		97
11	12	13	14	15		102
	19	20	21	22		107
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25	26	27	28	29	103/102	112
	26 ruary	/	28		103/102	112
			28 4		103/102	-
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Feb 1 8 ≯5 22 29	ruary 2 9 16 23	/ 3 10 17	4 11 18	29 5 12 19		112 117 122
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Feb         1         8         22         29         Mar         7         7         7         7         7         7         7         7         7         7	ruary 2 9 16 23 ch 1 8 7 5 22 29	3 10 17 24 2 9 <b>16</b> 23	4 11 18 25 3 <b>Q</b> 24	29 5 19 26 4	113/111 123/121 131/129	112 117 122 127 132 133 137 142 147 147
Feb           1           8           22           29           Mar           7           4           21	ruary 2 9 16 23 ch 1 8 7 5 22 29	3 10 17 24 2 9 <b>16</b> 23	4 11 18 25 3 <b>Q</b> 24	29 5 19 26 4	113/111 123/121 131/129	112 117 122 127 132 133 133 137 142 147
Feb           1           8           22           29           Mar           7           4           21	ruary 2 9 16 23 ch 1 8 7 5 22 29	3 10 17 24 2 9 <b>16</b> 23	4 11 18 25 3 <b>Q</b> 24	29 5 19 26 4	113/111 123/121 131/129	112 117 122 127 132 133 137 142 147 147
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Feb           1           8           22           29           Mar           7           21           28           Apr           4           11           18           25	ruar) 2 9 16 23 Ch 1 8 ¥5 22 29 11 5 12 19 26	3 10 17 24 2 9 16 23 30 6 13 20	4 11 18 25 3 <b>Q</b> 7 24 31 7 14 21	29 5 19 26 4 4 25 1 8 15 22	113/111 123/121 131/129 139/137	112 117 122 127 132 133 137 142 147 150 151 156 161 166
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Feb           1           8           22           29           Mar           7           21           28           4           11           18           25           May           2           8           16	ruar)       2       9       16       23       6       1       8       22       29       1       5       12       19       26       7       3       10       17	2 3 10 17 24 2 9 16 23 30 13 20 27 4 11 18	4 11 18 25 3 <b>Q</b> 7 24 31 7 14 21 28 5 12 19	29 5 19 26 4 25 1 8 15 22 29 6 13 20	113/111 123/121 131/129 139/137 160/158	112 117 122 127 132 133 137 142 147 150 151 156 161 166 171 166 171 176 181
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Board Approved-12/8/14 DE Approval Pending





August	
10,11	New Teacher Orientation
12,13,17	Teacher Work Days
14	Professional Learning
18	First Day of School K-12
September	
7	No School K-12
00.00	(Labor Day)
28-30	K-5 Conference Window
October	
1-9	K-5 Conference Window
5-15	6-8 Conference Window
15	End 1 <sup>st</sup> Quarter
16	No School K-12
	(9-12 Teacher Work Day)
	(K-8 Teacher Comp Day)
19	No School K-12
November	(Professional Learning)
6	Elementary Grade Reporting
6	No School K-8
-	(K-8 Teacher Work Day)
12	High School Conferences
25	No School K-12
-	(K-12 Teacher Comp Day)
26,27	No School K-12
	(Thanksgiving Vacation)
December	
18,21,22	9-12 Final Exams
22	End 2 <sup>nd</sup> Quarter
12/23-1/1	Winter Break
lanuary	
January 4	No School K-12
4	(9-12 Teacher Work Day)
	(K-8 Teacher Comp Day)
18	No School K-12
10	(Professional Learning)
	(i torocoronal Ecanning)
February	
11	High School Conferences
12	Elementary Grade Reporting
12	No School K-8
	(K-5 Teacher Work Day)
	(6-8 Teacher Comp Day)
15	No School K-12
	(Professional Learning)
March	
1-10	K-5 Conference Window
1-10	6-8 Conference Window
10	End 3 <sup>rd</sup> Quarter
11	No School K-12
	(6-12 Teacher Work Day)
	(K-5 Teacher Comp Day)
14-18	Spring Break
28	No School K-12
A	
April	
Мау	
9	No School K-12
	(Professional Learning)
	Last Day of School K-12
26	
26 27	K-8 Teacher Work Dav
	K-8 Teacher Work Day 9-12 Teacher Comp Day
27	9-12 Teacher Comp Day
27 29	9-12 Teacher Comp Day Graduation



## 2015-2016 School Calendar

Start-Finish	
August 24 - Jur	h

August 24 – June 1

### Summary of Calendar

Days in classroom: 178/176

43 Q1	Oct 22
47 Q2	Jan 14
47 Q3	March 24
41 Q4	June 1

Cale	ndar Legend
	Start
\$	End
Q	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	K-5 Teacher Work Day
	6-12 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Professional Learning
$\times$	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
$\nearrow$	9-12 Student Non-Attendance

### Linn-Mar Days:

High School	(9-12)
170 0-1	

- 178 School Days 6 Teacher Work Days
- 5 Professional Learning Days
- 2 Parent/Teacher Comp Days 191 Total

<u>+ 1</u> TQSA 192

Elementary & Middle School (PreK-8) 176 School Days 6 Teacher Work Days

- 5 Professional Learning Days
- 4 Parent/Teacher Comp Days

191 Total

<u>+ 1</u> TQSA 192

	Snow Days
First	March 28
Second	April 8
Third	Jan 25
Subsequent	June 13+

	Т	W	Th	F	Student	Teacher
	just,	2015			Days	Days
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31						
Sep	temb					
	1	2	3	4		
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14	15	16	17	18		
21	22	23	24	25		
28	29	30			27	
Oct	ober					
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5	6	7	8	9		
12	13	14	15	16		
19	20	21	Q	23	43	
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9	10	11	12	13		
9 16	17	18	12	20		
23	24	18	26	20		
	24	22	20	Zh	05	
30 Doo	• ···· •				65	
Dec	emb		^		00/00	
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7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	<u>&gt;25</u>	81/80	
28	29	30	≫<			
Jan	uary,	2016	3			
				$\succ$		
4	5	6	7	8		
11	12	13	Q	X	90/89	
78	19	20	21	22		
25	26	27	28	29	99/98	
Feb	ruary	1				
1						
	2		4	5		
	2	3		-		
8	2 9	3 10	11	12		
8 15	2 9 16	3 10 17	11 18	12 19		
8 15 <b>22</b>	2 9	3 10	11	12	110/118	
8 15 <b>22</b> 29	2 9 16 23	3 10 17	11 18	12 19	119/118	
8 15 <b>22</b>	2 9 16 23 ch	3 10 17 24	11 18 25	12 19 26		
8 15 29 Mar	2 9 16 23 <b>ch</b> 1	3 10 17 24 2	11 18 25 3	12 19 26	119/118	
8 15 29 Mar 7	2 9 16 23 <b>ch</b> 1 8	3 10 17 24 2 9	11 18 25 3 10	12 19 26 <b>4</b> 11		
8 15 29 Mar 7 14	2 9 16 23 <b>ch</b> 1 8 15	3 10 17 24 2 9 16	11 18 25 3 10 17	12 19 26 4 11 18	123/121	
8 15 29 Mar 7 14 21	2 9 16 23 <b>ch</b> 1 8 15 22	3 10 17 24 2 9 16 23	11 18 25 3 10 17 <b>Q</b>	12 19 26 <b>4</b> 11		
8 15 29 Mar 7 14 21 28	2 9 16 23 <b>ch</b> 1 8 15 22 29	3 10 17 24 2 9 16	11 18 25 3 10 17	12 19 26 4 11 18	123/121	
8 15 29 Mar 7 14 21	2 9 16 23 <b>ch</b> 1 8 15 22 29	3 10 17 24 2 9 16 23	11 18 25 3 10 17 <b>Q</b>	12 19 26 4 11 18 25	123/121	
8 15 29 Mar 7 14 21 28 Apr	2 9 16 23 <b>ch</b> 1 8 15 22 29 <b>il</b>	3 10 17 24 9 16 23 30	11 18 25 3 10 17 <b>Q</b>	12 19 26 11 18 25	123/121	
8 15 29 Mar 7 14 21 28 Apr 4	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5	3 10 17 24 9 16 23 30 6	11 18 25 3 10 17 <b>Q</b> 34	12 19 26 11 18 <b>25</b> 8	123/121	
8 15 29 Mar 7 14 21 28 Apr 4 11	2 9 16 23 <b>ch</b> 15 22 <b>29</b> <b>il</b> 5 12	3 10 17 24 9 16 23 30 6 13	11 18 25 3 10 17 <b>Q</b> 34 7 7 14	12 19 26 11 11 18 <b>25</b> 8 <b>15</b>	123/121	
8 15 29 Mar 7 14 21 28 Apr 4	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5	3 10 17 24 9 16 23 30 6	11 18 25 3 10 17 <b>Q</b> 34	12 19 26 11 18 <b>25</b> 8	123/121	
8 15 29 Mar 7 14 21 28 Apr 4 11	2 9 16 23 <b>ch</b> 15 22 <b>29</b> <b>il</b> 5 12	3 10 17 24 9 16 23 30 6 13	11 18 25 3 10 17 <b>Q</b> 34 7 7 14	12 19 26 11 11 18 <b>25</b> 8 <b>15</b>	123/121	
8 15 22 29 Mar 7 14 21 28 Apr 4 11 18	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5 12 19 26	3 10 17 24 9 16 23 30 6 13 20	11 18 25 3 10 17 <b>Q</b> 34 7 14 21	12 19 26 11 11 18 25 8 <b>15</b> 22	123/121	
8 15 22 29 Mar 7 14 21 28 Apr 4 11 18 25	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5 12 19 26	3 10 17 24 9 16 23 30 6 13 20	11 18 25 3 10 17 <b>Q</b> 34 7 14 21	12 19 26 11 11 18 25 8 <b>15</b> 22	123/121	
8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5 12 19 26	3 10 17 24 9 16 23 30 6 13 20 27	11 18 25 3 10 17 <b>Q</b> <b>Q</b> 7 14 21 28	12 19 26 11 18 <b>25</b> 8 <b>15</b> 22 29	123/121	
8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May 2 9	2 9 16 23 <b>ch</b> 1 8 15 22 29 <b>il</b> 5 12 19 26 7 3	3 10 17 24 9 16 23 30 6 13 20 27 4 11	11 18 25 3 10 17 <b>Q</b> <b>Q</b> 7 14 21 28 5	12 19 26 11 18 <b>25</b> 8 <b>15</b> 22 29 6 13	123/121	
8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May 2 9 <b>16</b>	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5 12 19 26 7 3 10 17	3 10 17 24 9 16 23 30 6 13 20 27 4 11 18	11 18 25 3 10 17 <b>Q</b> <b>Q</b> 7 14 21 28 5 12 19	12 19 26 11 18 <b>25</b> 8 <b>15</b> 22 29 6 13 20	123/121	
8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May 2 9 4 2 3	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5 12 19 26 7 3 10 17 24	3 10 17 24 9 16 23 30 6 13 20 27 4 11	11 18 25 3 10 17 <b>Q</b> 31 7 14 21 28 5 12	12 19 26 11 18 <b>25</b> 8 <b>15</b> 22 29 6 13	123/121 137/135 137/155	
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8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May 2 9 9 56 23	2 9 16 23 <b>ch</b> 1 8 15 22 28 15 12 19 26 7 3 10 17 24 31	3 10 17 24 9 16 23 30 6 13 20 27 4 11 18 25	11 18 25 3 10 17 <b>Q</b> <b>X</b> 7 14 21 28 5 12 19 26 	12 19 26 11 18 25 8 15 22 29 6 13 20 27	123/121 137/135 137/135 157/155 157/155	
8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May 2 9 9 56 23 30 Jun	2 9 16 23 <b>ch</b> 1 8 15 22 <b>29</b> <b>il</b> 5 12 19 26 7 3 10 17 24 31 <b>e</b>	3 10 17 24 9 16 23 30 6 13 20 27 4 11 18 25 4 11 18 25	11 18 25 3 10 17 <b>Q</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b> <b>2</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b> <b>7</b> <b>1</b> <b>4</b> <b>2</b> <b>5</b> <b>1</b> 2 <b>1</b> 9 <b>2</b> 6 <b>2</b> <b>2</b>	12 19 26 11 18 <b>25</b> 8 <b>15</b> 22 29 6 13 20	123/121 137/135 137/155	
8 15 29 Mar 7 14 21 28 Apr 4 11 18 25 May 2 9 5 6 30 Jun 6	2 9 16 23 <b>ch</b> 1 8 15 22 28 15 12 19 26 7 3 10 17 24 31 <b>e</b> 7	3 10 17 24 9 16 23 30 6 13 20 27 4 11 18 25 4 11 18 25 8	11 18 25 3 10 17 <b>Q</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b> <b>2</b> <b>3</b> <b>1</b> <b>1</b> <b>1</b> <b>7</b> <b>1</b> <b>4</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>5</b> <b>1</b> <b>2</b> <b>1</b> <b>9</b> <b>9</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b> <b>1</b>	12 19 26 11 18 25 8 15 22 29 6 13 20 27 3	123/121 137/135 137/135 157/155 157/155	
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Aug 24 start





## 2015-2016 **School** Calendar

Start-Finish
August 31 – June 9

Summary of Calendar

Days in classroom: 178/176

47 Q1	Nov 5
43 Q2	Jan 22
46 Q3	March 31
42 Q4	June 9

Cale	ndar Legend
	Start
\$	End
Q	Quarter
	Holidays
	Vacation
	K-12 Teacher Work Day
	K-8 Teacher Work Day
	K-5 Teacher Work Day
	6-12 Teacher Work Day
	9-12 Teacher Work Day
	New Teacher Orientation
	Professional Learning
$\times$	K-12 Student Non-Attendance
	K-8 Student Non-Attendance
$\angle$	9-12 Student Non-Attendance

### Linn-Mar Days:

High	School	(	9-12)

- 178 School Days
- 6 Teacher Work Days 5 Professional Learning Days
- 2 Parent/Teacher Comp Days 191 Total

<u>+ 1</u> TQSA 192

Elementary & Middle School (PreK-8) 176 School Days 6 Teacher Work Days

- 5 Professional Learning Days
- 4 Parent/Teacher Comp Days

191 Total

<u>+ 1</u> TQSA 192

	Snow Days
First	March 25
Second	April 8
Third	January 25
Subsequent	June 10+

Μ	Т	W	Th	F	Student	Teacher
Aug	just,	2015			Days	Days
3	4	5	6	7		
10	11	12	13	14		
17	18	19	20	21		
24	25	26	27	28		
31					1	
Sep	temb	ber				
	1	2	3	4		
X	8	9	10	11		
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5	6	7	8	9		
12	13	, 14	15	16		
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7	8	9	10	11		
14	15	16	17	18		
21	22	23	24	25	76/75	
28	29	36	>¥<			
Jan	uary,	, 2016	5			
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4	5	6	7	8		
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X	19	20	21	Q	90/89	
25	26	27	28	29		
Feb	ruary	V				
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Current Legal Calendar





Inspire Learning. Unlock Potential. Empower Achievement.

Superintendent's Report Board of Education February 23, 2015

### **One Year Ago:**

- Klieman Construction won the bid for the addition of the second gym to Oak Ridge Middle School in the amount of \$2,431,080. Rick reports that the gym floor is being sanded and will be finished by Spring Break. There is a jazz concert scheduled for the platform that opens into the 'old' gym this evening.
- The 6 week Get-Out-The-Vote information campaign for the PPEL vote on April 1<sup>st</sup> had been in place for approximately two weeks with scheduled meetings with various groups.

### Strategic Goal #4 Community Engagement

- 1. Reading Into Success The kick-off event for Reading Into Success, The Campaign for Grade-Level Reading, is scheduled for March 12<sup>th</sup> at the Cedar Rapids Library. Beginning at 5:30 with a light meal, this project and event are a joint effort of all of the metro school districts, United Way, the Greater Cedar Rapids Foundation. To date 48 people have registered.
- 2. Legislative Advocacy Tina Patterson, Dirk Halupnik and I will be visiting the Legislature on Thursday, March 5<sup>th</sup>. With an early start we should be able to talk with all of the Linn County legislators and others we know that have influence on the school funding bill and the school start bill, such as Senator Herman Quirmbach, chair of the Senate Education Committee and Ron Jorgensen, chair of the House Education Committee. We have contacted Margaret Buckton, ISFIS (Linn-Mar is a member), who lobbies for schools. She will brief us on the most recent status of any action upon our arrival. We have also contacted all of the Linn County Legislators and, to date, have heard from: Rob Hogg, Liz Mathis, Liz Bennett, Kraig Paulsen, Art Staed, and Ken Rizer.



## Community Conversation

March 12, 2015 5:30 p.m. – 8:00 p.m. Cedar Rapids Public Library 450 Fifth Avenue SE Beems Auditorium

Inviting all parents, educators, and community members! We need your input! Come let your voice be heard as we learn from each other to address the question: How do we help our children succeed?

Join conversations around kindergarten readiness, school attendance, summer learning, and improving the hope and wellness of our youngest children!

-Light Meal Offered-

### Special guests to include

Brad Buck

Director Iowa State Department of Education

### Eric Dregne

Vice President of Strategic Initiatives Community Foundation of Greater Dubuque

### What is Reading into Success?

Reading into Success is a community initiative that encompasses the communities served by Cedar Rapids Community Schools, College Community Schools, Linn Mar Community Schools, Marion Independent Schools, and Xavier Community Schools.

### What is the Campaign for Grade Level Reading?

The Campaign for Grade Level Reading is a network of over 140 communities nation wide are working to improve third grade reading proficiencies to help children succeed in school and beyond. The Campaign has three main focus areas to help guide this work, 1) school readiness, 2) attendance, and 3) summer learning. Locally, we are adding a fourth area of hope and wellness, to encompass work happening around Gallup and ACES.

The Campaign's goal is by 2020, to increase by 100% number of children reading proficiently by the end of third grade in at least 12 states. With six communities in lowa already participating in the Campaign, lowa is working hard to be one of those states!

# Register today at uweci.org/readingintosuccess



2.20.2015

## **UEN Call to Action**

## State Cost per Pupil Must Be Adequate and Set Timely In the 2015 Legislative Session

**The Issue:** The UEN is calling for immediate action this Session to set the per pupil cost for FY 2015-16 ASAP, no lower than 6%, and the per pupil cost for FY 2016-17 by Feb. 12, 2015, no lower than 6%. Continue contacting legislators until this issue is resolved: gentle persuasion applied relentlessly.

**Update this week:** The House Education Committee amended the Senate bills on school funding, amending the 4% down to a 1.25% increase for regular program and categorical funds for FY 2016. The amendments were approved on a party line vote in committee with all republicans in favor and all democrats opposed. <u>SF 171</u> is the bill for regular program for FY 2016 (UEN supports Senate 4%). <u>SF 172</u> sets the categorical increase FY 2016 (UEN supports Senate 4%)

### TALKING POINTS: This Legislature must set the 2015-16 cost per pupil at 6%.

- Iowa ranks 35<sup>th</sup> in the nation in per pupil funding, \$1,612 below the national average per student in expenditures. In the 44-year history of the formula, in only two instances has the per pupil increase been lower than the House recommendation. World-class schools take something more than third-rate funding.
- Iowa's economy is strong, state coffers are full. Although we can never be certain about the future, we are certainly
  well positioned to sustain any significant economic challenge in the next several years. Iowa ranks 9<sup>th</sup> in the nation in
  reserve funds on hand, has the 12<sup>th</sup> highest growth rate in gross domestic product nationally, and ranks 9<sup>th</sup> in growth of
  per capita personal income nationwide.
- Increased costs typically run 3-3.5% annually, just to keep doing the business of school, such as keeping on the lights, meeting expectations in the lowa core curriculum, paying staff, covering increased costs of insurance, transportation, retirement, books, technology and programs.

**Virtual petition on adequate school funding:** share this link with others in your school district or other lowans you know supportive of funding education. <u>https://www.change.org/p/the-iowa-legislature-provide-adequate-funding-for-iowa-s-public-schools?</u>

Write a letter to your local newspaper explaining the information above in this call to action or share details from any of the education coalition funding facts of the week.

### Parents, grandparents, staff and neighbors, you can help!

Call or email Gov. Branstad and Lt. Gov. Reynolds and your legislators and leave a message that schools need sufficient school funding, at least 6% per pupil, determined this session.

**Office of the Governor:** State Capitol | 1007 East Grand Ave. | Des Moines, Iowa 50319, Phone: 515.281.5211 | <u>Contact Us</u> (<u>https://governor.iowa.gov/contact/</u>)

- Find your legislator's contact information: <u>https://www.legis.iowa.gov/Legislators/find.aspx</u>
- Email your legislators. <u>firstname.lastname@legis.iowa.gov</u>
- Call the House Switchboard. Leave a message for your representative at 515.281.3221
- Call the Senate Switchboard. Leave a message for your senator at 515.281.3371

**UEN Member Districts:** Cedar Rapids, Council Bluffs, Davenport, Des Moines, Dubuque, Iowa City, Sioux City, Waterloo **Associate Members:** Cedar Falls, College, Fort Dodge, Linn-Mar, Marshalltown, Mason City, Muscatine, Ottumwa, Southeast Polk, Waukee. **Contacts:** Lew Finch, Executive Director, <u>Ifinch@mchsi.com</u> 319.329.0547 Cell; Margaret Buckton, Lobbyist, <u>margaret.m.buckton@gmail.com</u> 515.201.3755

### AGENDA ITEM

### LINN-MAR COMMUNITY SCHOOL DISTRICT

Instructional Support Levy

Hearing on the Proposed Resolution

Resolution to Continue Participation in the Instructional Support Program

NOTICE MUST BE GIVEN PURSUANT TO IOWA CODE CHAPTER 21 AND THE LOCAL RULES OF THE SCHOOL DISTRICT.

February 23, 2015

The Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, met in \_\_\_\_\_\_\_ session, in the Board Room, Learning Resource Center, 2999 North 10th Street, Marion, Iowa, at \_\_\_\_\_\_ P.M., on the above date. There were present President \_\_\_\_\_\_, in the chair, and the following named Board Members:

Absent:			

\* \* \* \* \* \* \* \* \*

The President announced that this is the time, place and date to hold a hearing on the proposed Resolution to Consider Continued Participation in the Instructional Support Program. The following persons appeared:

(List the persons who appeared or attach the minutes of the hearing)

The President declared the hearing closed.

Director \_\_\_\_\_\_ introduced the following Resolution and moved its adoption. Director \_\_\_\_\_\_ seconded the motion to adopt. The roll was called and the vote was:

\_\_\_\_\_

AYES:

NAYS: \_\_\_\_\_

The President declared the Resolution adopted as follows:

## RESOLUTION TO CONTINUE PARTICIPATION IN THE INSTRUCTIONAL SUPPORT PROGRAM

WHEREAS, the Board of Directors has determined that to continue the current level of services and to fund the ongoing programs of the School District, continuation of participation in the Instructional Support Program for a period of five years is necessary and in the best interests of the District and its residents and students; and

WHEREAS, the Board of Directors has given consideration to continue participation in the Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21; and

WHEREAS, the Board has published notice of the time and place of a public hearing on the Resolution; and

WHEREAS, a hearing has been held upon the proposal to continue participation in the Instructional Support Program and any objections are overruled:

NOW, THEREFORE, IT IS RESOLVED:

1. The Board of Directors determines that it is consistent with the five year finance plan to fund the ongoing programs and services of the School District and it is in the best interest

of the School District to continue participation in an Instructional Support Program as provided in Iowa Code sections 257.18 through 257.21, and to provide additional funding therefor for a period of five (5) years commencing with the fiscal year ending June 30, 2017.

2. The additional funding for the Instructional Support Program for a budget year will be determined annually, and will not exceed ten percent (10%) of the total regular program district cost for the budget year and moneys received under Iowa Code section 257.14 as a budget adjustment for the budget year.

3. Moneys received by the District for the Instructional Support Program may be used for any general fund purpose.

4. The Instructional Support Program will be funded by instructional support state aid and an instructional support property tax levied annually upon the taxable property within the School District.

5. Unless, within twenty-eight days following the adoption of this Resolution, the Secretary of the Board receives a petition containing the signatures of eligible electors equal in number to not less than one hundred or thirty percent of the number of voters at the last preceding regular school election, whichever is greater, asking that an election be called to approve or disapprove this action of the Board adopting the Instructional Support Program, this action of the Board is final and the Secretary is authorized and directed to certify a copy of this Resolution to the Department of Management.

In the event a petition containing the required number of signatures is filed with the Secretary of the Board within twenty-eight days of the adoption of this Resolution, the President shall call a meeting of the Board to consider rescission of this Resolution, or to direct the county commissioner of elections to submit the following question to the qualified electors of the School District at a special election.

If the Board determines to submit the question to the electors, the proposition to be submitted shall be as follows:

Shall the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, be authorized for a period of five (5) years to levy annually, as determined by the Board, an instructional support property tax in an amount (after taking into consideration instructional support state aid) not to exceed ten percent (10%) of the total of regular program district cost for the budget year and moneys received under Section 257.14 as a budget adjustment in the budget year, to be levied upon the taxable property within the School District, commencing with the levy for collection in the fiscal year ending June 30, 2017, to be used for any general fund purpose?

PASSED AND APPROVED this 23rd day of February, 2015.

President

ATTEST:

Secretary

### **CERTIFICATE**

### STATE OF IOWA ) ) SS COUNTY OF LINN )

I, the undersigned Secretary of the Board of Directors of the Linn-Mar Community School District, in the County of Linn, State of Iowa, do hereby certify that attached is a true and complete copy of the portion of the corporate records of the School District showing proceedings of the Board, and the same is a true and complete copy of the action taken by the Board with respect to the matter at the meeting held on the date indicated in the attachment, which proceedings remain in full force and effect, and have not been amended or rescinded in any way; that the meeting and all action was duly and publicly held in accordance with a notice of meeting and a tentative agenda, a copy of which was timely served on each member of the Board and posted on a bulletin board or other prominent place easily accessible to the public and clearly designated for that purpose at the principal office of the Board pursuant to the local rules of the Board and the provisions of Chapter 21, Code of Iowa, upon reasonable advance notice to the public and media at least twentyfour hours prior to the commencement of the meeting as required by law and with members of the public present in attendance; I further certify that the individuals named therein were on the date thereof duly and lawfully possessed of their respective offices as indicated therein, that no board vacancy existed except as may be stated in the proceedings, and that no controversy or litigation is pending, prayed or threatened involving the incorporation, organization, existence or boundaries of the School District or the right of the individuals named therein as officers to their respective positions.

WITNESS my hand this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 2015.

Secretary of the Board of Directors of the Linn-Mar Community School District

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# EXCELSIOR MIDDLE SCHOOL MECHANICAL ROOM UPGRADE

LINN-MAR COMMUNITY SCHOOL DISTRICT MARION, IA

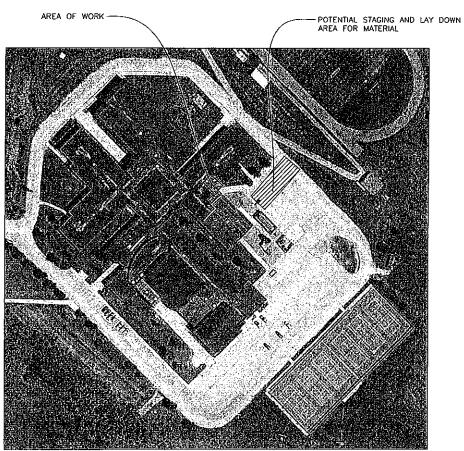
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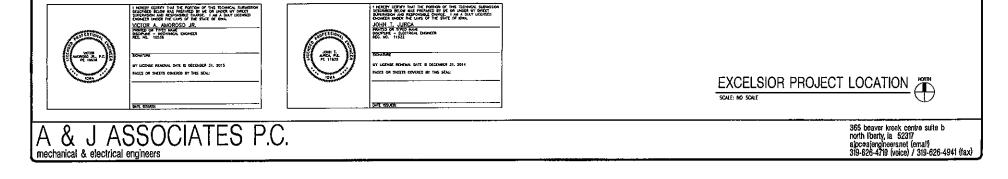
ISSUE FOR BID 02/10/2015

### SHEET LIST

SHEET / SHEET TITLE MO.1 WECHANICAL SYMBOLS, DEFINITIONS, AND NOTES MI.1 WECHANICAL FLOOR FLAN ~ DEWOLITION MI.4 WECHANICAL FLOOR FLAN - HYDRONIC PIPING M2.2 WECHANICAL SCHEDURES M2.3 WECHANICAL HYDRONIC CONTROLS M3.0 WECHANICAL DETALS

E1.0 ELECTRICAL FLOOR PLAN





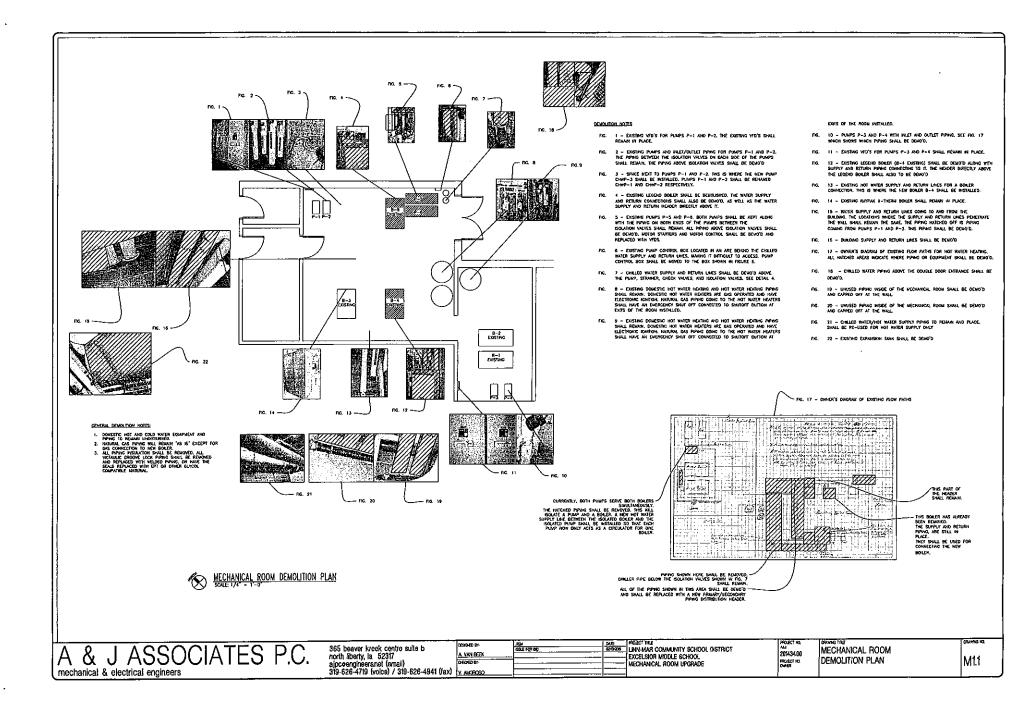
## MECHANICAL SYMBOLS (NOTE: NOT ALL SYMBOLS SHOWN MAY BE REQUIRED FOR THIS PROJECT)

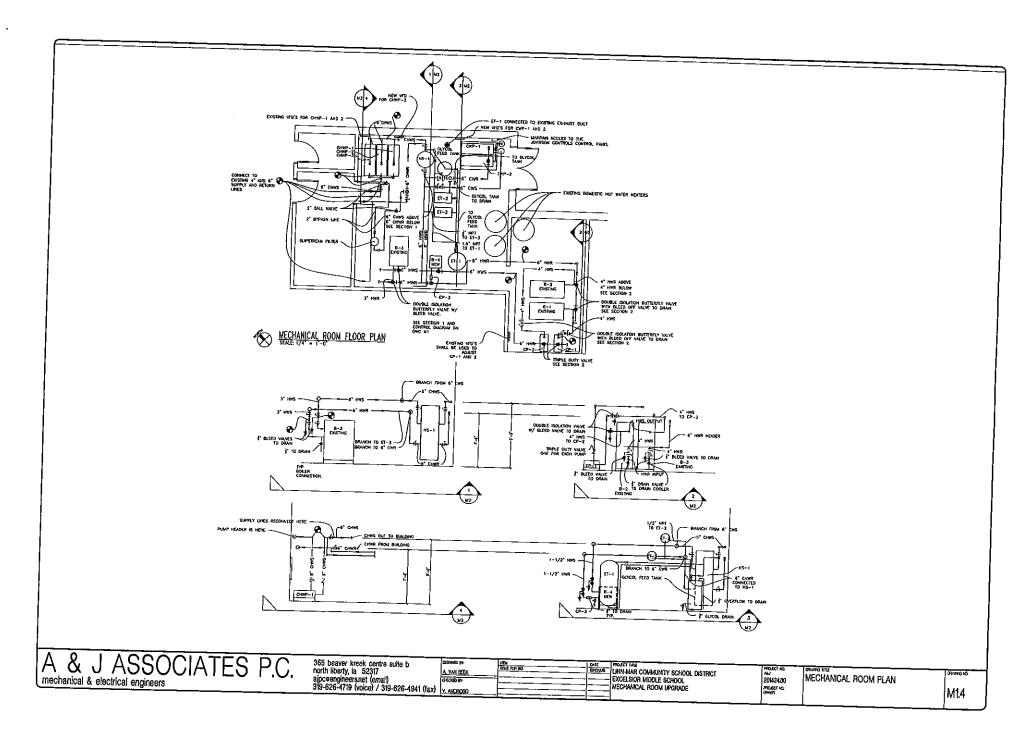
PIPING SYMBOLS (APPLIES TO ALL SYSTEMS)	PLUMBING SYSTEMS	PIPING SYSTEMS	FIRE EXTINGUISHING SYSTEMS	SHEETMETAL	MISCELLANEOUS/ABBREVIATIONS
		- HRS HEADING HOT - CHS CHRLED WATER SUPPLY	- SPR- SPRINGER -0 SPRINKER WATER		SA SUPPLY AR WC WATER CLOSET
-to ELBOW TURNED PUPE GUIDE	- AN - ADD WASTE - FOR - FUEL OR RETURN	- XWR - HEATING HOT - CWR - CHRLED WATER RETURN	- A - FRE LINE Q A.D.W. SWITCH	E BOLT SAZE, INST ACURE & SALE SHOWN	RA RETURN AR UR URINUL
-10 UP OR TOMURDS X PUPE ANCHOR	STORM SEVER - FOY - FUEL OIL VENT	-HPS-100- HIGH PRESSURE HRR HRR HRR	O UPRCHT SPRINGLER HEAD	CHANCE OF ELEVATION, RISE (N), DROP (0)	EA EXHAUST AR FD FLOOR DRAN
HO TEE TURNED DOWN OR ABOY	SANTARY SEMER AR COMPRESSED AR	- MPS-65- MEDUNI PRESSURE - HRS - HEAT RECOVERY RETURN	PENDINT     PENDINT     PENDINT     PENDINT	E BUNKUL VOLUME DAMPER	DA DUTSIDE AR
	- AN ADD WASTE OXYGEN	-LPS-15 - COM PRESSURE D CONDENSATE DRUN LINE	SEMI-RECESSED C. DITERIOR SPRINKLER HEAD C. DITERIOR	SAULLER DAMER	SR SUPPLY REGISTER SK SHIK
	STORM SEVER VAC VAC UNN	-UPR - STEAN CONDONSATE -AS - REPROFERENT	CONCEALED SPRINCLER SPRINCLER HEAD SO ZONE VALVE	SWORT OWNER - FD SWORT OWNER - SO COMPANION PRE/SWOKE DWPER - FD/SD	BR BETURK RECESTER JS JANFOR SPOK
KI PRESSURE KILVE CIRCUT SETTER	D CONDENSATE SCAVENCER	CP COMDENSATE -RL REFEGERANT	O SPRINGLER HEAD TEST AND DRAN ASSELVENT		DR EXHAUST REDISTER LAY UNATORY
TO GATE VALVE DE-U BALANCING VALVE		- HCS HOT AND CHILLED - RHG REFROEMANT HOT GAS	O SPRINCER HEAD TITLET ONE HOSE CASHET		SG + SUPPLY CALLE SH SHOWER
DEC GLOBE VALVE H AR VONT			SOFWALL SPRANCER HEAD	ELBOW WITH VANES	RG RETURN GRALE OWC DLECTRC WATER
DIN PLUG VALVE A VACUUM BREAKER	-O VIA VENT DATU	CS CONDENSER REPORT REPORT		ALLE RADUS ELSOW - WITH VANES FOR	EG EXHAUST CALLE ATT ADOVE THISHED FLOOR LEVEL
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RT ANGLE GLOBE WE'VE D GAUGE ADAPTOR	COLD WATER (DCW) - N- HITROGEN			SUPPLY, ATTINH, OR DUWIST AS III III WOOD DEPATIO DUWER - SUPPLY, III III WOOD DEPATIO DUWER - SUPPLY, IIII III REPARTO	LO LINEAR DIFFUSER DN DOWN
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OR BULINCHO VALVE I THERMOMETER	HOT WATER CHINC) -HE - HELIUM	PLUMBING FIXTURES	MECHANICAL EQUIPMENT	DIFUSER IN BOTTON OF DUCT - SOURC OF ROUND AS INDEXTED	rg Ador fruit
III BUTTERFLY VALVE A WATER HARVER	- SON- SOFT WATER - H HYDROGEN		TEXNARAL AR BOX & RETURN CRALL	AR EXTENSION - FULL DEPTH OF BRANCH	TO TRANSFER GROLE
SOLENOOD VALVE () INDEMOSTAT	-TW- TOWPERED WATOR -NO NETROUS DIDOE	CI WITH BUSH VANE DI COUNTRITOP		SUPPLY OR DISCHARGE AR DUCT. SOLID CROSS - UP OR TOWARDS, DASHED CROSS -	
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PRESSURE VALVE - BOD FLEWHOUT (CO)	- CAS (NATURAL OR WANAFACTURED)	O ROOR DRUH - NULL HORWAT		Port of chunce in buct construction (er static pressure class on operative	CONTROLLER
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				CONTROL CAMPER + SUPPLY,	A RODUTES CHURCE CARSON DODOE
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general demolition notes:	GENERAL PLUMBING			GENERAL HVAC NOTES:	APPLICABLE CODES:
I. VERITY EXACT SIZE AND LOCATION OF EXISTING UTKITIES	BEFORE START OF DEMOLITION. 1. VERIFY EXACT SU	E AND LOCATION OF EXISTING UTILITIES BEFORE START	L PUPING HOTES: IFY EXACT SIZE AND LOCATION OF EXISTING UTILITIES BEFORE START OF	<ol> <li>ALL OUCTHORK IS SHOWN IN SCHEWARD FORM. ALL DUCT R DROPS ARE NOT SHOWN, PROMOE OFFSETS AS REQUIRED TO COMPARE INFORMATION AND AN AND A DROP INFORMATION AND AND AND AND AND AND AND AND AND AN</li></ol>	VEET UNFORM PLINBING CODE, 2015
<ol> <li>RELOCATE, REWOVE, AND ADJUST ALL WECKNAPCAL AND COORDUNATE WITH NEW WORK PLANS.</li> </ol>	ELECTRICAL ITEVES AS REQUIRED TO OF CONSTRUCTIO 2. PAPARG IS SHOW	CO4	ISTRUCTION.	SPACE REDUREMENTS AND TO AVOD INTERFERENCE WITH OTH TRADES. EXACT LOCATION OF THE DUCTWORK MAY VARY ACC THE COORDINATED SPACE REDUREDENTS. EACH TRUE, SMAL	I BE OTTALIONAL BUDDED COOL 2015
3. ALL MECHANICAL ITEMS SHOWN ARE EXISTING AND SHOW	IN IN SCHEMATIC FORM DNLY. TRADES AS REQU	RED. TRA	ARANCE WITH STRUCTURAL CONDITIONS, COORDINATE WITH OTHER DES AS REDURED, PIPPING SHALL BE INSTALLED WITH ADEQUATE SLOPE	TOTALLY RESPONSIBLE FOR COORDINATION WITH OTHER TRADE 2. DUFFUSERS, GRULES, AND REDISTER LOCATIONS STULL BE CO	<ol> <li>INTERNATIONAL FLEL GAS CODE, 2015 NATIONAL ELECTRICAL CODE, 2014</li> </ol>
4. REMOVE ERSTING PAPERS AND OUCTWORK AS REQUIRED	FURHISHED AND	ONNECT ALL PLUVBOK REQUIRED TO EQUIPMENT AS INSTALLED BY OTHER. 3. COM	REGURED FOR EACH PARTICULAR SYSTEM. INECTIONS TO, AND SMUTDOWNS OF, DUSTING SYSTEMS SHALL BE	WITH LOCATIONS OF EIGHTS, SPREALER HEADS, EXIT LIGHTS, 5. PROVIDE RIGID METAL DUCT, WITH NO EXCEPTION, WHERE FUR	ETC.
<ol> <li>REMOVED FIXTURES AND EQUIPMENT SHALL BE REMOVED PROPERLY, UNLESS OTHERWISE MOTED.</li> </ol>	<ol> <li>CONFECTIONS TO COORDINATED INT</li> </ol>	AND SHUTDOWNS OF EXISTING SYSTEMS SHALL BE COO 4 DAYLER TO ALLOW MINIMUM INTERTRENCE WITH CARD	NORMATED WITH OWNER TO ALLOW DREADUR REPERENCE WITH ERS OPERATON AND DOWITIME OF EXISTING SERVICES, CONTRACTOR 11, SUBJECT TO OWNER FOR REPORT AND APPROVAL OF THE FROMOSED	<ol> <li>PROMODE ROU METAL OUCH, WITH NO EXCEPTION, WHERE TO AND/OR SHOKE WALLS ARE PENETIRATED. REFER TO DRAWING DUT OF RATED WALLS.</li> </ol>	S FOR CALL
<ol> <li>DISCONNECT ALL MECHANICAL CONNECTIONS TO EDUPINE</li> <li>IN ARCAS WHERE EXISTING CONSTRUCTION IS REMOVED</li> </ol>	INT BENG REMOVED BY OTHERS. ONDER'S OPERAT CONTRACTOR SHO AND NO ADDITIONAL CONSTRUCTION IS PRODUCED PURC	ON AND DOWNTINE OF EXISTING SERVICES. AND ADDRAW TO DWINER FOR REVIEW AND ADDRAWAL, THE PHA	SHE PLAN FOR CONNECTING NEW SERVICES TO EXISTING SERVICES.	5. MARIAL VOLUME DAMPERS SHALL BE PROVIDED ON ALL RETU SUPPLY, AND EXHAUST BRANCH DUCTS.	jan,
INDICATED, PATCH EXISTING ADJACENT CONSTRUCTION T	U MAICH. SERVICES.	TON	L THERMOSTATS SHALL BE 4'-0" ABOVE FANSHED FLOOR UNLESS ED OTHERMISE	7. FIRE DAMPERS SHALL BE INSTALLED IN ALL DUCTS PENETRATI FIRE RATED WALL WHERE INDICATED DH PLANS.	ING ANY
EXISTING SERVICES, CONTRACTOR SHALL SUBVIT TO DRY	ER FOR REVIEW AND APPROVAL THE DEG CT AMANDALIA	PERO SUML BE SUDED AT 1/4" PER FT. UNMUUM 5. FOR E NOTED, STORM PRANG SHALL BE SUDPED AT 1/8" AND UNLESS OTHERMSE NOTED.	EXACT PAPING CONNECTIONS TO EQUIPATENT, INCLUDING VALVES, TRAPS APPURTENANCE, SEE PAPING DETAIL DRAWINGS.	A. ALL OUCTWORK NOT OTHERMSE HOTED SHALL BE 1/2" PRES	
PROPOSED PHASING PLAN FOR CONNECTING NEW SERVIC	ES TO EXISTING SERVICES.	6. PAT	CH FLOORS, WALLS, CEALINGS, ETC. TO MATCH EXISTING CONDITIONS IRE CUTTING AND MINOR DEMOLITION ARE REQUIRED.	9. 🐣 WORATES CONNECT NEW TO EXISTING.	
<ol> <li>/////// worates neguted dewoltion of Ensti Remove pipwg and ductwork as indicated and cap dewolsked items from site and ospose of in a u</li> </ol>	AT MAN AS REQUIRED. REMOVE		UNICATES CONNECT NEW TO EXISTING.		
10. CONTRACTOR SHALL COMPLY WITH GENERAL CONDITIONS	AND PROTECTION PROVISIONS SPECIFIED				

	DOF bester functioner and a b	ESOED 67	HOLECT DILE	PRO-557 HD.	DAVANA UUTE	DRAWING HO.
IA & JASSOCIATES PC.		A VAN BEEK	 INN-MAR COMMUNITY SCHOOL DISTRICT EXCELSIOR MIDDLE SCHOOL	201434.00 PROJECT ND.	MECHANICAL SYMBOLS	M0.1
mechanical & electrical engineers	ajpcoengineersnet (email) 319-626-4719 (voice) / 319-626-4941 (fax)	V, ANOROSO	MECHANICAL ROOM UPGRADE	OWNER		MU.I

- 10. CONTRACTOR SMALL COMPLY WITH GENERAL COMOTIONS AND PROTECTION PROVISIONS SPECIFIED FOR JOINT OWNER/CONTRACTOR OCCUPANCY WORK AREAS.
- THE WAT UTBELY CHARGE TO CONTINUE THE ADDRESS TO THE ADDRESS THE ADDRESS ADDRESS TO THE ADDRESS ADDR

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	EXPANSION TANK SCHEDULE									
žž	LOCATION	SYSTEM	LENCTH: X OM. (NCHES)	CAPACITY (CAL.)	RENARCS					
<b>स-</b> १	LECTIVICAL ROOM	SECONDARY	75 ≹ × 30	168.1	NEW					
ET-2	NECHWARAL ROOM	PRIMARY CHILLED	29 X 18-25	21.7	NEW					
ET-3	NECHNACH, ROOM	PRIMARY HOT	29 X 15.25	21.7	NEW					

## TAL PRESSURE - 13 PSG / RELATE PRESSURE - 60 PSG DESTING DOWNLOW TO TAL WAVE - 10 PSG DESTING DOWNLOW TAVE SHALL BE DENDD DESTING DOWNLOW TAVENUL BE DENDD TE-2 MAG ET-3 SHALL BE VORTACITY MOUNTED TE-2 WALL BE VORTACITY MOUNTED TE-1 WALL BE VORTACITY MOUNTED

н	YDRAULIC	SEPA	RATO	R S	CHEDU	JLE
PLAK MARK	LOCATION	SISTEM	(GPU 515/ GPU 1452)	PRESSURE DROP (PSK)	\$26	RUBIS
HS-1	SECHARON ROOM	PRMARY SECONDARY	800/940	-	8" FLANCED CONNECTIONS	SPROTICISU MODEL MODEL

	EXHAUST FAN SCHEDULE										
		SEARC	0.71.07			No.	TOA				
2.44 247	ŝ		YOLOCITY (FPV)	RPM		10.15	P3.	₿ê Be	MOUNTING	MANUFACTURER/	REWARKS
<b>σ</b> −ι	\$50	D.75		1725	0.25	115	1		NUME	GREENHECK SQ-99-VG	BONLER EXHAUST

### VIBRATION ISOLATION SCHEDULE

EQUIPHENT	(BUSE/ISOLATION)	STATIC	NUMBURA PATHO OF WEIGHT OF INFRITA BLOCK TO TOTAL WEIGHT OF SUPPORTED LOAD
0#F-3	BASE WOUNTED TYPE J	13'	1
CP-3	HO BASE / TYPE & ISO	0.3*	N/A
8-4	BASE TIPE B /	158	H/A
07-1	HO BASE/ TYPE I ISO	0.35*	N/A

TS: TS: TSY DEVISION TAWS SHULL BE PLACED ON THE BONDA RETURN LOOP ATTER THE DODGE BRITTERTY HUNGS. AN EDVISION TAWAY SHULL ALSO BE PLACED ATTER THE TOUGHT SOLEN SHULL BE HIRS. THE SUPLACE ATTER THE THE TOUGHT SOLEN SHULL BE HIRS. THE SUPLACE SOLEN SOLE OF THE VIO THE TOUGHT SOLEN SHULL BE HIRS. THE SUPLACE SOLEN SOLE OF THE ALL DOWNSHIP THAN OFFICIENTS SOLULI TED INTO THE COTTAGE. STATUS ALL DOWNSHIP THAN OFFICIENTS SOLULI TED INTO THE COTTAGE. SOLE STATUS SHULL AIM ON A JOIN WHEN/STATUS SOLUTIONE. THE STATUS REQUEST BC-DONEDD WERE.

- DR-NUMBED WARK. PROR TO THE CLYCOL SYSTEM BEING INSTALLED. THE WHOLE SYSTEM MUST BE CLEINED AND FLUSHED USING HTDROSOLV \$250 ON DESIGN PROFESSION ACCEPTED

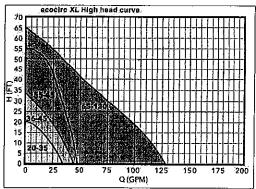
al. Cutor that shall be used in the system shall be phogened allowed E gator. Or deson profession accepted equal D streamor paper system volume and been estamed at 3600 callows Is of minus 20%. Provide gator/odom/200 water to fill the system.

	GΑ	S F	IRE	DI	BOII	LER	2 S	SCF	IEC	UL	E		
						.90	INCA N	TIOR	080	a atom i	ACTOR		
PLAK WPX	NALINO (NEM)	HATURAL GAS NOUT (UTU)	ð	뗈	벙	MPS	VOLT	ы	10	VOLT	Рн	HUNGACTURER	REMARKS
8-1	1.8	2.0	120	140	170	-	-		-	-	-	AERCO	EXISTING
8-2	1.8	2.0	120	140	170	-	- 1	-	-	-	-	AERCO	EXISTING
8-3	1.8	2.0	120	140	170	-		-	-	-	1	RAYPAK	DOSTING
8-4	0.16	0.2	16	140	160	1.2	120	1	-	-	-	LOCHIMVAR KNOCHT KB-211	NEW

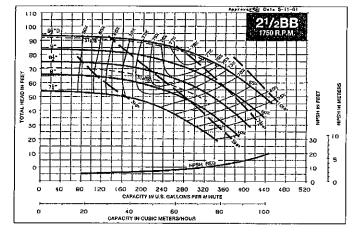
## (1) EUSTING RAYPAX BOLER HAS UNIT MOUNTED CIRCULATOR PURPS (2) CIRCULATORY PURPS CP-1/2 SHALL BE RE-PIPED TO PROMOE ONE BOLER/ONE PIPE SETUP.

			Р١	JMI	2	SC	CHEC	ULE	
		HEAD		P08	04				
904N 1976	(CPM)	파힌	-	VAR	PH.	RP4	VOUNTING	WHORACTURER	REALBOR
CN9~1	800	20	7.5	208	3	1160	EASE VIOUNTED	PATTERSON	EXISTING CHILLER
CMP-2	800	20	7.5	208	3	1160	BASE MOUNTED	PATTERSON	EXISTING CHILLER
CrmP-1	547	60	10	<b>208</b>	3	750	BASE MOUNTED	64G 1531	NEW SECONDARY
DimP-2	537	60	10	208	3	1750	BASE WOUNTED	B&C (53)	EXISTING SECONDARY
CIMP-3	\$37	60	10	208	3	1750	BASE	B&G 1531	EXISTING SECONDARY
CP-1	392	50	10	208	3	750	BASE NOUNTED		existing Bonler I
ŝ	392	50	10	208	3	\$750	BASE MOUNTED		EXISTING BOILER 2
ce-3	20	19	1	115	,	2000	HLINE	B&G 36-45	NEW GORER 4

#### CP-3 BELL AND GOSSETT 36~45 PUMP CURVE



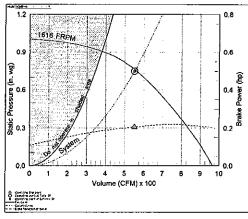
#### CHWP-1 BELL AND GOSSETT SERIES 1531 PUMP CURVE

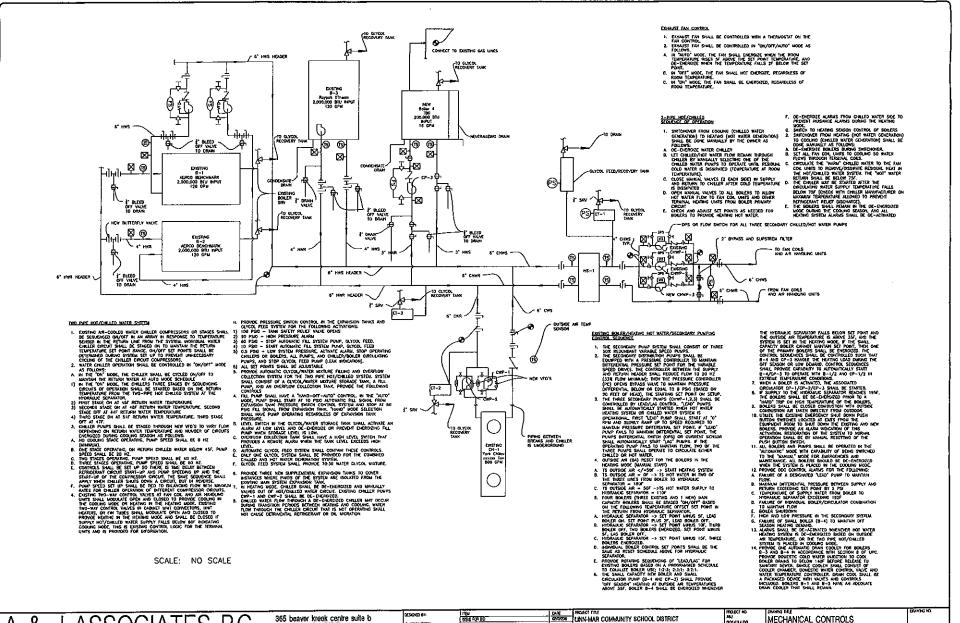


A & LASSOCIATES PC	365 beaver kreek centre suite b north liberty, la 52317	deskined in: A. Yan beek	000705	PROJECT TITLE LINN-MAR COMMUNITY SCHOOL DISTRICT EXCELSIOR MIDDLE SCHOOL		MECHANICAL SCHEDULES	OFWING HC.
mechanical & electrical engineers		DHEORED BY- V. AMOROSO		MECHANICAL ROOM UPGRADE	PROJECT NO. OHNER		M2.2

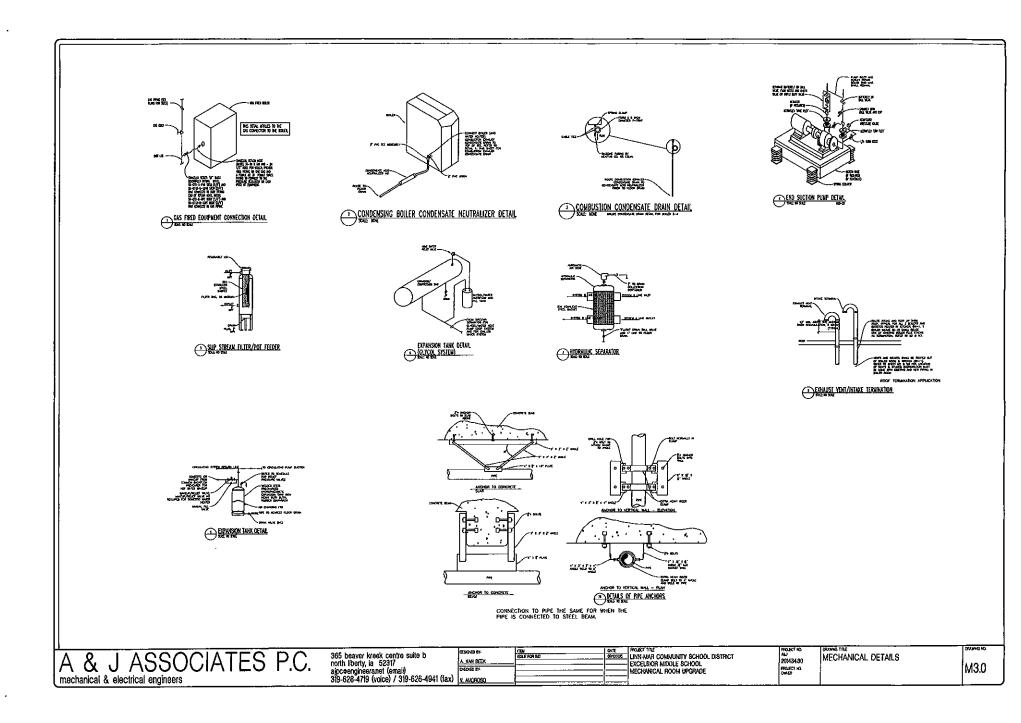
#### (1) PUMPS CP-1/2 AND CHMP-2/3 HAVE DUSTING VPD'S (2) PROMOE HEM WID'S FOR CMP-1/2 AND CHMP-1

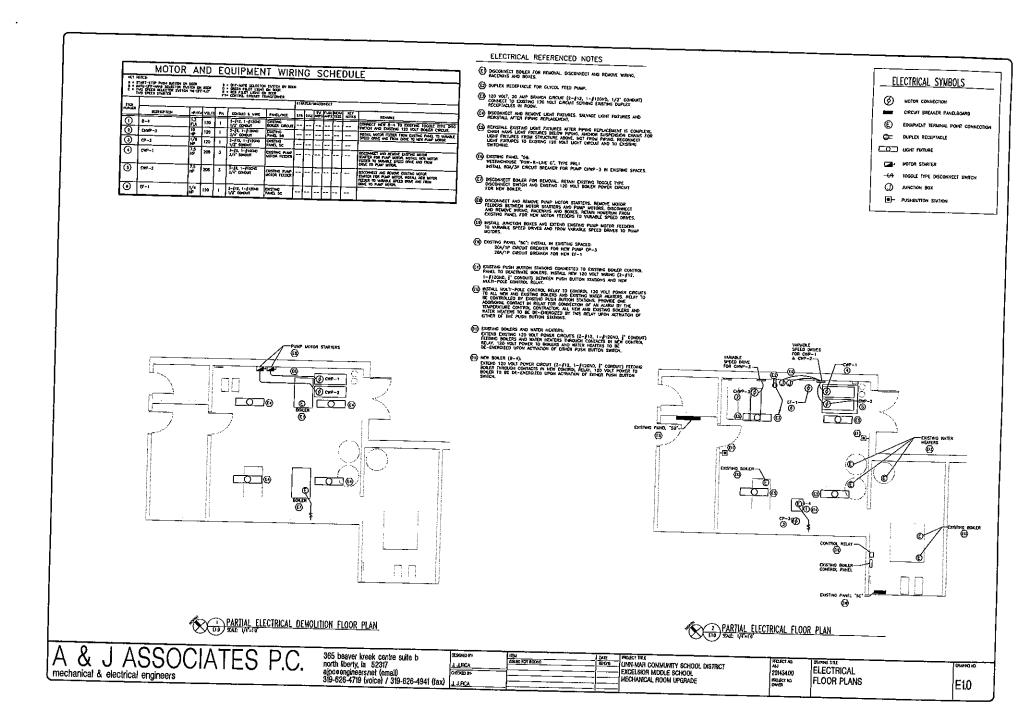
#### EF-1 GREENHECK SQ-99-VG EXHAUST FAN CURVE





A & J ASSUCIATES P.C. moth	beaver kneek centre suite b asoese Reerty, la 52317 <u>A VAI 8332</u> bengineersnet (email) 264-719 (voice) / 319-626-4941 (fax) <u>v. Aucross</u>	155LE FOR 80 02/0206	LINN-MAR COMMUNITY SCHOOL DISTRICT	FROLECT NO. RU 201434.00 FROLECT NO. OWNER	MECHANICAL CONTROLS	M2.3	
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Reviewed		601.3	School Day
		602	PROGRAMS OF INSTRUCTION
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Reviewed		602.2	Competent Private Instruction
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### EDUCATIONAL PROGRAM

### Policy Title FIELD TRIPS AND EXCURSIONS Code 603.3

The Board of Directors recognizes that a properly planned, well-conducted and carefully supervised curriculum-related field trip is a vital part of the curriculum of any classroom or current activity. Student travel related to extra- or co-curricular activities that are reasonable extension of student experiences are also supported as long as student participation is inclusive of the regular group activity participation.

Field trips and excursions shall have the approval of the building principal in advance of the trip. Consent of each student's parent, guardian or legal custodian is required in advance of any field trip or excursion including activities and athletics.

Every effort should be made to confine trips to a single day but it is recognized that there may be occasions when an educational trip, tour or excursion will be of such distance and/or nature to necessitate students being gone overnight. Such trips shall require the approval of the superintendent or designee. Students who have graduated by the time of the school-sponsored scheduled trip or excursion are not eligible to participate. Sanctioned (Iowa High School Athletic Association or Iowa Girls' High School Athletic Union) athletic competition and/or tournaments are excepted as long as student conduct is covered by the Code of Conduct.

It shall be the responsibility of the superintendent, in conjunction with principals, to develop administrative regulations regarding this policy.

 Adopted 2/12/78
 Reviewed 7/11; 9/12; 9/13; 2/23/15
 Revised 2/99; 7/03; 10/08; 1/10

 Related Policy:
 (Code Number)
 502.1; 503.6

 Legal Reference:
 (Code of Iowa)
 § 279.8 (2011); 281 I.A.C. 43.9; 390 C.F.R.

 pt. 390.3(f)(2004)



#### ADMINISTRATIVE REGULATIONS REGARDING EXCURSIONS AND TRIPS

Excursions and trips that relate to the educational development of the student are supported by the Board of Education.

**School sponsored excursions or trips** are those in which only Linn-Mar students participate and are sponsored by a certificated Linn-Mar employee. In contrast to field trips which must demonstrate a strong alignment to the curriculum, trips or excursions must have a relationship to either the academic, activity, or athletic programming of the district with a purpose of advancing the development of the student or providing an opportunity for application of the student's education. Requirements of school sponsored excursions or trips include:

- Sponsorship by a certificated District employee;
- Provision of proper supervision by a qualified person for certain activities such as rock climbing, ropes courses, beach swimming, surfing, etc.;
- Adherence to the District Code of Conduct and completion of appropriate documentation by parents and students;
- Completion of a written request to the building principal at least 3 weeks in advance of the trip including the following:
  - -The rationale for the trip;
  - -Purpose and objectives of the excursion or trip;
  - -Justification for an overnight excursion or trip, if applicable;
  - -Detailed plans for student supervision;
  - -Complete itinerary;

-Resource manual with emergency contacts for participants, situational protocols including administrative contacts; and procedures for first aid, health, and emergency contacts at the location;

-Costs, budget and sources of funding; and a

- -List of the participants and copies of required participation paperwork.
- Approval by the principal and submission of the approved application and materials to the superintendent or designee no later than three (3) weeks prior to the start of the trip or excursion for the following action:

-High School: approval required by the superintendent or designee for overnight excursions or trips.

-Middle School and Elementary School: approval by the Board of Education for overnight excursions or trips.

• Within three (3) weeks of completion of the trip, the teacher sponsor shall submit a written summary of the event to the principal.

Note: Students who have graduated prior to commencement of the trip are not eligible to participate unless they are a member of a state sanctioned team or group and governed by the District's Code of Conduct.

**Non-school sponsored trips** including those involving groups with Linn-Mar students or groups with Linn-Mar students and other students will abide by the requirements of the excursion or trip sponsors and sponsoring organization or business. Parents of the students, the students, and the sponsoring organization are responsible for everything related to the excursion and trip as well as the excursion or trip. If the sponsors or sponsoring organization must reserve the meeting space and pay rent for the use of District facilities related to the excursion or trip. District resources may not be used for any aspect of a non-school sponsored excursion or trip. This includes bulletin boards, district e-mail, distribution of information in any format, informal meetings, etc.

Adopted	1/11/10	Reviewed	7/11; 9/12; 2/23/15	Revised	9/9/13
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#### ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

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

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

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

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

#### **Field Trips Criteria:**

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

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and " is a vital part of the curriculum or current activity." Reference: Board Policy 603.3		
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.		
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.		
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.		
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3		
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.		
Multi- disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		
School Adminis	strator Approval		Date	
	istrator Approval		Date	
Board Approva	1		Date	

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

Adopted <u>2/1/99</u> Reviewed <u>9/08; 7/11; 9/12; 9/13; 2/23/15</u> Revised <u>10/08; 1/10</u>

		/
LINN-MAR Community School District	EDUCATIONAL PROGRAM	_ /
Policy Ti	itleOUTSIDE RESOURCE PEOPLE	Code <u>603.4</u>
education	rd encourages the use of community resources and citizens nal program. Use of outside personnel and resources shall I by the Superintendent or designee and will follow all pro es.	be under regulations as
		Deleted 2/23/15

Adopted <u>6/15/70</u> Reviewed <u>7/03; 7/11; 9/12; 9/13</u> Revised <u>12/07; 12/7/09</u> Related Policy: (Code Number) Legal Reference: (Code of Iowa)



## Policy Title TEACHING CONTROVERSIAL ISSUES Code 603.5

A controversial issue is a topic of significant academic inquiry about which substantial groups of citizens of this community, this state or this nation may hold sincere, conflicting points of view.

It is the belief by the Board that controversial issues should be fairly presented in a spirit of honest academic dialog so that students may recognize the validity of other points of view, and can also learn to formulate their own opinions based upon dispassionate, objective, unbiased study and discussion of the facts related to the controversy.

It shall be the responsibility of the licensed personnel to present full and fair opportunity and means for students to study, consider and discuss all aspects of controversial issues including, but not limited to, political philosophies.

It shall be the responsibility of the licensed personnel to protect the right of the student to study pertinent controversial issues within the limits of good taste and civility and to allow the student to express personal opinions in an appropriate and respectful manner without jeopardizing the student's relationship with the licensed personnel.

It shall be the responsibility of the licensed personnel to refrain from advocating partisan causes, sectarian religious views, propaganda, or indoctrination of any kind through any classroom or school activity or device. However, licensed personnel shall not be prohibited from expressing personal opinions in a balanced and respectful manner, as long as students are encouraged to reach their own decisions independently.

The Board encourages full discussion of controversial issues in a spirit of academic dialog that shows students that they have the right to disagree with the opinions of others, but that they also have the responsibility to base the disagreement on facts or reasoned conclusions and to respect the right of others to hold conflicting opinions.

Adopted <u>6/15/70</u> Reviewed <u>7/03; 12/09; 7/11; 9/12; 9/13; 2/23/15</u> Revised <u>3/99; 12/3/07</u> Related Policy: (Code Number) <u>602.16; 602.16-R</u> Legal Reference: (Code of Iowa)



## Policy Title <u>SCHOOL CEREMONIES AND OBSERVANCES</u> Code 603.6

Student participation in opening and/or closing school-day ceremonies or observances of a ceremonial nature shall be of the student's own choosing.

The school shall respect each student's personal beliefs, non-religious or religious, concerning patriotism as it relates to the opening or closing of school programs.

Non-participation of students in ceremonies or observances shall not be cause for exclusion from the classroom, assembly hall or group meeting place.

 Adopted
 6/15/70
 Reviewed
 12/09; 7/11; 9/12; 9/13; 2/23/15
 Revised
 3/99; 7/03; 12/07

 Related Policy:
 (Code Number)
 603.11

 Legal Reference:
 (Code of Iowa)
 § 279.8



Policy Title

#### HOMEWORK

Code <u>603.7</u>

Homework should be an integral and relevant part of a student's instructional program. It should be used consistently throughout the grades and classes. Parents, guardians or legal custodians should be informed of this homework policy and regulations.

Homework is defined as the out-of-class assignments that may be considered as extensions and enrichment of the regular classroom instructional program, as reinforcement of newly acquired skills, as application of recent learning, or as preparation for further learning.

Three basic types of homework – practice, preparation and extension – should be intentionally designed for students with the following considered. Purposes:

- 1. To provide students an opportunity to reinforce newly acquired skills or apply recent learning. (Practice)
- 2. To have the student obtain sufficient background information to be prepared for the next day's instruction. (Preparation)
- 3. To foster student initiative for learning through individual applications, research, and study. (Extension)

It is the expectation that homework as described above may be given in all classes in grades PreK-12. For all students, homework assignments should be

- Necessary and useful;
- Appropriate to the ability and maturity level of the students;
- Well explained and motivating;
- Clearly understood by the student;
- Identified as far in advance as possible in order to assist students in planning their time;
- Promptly monitored by licensed personnel including acknowledgement and/or feedback.

The time required for homework completion should be appropriate to the student's developmental level and potential. Teachers should consider the following when assigning homework: the number of assignments for which a student may have responsibility, the complexity of the assignment(s), the available school time in which homework can be completed, and the resources available to the student at home. The principals in each school, PreK-12, is responsible for shall collaborate by level in the development of homework assignment guidelines that fulfill the intent of this policy, articulate to the next level, and which with the goal to inspire learning, unlock potential and empower achievement.

Adopted <u>6/13/85</u> Reviewed <u>11/07; 12/09; 9/12; 9/13</u> Revised <u>3/99; 7/03;7/11; 2/23/15</u> Related Policy: (Code Number) <u>602.16; 602.16-R</u> Legal Reference: (Code of Iowa)



Policy Title

#### PHYSICAL EDUCATION

Code 603.8

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

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

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

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

Any student who  $\frac{\text{will does}}{\text{modes}}$  not participate in physical education must  $\frac{\text{have complete}}{\text{have a written}}$  a written request  $\frac{\text{or statement from approved by}}{\text{high school administrator.}}$  the parent(s), guardian(s) or legal custodian(s),  $\frac{\text{and a}}{\text{high school administrator.}}$ 

 Adopted
 3/1/99
 Reviewed
 12/09; 9/13
 Revised7/03; 7/08; 7/11; 9/12; 2/23/15

 Related Policy:
 (Code Number)
 602.1

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



# Request to be Excused from High School Physical Education Course

Please print when completing the information below.

Student's Name:	Grade	2:
Counselor:	Date of Request:	
Request time period for excuse from Physical Education	on course:	
<b>Reason:</b> Check reason below and briefly describe.		
Health:		
Religious:		
Academic:		
Extra- or Co-Curricular:		
□ Coop:		
Work Study:		
□ Internship:		
School Authorized Program:		
Parent/Guardian Approval:		Date
Administrator Approval:		
Signature		Date



## Policy Title RELIGION IN THE SCHOOLS Code 603.9

The Board recognizes the key role religion has played in the history of the world and authorizes the study of religious history and traditions as part of the curriculum or school-sponsored activities. The Board does not authorize the practice of religion as part of the curriculum or school-sponsored activities. Religion and religious conviction shall be treated with fairness and respect.

The school district is required by law to keep the practice of religion out of the school curriculum. Preferential or derogatory treatment of a single religion will not take place.

It is the responsibility of the superintendent to ensure the study of religion in the school in keeping with the following guidelines:

- The proposed activity must have a secular purpose;
- The primary objective of the activity must not be one that advances or inhibits religion; and
- The activity must not foster excessive governmental entanglement with religion.

School district employees will not discriminate against any person based upon that person's religious beliefs. School district employees are encouraged to promote among employees and students tolerance of varied religious beliefs or non-belief. School district employees will not denigrate a student's religious beliefs or non-belief. The policy against denigrating religious beliefs and non-belief shall not be interpreted to prohibit academic discussion of religion. This policy has no intent to affect the religious beliefs or practices of school district employees outside of their work environment.

Adopted <u>3/1/99</u> Reviewed	7/03; 12/09; 7/11; 9/12; 9/13; 2/23/15 Revised 7/14/08
Related Policy: (Code Number)	603.10
Legal Reference: (Code of Iowa)	§§279.8; 280.6 (2011)
_	US Const. amend. I.; Lee V Weisman. 112 S.Ct. 2649 (1992)
_	Lemon v. Kurtzman, 403 US 602 (1971)
	Graham v. Central Comm. School District of Decator Co,
_	608 F. Supp. 531 (SD Iowa 1985);



## ADMINISTRATIVE REGULATIONS REGARDING RELIGION IN THE SCHOOLS

The Linn-Mar Community School District believes there is value in diversity and appreciates the constitutional context in which schools must function regarding religious liberty and the First Amendment.

The following guidelines have been developed to further define Board Policy 603.9, Religion in the Schools.

## Teaching About Religion

Religious holidays offer opportunities to teach about religions. The observance or celebration of a religious holiday in the school raises sensitive issues for people who observe the holiday and for those who do not. School district employees and students are permitted to observe their religious holidays in the schools so long as the observance is not disruptive. By way of example, observing a religious fast or wearing a religious article as part of a holiday observance or celebration is not likely to be disruptive. Other forms of observance that could be disruptive may not be permitted at school or special arrangements for such observance may have to be made. School district employees may not make the celebration of - as opposed to the study of - a religious holiday part of any curricular, co-curricular activity or extra curricular activity. School district employees may not coerce students to participate in the celebration or observance of any religious celebration.

## **Religious Expression**

The right of students to engage in religious activity and discussion shall be respected. For example, individual students are free to pray, read their scriptures, discuss their faith, and invite others to join their particular religious group as long as such behaviors are not disruptive or coercive. Students shall have the right to express their religious views when those views are relevant to the subject under consideration or meet the requirements of the assignment.

Students may wear clothing with religious significance when the wearing of the clothing during the school day is part of their religious practice. Students may wear religious jewelry and may display religious messages on clothing to the same extent that other messages are permitted.

Students may distribute religious literature on school property, following the guidelines of Policy 1001.4 and 1001.4-R for distribution of non-curricular materials. Distribution, upon the proper approvals, of religious, non-curricular literature is to be done at a reasonable time, place and manner that is not disruptive to the orderly and efficient operation of the school. The distribution of literature that is obscene, defamatory or disruptive shall be prohibited.

Students may form religious clubs which shall have access to school facilities and media on the same basis as other non-curriculum-related student clubs. Participation in such clubs must be voluntary and student-initiated. The club may not be sponsored by the school or school district employees. Non-school persons shall not direct, conduct, control or regularly attend meetings of such clubs. School district employees may be present at religious club meetings in a supervisory capacity, but they shall not participate in club activities. Any club activity that is illegal or that would cause substantial disruption of the school shall be prohibited.

When acting on behalf of Linn-Mar Schools, employees shall be neutral among religions and between religion and non-religion. School district employees shall not organize, mandate or participate in student religious activities, including prayer. School district employees shall be allowed to wear personal religious jewelry.

#### School Activities and Programs

The historical and contemporary significance of religious holidays may be included in the education program provided that the instruction is presented in an unbiased and objective manner. The selection of holidays to be studied will take into account major celebrations of several world religions, not just those of a single religion. Holiday-related activities will be educationally sound and sensitive to religious differences and will be selected carefully to avoid the excessive or unproductive use of school time. Teachers will be especially careful in planning activities that are to take place immediately preceding or on a religious holiday.

Music, art, literature and drama having religious themes (including traditional carols, seasonal songs and classical music) will be permitted if presented in an objective manner without sectarian indoctrination. The emphasis on religious themes is only as extensive as necessary for a balanced and comprehensive study or presentation. Religious content included in student performances is selected on the basis of its independent educational merit and will seek to give exposure to a variety of religious customs, beliefs and forms of expression. Holiday programs, parties or performances will not become religious celebrations or be used as a forum for religious worship, such as the devotional reading of sacred writings or the recitations of prayers.

The use of religious symbols (e.g. a cross, menorah, crescent, Star of David, lotus blossom, nativity scene or other symbol that is part of a religious ceremony) are permitted as a teaching aid, but only when such symbols are used temporarily and objectively to give information about a heritage associated with a particular religion. The Christmas tree, Santa Claus, Easter eggs, Easter bunnies and Halloween decorations are secular, seasonal symbols and as such can be displayed in a seasonal context.

Expressions of belief or non-belief initiated by individual students are permitted in composition, art forms, music, speech and debate. However, teachers may not require projects or activities which indoctrinate or force students to contradict their personal religious beliefs or non-beliefs.

#### Accommodations

Curricular, co-curricular or extra-curricular assignments/activities that make students feel excluded or identified with a religion not their own shall be avoided, whenever possible.

The Linn-Mar Community School District shall accommodate requests from parents or students to be excused for religious reasons from curricular, co-curricular or extra-curricular activities without penalty. When students are excused for religious reasons from curricular activities, teachers shall make available a comparable educational experience.

Page 3 of 3

 Adopted
 3/1/99
 Reviewed
 12/09; 7/11; 9/12; 9/13; 2/23/15
 Revised
 7/14/08

 Related Policy:
 (Code Number)
 603.9; 603.11; 502.11; 1001.4
 Egal Reference:
 (Code of Iowa)
 §§279.8; 280.6



## Policy Title <u>RELIGION-BASED EXCLUSION FROM SCHOOL PROGRAMS</u> Code 603.10

Parents, guardians or legal custodians who wish to have their child excluded from a school program because of religious beliefs must inform the superintendent or designee. The Board authorizes the administration to allow the exclusion if it is not disruptive to the educational process and it does not infringe on a compelling state or educational interest. Further, the exclusion must not interfere with other school district operations. Students who are allowed to be excluded from a program or activity which violates their religious beliefs shall be required to do an alternate activity or study.

In notifying the superintendent or designee, the parents, guardians or legal custodians shall abide by the following:

- The notice shall be in writing;
- The objection shall be based on religious beliefs;
- The objection shall state which activities or studies violate their religious beliefs;
- The objection shall state why these activities or studies violate their religious beliefs and
- The objection shall state a proposed alternate activity or study;

The superintendent or designee shall have sole discretion to make this determination. The factors the superintendent or designee shall consider when a student requests to be excluded from a program or activity because of religious beliefs include, but are not limited to, staff available to supervise a student who wishes to be excluded, space to house the student while the student is excluded, available superintendent or designee approved alternative course of study or activity while the student is excluded, numbers of students who wish to be excluded, whether allowing the exclusion places the school in a position that it is supporting a particular religion, and whether the program or activity is required for promotion to the next grade level or for graduation.

Adopted <u>8/14/89</u> Reviewed <u>7/08; 7/11; 9/12; 9/13; 2/23/15</u> Revised <u>3/99; 7/03; 7/08; 1/10</u> Related Policy: (Code Numbers/Letters) <u>603.9</u>

Legal Reference: (Code of Iowa) US Const. amend. I; Lee v Weisman, 112 S Ct. 2649 (1992); Lemon v Kurtzman, 403 US 602(1971; Graham v Central Comm. School Dist. Of Decatur County, 608 F. Supp. 531 (SD Iowa 1985); Iowa Code §§256.11(6); 279.8 (2011).



 Policy Title
 HEALTH EDUCATION
 Code 603.11

Students in grade levels kindergarten through twelve (12) shall receive, as part of their health education, instruction about personal health; food and nutrition; environmental health; safety and survival skills; consumer health; family life; human growth and development; substance abuse and non-use, including the effects of alcohol, tobacco, drugs and poisons on the human body; human sexuality; self-esteem; stress management; interpersonal relationships; emotional and social health; health resources; prevention and control of disease, communicable diseases, including sexually transmitted diseases and acquired immune deficiency syndrome; and current crucial health issues. The purpose of the health education program is to help each student protect, improve and maintain physical, emotional and social well-being.

The areas stated above shall be included in health education and the instruction shall be adapted at each grade level to the age and maturity level of students to aid in their understanding of the content.

Parents, guardians or legal custodians who object to health education instruction in human growth and development may file a written request that the student be excused from the instruction. The written request (603.11-E) shall include a proposed alternate activity or study acceptable to the superintendent. The superintendent or designee shall have the final authority to determine the alternate activity or study.

 Adopted 6/11/90
 Reviewed 12/09; 7/11; 9/12; 9/13; 2/23/15
 Revised 7/03; 7/14/08

 Related Policy:
 (Code Numbers/Letters)
 603.11-E

 Legal Reference:
 (Code of Iowa) §§ 256.11, 279.8, 280.3-.14,

 281 IAC 11, 12.5(3)(e), .5(4)(e), .5(5)(e)

#### HUMAN GROWTH AND DEVELOPMENT STUDENT EXCUSE FORM

Parent/Guardian/Legal Custodian:\_\_\_\_\_ Phone No.:\_\_\_\_\_

(printed)

Please list the curricular objective(s) from which you wish to have your child excused and the class or grade in which each is taught. An example is provided for you to follow.

	Objective	Class/Grade	Proposed Alternative Activity
Example:	To describe behaviors that will minimize and prevent transmission of HIV.	Health Education/6	
1.			
2.			
3.			
4.			
5.			
6.			

I have reviewed the Human Growth and Development program goals, objectives and materials and wish my child to be excused from class when these objectives are taught. I understand my child will incur no penalty but may/shall be required to complete an alternative assignment that relates to the class and is consistent with assignments required of all students in the class.

Date:

Date:

Signed:\_\_\_\_\_\_\_(Parent, Guardian or Legal Custodian)

Signed:

(School Administrator)

Reviewed: 9/13: 2/23/15



Grade:\_\_\_\_\_ Building:\_\_\_\_\_



## Policy Title <u>TECHNOLOGY AND INSTRUCTIONAL MATERIALS</u> Code <u>603.12</u>

The Board supports the use of innovative methods and the use of technology in the delivery of the education program. The Board encourages school district personnel to investigate efficient and effective ways to utilize technological advances as a part of the curriculum and instruction practices.

The superintendent or designee is responsible for developing guidelines to monitor the use of technology. Any objections to materials used as a result of technology will be processed under policy 602.27, 602.27-R1, 602.28, 602.29, 602.29-R, 602.29-E.

It shall be the responsibility of the superintendent or designee to develop a plan for the use of technology in the curriculum and to evaluate it biennially. The superintendent or designee shall report the results of this evaluation and make a recommendation to the Board regarding the use of technology in the curriculum.



## ADMINISTRATIVE REGULATIONS REGARDING THE INTERNET

Technology is a vital part of the school district curriculum and the internet will be made available to employees and students. Appropriate and equitable use of the internet will allow employees and students to access resources unavailable through traditional means.

The school does provide an electronic mail address to students for academic purposes. The students are required to follow the guidelines for appropriate use.

The internet can provide a vast collection of educational resources for students and employees. It is a global network that makes it impossible to access all available information. Because information appears, disappears and changes constantly, it is not possible to predict or control what students may locate. The school district makes no guarantees as to the accuracy of information received on the internet. Although students will be under teacher supervision while on the network, it is not possible to constantly monitor individual students and what they are accessing on the network. Some students might encounter information that may not be of educational value. Student internet records and access records are confidential records treated like other students are not accessing inappropriate sites that have visual depictions that include obscenity, child pornography or are harmful to minors. Also, included but not limited to, prohibited behavior such as cyber bullying, cheating, and misappropriation of financial instruments and like resources will also be monitored and terminated with appropriate disciplinary procedures enacted. The school district will use technology protection measure to protect students from inappropriate access and from inappropriate behavior.

Employees and students will be instructed on the appropriate use of the internet. Parents/ Guardians/Legal Custodians will be required to sign a permission form to allow their students to access the internet. Students will sign a form acknowledging they have read and understand the Internet Acceptable Use policy and regulations, that they will comply with the policy and regulations and understand the consequences for violation of the policy or regulations.



#### ADMINISTRATIVE REGULATIONS REGARDING INTERNET - ACCEPTABLE USE

- I. Responsibility for Internet Acceptable Use
  - A. The authority for appropriate use of electronic Internet resources is delegated to the licensed employees. For the purpose of this policy, Internet is defined as:

A collection of thousands of interconnected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.

- B. Instruction in the proper use of the Internet will be available to employees who will then provide similar instruction to their students.
- C. Employees are expected to practice appropriate use of the Internet, and violations may result in discipline up to, and including, discharge.
- II. Internet Access
  - A. Access to the Internet is available to teachers and students as a source of information and a vehicle of communication.
  - B. Students will be able to access the Internet with the permission of their teachers.
    - 1. Making Internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. However, on a global network, it is impossible to control all materials. Because information on the Internet appears, disappears and changes, it is not possible to predict or control what students may locate.
    - 2. It is a goal to allow teachers and students access to the rich opportunities on the Internet, while we protect the rights of students and parents/guardians/legal custodians who choose not to risk exposure to questionable material.
    - 3. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical and legal utilization of network resources.
    - 4. To reduce unnecessary system traffic, users may use real-time conference features such as video/chat/Internet relay chat only as approved by the supervising teacher.
    - 5. Transmission of material, information or software in violation of any Board policy or regulation is prohibited.
    - 6. The school district makes no guarantees as to the accuracy of information received on the Internet.
- III. Permission to Use Internet Annually, parents/guardians/legal custodians will grant permission for their student to use the Internet using the prescribed form.

- IV. Student/Staff Use of Internet
  - A. Equal Opportunity The Internet is available to all students/staff within the school district. The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.
  - B. Online Etiquette
    - 1. The use of the network is a privilege and may be taken away for violation of Board policy or regulations. As a user of the Internet, students/staff may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
    - 2. Student access for electronic mail will be through his/her account supervised by his/her teacher. Students should adhere to the following guidelines:
      - a. Respect all copyright and license agreements.
      - b. Cite all quotes, references and sources.
      - c. Remain on the system long enough to get needed information, then exit the system.
      - d. Apply the same privacy, ethical and educational considerations utilized in other forms of communication.
    - 3. Students/staff should adhere to the following guidelines:
      - a. Others may be able to read or access the mail so private messages should not be sent.
      - b. Delete unwanted messages immediately.
      - c. Use of objectionable language is prohibited.
      - d. Always sign messages.
      - e. Always acknowledge receipt of a document or file.
  - C. Restricted Material Students/staff will not intentionally access or download any text file or picture or engage in any conference that includes material which is obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
  - D. Unauthorized Costs If a student/staff gains access to any service via the Internet which has a cost involved or if a student/staff incurs other types of costs, the student/staff accessing such a service will be responsible for those costs.
  - E. Students/Staff should never download or install any unauthorized software.



# INTERNET ACCESS PERMISSION LETTER TO PARENTS/GUARDIANS/LEGAL CUSTODIANS

Your child has access to electronic communication known as the Internet. The vast domain of information contained within Internet's libraries can provide unlimited opportunities to students.

Students may be permitted to use a school email address to send and receive mail at school under teacher supervision.

Students will be expected to abide by the following network etiquette:

- 1. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the Internet, students may be allowed access to other networks. Each network may have its own set of policies and procedures. Students will abide by the policies and procedures of these other networks.
- 2. Students will respect all copyright and license agreements.
- 3. Students will cite all quotes, references, and sources.
- 4. Students will only remain on the system long enough to get needed information.
- 5. Students will apply the same privacy, ethical and educational considerations utilized in other forms of communication.
- 6. Whenever accessing electronic mail, students should adhere to the following guidelines:
  - Others may be able to read or access the mail, so private messages should not be sent.
  - Delete unwanted messages immediately.
  - Use of objectionable language is prohibited, including explicit or inferred harassing or bullying language.
  - Always sign messages.
  - Always acknowledge receipt of a document or file.
- 7. Students accessing data services that have a cost involved will be responsible for payment of those costs.
- 8. Students will use the District computer equipment appropriately and for its intended use.

*Pg 1 - Revised 2/23/15 Pg 2 – Deleted 2/23/15* 

<b>\</b>			Code <u>603.12-E1</u>
\ \	INTERNET ACCESS PERMISS PARENTS/GUARDIANS/LEGA		
	f you would like your child to be e permission form to your child's s		ternet access to the
Student Name		Grade	
School		Date	
	Parent/Guardia	n/Legal Custodian's	signature)
		, ,	
If you have granted y	our child internet access, please h	ave them respond to	the following:
	pected network etiquette and agre olation of these provisions may co s.		
I agree to be response services and/or date misuse.	onsible for payment of costs incur mage to District devices including	red by accessing cos g repair or replaceme	t-based data ent as a result of
inisuse.			
	(St	udent's signature)	
			Number National Number 2/23/15
			Page 2 of 2

Adopted <u>7/21/03</u> Reviewed <u>112/09; 7/11</u> Revised <u>11/07; 9/12; 10/7/13; 2/23/15</u>



## LINN-MAR COMMUNITY SCHOOL DISTRICT Marion, IA 52302

## STAFF INTERNET USE AGREEMENT

# IMPORTANT: Please read before signing

I have read the expected network etiquette and agree to abide by these provisions. I understand that violation of these provisions may constitute suspension or revocation of Internet privileges.

I agree to be responsible for payment of costs incurred by accessing cost-based data services and/or damage to District devices including repair or replacement as a result of misuse.

Name:

(Please print)

Signature

Date



## Policy Title <u>SCHOOL DISTRICT</u> <u>WEB SITE DIGITAL COMMUNICATION</u> Code <u>603.13</u>

The Internet provides a valuable learning tool for students and staff and offers another communications vehicle for informing the public about school programs and activities. The Board authorizes the establishment of a school district web site, <u>Facebook page, Twitter account</u>, and other appropriate digital communication platforms. Only those Web pages approved by the superintendent or designee and maintained in accordance with Board policy and administrative procedures will be recognized as official representations of the school district.

The superintendent or designee is responsible for assigning an individual responsible for maintaining the Web pages <u>digital communication platforms</u>. The superintendent or designee, in conjunction with the responsible individual, will develop administrative regulations regarding the Web site <u>digital communication platforms</u>.



## ADMINISTRATIVE REGULATIONS REGARDING DISTRICT WEB PAGE AND DISTRICT OFFICE 365 AND GOOGLE APPLICATIONS DEVELOPMENT GUIDELINES

Internet access provides opportunities for students and staff to contribute to the District's presence on the World Wide Web. The District's web site, located at http://www.linnmar.k12.ia.us, provides information about District planning, curriculum, instruction, school-authorized activities, programs, and general information relating to our District and its schools. Web page development capability is provided by the Technology Department, Coordinator of Information Services, or designee(s) Communications and Media Relations Coordinator. Creators of web pages need to familiarize themselves with and adhere to the following guidelines. Failure to follow these guidelines may result in the loss of authoring privileges or other stringent disciplinary measures.

#### **Content Standards**

Web pages may not contain advertisements. However, business logos directly associated with Linn-Mar Community School District programs or departments which meet guidelines and have been approved may be displayed. Web pages may not promote individuals or organizations for the purpose of financial, political, or professional gain. Web pages must be approved by the <u>Executive</u> Director of Technology or designee before they can be linked to the Linn-Mar site. Employee <u>designed designated</u> District Office 365 and Google sites and applications must also comply with the same guidelines of appropriate use and will be monitored by District administration periodically. If prior approval is not possible, a disclaimer page will be inserted before the user links to that site.

#### **Subject Matter**

All subject matter on web pages must relate to curriculum, instruction, school-authorized activities, programs, general information that is appropriate and of interest to others, or it should relate to the School District, or the schools within the District. Therefore, neither staff nor students may publish personal home pages as part of the District web site, or home pages for other individuals or organizations not directly affiliated with the District. Staff or student work may be published only as it relates to a class project, course, or other school-related activity.

#### Quality

All web pages must be free of spelling and grammatical errors. Documents may not contain objectionable material or point (link) directly to objectionable material. Objectionable material is defines as material that does not meet the standards for instructional resources specified in District policies. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the <u>Communications/Media Coordinator</u> <u>Communications and Media Relations Coordinator</u> or his/her designee will prevail.

#### **Ownership and Retention**

All web pages, Office 365 and Google applications on the District's website are property of the School District.

#### Safeguards

Web pages may not contain photographs or personal identification information about students, their families, their friends, and/or employees of the Linn-Mar School District without written consent. Email addresses of Linn-Mar employees may be posted. Web pages may not include any information which indicates the physical location of a student at a given time. Web pages may not hinder the loading and general functions of the home page, home page server, and/or computer stations.

#### Laws or School Board Policies

All documents on the Linn-Mar website, Office 365 and Google applications must conform to School Board policies, state laws, federal laws, and copyright laws as well as established school guidelines. Copies of Board Policies are available in all media centers. Persons developing or maintaining Web documents are responsible for complying with these and other policies. Some of the relevant issues and Board Policies include the following:

Electronic transmission of materials is a form of copying. As specified in District Policy, no unlawful copies of copyrighted materials may be knowingly produced or transmitted via the District's equipment, including its Web, Office 365 and Google applications.

Web pages are subject to Board Policy 602.29-E, "Reconsideration of Instructional Materials", and 603.12, "Technology and Instructional Materials", including related administrative rules, regulations, and exhibits.

Any information communicated via the District web pages, Office 365 and Google applications will comply with Board Policy 505.6, "Use of Student Records" and 505.61, "Student Records Access", including related administrative rules, regulations, and exhibits.

Any links to District web pages that are not specifically-related will meet the criteria established in Board Policies. Any other non-curricular materials must be limited to information about youth activities, agencies, or organizations which are known to be non-sectarian, non-profit, exclusively devoted to community interests or child welfare, and non-discriminatory. Web page, Office 365 and Google applications links may not include entities whose primary purpose is commercial or political advertising.

Any deliberate tampering with or misuse of District network services or equipment will be considered vandalism and will be handled according to Board Policy 603.12, "Technology and Instructional Materials".

#### **Consistency Technical Standards**

Each web page added to the District web site(s) must contain certain elements, which will provide general consistency for District Web pages.

All web pages must be submitted to the Technology Director or designee(s) for review prior to placement on the District server(s).

Users must exhibit care when creating web pages with extensive tiled backgrounds, large graphics, large PDF documents, or any other large file. Such files require extensive download time, which take bandwidth away from other users.

The authorized staff member who is publishing the final web page(s) for herself or himself, or for a student, will edit and test the page(s) for accuracy of links, and check for conformance with standards outlined in this policy.

Web pages may not contain links to other web pages not yet completed. If additional pages are anticipated, but not yet developed, the text that will provide such a link should be included. However, the actual link to said page(s) may not be made until the final page is actually in place on the District server(s).

All web pages must be given names which clearly identify them. The names of all documents shall coincide with current District naming practices and structures.

Any graphics, sounds, or video used on web pages must conform to the format currently used or approved by the District.

Web pages may not contain any student email address links, any survey-response links, or any other type of direct-response links.

Final decisions regarding access to active web pages for editing content or organization will rest with the Technology Director or designee(s).

## **Other Technical Standards**

Material on web pages reflect an individual's thoughts, interests, and activities. Such web pages do not, in any way, represent individual schools or the District nor are they endorsed or sanctioned by the individual school or District. Concern about the content of any page(s) created by students or staff should be directed to the Technology Director or designee(s).

Given the rapid change in technology, some of the technical standards outlined in this policy may require change throughout the year. Such changes will be made by the Technology Director with approval of the Superintendent. This Web Page policy will be updated on an annual basis, or more frequently, if required.



## Policy Title COPYRIGHT COMPLIANCE

Code <u>603.14</u>

In order for students to experience a diverse curriculum, the Board encourages employees to supplement their regular curricular materials with other resources. In so doing, the Board recognizes that federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Severe penalties may be imposed for plagiarism, unauthorized copying or using of media, including, but not limited to, print, electronic and web-based materials, unless the copying or using conforms to the "fair use" doctrine. Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research providing that all fair use guidelines are met.

While the school district encourages employees to enrich the learning programs by making proper use of supplementary materials, it is the responsibility of employees to abide by the school district's copying procedures and obey the requirements in order to perform their duties properly. The school district will not be responsible for any violations of the copyright law by employees or students. Violation of the copyright law by employees may result in discipline up to, and including, termination. Violation of the copyright law by students may result in discipline, up to and including, suspension or expulsion.

Parents or others who wish to record, by any means, school programs or other activities need to realize that even though the school district received permission to perform a copyrighted work does not mean outsiders can copy it and re-play it. Those who wish to do so should contact the employee in charge of the activity to determine what the process is to ensure the copyright law is followed. The school district is not responsible for outsiders violating the copyright law or this policy.

Any employee or student who is uncertain as to whether reproducing or using copyrighted material complies with the school district's procedures or is permissible under the law should contact the teacher-librarian who will also assist employees and students in obtaining proper authorization to copy or use protected material when such authorization is required.

It is the responsibility of the superintendent or designee, in conjunction with the teacherlibrarian, to develop administrative regulation regarding this policy.



## ADMINISTRATIVE REGULATIONS REGARDING COPYRIGHT COMPLIANCE

Employees and students may make copies of copyrighted materials that fall within the following guidelines. Where there is reason to believe the material to be copied does not fall within these guidelines, prior permission shall be obtained from the publisher or producer with the assistance of the teacher-librarian. Employees and students who fail to follow this procedure may be held personally liable for copyright infringement and may be subject to discipline by the Board.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. Under the "fair use" doctrine, each of the following four standards must be met in order to use the copyrighted document:

- Purpose and Character of the Use The use must be for such purposes as teaching or scholarship.
- Nature of the Copyrighted Work The type of work to be copied.
- Amount and Substantiality of the Portion Used Copying the whole of a work cannot be considered fair use; copying a small portion may be if these guidelines are followed.
- Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials may be an infringement, and making multiple copies presents the danger of greater penalties.

#### Authorized Reproduction and Use of Copyrighted Material Reminders:

- Materials on the Internet should be used with caution since they may, and likely are, copyrighted.
- Proper attribution (author, title, publisher, place and date of publication) should always be given.
- Notice should be taken of any alterations to copyrighted works, and such alterations should only be made for specific instructional objectives.
- Care should be taken in circumventing any technological protection measures. While materials copied pursuant to fair use may be copied after circumventing technological protections against unauthorized copying, technological protection measures to block access to materials may not be circumvented.

In preparing for instruction, a teacher may make or have made a single copy of:

- A chapter from a book;
- An article from a newspaper or periodical;
- A short story, short essay or short poem; or,
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical or newspaper.

A teacher may make multiple copies not exceeding more than one per pupil, for classroom use or discussion, if the copying meets the tests of "brevity, spontaneity and cumulative effect" set by the following guidelines. Each copy must include a notice of copyright.

- Brevity
  - A complete poem, if less than 250 words and two pages long, may be copied; excerpts from longer poems cannot exceed 250 words;
  - Complete articles, stories or essays of less than 2500 words or excerpts from prose works less than 1000 words or ten percent of the work, whichever is less may be copied; in any event, the minimum is 500 words;

- Each numerical limit may be expanded to permit the completion of an unfinished line of a poem or prose paragraph;
- One chart, graph, diagram, drawing, cartoon or picture per book or periodical issue may be copied. "Special" works cannot be reproduced in full; this includes children's books combining poetry, prose or poetic prose. Short special works may be copied up to two published pages containing not more than ten percent of the work.
- Spontaneity Should be at the "instance and inspiration" of the individual teacher when there is not a reasonable length of time to request and receive permission to copy.
- Cumulative Effect Teachers are limited to using copied material for only one course for which copies are made. No more than one short poem, article, story or two excerpts from the same author may be copied, and no more than three works can be copied from a collective work or periodical column during one class term. Teachers are limited to nine instances of multiple copying for one course during one class term. Limitations do not apply to current news periodicals, newspapers and current news sections of other periodicals.

#### **Copying Limitations**

Circumstances will arise when employees are uncertain whether or not copying is prohibited. In those circumstances, the teacher librarian should be contacted. The following prohibitions have been expressly stated in federal guidelines:

- Reproduction of copyrighted material shall not be used to create or substitute for anthologies, compilations or collective works.
- Unless expressly permitted by agreement with the publisher and authorized by school district action, there shall be no copying from copyrighted consumable materials such as workbooks, exercises, test booklets, answer sheets and the like.
- Employees shall not:
  - Use copies to substitute for the purchase of books, periodicals, music recordings, consumable works such as workbooks, computer software or other copyrighted material. Copy or use the same item from term to term without the copyright owner's permission;
  - Copy or use more than nine instances of multiple copying of protected material in any one term;
  - Copy or use more than one short work or two excerpts from works of the same author in any one term;
  - Copy or use protected material without including a notice of copyright. The following is a satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
  - Reproduce or use copyrighted material at the direction of someone in higher authority or copy or use such material in emulation of some other teacher's use of copyrighted material without permission of the copyright owner.
  - Require other employees or students to violate the copyright law or fair use guidelines.

#### Authorized Reproduction and Use of Copyrighted Materials in the Library

A library may make a single copy or three digital copies of:

- An unpublished work in its collection;
- A published work in order to replace it because it is damaged, deteriorated, lost or stolen, provided that an unused replacement cannot be obtained at a fair price;
- A work that is being considered for acquisition, although use is strictly limited to that decision. Technological protection measures may be circumvented for purposes of copying materials in order to make an acquisition decision.

A library may provide a single copy of copyrighted material to a student or employee at no more than the actual cost of photocopying. The copy must be limited to one article of a periodical issue or a small part of other material, unless the library finds that the copyrighted work cannot be obtained elsewhere at a fair price. In the latter circumstance, the entire work may be copied. In any case the copy shall contain the notice of copyright and the student or staff member shall be notified that the copy is to be used only for private study, scholarship or research. Any other use may subject the person to liability for copyright infringement.

#### Authorized Reproduction and Use of Copyrighted Music or Dramatic Works

Teachers may:

- Make a single copy of a song, movement, or short section from a printed musical or dramatic work that is unavailable except in a larger work for purposes of preparing for instruction;
- Make multiple copies for classroom use of an excerpt of not more than ten percent of a printed musical work if it is to be used for academic purposes other than performance, provided that the excerpt does not comprise a part of the whole musical work which would constitute a performable unit such as a complete section, movement, or song;
- In an emergency, a teacher may make and use replacement copies of printed music for an imminent musical performance when the purchased copies have been lost, destroyed or are otherwise not available;
- Make and retain a single recording of student performances of copyrighted material when it is made for purposes of evaluation or rehearsal;
- Make and retain a single copy of excerpts from recordings of copyrighted musical works for use as aural exercises or examination questions; and,
- Edit or simplify purchased copies of music or plays provided that the fundamental character of the work is not distorted. Lyrics shall not be altered or added if none exist.

Performance by teachers or students of copyrighted musical or dramatic works is permitted without the authorization of the copyright owner as part of a teaching activity in a classroom or instructional setting. The purpose shall be instructional rather than for entertainment.

Performances of non-dramatic musical works that are copyrighted are permitted without the authorization of the copyright owner, provided that:

- The performance is not for a commercial purpose;
- None of the performers, promoters or organizers are compensated; and,
- Admission fees are used for educational or charitable purposes only.

All other musical and dramatic performances require permission from the copyright owner. Parents or others wishing to record a performance should check with the sponsor to ensure compliance with copyright.

#### **Recording of Copyrighted Programs**

Television programs, excluding news programs, transmitted by commercial and non-commercial television stations for reception by the general public without charge may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a school for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of this retention period, all off-air recordings must be erased or destroyed immediately. Certain programming such as that provided on public television may be exempt from this

provision; check with the teacher librarian or the subscription database; e.g., united streaming.

Off-air recording may be used once by individual teachers in the course of instructional activities, and repeated once only when reinforcement is necessary, within a building, during the first ten consecutive school days, excluding scheduled interruptions, in the 45 calendar day retention period. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers. Each additional copy shall be subject to all provisions governing the original recording.

After the first ten consecutive school days, off-air recordings may be used up to the end of the 45 day retention period only for evaluation purposes; i.e., to determine whether or not to include the broadcast program in the teaching curriculum. Permission must be secured from the publisher before the recording can be used for instructional purposes after the ten day period.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

#### Authorized Reproduction and Use of Copyrighted Computer Software

Schools have a valid need for high-quality software at reasonable prices. To assure a fair return to the authors of software programs, the school district shall support the legal and ethical issues involved in copyright laws and any usage agreements that are incorporated into the acquisition of software programs. To this end, the following guidelines shall be in effect:

- All copyright laws and publisher license agreements between the vendor and the school district shall be observed;
- Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment;
- A back-up copy shall be purchased, for use as a replacement when a program is lost or damaged. If the vendor is not able to supply a replacement, the school district shall make a back-up copy that will be used for replacement purposes only;
- A copy of the software license agreement shall be retained by the technology director; and,
- A computer program may be adapted by adding to the content or changing the language. The adapted program may not be distributed.

#### Fair Use Guidelines for Educational Multimedia

Students may incorporate portions of copyrighted materials in producing educational multimedia projects such as videos, Power Points, podcasts, and web sites for a specific course, and may perform, display or retain the projects.

Educators may perform or display their own multimedia projects to students in support of curriculumbased instructional activities. These projects may be used:

- In face-to-face instruction;
- In demonstrations and presentations, including conferences;
- In assignments to students;

- For remote instruction if distribution of the signal is limited;
- Over a network that cannot prevent duplication for 15 days. After 15 days a copy may be saved onsite only; or,
- In their personal portfolios.

Educators may use copyrighted materials in a multimedia project for two years. After that permission must be requested and received.

The following limitations restrict the portion of any given work that may be used pursuant of fair use in an educational multimedia project:

- Motion media; ten percent or three minutes, whichever is less;
- Text materials: ten percent or 1000 words, whichever is less;
- Poetry: an entire poem of fewer than 250 words, but no more than three poems from one author or five poems from an anthology. For poems of greater than 250 words, excerpts of up to 250 words may be used, but no more than three excerpts from one poet or five excerpts from an anthology;
- Music, lyrics and music video: up to ten percent, but no more than 30 seconds. No alterations that change the basic melody or fundamental character of the work;
- Illustrations cartoons and photographs: no more than five images by an artist, and no more than ten percent of fifteen images whichever is less from a collective work; and,
- Numerical data sets: up to ten percent or 2500 field or cell entries, whichever is less.

Fair use does not include posting a student or teacher's work on the Internet if it includes portions of copyrighted materials. Permission to copy shall be obtained from the original copyright holder(s) before such projects are placed online. The opening screen of such presentations shall include notice that permission was granted and materials are restricted from further use.



 Policy Title
 GUIDANCE AND COUNSELING
 Code 604.1

The Linn-Mar Community School District shall provide a student guidance and counseling program. The guidance counselor shall be certified with the Iowa Department of Education and hold the qualifications required by the Board of Education and the Board of Educational Examiners. The guidance and counseling program will serve grades PK-12. The program will assist students with their personal, educational, and career development. The program shall be coordinated with the education program and will involve licensed personnel.

 Adopted 6/15/70
 Reviewed 7/03; 12/09; 7/11; 9/12; 2/23/15
 Revised 12/07; 10/7/13

 Related Policy:
 (Code Number) 505.6; 505.61; 602.1; 604.5
 Legal Reference:

 Legal Reference:
 (Code of Iowa) § 622.10; 281 IAC 12.3(6); .5(21)



## Policy Title TALENTED AND GIFTED PROGRAM Code\_604.4

The Board shall provide an educational program for students who have been identified as talented and gifted.

It shall be the responsibility of the superintendent or designee to develop a talented and gifted program which provides for identifying students, for program evaluation, and training of employees.



# Policy Title PROGRAM FOR STUDENTS AT RISK Code\_604.5

The Board shall provide a program which encourages and promotes appropriate opportunities for students at risk to succeed in the educational program.

It shall be the responsibility of the superintendent or designee to develop a program for students at risk.

It shall also be the responsibility of the superintendent or designee to develop a Student-At-Risk Program, which provides for identifying students, for program evaluation, and the training of school district personnel.

Adopted <u>8/14/89</u> Reviewed <u>12/09; 7/11; 9/12; 10/13; 2/23/15</u> Revised <u>3/99; 7/03; 11/19/07</u> Related Policy: (Code Numbers) Legal Reference: (Code of Iowa) <u>§§256.9, 261C, 262.71, 280.19, 442.51-.54</u> 670 IAC 58, 281 IAC 12.5(13)



Policy Title

SCHOOL LIBRARY

Code 604.6

The school district shall maintain a school library in each student attendance center for use by employees and by students during the school day.

Materials for the library will be acquired according to board policy, "Instructional Materials Selection." (Board policy 602.27)

It shall be the responsibility of the principal of the building in which the school library is located to oversee the use of materials in the school library.

It shall be the responsibility of the superintendent or designee to develop procedures for the selection and replacement of both library and instructional materials, for the acceptance of gifts, for the weeding of library and instructional materials, and for the handling of challenges to either library or classroom materials.

 Adopted
 3/1/99
 Reviewed
 12/09; 7/11; 9/12; 10/13
 Revised
 12/07; 2/08; 2/23/15

 Related Policy:
 (Code Number)
 602.16; 602.16-R

 Legal Reference:
 (Code of Iowa)
 §§ 279.8; 280.3, .14; 301; 281 IAC 12.5



Policy Title <u>STUDENT PROGRESS REPORTS AND CONFERENCES</u> Code 605.1

The following are the objectives of a system of student progress reporting practices:

- To inform parents, guardians or legal custodians of the progress made by their student.
- To clarify the expectations of the instructional program.
- To record for students their growth or achievement.
- To assist students in evaluating their growth or achievement
- To assist the student, parent, guardian or legal custodian and the school in working cooperatively for the welfare of the student.

Students shall receive a progress report at the end of each regular grading period. Prior to the end of the grading period, a reasonable attempt will be made to notify parents, guardians or legal custodians of students who are not achieving as expected. The Board encourages the notification to the parents/guardian(s) of students who have made marked improvement prior to the end of the grading period.

The elementary schools, middle schools, and High School will hold parent conferences at  $\frac{1}{1}$  and  $\frac{1}{1}$  minimum of once a year.

In addition to the scheduled conference time, parents, guardians or legal custodians, teachers, or principals may request a conference. Parents, guardians or legal custodians and students are encouraged to discuss the student's progress or other matters with the student's teacher.

Adopted <u>6/15/70</u> Reviewed <u>11/07; 12/09; 9/12</u> Revised <u>4/99; 7/03; 6/11; 10/7/13; 2/23/15</u> Related Policy: (Code Number) Legal Reference: (Code of Iowa) <u>§§ 256.11, .11A; 280 (2011);</u> 281 I.A.C. 12.3(6), .3(7); .5(16)



Policy Title

#### TESTING PROGRAM

Code <u>605.2</u>

A comprehensive testing program shall be established and maintained to evaluate the education program of the school district and to assist in providing guidance or counseling services to students and their families.

No student shall be required, as part of any applicable program, to submit, without prior written consent from the student's parent, guardian or legal custodian, to surveys, analysis or evaluation which reveals information concerning:

- political affiliations or beliefs of the student or the student's parents, guardians or legal custodians;
- mental and psychological problems of the student or the student's family;
- sex behavior and attitudes;
- illegal, anti-social, self-incriminating and demeaning behavior;
- critical appraisals of other individuals with whom students have close family relationships;
- legally recognized, privileged and analogous relationships, such as those of lawyers, physicians and ministers;
- religious practices, affiliations or beliefs of the student or student's family; or
- income, but not including income required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

It shall be the responsibility of the superintendent or designee, in conjunction with the principal, to develop administrative regulations regarding this policy.

It shall be the responsibility of the superintendent or designee to provide the Board annual reports on the evaluation and testing program.

Adopted <u>6/15/70</u> Reviewed <u>12/09; 6/11; 2/23/15</u> Revised <u>7/03; 11/07; 9/12; 10/7/13</u> Related Policy: (Code Number) Legal Reference: (Code of Iowa)<u>§§ 280.3 (2011); 256B; 282.1, .3., .6 (2011); 281 I.A.C.</u> 12.5(13), 5(21); 20 U.S.C. § 1232h (2010)



Policy Title GRADUATION REQUIREMENTS

Code 605.3

Students must successfully complete the courses required by the Board and Iowa Department of Education in order to graduate.

It shall be the responsibility of the superintendent to ensure that students complete grades one through twelve and that high school students earn a minimum of 250 credit hours to be awarded a Linn-Mar High School diploma.

#### **Graduation – Early**

Students meeting all requirements for graduation and electing to graduate early must apply for early graduation at least one month prior to the student's final quarter. Applications can be picked up in the guidance office and submitted to the principal's office. The principal will meet with each early graduation applicant prior to recommending candidates to the Board of Education for approval.

#### **Graduation Requirements**

Linn-Mar High School students are required to earn a minimum of 250 credits in order to graduate. In addition, the following department requirements must be met in order to earn a diploma:

- English-40 credits. Must include English 9 or English I (10 credits), English II (10 credits) – may opt out if pass English I with a 90 percent or higher grade, English III, or Advanced English and one speech/acting course (5 credits).
- Mathematics-30 credits. Must include Algebra (10 credits) or Algebra Fundamentals I and Algebra Fundamentals II (20 credits). Students who successfully complete both semesters of Algebra I may not then take Algebra Fundamentals I or Algebra Fundamentals II to fulfill the Algebra or three year Math requirement.
- Science-30 credits. Must include General Biology (10 credits) or Fundamentals of Biology I and Fundamentals of Biology II (20 credits), and a physical science course (Chemistry, Physics, or Earth and Physical Science (10 credits).

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Adopted 12/14/71 Reviewed 9/12 Revised 7/03, 10/04; 11/07; 1/10; 6/11; 10/13; 2/23/15 Related Policy: (Code Number)\_\_\_\_ Legal Reference: (Code of Iowa) §§ 256.11, .11A; 279.8; 280.3, .14 (2011)

281 I.A.C. 12.2; .3(7); .5; 41.10(9)

 Policy Title
 GRADUATION REQUIREMENTS
 Code 605.3

- Social Studies-30 credits. Must include U.S. History 9 or U.S. History 1/<u>AP U.S. History</u> (10 credits), World History (or AP World History) (10 credits), and American Government/<u>AP American Government</u> (5 credits), and one social studies elective (5 credits).
- Health/PE-25 credits. Must include Health (5 credits).

Graduation requirements for students with an Individual Education Program (IEP) will be in accordance with the prescribed course of study as written in their IEP. Prior to graduation, the IEP team shall determine whether the graduation requirements have been met.

#### **COMPASS Credits**

High School credits are available via the COMPASS alternative program. Linn-Mar will accept credit hours for approved courses that can be applied to requirements for the Linn-Mar High School diploma. Students should visit with their assigned counselor, or the Academic Assistance Counselor, to develop an approved plan for this option.

#### **Post-Secondary Opportunities (Senior Year Plus)**

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

#### **Advanced Placement**

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

#### **Board Recognition**

The Board of Education will recognize students who earn 300 or more credits at graduation as Linn-Mar Board of Education Scholar for exceeding graduation requirements at an exemplary level.

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Adopted <u>12/14/71</u> Reviewed <u>9/12</u> Revised <u>7/03, 10/04; 11/07; 1/10; 6/11; 10/13; 2/23/15</u> Related Policy: (Code Number)

Legal Reference: (Code of Iowa) <u>§§ 256.11, .11A; 279.8; 280.3, .14 (2011)</u> 281 I.A.C. 12.2; .3(7); .5; 41.10(9)



### Policy Title EARLY GRADUATION Code 605.31

Students who expect to meet the total hourly graduation requirements as specified in Policy 605.3 may apply for early graduation.

The superintendent or designee will develop and communicate early graduation procedures to be followed.

Recommendations for early graduation will be forwarded to the Board of Education for final approval.

Final approval of early graduation is contingent upon fulfilling the requirements for graduation prescribed by Policy 605.3, Graduation Requirements.

Students who graduate early may participate in the regular commencement exercises if they meet the requirements of 605.32, Participation in Graduation Ceremonies.

Adopted <u>12/14/71</u> Reviewed <u>3/99; 1/10; 6/11; 9/12; 10/13; 2/23/15</u> Revised <u>7/03; 12/3/07</u> Related Policy: (Code Numbers) <u>605.3</u> Legal Reference: (Code of Iowa) <u>279.8; 280.3 (2011)</u>



#### ADMINISTRATIVE REGULATIONS REGARDING EARLY GRADUATION APPLICATION

Applications for graduation at the end of the Junior Year must be filed by February 1, of the Junior Year. Application for graduation at the end of the first semester of the Senior Year must be filed by September 15, of the Senior Year. Applications must be filed in the Principal's office. (Applications not filed by the deadline will not be considered that semester unless unusual circumstances are involved. Exceptions must have the approval of the Principal.)

The procedure below will be followed for the early graduation process:

- 1. Student fills out application
- 2. List of early graduation applicants is given to high school staff for review. Staff members have seven (7) calendar days to communicate any information regarding the application.
- 3. A conference between parents, guardians or legal custodians and designated school personnel will be held to discuss the student's early graduation. If the student is 18 years of age or older, the parents, guardians or legal custodians are not required to attend.
- 4. Parent, guardian or legal custodian approval after the conference.
- 5. Review by evaluation committee.



#### EARLY GRADUATION APPLICATION

I,	, apply for early graduation from	
Linn-Mar High School at the end of	semester of the	
school year.		
My reason(s) for wishing to graduate before	is (are)	
listed below (attach sheet if necessary):		

I understand that, in addition to having met the prescribed requirements for graduation by the time noted in the application, the following procedure will be followed before a diploma is granted:

- 1. On September 15 (or as soon as possible thereafter), and on February 1 (or as soon as possible thereafter), all high school licensed personnel will be notified of my application. Any staff member who has information or knowledge bearing upon my application request will have seven (7) calendar days to communicate that information to the principal. (These deadlines may be waived by the principal when unusual circumstances arise.)
- 2. A conference between my parent(s)/guardian(s)/legal custodian(s) and designated school personnel will be held to discuss the ramifications of my early graduation. If I am 18 years of age or older, my parent(s)/guardian(s)/ legal custodian(s) are not required to attend.
- 3. My parent(s)/guardian(s)/legal custodian(s) must sign their approval after the conference before any further proceedings. This phase is to be completed by November 1, for a winter application and February 20, for a spring application. If I am 18 years of age, my signature is sufficient for completion of Step 3.
- 4. An evaluation committee consisting of one guidance counselor and one principal will accept or reject my application. Results of this committee's decision will be communicated to me by November 15, for winter applicants and by March 7, for spring applicants.

- 5. Final approval for my early graduation must be given by the Board of Education.
- 6. Formal commencement exercises will be held only in the spring of each year. I must communicate with school officials if I wish to participate.

#### RIGHT OF APPEAL:

If the evaluation committee rejects my application, I may appeal the decision to the superintendent.

Student's Printed Name

Student's Signature

Date



#### PARENTAL PERMISSION

Having conferred with school personnel regarding early graduation for \_

(student's

\_\_\_\_\_, I agree to let the school proceed with the evaluation process. printed name)

Date

Date

Student's Signature

Parent/Guardian/Legal Custodian's Signature

#### EVALUATION COMMITTEE REPORT

After due o	consideratio	on, the ea	rly graduation o	f
				(student's printed name)
is hereby	accepted		rejected	by this committee.
Date				
Counselor'	s Signature			Principal's Signature



Policy Title PARTICIPATION IN GRADUATION CEREMONIES Code 605.32

Only those students who have completed all graduation requirements and who finish their final school year in good standing may participate in the graduation ceremony.

Students who do not meet these conditions prior to the graduation ceremony will be awarded a diploma after the graduation requirements and the requirements for good standing have been completed.



#### Policy Title STUDENT PROMOTION AND RETENTION

Code <u>605.5</u>

Students will be promoted or retained at the end of each school year based on the student's achievement, age, maturity, emotional stability and social adjustment.

The promotion or retention of a student will be determined on the judgment of the licensed personnel, the principal, and the Deputy Superintendent. When, in the judgment of the licensed personnel, a student's academic skill development is inadequate or a student's completion of grade level requirements is unsatisfactory, the possibility of retaining the student shall be discussed with the parents. The purpose of the discussion shall be to clarify the concerns about the student's performance and to enlist the support of the parents, guardians or legal custodians in corrective action.

When, in the judgment of the licensed personnel, a student needs to be retained in the same grade or class for another year, parents, guardians or legal custodians shall be informed as early in the year as possible. Final decisions regarding retention are the responsibility of the Deputy Superintendent. Parents, guardians or legal custodians and/or students may appeal such decisions to the superintendent.

Each year, students in grades nine through twelve will be informed of the required course work necessary to graduate. When it becomes evident a student in these grades will be unable to meet the graduation requirements, the parents, guardians or legal custodians will be informed. Students who are determined to be unable to meet graduation requirements with their class will receive academic counseling to identify deficiencies and to create a remediating plan.

It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy. In developing these administrative regulations, the procedures for promotion and retention shall be included.

Early graduation is allowed in accordance with Board Policy 605.31.

Adopted <u>6/13/85</u> Reviewed <u>6/11; 9/12; 2/23/15</u> Revised <u>3/99; 7/03; 12/07; 1/10; 10/13</u> Related Policy: (Code Numbers/Letters) <u>605.31</u> Legal Reference: (Code of Iowa)<u>256.11; 11A; 297.8; 280.3 (2011); 281 I.A.C. 12.3(7);</u> <u>12.5(16)</u>



#### Policy Title <u>STUDENT PERFORMANCE TESTING FOR COURSE CREDIT</u> Code <u>605.6</u>

In meeting the needs of the students, a student may earn credit through performance testing for course work which is ordinarily included in the school curriculum. Students wishing to receive credit by testing shall have the approval of the superintendent, or designee, prior to taking the test. Testing for credit may only be utilized prior to the offering of a course. Once the course has begun, students must attend the class and complete the required work for credit. No grade will be given for credit obtained through performance testing and the credit will not be involved in computing the student's GPA (grade point average).

 Adopted
 9/17/90
 Reviewed
 6/11; 9/12; 10/13; 2/23/15
 Revised
 7/03; 12/07; 12/7/09

 Related Policy:
 (Code Numbers)
 605.2, 605.3, 605.31

 Legal Reference:
 (Code of Iowa)
 §256.11, 281 IAC 12.5(19)



#### Policy Title <u>MULTICULTURAL/GENDER FAIR EDUCATION</u> Code 605.7

Students shall have an opportunity for a quality education without discrimination, regardless of their race, religion, creed, socioeconomic status, color, sex, marital status, national origin, sexual orientation, gender identity or disability.

The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the historical and contemporary contributions of diverse cultural groups, of both men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, European-Americans, American Indians, and persons with disabilities. It shall also reflect the wide variety of roles open to men and women and provide equal opportunity to both genders.

The District shall support multicultural and gender fairness in the education program through a committee involving parents/guardians/legal custodian, students, employees and community members appointed by the superintendent. The committee shall be charged with monitoring district programs and reporting annually to the Board.

 Adopted
 4/19/99
 Reviewed
 6/11; 9/12; 2/23/15
 Revised
 7/03; 10/07; 1/10; 10/7/13

 Related Policy:
 (Code Numbers/Letters)
 103; 600

 Legal Reference:
 (Code of Iowa)
 §§ 216.9; 256.11 (2011); 281 I.A.C. 12.5(8)

### RESOLUTION

WHEREAS, pursuant to House Files 80 and 81 and Governor Branstad's recommendation, the Iowa House of Representatives proposed a Supplemental State Aid (hereinafter SSA) rate at 1.25%; and,

At the Proposed SSA rate of 1.25 percent, Iowa will drop to more than \$1,600 per student below the national per student funding average, and;

The past 10 years of state aid, including multiple across the board cuts up to 10 percent, has not kept up with the cost of living, salary and wage increases, utilities, health care and benefit contributions, etc., and;

Given the Iowa Revenue Estimating Conference (REC) increased the State of Iowa 2015 revenue estimate to the above average level of 5.7 percent growth rate and set the State of Iowa FY2016 estimate at 4.9 percent, and;

Given a 6 percent supplemental state aid rate would begin to put Iowa on a track to be on pace with the national average in per pupil funding. Iowa is currently ranked 22<sup>nd</sup> in income per capita but yet, is ranked 37<sup>th</sup> in the nation in terms of per pupil funding.

We, the Linn-Mar Community School Board, strongly urge the Legislature to set a SSA rate of not less than 4 percent for FY2016 and set the SSA rate for FY2017 within the 30 days as prescribed by Iowa law in order to properly and adequately fund and support the work of Iowa's public schools.

NOW, THEREFORE, be it as stated and hereby resolved by the Linn-Mar Community School Board.

Passed and approved this \_\_\_\_\_\_ day of \_\_\_\_\_\_, 20\_\_\_\_\_,

Board President, Linn-Mar Community School District

Attest:

Superintendent, Linn-Mar Community School District

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# Inspire Learning. Unlock Potential. Empower Achievement.

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

#### LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD WORK SESSION MINUTES FEBRUARY 9, 2015

#### 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 Board Room of the Learning Resource Center by President Tim Isenberg. Roll was taken and it was determined a quorum was present. Board members present: Isenberg, Gadelha, Hutcheson, and Patterson. Wilson arrived at 5:20 PM. Administration present: Mulholland, Morrison, Halupnik, Jensen, Anderson, K. Christian, Ramos, and Ironside.

#### **REVISION AND/OR ADOPTION OF THE AGENDA** Motion 184-02-09

Motion by Patterson to accept the agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

#### WORK SESSION DISCUSSION/INFORMATION

#### Teacher Leadership: Mid-Year Update

Erin Watts and Debra Barry, Teacher Leadership Program Coordinators, shared a mid-year report on the progress of the program. Highlights included:

- 1. First semester breakdown of time dedicated to consulting, collaborating, observing and coaching.
- 2. Conferences and training opportunities attended.
- 3. Year two planning highlights including the addition of two Instructional Coaches.
- 4. All of the current full-time Teacher Leadership staff have reapplied for 2015-16.
- 5. Barry/Watts have been contacted by nine Iowa districts for information on the program.

<u>Class Size/Space Needs: Design Engineering and Manufacturing Department</u> Deputy Superintendent Dirk Halupnik reported on the classroom size, enrollment numbers, and space needs of the High School Design Engineering and Manufacturing Department. There are currently seven teaching spots and four staff members in the DEM department. The High School renovations will result in the department having five teaching spots and four staff members, with no plans to change the current course offerings. Historically, the DEM department has had the lowest enrollment of all High School curriculum departments.

#### Attendance Center Rankings

#### Exhibit 303.1

Deputy Superintendent Dirk Halupnik updated the Board on the District's Attendance Center Rankings. The ACR is an ongoing process due to a legislative requirement by the Department of Education. The ACR reflects college readiness by building. There are a total of nine data points being assessed through October 2016. Final rankings will not be available until October 2016.

Exhibit 301.1

#### High School Renovation Project: Bid Timeline Adjustment

Deputy Superintendent Dirk Halupnik shared the revised timeline for the High School Renovation Project. Due to construction market features, the bid opening date was moved from February 26<sup>th</sup> to March 3<sup>rd</sup>. The anticipated approval of construction contracts is set for the March 9<sup>th</sup> Board meeting; but may be moved to a special Board meeting on March 12<sup>th</sup> if additional time is needed to process the bids.

#### School Administrative Manager (SAM) Program

Superintendent Katie Mulholland and Dan Ludwig, Principal of Echo Hill Elementary, shared information about the District's SAM Program that was presented at the National SAM Conference on Friday, January 30, 2015. The Linn-Mar District was the first district in Iowa to begin the SAM program. The SAM program allows the elementary building principals to focus on instructional time in the classroom instead of building management and discipline issues.

#### ADJOURNMENT Motion 185-02-09

Motion by Patterson for the Board to adjourn at 6:21 PM. Second by Hutcheson. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

Minutes respectfully submitted by: Gayla Burgess, Admin Assistant to the Superintendent February 9, 2015



# Inspire Learning. Unlock Potential. Empower Achievement.

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

#### LINN-MAR COMMUNITY SCHOOL DISTRICT BOARD REGULAR SESSION MINUTES FEBRUARY 9, 2015

#### **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 by President Tim Isenberg at 7:00 PM. Roll was taken and it was determined a quorum was present. Board members present: Gadelha, Isenberg, Patterson, Wilson, and Hutcheson. Buchholz phoned in at 7:23 PM. Administration present: Mulholland, Morrison, Jensen, Anderson, K. Christian, Ramos, and Ironside.

#### **REVISION AND/OR ADOPTION OF THE AGENDA** Motion 186-02-09

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

#### <u>AUDIENCE COMMUNICATIONS</u> <u>RESOLUTIONS, OPENING OF BIDS, AND PUBLIC HEARINGS</u> <u>RECOGNITIONS/PROCLAMATIONS</u>

#### **INFORMATIONAL REPORTS**

Budget Report: Supplemental Aid Comparison FY16 Budget ProjectionExhibit 601.1Chief Financial Officer JT Anderson updated the Board on the Supplemental Aid ComparisonFY16 Budget Projection. If the Governor's proposal is approved, Linn-Mar and over 80% ofIowa school districts will be insolvent within five years. FY16 budget will need to be certified inMarch before receiving the final word on supplemental aid.

#### Instructional Support Program Levy

Exhibit 602.1

Chief Financial Officer JT Anderson and Business Manager Angie Morrison reported on the specifics of requesting a continuation of participation in the Instructional Support Program Levy for a period of five years, commencing with the fiscal year ending June 30, 2017. There will be a public hearing and approval of resolution at the February 23<sup>rd</sup> Board meeting. Instructional support falls within the District's general funding budget.

#### **UNFINISHED BUSINESS**

Approval of Payout of Retainage for Aquatic CenterMotion 187-02-09Exhibit 701.1Motion by Hutcheson for the Board to approve the payout of retainage for the Aquatic Center to<br/>Conlon Construction Company in the amount of \$10,000.00. Second by Patterson. Voice vote.<br/>Motion unanimously approved.Voice vote

4

Approval of Bid for High School Gymnasium BleachersMotion 188-02-09Exhibit 702.1Motion by Patterson for the Board to approve awarding the bid for the High School GymnasiumBleachers to Iowa Direct Equipment & Appraisal of Cedar Falls, Iowa in the amount of\$249,700.00.Second by Hutcheson.Voice vote.

Approval of Change of Bid Date for High School Renovation Project Motion 189-02-09 Motion by Hutcheson for the Board to approve the change of bid date to March 3, 2015, for the High School Renovation Project. Second by Patterson. Voice vote. Motion unanimously approved.

### NEW BUSINESS

### Approval of Donation for Aquatic Center Motion 190-02-09

Motion by Patterson for the Board to approve a gift in the amount of \$5,000 towards the purchase of a record board for the Aquatic Center from McNeal Enterprises (dba Kids, Inc). *Per Policy 802.7: Gifts, Grants, Bequests.* Second by Hutcheson. Voice vote. Motion unanimously approved.

### Approval of District Auditor Motion 191-02-09

Motion by Wilson for the Board to approve the agreement with Nolte, Cornman & Johnson, PC, to perform the annual audit required by Section 11.6, Code of Iowa, for the three years ending on June 30, 2015; June 30, 2016; and June 30, 2017. Second by Patterson. Voice vote. Motion unanimously approved.

Set Public Hearing Date for Instructional Support Program Levy Motion 192-02-09 *Exhibit 803.1* Motion by Patterson for the Board to set February 23, 2015 at 7:00 PM as the date and time for a public hearing to consider continued participation in the Instructional Support Program Levy as provided in Iowa Code sections 257.18 through 257.21, for a period of five years, commencing with the fiscal year ending June 30, 2017. Second by Gadelha. Voice vote. Motion unanimously approved.

Motion to Appoint Selected Candidate to Fill Vacated Board Seat Motion 192-02-09 Motion by Hutcheson for the Board to appoint Robert Crawford to fill the vacated Board seat as of February 23, 2015, through the completion of the term in September 2015. Second by Wilson. Discussion in support of the motion. Roll call vote. Ayes from Isenberg, Gadelha, Patterson, Hutcheson, and Wilson. Nay from Buchholz. Motion carried.

### Open Enrollment Requests Motion 193-02-09

Motion by Patterson for the Board to approve the following Open Enrollment request. Second by Hutcheson. Voice vote. Motion unanimously approved.

Open	Enrolled	<b>OUT</b>

Grade	<b>Receiving District</b>	Reason
11 <sup>th</sup>	Alburnett	Good Cause
	Grade	

### CONSENT AGENDA Motion 194-02-09

Motion by Patterson to approve the Consent Agenda as presented. Second by Hutcheson. Voice vote. Motion unanimously approved.

#### Exhibit 802.1

#### Certified Staff: Extended Leave of Absence

Name	Assignment	Dept. Action	Reason
Hanson, John	HS – Social Studies Teacher	2015-16 School Year	Good Cause Leave

<b>Classified Staff:</b>	Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Ahlers, Grace	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Bisgard, Brianna	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Bonazza, Stormie	AC – Aquatic Instructor	February 2, 2015	\$12.00/hr
Broghammer, Paige	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Cavanah, Elizabeth	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Cummings, Miranda	LG – Part-time Student Support Assoc	February 9, 2015	II, Step 6
Ford, Ethan	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Jenks, Jennifer	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Jenks, Stephanie	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Kapelanski, Ashton	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Lorenz, Sarah	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Lucas, Roy	TR – Sub Bus Driver to Reg Driver	January 30, 2015	Step 1
Mather, Matthew	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Mather, Meghan	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Miltner, Alicia	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Nuehring, Caitlyn	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Ramsey, Jack	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Vana, Zachary	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Wingerson, Shannon	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr
Winn, Sydney	AC – Aquatic Instructor	February 2, 2015	\$10.00/hr

#### Classified Staff: Resignation

Name	Assignment	Dept. Action	Reason
Hudson, Lisa	NE – Student Support Associate	January 21, 2015	Personal

#### Extra-Curricular Positions: Assignment/Reassignment/Transfer

Name	Assignment	Dept. Action	Salary Placement
Cory, Nic	EX – Assistant Girls Track Coach	March 23, 2015	Schedule H, Category E
Green, Justin	EX – Assistant Wrestling Coach	January 20, 2015	Schedule H, Category E

#### Extra-Curricular Positions: Resignation

Name	Assignment	Dept. Action	Reason
Meeker, Steve	HS – Assistant Boys Tennis Coach	February 3, 2015	Personal

#### Approval of Minutes from January 26, 2015

#### Approval of Bills

#### Approval of Contracts

UnityPoint Health/St Luke's Hospital: addendum to agreement for athletic training services for three (3) middle school wrestling events at \$50/event.

#### **Board Information**

#### Items Removed from the Consent Agenda for Separate Action

Exhibit 904.1

Exhibit 902.1

Exhibit 903.1

#### SUPERINTENDENT'S UPDATE

#### Superintendent's Update

#### Walk-In Exhibit

Katie Mulholland, Superintendent, shared the following highlights from around the District:

- 1. Comparison of October 1<sup>st</sup> enrollment figures to January 30<sup>th</sup> enrollment figures. Monthly enrollment figures help in determining staffing needs for the following year.
- 2. Registration for Little Lions Preschool was at 192 within the first hour and a half of opening. There are 152 spots in the program, with 20 reserved for lower income families. The online registration process has been a success in reaching the families on government assistance.
- 3. On February 7<sup>th</sup> the Aquatic Center hosted the Boys District Swim Meet. Linn-Mar placed third overall with Calvin Greve placing 3<sup>rd</sup> in the 200 Individual Medley, Justin Arebaugh placing 2<sup>nd</sup> in the 100 Free, and Calvin, Justin, Zach Hendricks, and Matt Peng placing 2<sup>nd</sup> in the 400 Free Relay. The Linn-Mar Boys Swim Team will compete in 10 of 11 events at the upcoming State Meet in Marshalltown.
- 4. On February 7<sup>th</sup> Linn-Mar students competed in 11 events at the Speech State Large Group Contest. Five received Division 1 ratings with all four of the radio teams receiving 1 ratings. The Varsity Readers Theatre received two 1 ratings.
- 5. The *Corridor Business Journal* recently listed the top 25 employers in the metro area. Linn-Mar bumped up a couple of spots to the 21<sup>st</sup> largest employer in the Corridor.

#### **BOARD ANNOUNCEMENTS AND REPORTS**

#### Marion State of the City Luncheon

Members of the Board reported on the January 27<sup>th</sup> Marion State of the City Luncheon. They were excited to hear that the Marion Branding process revealed that schools are a major part of the community.

#### Board Visit: Excelsior Middle School

Members of the Board report on the January 28<sup>th</sup> visit to Excelsior Middle School. They were impressed with the level of excitement and commitment to intervention and the data that supported their progress.

#### MEDCO Tax Luncheon

Isenberg reported on the January 29<sup>th</sup> MEDCO Tax Luncheon stating that it was interesting to hear about rollbacks and taxation from the City's point of view.

#### Finance/Audit Committee

Wilson reported on the February 3<sup>rd</sup> Finance/Audit Committee meeting. The meeting focused on the selection of the District auditor, financing of High School renovations, an update on the Tower Terrace project, and a budget update.

#### Equity Committee

Patterson reported on the February 4<sup>th</sup> Equity Committee meeting which focused on an annual review of the District's human resources and how to attract an employee base that better reflects the student population.

#### Marion City Council

Patterson reported that the February 5<sup>th</sup> Marion City Council meeting did not include any topics that impacted the District.

#### COMMUNICATIONS, ANNOUNCEMENTS, AND TRANSMITTALS

#### Communications

- Hutcheson shared that the presentation on texting while driving presented at the last Board meeting and the blue reminder band has held him accountable to not texting while driving.
- Gadelha shared she would be attending the February 11<sup>th</sup> Zoning & Planning meeting that is scheduled to have an update on the Tower Terrace Project and zoning code updates.
- Isenberg shared that he has been in conversation with Lon Pluckhahn, Marion City Manager, on hosting chat sessions with the District to increase communication. The sessions would be open to the public.
- Patterson reminded those present to write letters to their State Representatives about the Governor's supplemental aid proposal. Suggested language can be found on the IASB and UEN websites.
- Wilson clarified that the Ed Leader 21 Committee needed to be added to the list of committees and requested additional information on the program.

Date	Time	Event	Location
February 12 <sup>th</sup>	9:00 AM	ERMA Committee	LRC
February 16 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm
February 17 <sup>th</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
February 18 <sup>th</sup>	7:30 AM	Board Visit: COMPASS	LRC – Compass
February 21 <sup>st</sup>	8:30 AM	Coffee Conversations	Aquatic Center
February 23 <sup>rd</sup>	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
Date	Time	Event	Location
March 3 <sup>rd</sup>	7:30 AM	Finance/Audit Committee	LRC Office Conf Rm
March 3 <sup>rd</sup>	11:45 AM	Executive Committee	LRC Office Conf Rm
March 5 <sup>th</sup>	5:30 PM	Marion City Council	Marion City Hall
March 6 <sup>th</sup>	7:00 AM	Board Visit: Wilkins	Wilkins Elementary
March 9 <sup>th</sup>	5:00 PM	Board Work Session	LRC Board Room
	7:00 PM	Board Regular Session	
March 11 <sup>th</sup>	4:30 PM	Special Education Advisory	LRC Conf Rm 304/305
March 16 <sup>th</sup> -20 <sup>th</sup>		Spring Break	
March 19 <sup>th</sup>	5:30 PM	Marion City Council	Marion City Hall
March 30 <sup>th</sup>	5:00 PM	Policy Committee	LRC Office Conf Rm

#### <u>Calendar</u>

#### Committees

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

Committee	Participants
Special Education Advisory	Tina Patterson, Elizabeth Wilson, Julie Jensen
Technology Advisory	Tim Isenberg, Jeri Ramos
Ed Leader 21 Committee	Gadelha, Wilson, Jensen, Halupnik

ADJOURNMENT Motion 195-02-09 Motion by Wilson for the Board to adjourn at 8:01 PM. Second by Patterson. Voice vote. Motion unanimously approved.

Tim Isenberg, Board President

Angie Morrison, Board Secretary

Minutes respectfully submitted by: Gayla Burgess, Admin Assistant to the Superintendent February 9, 2015

#### Exhibit 1003.1

Linn-Mar	Communit	y School	District
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IA - Warrants Paid Listing			<u>iteria</u> //06/2015 -   02/18/201
Fiscal Year: 2014-2015		Date Kange. 02	00/2010 02/10/201
Vendor Name	Description		Check Total
Fund: Aquatic Center			
IOWA CITY EELS SWIM CLUB, INC	GENERAL SUPPLIES		\$757.50
		Fund Total:	\$757.50
und: GENERAL			
A-1 DISPOSAL SERVICE, INC	GARBAGE COLLECTION		\$3,751.38
AASPA	STAFF WORKSHP/CONF		\$25.00
AHLERS AND COONEY, P.C.	LEGAL SERVICES		\$8,963.90
AMSTERDAM	INSTRUCTIONAL SUPPLIES		\$57.18
ANAMOSA COMMUNITY SCHOOLS	TUITION IN STATE		\$1,659.74
AUTO-JET MUFFLER	TRANSP. PARTS		\$808.08
BAKER & TAYLOR, INC	LIBRARY BOOKS		\$340.94
BARK'S PIZZA INC	INSTRUCTIONAL SUPPLIES		\$126.00
BARNIDGE TJ & VICTORIA	MISC REVENUE		\$10.00
BAUER BUILT	TIRES AND TUBES		\$4,856.91
BENEFITFOCUS.COM, INC.	OTHER PROFESSIONAL		\$250.00
BEYOND PLAY	INSTRUCTIONAL SUPPLIES		\$367.54
BIO CORPORATION	INSTRUCTIONAL SUPPLIES		\$220.62
BLICK ART MATERIALS	INSTRUCTIONAL SUPPLIES		\$81.79
BP	GASOLINE		\$176.41
BRANDT JAY	OFFICIAL/JUDGE		\$55.00
BROOMHEAD YVETTE	TRAVEL		\$26.79
BUSENBARK JOYCE	TRAVEL		\$21.29
CALCARA MARILYN	TRAVEL		\$23.58
CAMP COURAGEOUS	INSTRUCTIONAL SUPPLIES		\$150.00
CAPITAL SANITARY	MAINTENANCE SUPPLIES		\$8,487.61
CARQUEST AUTO PARTS	INSTRUCTIONAL SUPPLIES		\$182.78
CARQUEST AUTO PARTS	TRANSP. PARTS		\$791.50
CEDAR RAPIDS COMM SCH DIST	PROF SERV: EDUCATION		\$612.18
CENTER POINT-URBANA HIGH SCHOOL	TUITION IN STATE		\$4,806.00
CENTURYLINK	TELEPHONE		\$798.10
CLARK SECURITY PRODUCTS INC	REPAIR PARTS		\$35.92
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	TUITION IN STATE		\$5,037.30
CLAYTON RIDGE COMMUNITY SCHOOL DISTRICT	TUITION OPEN ENROLL		\$3,060.50
CMS COMMUNICATIONS	TECH REPAIRS		\$528.06
COFFIN, STEVE	GENERAL SUPPLIES		\$77.48
COLTON KRISTI	TRAVEL		\$16.65
COMMUNICATIONS ENGINEERING CO	RADIOS		\$19.00
COMMUNICATIONS ENGINEERING CO			\$284.00
CONNERLY DEBRA	TRAVEL		\$8.03
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION		\$81.32
CRESCENT ELECTRIC			\$161.96
CUSTOM HOSE & SUPPLIES, INC.	TRANSP, PARTS		\$60.54
DENNIS COMPANY	MAINTENANCE SUPPLIES		\$20.90
DONLON BRIDGET	TRAVEL		\$19.97

:

### IA - Warrants Paid Listing

A - Warrants Paid Listing		Date Banga	<u>Criteria</u> 02/06/2015 - 02/18/2015
Fiscal Year: 2014-2015		Date Range:	02/06/2015 - 02/18/2015
Vendor Name	Description		Check Total
EICHORST NATHAN	OFFICIAL/JUDGE		\$75.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES		\$198.33
FASTENAL COMPANY	MAINTENANCE SUPPLIES		\$396.00
FOLLETT SCHOOL SOLUTIONS, INC	INSTRUCTIONAL SUPPLIES		(\$50.86)
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS		\$930.26
FULLER, TRAVIS	OFFICIAL/JUDGE		\$65.00
FUTURE LINE	REPAIR PARTS		\$1,392.99
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES		\$646.55
GEE ASPHALT SYSTEMS INC	GROUNDS UPKEEP		\$3,627.64
GRAINGER	MAINTENANCE SUPPLIES		\$261.36
GRIGGS MUSIC INC	INSTRUCTIONAL SUPPLIES		\$425.80
GUSTASON JEFF	INSTRUCTIONAL SUPPLIES		\$107.20
HALLS PHOTO	INSTRUCTIONAL SUPPLIES		\$20.00
HALVERSON GINGER	TRAVEL		\$104.52
HALVORSON BUILDING SOLUTIONS	REPAIR PARTS		\$125.00
HANDLEY ROBERT	OFFICIAL/JUDGE		\$75.00
HANDS UP COMMUNICATIONS	GENERAL SUPPLIES		\$72.00
HANSON, MEGAN	TRAVEL		\$60.57
HARGERS ACCOUSTICS INC	MAINTENANCE SUPPLIES		\$516.00
HERNANDEZ ROBERT	TRAVEL		\$100.62
HICKS KRISTI	TRAVEL		\$24.96
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES		\$4,136.28
HY-VEE FOOD STORE-8556	GENERAL SUPPLIES		\$126.90
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES		\$1,699.64
IMON COMMUNICATIONS LLC	TELEPHONE		\$5,570.67
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES		\$27.90
IOWA DEPT OF ADMIN SERVICES	OTHER PROFESSIONAL		\$400.00
IOWA PRISON INDUSTRIES	MAINTENANCE SUPPLIES		\$1,990.09
IOWA SPORTS TURFGRASS	OTHER PROFESSIONAL		\$935.00
ISFIS	OTHER PROFESSIONAL		\$76.50
IT SAVVY LLC	SERVICE AGREEMENTS		\$1,575.60
JASCHEN JON	OFFICIAL/JUDGE		\$55.00
JESSEN ALICIA	TRAVEL		\$29.17
JOHNSTONE SUPPLY	REPAIR PARTS		\$397.75
KESL CAROL	TRAVEL		\$34.55
KIRKWOOD COMM COLLEGE	GENERAL SUPPLIES		\$255.00
KOENEN KARLA	TRAVEL		\$10.76
KOOLBECK, JEFF	OFFICIAL/JUDGE		\$55.00
LAKEMARY CENTER INC	TUITION IN STATE		\$4,099.82
LAKESHORE	INSTRUCTIONAL SUPPLIES		\$465.56
LASER RESOURCES, LLC	GENERAL SUPPLIES		\$215.01
LASER RESOURCES, LLC	IN-DIRECT COSTS		\$700.10
LASER RESOURCES, LLC	INSTRUCTIONAL SUPPLIES		\$1,232,50
LASER RESOURCES, LLC	SERVICE AGREEMENTS		\$4.78
LIFELINE AMPLIFICATION SYSTEMS	INSTRUCTIONAL SUPPLIES		\$404.50

### IA - Warrants Paid Listing

Date Range:

<u>Criteria</u> 02/06/2015 - 02/18/2015

Vendor Name	Description	Check Total
LINN COUNTY PUBLIC HEALTH	GENERAL SUPPLIES	\$270.00
	ELECTRICITY	\$26,855.86
LUCK'S MUSIC LIBRARY	INSTRUCTIONAL SUPPLIES	\$170,46
YNCH FORD	TRANSP. PARTS	\$21.87
YNCH FORD	VEHICLE REPAIR	\$2,072.63
MACKEY, THOMAS	PROF SERV: EDUCATION	\$160.00
MARION INDEPENDENT SCHOOLS	TUITION IN STATE	\$111,455.40
MARION IRON CO.	MAINTENANCE SUPPLIES	\$75.22
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$468.30
MCDONALD CJ	TRAVEL	\$20.32
McSWEENEY, CHRISTINE	TRAVEL	\$8.66
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$221.61
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$758.00
MILES CONSULTING INC	OTHER PROFESSIONAL	\$1,000.00
MORRISON ANGIE	TRAVEL	\$154.83
NASCO	INSTRUCTIONAL SUPPLIES	\$127.52
NATIONAL ASSOC OF SCHOOL NURSES	DUES AND FEES	\$777.00
NORTHERN FESTIVAL OF BANDS	INSTRUCTIONAL SUPPLIES	\$310.00
DAKES CODY	OFFICIAL/JUDGE	\$55.00
DFFICE EXPRESS	GENERAL SUPPLIES	\$21.04
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$2,136.47
ORKIN PEST CONTROL	SERVICE AGREEMENTS	\$460.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$344.99
PESI, INC	STAFF WORKSHP/CONF	\$379.98
PET SMART	INSTRUCTIONAL SUPPLIES	\$16.16
PET'S PLAYHOUSE	INSTRUCTIONAL SUPPLIES	\$10.95
PLUMB SUPPLY CO.	REPAIR PARTS	\$63.59
POSTMASTER	POSTAGE/UPS	\$14,000.00
PYRAMID SCHOOL PRODUCTS	INSTRUCTIONAL SUPPLIES	\$218.52
QUALITY AUTO REBUILDERS	EQUIPMENT REPAIR	\$923.21
QUALITY AUTO REBUILDERS	VEHICLE REPAIR	\$844.18
QUILL CORPORATION	GENERAL SUPPLIES	\$170.00
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$49.44
QUINN STORAGE	FACILITY RENTAL	\$75.00
RADIO COMMUNICATIONS CO	REPAIR PARTS	\$14.48
REGISTER MEDIA	ADVERTISING	\$1,198.66
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$512.00
ROCHESTER ARMORED CAR CO INC	OTHER PROFESSIONAL	\$590.72
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$197.40
SAM'S CLUB	INSTRUCTIONAL SUPPLIES	\$160.58
SANDSTROM STEVE	PROF SERV: EDUCATION	\$432.00
CHOOL BUS SALES	GROUNDS UPKEEP	\$24.15
CHOOL BUS SALES	TRANSP. PARTS	\$1,499.65
CHOOL OUTFITTERS	INSTRUCTIONAL SUPPLIES	\$367.87

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### IA - Warrants Paid Listing

Vendor Name SCHOOL-TECH, INC SCHOOL-TECH, INC SHERWIN-WILLIAMS SHORTER MARGARET SIMMONS PERRINE MOYER BERGMAN SMITH BRANDON SOCCERONE	Description INSTRUCTIONAL SUPPLIES MAINTENANCE SUPPLIES INSTRUCTIONAL SUPPLIES TRAVEL LEGAL SERVICES OFFICIAL/JUDGE	<u>.</u>	Check Total 558.90 \$180.18
SCHOOL-TECH, INC SHERWIN-WILLIAMS SHORTER MARGARET SIMMONS PERRINE MOYER BERGMAN SMITH BRANDON	MAINTENANCE SUPPLIES INSTRUCTIONAL SUPPLIES TRAVEL LEGAL SERVICES		
SHERWIN-WILLIAMS SHORTER MARGARET SIMMONS PERRINE MOYER BERGMAN SMITH BRANDON	INSTRUCTIONAL SUPPLIES TRAVEL LEGAL SERVICES		\$180.18
SHORTER MARGARET SIMMONS PERRINE MOYER BERGMAN SMITH BRANDON	TRAVEL LEGAL SERVICES		
SIMMONS PERRINE MOYER BERGMAN SMITH BRANDON	LEGAL SERVICES		\$74.14
SMITH BRANDON			\$60.11
	OFFICIAL/JUDGE		\$351.00
SOCCERONE			\$65.00
	INSTRUCTIONAL SUPPLIES		\$259.80
SPIER RICHARD	OFFICIAL/JUDGE		\$55.00
SPRINGVILLE COMMUNITY SCHOOLS	TUITION IN STATE		\$13,126.30
STANDARD BEARINGS	REPAIR PARTS		\$163.58
STAPLES	INSTRUCTIONAL SUPPLIES		\$368.81
STAPLES ADVANTAGE	GENERAL SUPPLIES		\$139.04
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES		\$12.50
SUNDANCE/NEWBRIDGE ED PUBLISHING	INSTRUCTIONAL SUPPLIES		\$277.20
SYSTEMS UNLIMITED, INC.	PROF SERV: EDUCATION		\$700.00
TERRELL DAN	TRAVEL		\$18.72
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND		\$3,647.09
TJ REICHER INC.	INSTRUCTIONAL SUPPLIES		\$500.00
TURNER TERRY	OFFICIAL/JUDGE		\$65.00
U.S. CELLULAR	TELEPHONE		\$952.80
U.S. TOY CO	INSTRUCTIONAL SUPPLIES		\$581.76
VAIL KATHERINE L.	TRAVEL		\$8.58
VALUE INSPIRED PRODUCTS/SERVICES	INSTRUCTIONAL SUPPLIES		\$415.24
VAN METER CO	MAINTENANCE SUPPLIES		\$2,503.77
VEIT ANDREW	PROF SERV: EDUCATION		
WALSH DOOR & HARDWARE	MAINTENANCE SUPPLIES		\$80.00
WALSH DOOR & HARDWARE	REPAIR PARTS		\$1,040.00
			\$210.00
	MISC REVENUE		\$16.95
	OTHER PROFESSIONAL		\$1,080.00
	GROUNDS UPKEEP		\$44.89
WEST MUSIC CO			\$195.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES		\$1,558.38
WIELAND & SONS LUMBER CO	INSTRUCTIONAL SUPPLIES		\$939.70
ZIMMERMAN JESSICA	TRAVEL		\$15.41
		Fund Total:	\$280,546.71
			#450 DD
FRUITZEN LLC	PURCHASE FOOD		\$450.00
			\$3,400.44
KNIGHT SUSAN	TRAVEL		\$22.43
	GENERAL SUPPLIES		\$164.12
REINHART INSTITUTIONAL FOODS INC	PAPER PRODUCT SUPPLY		\$1,728.85
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD		\$85,489.88
SCHOOL NUTRITION ASSOCIATION	DUES AND FEES		\$20.50
		Fund Total:	\$91,276.22
ed: 02/18/2015 1:11:21 PM Report: rptlA	AChecksPaidListing	3.5.07	Page:

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<u>Criteria</u>

IA - Warrants Paid Listing		-	<u>Criteria</u> )2/06/2015 -   02/18/20
Fiscal Year: 2014-2015		Date Mange.	
Vendor Name	Description		Check Total
Fund: PHY PLANT & EQ LEVY			
A & J ASSOCIATES	ARCHITECT		\$6,067.50
COMMUNICATIONS ENGINEERING CO	EQUIPMENT >\$1999		\$5,843.94
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT		\$4,525.00
DLR GROUP INC	ARCHITECT		\$5,500.00
PLUMBERS SUPPLY COMPANY	REPAIR/MAINT SERVICE		\$910.65
PRIMARY SYSTEMS	CONSTRUCTION SERV		\$817.50
TIME CLOCK PLUS	COMPUTER SOFTWARE		\$1,593.00
TYLER TECHNOLOGIES INC	COMPUTER SOFTWARE		\$450.00
WALSH DOOR & HARDWARE	CONSTRUCTION SERV		\$10,287.00
		Fund Total:	\$35,994.59
Fund: Pool 10 Million Issue and 2013 10M Issue			
COMMUNICATIONS ENGINEERING CO	EQUIPMENT >\$1999		\$1,261.20
CONLON CONSTRUCTION CO.	CONSTRUCTION SERV		\$10,000.00
DLR GROUP INC	ARCHITECT		\$4,795.13
DLR GROUP INC	CONSTRUCTION SERV		\$231,061.45
KLEIMAN CONSTRUCTION, INC.	CONSTRUCTION SERV		\$127,848.61
		Fund Total:	\$374,966.39
			£110.00
			\$110.00
	INSTRUCTIONAL SUPPLIES		\$227.03
	INSTRUCTIONAL SUPPLIES		\$75.00
BAKER DAVID	OFFICIAL/JUDGE		\$55.00
BO HUNK BBQ	INSTRUCTIONAL SUPPLIES		\$87.00
BRANDT JAY	OFFICIAL/JUDGE		\$55.00
BUNN MARY	INSTRUCTIONAL SUPPLIES		\$75.00
BURKLE CORY	OFFICIAL/JUDGE		\$50.00
BURRY MATT	OFFICIAL/JUDGE		\$136.00
CALLAHAN JOE	OFFICIAL/JUDGE		\$90.00
CDW - GOVERNMENT	INSTRUCTIONAL SUPPLIES		\$315.02
CHADIMA JOANNE	INSTRUCTIONAL SUPPLIES		\$75.00
CONLON JOHN	OFFICIAL/JUDGE		\$90.00
CROWN TROPHY	INSTRUCTIONAL SUPPLIES		\$127.60
DAVIES BETH	INSTRUCTIONAL SUPPLIES		\$75.00
DECKER SPORTING GOODS	INSTRUCTIONAL SUPPLIES		\$4,778.50
DG SMART DESIGN	INSTRUCTIONAL SUPPLIES		\$424.00
DUFFY JOEL	OFFICIAL/JUDGE		\$90.00
DYRLAND DANIEL	OFFICIAL/JUDGE		\$90.00
ECIVOA	INSTRUCTIONAL SUPPLIES		\$55.00
ENTERPRISE	TRAVEL		\$553.63
FAREWAY STORES	INSTRUCTIONAL SUPPLIES		\$38.75
FERRIS KEVIN	OFFICIAL/JUDGE		\$90.00
FRIDAY MATT	OFFICIAL/JUDGE		\$50.00
GAFFNEY NANCY	INSTRUCTIONAL SUPPLIES		\$300.00
GARMENT DESIGN	INSTRUCTIONAL SUPPLIES		\$407.02

Report: rptIAChecksPaidListing

### IA - Warrants Paid Listing

#### Fiscal Year: 2014-2015

Date Range: 02

02/06/2015 - 02/18/2015

<u>Criteria</u>

Vendor Name	Description	Check Total
GAU ED	OFFICIAL/JUDGE	\$124.50
GRAYBILL COMMUNICATIONS	INSTRUCTIONAL SUPPLIES	\$288.00
GRIFFITHS FRED	OFFICIAL/JUDGE	\$64.20
HALLS PHOTO	INSTRUCTIONAL SUPPLIES	\$45.00
НОҮТ ВОВ	OFFICIAL/JUDGE	\$50.00
HY-VEE FOOD STORE-8555	INSTRUCTIONAL SUPPLIES	\$961.08
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$403.34
HSSCA	INSTRUCTIONAL SUPPLIES	\$690.00
NSTEP DANCEWEAR	INSTRUCTIONAL SUPPLIES	\$750.00
OWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES	\$2,772.00
OWA HIGH SCHOOL SPEECH ASSOC	INSTRUCTIONAL SUPPLIES	\$304.00
JAZZ EDUCATORS OF IOWA	DUES AND FEES	\$175.00
JOHNSON BRADLEY DAVID	OFFICIAL/JUDGE	\$160.00
KRAUS EDWARD	INSTRUCTIONAL SUPPLIES	\$105.00
M-F ATHLETIC CO.	INSTRUCTIONAL SUPPLIES	\$486.29
MAHMENS SCOTT	TRAVEL	\$218.40
MAKE MUSIC INC	INSTRUCTIONAL SUPPLIES	\$40.00
MANSON ROBERT	INSTRUCTIONAL SUPPLIES	\$75.00
MATZEN RICH	OFFICIAL/JUDGE	\$129.10
MENARDS -13127	INSTRUCTIONAL SUPPLIES	\$108.46
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$514.75
MILLER MATHEW	OFFICIAL/JUDGE	\$110.00
MOE TONYA	TRAVEL	\$144.30
NATHAN JOHN SEVERSON	INSTRUCTIONAL SUPPLIES	\$450.00
DAKES CODY	OFFICIAL/JUDGE	\$146.80
DBERBROECKLING CHRIS	OFFICIAL/JUDGE	\$90.00
PETERSEN ANDY	OFFICIAL/JUDGE	\$90.00
RABEY TODD	OFFICIAL/JUDGE	\$50.00
RIMA DENNIS	OFFICIAL/JUDGE	\$90.00
SARSFIELD, ANGIE	INSTRUCTIONAL SUPPLIES	\$12.00
SCHINDLER KURT	OFFICIAL/JUDGE	\$55.00
SCOTT RODNEY	INSTRUCTIONAL SUPPLIES	\$230.88
SHANLEY VAL	INSTRUCTIONAL SUPPLIES	\$75.00
SOFT SERVE CO	INSTRUCTIONAL SUPPLIES	\$562.50
STAMY DAVID	OFFICIAL/JUDGE	\$55.00
STOCKDALE JUSTIN	OFFICIAL/JUDGE	\$122.20
STONE TRACY	OFFICIAL/JUDGE	\$61.90
STORM STEEL	INSTRUCTIONAL SUPPLIES	\$30.39
THUL DAVID	OFFICIAL/JUDGE	\$55.00
TIEDE JEN	INSTRUCTIONAL SUPPLIES	\$75.00
J OF COLLEGE OF ENGINEERING	INSTRUCTIONAL SUPPLIES	\$500.00
JMLAND DON	OFFICIAL/JUDGE	\$133.70
/ILLARREAL SERGIO	OFFICIAL/JUDGE	\$90.00
VORSTER STEVE	OFFICIAL/JUDGE	\$90.00
	· · · · · · · · · · · · · · · · · · ·	Fund Total: \$20,303.34

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IA - Warrants Paid Listing		<u>Ci</u>	riteria
Fiscal Year: 2014-2015		Date Range: 02	2/06/2015 - 02/18/2015
Vendor Name	Description		Check Total
Fund: Student Store			
KOLLEGE TOWN SPORTS	GENERAL SUPPLIES		\$1,956.40
		Fund Total:	\$1,956.40
		Grand Total:	\$805,801.15
	End of Report		

Exhibit 1004.1

# **Order Form**

To: Linn-mar High School 3111 N 10th St Marion, Iowa 52302

#### Hobsons Contact:

Darren Wacker darren.wacker@hobsons.com

Product or Service	Quantity	Unit	Term	Price
AchieveWorks	2,049.00	Enrollment	36	\$6,147.00
Career Key	1.00	Sites	36	\$585.00
Consulting Services - Jump Start	1.00	Package	12	\$4,000.00
Family Connection Engagement Package	1.00	Package	1	\$500.00
Implementation Guide	1.00	Guides	1	\$500.00
Naviance Alumni Tracker	1.00	Sites	36	\$1,275.00
Naviance Course Planner	2,049.00	Enroliment	36	\$6,147.00
Naviance eDocs	510.00	SrEnrollment	36	\$1,530.00
Naviance for High School	2,049.00	Enrollment	41	\$14,701.58
PrepMe for the ACT	2,049.00	Enroliment	12	\$2,663.70
Public Web-Based Training	20.00	Seats	6	\$2,000.00
Teacher Engagement Package	1.00	Package	1	\$500.00
			Discount:	(\$858.72)
			Total Price:	\$39,690.56

Notes: (if applicable)	Consulting hours must be utilized within 12 months from date of purchase. Public professional development course seats must be registered for and attended within 3 months of date of purchase. Client is responsible for travel expenses associated with onsite consulting services Subscription to Naviance eDocs is based on enrollment of Senior class only.
Comments:	All figures quoted are exclusive of sales tax. Contract solution is for the delivery and support of Naviance Student Success Solution in partnership with Linn-Mar High School. Final solution details agreed to with Jeff Gustason, Principal and Mark Hutcheson, Associate Principal. Partnership invoicing will be as follows, assuming a signed agreement prior to February 28th, 2015.
	March 1st, 2015: \$4,000 July 1st, 2015: \$12,000 July 1st, 2016: \$11,845.28 July 3rd, 2017: \$11,845.28

r High School

HOBSONS)

Date: February 12, 2015

Please complete or update the following information:

Account Contacts	Name	<b>Email Address</b>
Primary	Mark Hutcheson	
Billing	J.T. Anderson	jtanderson@linnmar.k12.ia.us
Data/Technology		
Training		
Payment Method:	Purchase Order # Credit Card # Check Wire Transfer #	If paying by credit or debit card Expiration Date (MM/YY):/ Billing Zip Code: Security Code :
CEEB Code:		

Prices are valid for 30 days from the date specified above. All costs are denominated in U.S. dollars. Payment is due within 30 days of your invoice date. Unless separate invoice and payment terms are specified, Hobsons will issue invoices once per year, with the first taking place upon execution of the order form and then annually thereafter throughout the term of the contract. Payment terms in all instances are Net 30.

The services are delivered in accordance with applicable terms that can be found at <u>https://succeed.naviance.com/auth/signin?tos=1#/tos</u>. By signing below, you agree to be bound by such terms and that such terms are made a part of this contract.

Please complete the contact and payment information as indicated, then sign below to indicate your acceptance. By signing this contract, you are stating that you are authorized by your institution to make this purchase. If a Purchase Order is required for payment to be issued, please indicate below. If you have selected professional services, travel expenses for on-site professional services will be billed separately following your session(s).

Yes, a Purchase Order is required. It will be sent to Naviance by

The 2 boxes below must be checked in order to process the order form:

Authorized Signer

Terms of Service

Signature

Printed Name and Position

Signature Date

Purchase Order & Order Forms: Naviance, Inc, 3033 Wilson Boulevard, Suite 500 Arlington, VA 22201 Remit To: Naviance, Inc P.O. Box 504571 St. Louis, MO 63150-4571

IF YOU CHOOSE TO FAX, THEN PLEASE CLICK ON THE 'SIGN ON PAPER' BUTTON FOLLOWED BY 'PRINT AND FAX' BUTTON AND FAX YOUR SIGNED ORDER FORM TO THE NUMBER PROVIDED ON THE COVERPAGE OF THE DOWNLOADED DOCUMENT

#### StudentTracker for High Schools/Districts

#### **Terms of Service for Naviance Participating High Schools**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the National Student Clearinghouse ("Clearinghouse"), a not-for-profit corporation organized under the laws of the Commonwealth of Virginia, and the undersigned high school or high school district ("School") agree as follows:

- 1. The Clearinghouse provides a nationwide, central repository of information on student enrollment, degrees, diplomas, certificates and other educational achievements.
- 2. The School wants to obtain information on the attendance of its former students in postsecondary institutions. The School wishes to use the services of the Clearinghouse to assist in the functions as described below and designates the Clearinghouse as its authorized representative for this purpose.
- 3. The School will transmit to Naviance lists of its graduates ("Graduates"). Initially, it will transmit a list of Graduates dating back up to eight (8) years and, thereafter, will submit lists of new graduates each year after conferral of diplomas. The School agrees that it will submit its Graduates files electronically and that they will contain the data elements and configuration reasonably required by the Clearinghouse. Naviance, acting on behalf of School as a school official, will conform the data to Clearinghouse standards and submit the data to the Clearinghouse.
- 4. Upon request, the Clearinghouse will compare the School's Graduates with its database and provide the School with data on the subsequent enrollment and educational achievements of its students at postsecondary institutions. In addition to the Graduates file, the School may also submit through Naviance lists of graduates and other former students in a format reasonably required by the Clearinghouse ("StudentTracker Request Files"), and the Clearinghouse will provide data to the School via Naviance on the subsequent enrollment and educational achievements of these students at postsecondary institutions. The Clearinghouse reserves the right to reasonably limit the number of Request Files submitted by the School per calendar year.
- 5. The services provided by the Clearinghouse under this Agreement will be paid for by the School through Naviance, which will be responsible for forwarding payment to the Clearinghouse.
- 6. The Clearinghouse uses its best efforts to review, interpret, and follow publicly disseminated guidance on FERPA in the development and operation of its services and provides for the release of only unblocked directory information unless FERPA authorizes release without consent. The School is solely responsible for its compliance with FERPA, and the Clearinghouse is not liable for any errors or omissions by the School that may give rise to FERPA violations. Both the Clearinghouse and the School agree to comply with all applicable Federal, State, and local statutes, regulations, and other requirements pertaining to the security, confidentiality, and privacy of information exchanged with and maintained by the Clearinghouse.
- 7. The School agrees that it may only disclose the data provided by the Clearinghouse to other educators, school boards, and school officials whom it has determined to have legitimate educational interests. The School agrees that it will not release data provided by the Clearinghouse to any other individuals, institutions, or organizations, other than those identified above, either in student or postsecondary institution identifiable form, without the Clearinghouse's express written permission and payment of any additional fees that may be required.
- 8. In the event the School is required to disclose any data provided hereunder (specifically including, but not limited to, information which could potentially identify individuals or specific postsecondary institutions) pursuant to any applicable statute, law, rule or regulation of any governmental authority or pursuant to any order of any court of competent jurisdiction, the School must provide the Clearinghouse prompt notice of such request for disclosure and reasonably cooperate with the Clearinghouse's efforts to obtain a protective order. The parties further agree that any exclusion effected pursuant to this provision is authorized only to the minimum extent necessary to allow the School to comply with a legal rule or order compelling the disclosure of information and shall not constitute a general waiver of the obligations of confidentiality under this Agreement.
- The School will institute and maintain reasonable controls to ensure that the information it provides to the Clearinghouse under this Agreement is complete and accurate. The School agrees that the Clearinghouse will not be responsible for actions, errors or omissions of the School.
- 10. The Clearinghouse will institute and maintain reasonable controls to ensure the integrity and security of its database and data transmission systems so that it releases information solely to authorized Requestors in accordance with the terms of this Agreement and applicable law.

- 11. The School retains full ownership rights to the information in the education records it provides to the Clearinghouse. Upon termination of this agreement, the Clearinghouse will immediately discontinue use of any information that has been provided to it by the School. The Clearinghouse will destroy all information provided under this Agreement after all retention requirements for federal, state and local audits have expired but in no event later than six months after termination of the Agreement.
- 12. The School agrees to acknowledge in all internal and external reports, presentations, publications, press releases, and/or research announcements that utilize StudentTracker data that the source of the data is the StudentTracker service from the National Student Clearinghouse.
- 13. The School agrees to provide all notices to the Clearinghouse under this Agreement to:

National Student Clearinghouse 2300 Dulles Station Blvd., Suite 300 Herndon, VA 20171 Attn: Vickie Graham, Contract Admin. Electronically: <u>graham@studentclearinghouse.org</u> Fax: 703-742-4234

- 14. The Clearinghouse agrees to provide all notices under this Agreement to the School to the signatory and address on Page 1 of this Agreement unless otherwise instructed in writing by the School. The Clearinghouse considers the signatory to this Agreement as its primary contact for all operational and systems issues unless otherwise instructed in writing by the School.
- 15. This Agreement commences on the date that School access to the StudentTracker service is first enabled ("Effective Date") and shall continue until the earlier of: (a) termination by either party by providing sixty (60) days notice to the other party, or (b) termination of the School's relationship with Naviance. In the event of termination under (b) above, the School may enter into a direct contract with the Clearinghouse. The parties agree that any subsequent modifications to this Agreement will be made only in writing.
- 16. All representations, warranties, disclaimers of liabilities, indemnifications, and covenants between the parties will survive the termination of this Agreement for any reason and in any manner and will remain in full force and effect between the parties.

Signature

Printed Name and Position

Signature Date

## AGREEMENT FOR PROVISION OF DAY CARE SERVICES

This Agreement is made this 25<sup>th</sup> day of February, 2015, between the Linn-Mar Community School District, hereinafter referred to as DISTRICT, and Kory McNeal, d/b/a "Kids Inc.," a licensed day care provider, hereinafter referred to as Kids Inc., pursuant to Iowa Code §279.49.

#### Recitals

The DISTRICT desires to arrange for the operation of a program at Bowman Woods Elementary, Indian Creek Elementary, and Westfield Elementary to provide before and after school day care and summer day care to students enrolled in kindergarten through grade five. Kids Inc. recognizes that continuity of personnel, program quality, and maintaining the low cost of a program is important to both the program provider and the parents who use this service. The DISTRICT and Kids Inc. desire to set forth in writing the terms and conditions of their agreement and understanding.

#### IT IS THEREFORE AGREED AS FOLLOWS:

**Appointment.** The DISTRICT hereby grants Kids Inc. the contract to offer a before and after school day care and summer day care programs at Bowman Woods Elementary, Indian Creek Elementary, and Westfield Elementary to students enrolled in Linn-Mar schools' kindergarten through grade five (exception of students with special needs – as approved by Student Services Executive Director).

**Location.** The aforementioned before and after school day care and the summer day care programs will be housed in the multipurpose room of Bowman Woods Elementary, 151 Boyson Road NE, Cedar Rapids, IA; Indian Creek Elementary, 2900 Indian Creek Road, Marion, IA; and Westfield Elementary, 901 East Main Street NE, Robins, IA.. This space shall be available Monday through Friday, from 6:30 a.m. until the first bell, and until 6:00 p.m. after the last bell on days when school is in session. During the summer and during the school year on scheduled in-service days, snow days, and emergency days, the space shall be available from 6:30 a.m. to 6:00 p.m. In addition, the DISTRICT grants Kids Inc., his/her agents, employees, clients, and other persons doing work for or business with him/her that is related to this agreement, the right to use the common areas consisting of the parking area, roadways, pathways, sidewalks, and entrances and exits designated by the DISTRICT for common use, subject to the terms and conditions of this agreement. The DISTRICT further grants Kids Inc. access to the outdoor play area at such times as may be mutually agreed upon between the school principal and Kids Inc.

**Rental.** Kids Inc. agrees to rent the multipurpose room of Bowman Woods Elementary, Indian Creek Elementary, and Westfield Elementary for the monthly fee of \$750 per site during the 2015/2016 and 2016/2017 school years (the 'year' for the purpose of this agreement is the school year as defined by the District School Calendar) and a monthly fee of \$1,300 per site during the summer of 2015 (the "summer of 2015 consists of 3 complete months – June, July, August. Overlapping school days with summer day care during June or August will be pro-rated). During the school year gym space is available from 6:30 - 7:30 a.m.If the provider would like use of the gym after school, the facility must be rented through the Business Office at a rate of \$35/day when the gym is not being utilized by school sponsored after school programs. This use may begin as soon as all students have been dismissed from the building. Reservations will be made on a monthly basis. The Building Principal will provide a schedule by the 20<sup>th</sup> of each month for the following month. The provider will have the option to reserve the gym space for any available times during that month. Days that the gym is only available from 4-5 pm will be billed at a \$25 rate. The District reserves the right to use the gym on a reserved day if needed, provided they give at least 7 days advance notice to the Business Office and the Provider that the gym will be unavailable. Payment of rental fees will be made monthly to the Business Office, 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302, and are due the first day of each month. Kids Inc. shall advise the DISTRICT on or before April 1<sup>st</sup> of his/her intention to discontinue renting the space for the following year.

<u>Use of Premises</u>. Kids Inc. covenants and agrees during the term of this agreement to use and to occupy the leased premises only for the operation of a before and after school day care program or the summer day care program. In the event the DISTRICT determines that overtime custodial service may be necessary, the provider will be responsible for the overtime custodial wages. Any day that the District cancels school due to snow and/or icy conditions, the provider will pay \$50 per site for snow removal.

#### Agreement for Provision of Extended Care Service

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

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

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

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

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

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

**Terms.** Except as herein and otherwise provided, this agreement shall remain in force and effect for the summer of 2015 and the 2015/2016 school year. This agreement will be automatically extended for one-year terms through the 2016/2017 school year. This agreement shall, subject to applicable state law, terminate at the end of the original term or at the end of any renewal term if written notice of termination is sent by either party to the other at least ninety (90) days in advance of such termination.

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

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

#### Agreement for Provision of Extended Care Service

<u>Compliance with Laws</u>. Kids Inc. shall comply with all applicable laws, statutes, ordinances, orders or codes of any public or governmental authority having jurisdiction over its business operations.

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

**Notices.** All notices required to be sent to the DISTRICT shall be sent by registered or certified mail addressed to the Linn-Mar Community School District at its office at 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302, or at such other address as the DISTRICT shall designate in writing. All notices required to be sent to Kids Inc. shall be sent by registered or certified mail addressed to: Kory McNeal, Kids Inc., 1100 35th St, Marion, Iowa 52302, or at such other address as Kids Inc. shall designate in writing.

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

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

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

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

Date

Kory McNeal, d/b/a Kids Inc. Angie Morrison Business Manager Linn-Mar Community School District

Date

Katie Mulholland Superintendent Linn-Mar Community School District

Tim Isenberg School Board President Linn-Mar Community School District

# AGREEMENT FOR PROVISION OF DAY CARE SERVICES

This Agreement is made this 25<sup>th</sup> day of February, 2015, between the Linn-Mar Community School District, hereinafter referred to as DISTRICT, and Kathy Pruett, d/b/a "Hand In Hand Daycare and Preschool," a licensed day care provider, hereinafter referred to as Hand In Hand Daycare and Preschool, pursuant to Iowa Code §279.49.

#### Recitals

The DISTRICT desires to arrange for the operation of a program at Linn Grove Elementary, Novak Elementary, and Wilkins Elementary to provide before and after school day care and summer day care to students enrolled in kindergarten through grade five. Hand In Hand Daycare and Preschool recognizes that continuity of personnel, program quality, and maintaining the low cost of a program is important to both the program provider and the parents who use this service. The DISTRICT and Hand In Hand Daycare and Preschool desire to set forth in writing the terms and conditions of their agreement and understanding.

#### IT IS THEREFORE AGREED AS FOLLOWS:

**<u>Appointment</u>**. The DISTRICT hereby grants Hand In Hand Daycare and Preschool the contract to offer a before and after school day care and summer day care programs at Linn Grove Elementary, Novak Elementary, and Wilkins Elementary to students enrolled in Linn-Mar schools' kindergarten through grade five (exception of students with special needs – as approved by Student Services Executive Director).

**Location.** The aforementioned before and after school day care and the summer day care programs will be housed in the multipurpose room of Linn Grove Elementary, 2301 50th Street, Marion, IA; Novak Elementary, 401 29th Avenue, Marion, IA; and Wilkins Elementary, 2127 27th Street, Marion, IA. This space shall be available Monday through Friday, from 6:30 a.m. until the first bell, and until 6:00 p.m. after the last bell on days when school is in session. During the summer and during the school year on scheduled in-service days, snow days, and emergency days, the space shall be available from 6:30 a.m. to 6:00 p.m. In addition, the DISTRICT grants Hand In Hand Daycare and Preschool, his/her agents, employees, clients, and other persons doing work for or business with him/her that is related to this agreement, the right to use the common areas consisting of the parking area, roadways, pathways, sidewalks, and entrances and exits designated by the DISTRICT for common use, subject to the terms and conditions of this agreement. The DISTRICT further grants Hand In Hand Daycare and Preschool access to the outdoor play area at such times as may be mutually agreed upon between the school principal and Hand In Hand Daycare and Preschool.

**<u>Rental.</u>** Hand In Hand Daycare and Preschool agrees to rent the multipurpose room of Linn Grove Elementary, Novak Elementary, and Wilkins Elementary for the monthly fee of \$750 per site during the 2015/2016 and 2016/2017 school years (the 'year' for the purpose of this agreement is the school year as defined by the District School Calendar) and a monthly fee of \$1,300 per site during the summer of 2015 (the "summer of 2015 consists of 3 complete months – June, July, August. Overlapping school days with summer day care during June or August will be pro-rated). During the school year gym space is available from 6:30 - 7:30 a.m. .If the provider would like use of the gym after school, the facility must be rented through the Business Office at a rate of \$35/day when the gym is not being utilized by school sponsored after school programs. This use may begin as soon as all students have been dismissed from the building. Reservations will be made on a monthly basis. The Building Principal will provide a schedule by the 20<sup>th</sup> of each month for the following month. The provider will have the option to reserve the gym space for any available times during that month. Days that the gym is only available from 4-5 pm will be billed at a \$25 rate. The District reserves the right to use the gym on a reserved day if needed, provided they give at least 7 days advance notice to the Business Office and the Provider that the gym will be unavailable. Payment of rental fees will be made monthly to the Business Office, 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302, and are due the first day of each month. Hand In Hand Daycare and Preschool shall advise the DISTRICT on or before April 1<sup>st</sup> of his/her intention to discontinue renting the space for the following year.

<u>Use of Premises</u>. Hand In Hand Daycare and Preschool covenants and agrees during the term of this agreement to use and to occupy the leased premises only for the operation of a before and after school day care program or the summer day care program. In the event the DISTRICT determines that overtime custodial service may be necessary, the provider will be responsible for the overtime custodial wages. Any day that the District cancels school due to snow and/or icy conditions, the provider will pay \$50 per site for snow removal.

#### Agreement for Provision of Extended Care Service

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

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

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

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

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

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

**Terms.** Except as herein and otherwise provided, this agreement shall remain in force and effect for the summer of 2015 and the 2015/2016 school year. This agreement will be automatically extended for one-year terms through the 2016/2017 school year. This agreement shall, subject to applicable state law, terminate at the end of the original term or at the end of any renewal term if written notice of termination is sent by either party to the other at least ninety (90) days in advance of such termination.

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

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

#### Agreement for Provision of Extended Care Service

**<u>Compliance with Laws</u>**. Hand In Hand Daycare and Preschool shall comply with all applicable laws, statutes, ordinances, orders or codes of any public or governmental authority having jurisdiction over its business operations.

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

**Notices.** All notices required to be sent to the DISTRICT shall be sent by registered or certified mail addressed to the Linn-Mar Community School District at its office at 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302, or at such other address as the DISTRICT shall designate in writing. All notices required to be sent to Hand In Hand Daycare and Preschool shall be sent by registered or certified mail addressed to: Kathy Pruett, Hand In Hand Daycare and Preschool, 905 Barrington Parkway, Marion, Iowa 52302, or at such other address as Hand In Hand Daycare and Preschool shall designate in writing.

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

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

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

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

Date

Kathy Pruitt, d/b/a Hand In Hand Daycare and Preschool Date

Angie Morrison Business Manager Linn-Mar Community School District

Katie Mulholland Superintendent Linn-Mar Community School District

Tim Isenberg Linn-Mar School Board President

# AGREEMENT FOR PROVISION OF DAY CARE SERVICES

This Agreement is made this 25<sup>th</sup> day of February, 2015, between the Linn-Mar Community School District, hereinafter referred to as DISTRICT, and Lynelle Henricksen, d/b/a "YMCA," a licensed day care provider, hereinafter referred to as YMCA, pursuant to Iowa Code §279.49.

#### Recitals

The DISTRICT desires to arrange for the operation of a program at Echo Hill Elementary to provide before and after school day care and summer day care to students enrolled in kindergarten through grade five. YMCA recognizes that continuity of personnel, program quality, and maintaining the low cost of a program is important to both the program provider and the parents who use this service. The DISTRICT and YMCA desire to set forth in writing the terms and conditions of their agreement and understanding.

#### IT IS THEREFORE AGREED AS FOLLOWS:

**Appointment.** The DISTRICT hereby grants YMCA the contract to offer a before and after school day care and summer day care programs at Echo Hill Elementary to students enrolled in Linn-Mar schools' kindergarten through grade five (exception of students with special needs – as approved by Student Services Executive Director).

**Location.** The aforementioned before and after school day care and the summer day care programs will be housed in the multipurpose room of Echo Hill Elementaray, 400 Echo Hill Road, Marion, IA.. This space shall be available Monday through Friday, from 6:30 a.m. until the first bell, and until 6:00 p.m. after the last bell on days when school is in session. During the summer and during the school year on scheduled in-service days, snow days, and emergency days, the space shall be available from 6:30 a.m. to 6:00 p.m. In addition, the DISTRICT grants YMCA, his/her agents, employees, clients, and other persons doing work for or business with him/her that is related to this agreement, the right to use the common areas consisting of the parking area, roadways, pathways, sidewalks, and entrances and exits designated by the DISTRICT for common use, subject to the terms and conditions of this agreement. The DISTRICT further grants YMCA access to the outdoor play area at such times as may be mutually agreed upon between the school principal and YMCA.

**<u>Rental.</u>** YMCA agrees to rent the multipurpose room of Echo Hill Elementary for the monthly fee of \$750 per site during the 2015/2016 and 2016/2017 school years (the 'year' for the purpose of this agreement is the school year as defined by the District School Calendar) and a monthly fee of \$1,300 per site during the summer of 2015 (the "summer of 2015 consists of 3 complete months – June, July, August. Overlapping school days with summer day care during June or August will be prorated). During the school year gym space is available from 6:30 - 7:30 a.m. If the provider would like use of the gym after school, the facility must be rented through the Business Office at a rate of \$35/day when the gym is not being utilized by school sponsored after school programs. This use may begin as soon as all students have been dismissed from the building. Reservations will be made on a monthly basis. The Building Principal will provide a schedule by the 20<sup>th</sup> of each month for the following month. The provider will have the option to reserve the gym space for any available times during that month. Days that the gym is only available from 4-5 pm will be billed at a \$25 rate. The District reserves the right to use the gym on a reserved day if needed, provided they give at least 7 days advance notice to the Business Office, 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302, and are due the first day of each month. YMCA shall advise the DISTRICT on or before April 1<sup>st</sup> of his/her intention to discontinue renting the space for the following year.

<u>Use of Premises</u>. YMCA covenants and agrees during the term of this agreement to use and to occupy the leased premises only for the operation of a before and after school day care program or the summer day care program. In the event the DISTRICT determines that overtime custodial service may be necessary, the provider will be responsible for the overtime custodial wages. Any day that the District cancels school due to snow and/or icy conditions, the provider will pay \$50 per site for snow removal.

#### Agreement for Provision of Extended Care Service

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

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

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

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

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

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

**Terms.** Except as herein and otherwise provided, this agreement shall remain in force and effect for the summer of 2015 and the 2015/2016 school year. This agreement will be automatically extended for one-year terms through the 2016/2017 school year. This agreement shall, subject to applicable state law, terminate at the end of the original term or at the end of any renewal term if written notice of termination is sent by either party to the other at least ninety (90) days in advance of such termination.

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

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

#### Agreement for Provision of Extended Care Service

<u>Compliance with Laws</u>. YMCA shall comply with all applicable laws, statutes, ordinances, orders or codes of any public or governmental authority having jurisdiction over its business operations.

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

**Notices.** All notices required to be sent to the DISTRICT shall be sent by registered or certified mail addressed to the Linn-Mar Community School District at its office at 2999 North 10<sup>th</sup> Street, Marion, Iowa 52302, or at such other address as the DISTRICT shall designate in writing. All notices required to be sent to YMCA shall be sent by registered or certified mail addressed to: Lynelle Henricksen, YMCA, 207 7th Ave, Cedar Rapids, Iowa 52401, or at such other address as YMCA shall designate in writing.

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

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

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

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

Date

Date

Lynelle Henricksen, d/b/a YMCA

Angie Morrison Business Manager Linn-Mar Community School District

Katie Mulholland Superintendent Linn-Mar Community School District

Tim Isenberg School Board President Linn-Mar Community School District



**Linn-Mar Community Schools** 

# 2/11/15 Date Received

Exhibit 1005.1

# **Overnight Field Trip Request Form**

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

Sponsor: EBLA - Bill Hoefle	Date of Request: Z 11 15
Purpose of the Trip: FBLA - State	Conference - Competitive events
Departure Date: <u>3/12</u>	Return Date: <u>3/14</u>
Destination: Covalville - Marri	off Convention Center
Chaperones: <u>Bill Hoefle</u> Brent Henry Kathy Larson	
Please attach these required items:	
• Itinerary	<ul> <li>Overnight Accommodations</li> </ul>
• List of Participants	<ul> <li>Mode of Transportation</li> </ul>
• Criteria Checklist—pg 2 of this for	
[	/
For Office Use Only	
Building Approval:	<u>Il</u> Date: <u>2/11/15</u>

		2 2		
District Approval: _	V		Date://	7/15
	Executive Director	r-Support Services		

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#### ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

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

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

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

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

#### Field Trips Criteria:

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

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and " is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	V	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.	V	
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.	1	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	V	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	V	
Common Experience	Recommended	This field trip/work site visit is a common experience that all students at this grade level or activity group should have.	V	
Multi- disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	V	
	strator Approval	Marky / plan	Date	
	istrator Approval	Rick A. Monside	Date	
Board Approva	1		Date	

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

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

# FBLA State Leadership Conference 2015

When: March 12<sup>th</sup>, 13<sup>th</sup>, and 14<sup>th</sup>

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

What: Thursday - Leave Linn Mar High School 1:30 pm

- Check In and Registration 2:30 pm
- Sessions 1, 2 5:30-6:45 and 7:00-8:15 and other competitions (business attire)
- 8:30-9:00 Opening Session (casual)
- Blue Jeans for Babies Dance 9:45 pm 11:00 pm (casual)
- Curfew 11:30 pm
- Friday General Session 8:00 am 9:30 am (business attire)
  - Sessions 3, 4, 5, 6 (10:30-11:45, 12:00-1:15, 1:30-2:45, 3:00-4:15) and other competitions until 6:15 pm (business attire)
  - Banquet Dinner 7:00 pm 9:00 pm (business or formal attire)
  - Change for hypnotist 9:00pm-9:30pm
  - Hypnotist 9:30 pm 11:00 pm (casual)
  - Curfew 11:30 pm
- Saturday Competitions (business attire) 7:30-11:00
  - March of Dimes Walk (casual) 9:00-10:00
  - Delegate Assembly 10:30-11:30 (business attire)
  - Awards Assembly 1:00pm-??? Around 2:30pm leave for Linn Mar (business attire)
  - Arrive Linn Mar High School 3:30 pm

## **Pricing and Registration**

- Registration \$50.00
- Banquet \$25.00
- Hotel \$60.00

\*\*\*\*\*\*Total \$135\*\*\*\*\*

Important Dates:

Friday, Jan. 23<sup>rd,</sup> 2015 - Down Payment (non-refundable) \$75.00 due Friday, Jan. 30<sup>th,</sup> 2015 - Registration and Hotel finalized Friday, Feb. 13<sup>th</sup>, 2015 - Pre-judged Projects Due Friday, Feb. 13<sup>th,</sup> 2015 - Sponsorships Due Friday, Feb. 27<sup>th,</sup> 2015 - Skills Tests Due



**Linn-Mar Community Schools** 

2/11/15

# **Overnight Field Trip Request Form**

The following criteria, taken from Board Policy Code 603.3-R2, must be submitted along with the request form and outlined in paragraph form.

Purpose	What is the purpose of this field trip/work site visit?
	Compete in FBLA State events to qualify for
	FBLA Nationals and elect new state officers.
Pre-Planning	How are you planning to maximize the learning experiences of students on this field
	trip/work site visit? Preparing Studenty with workshops prior to
	confevence and pretesting. Students choose events they are interested in + prepare accordingly.
Follow-Up	Explain a follow-up plan that will maximize the learning experiences of students on this
	field trip/work site visit? Students who qualify for national conference
	begin immediately preparing fonoditying for that conference. Those who do not quality have opportunity following year. How will students be required to demonstrate their understanding of the learning ex-
Assessment	How will students be required to demonstrate their understanding of the learning ex-
	pected from this experience? Competitions are graded at conference
	and then follow-up in preparation for Nationals,
Funding	Describe your source(s) of funding that meets both Department of Education and Dis-
	trict guidelines. Student's pay for conference along with Booster club
	money to help with registration costs.
Common Exportioned	What are the benefits of this field twin (and heits it is it is the second seco
<b>Common Experience</b>	What are the benefits of this field trip/work site visit that ensure all students at this grade level/activity will have the experience they should? All are competing in
	events/activities they are interested in Experience at the state
Marine	events/activities they are interested in. Experience at the state ievel, the way FIBLA is organized.
Multi-Disciplinary	Address how this field trip/work site visit will address more than one curricular area and
	how it offers the opportunity for curriculum integration.
	Students write, communicate, + perform/present at
	the conference using business knowledge.

Additional information attached (Following page)

# **Overnight Field Trip Request Form**

## FBLA – State Conference

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

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

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

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

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

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

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

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

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

Students pay for registration (\$50), banquet (\$25) and lodging (\$50ish) costs. Booster Club funds help students offset some of the registration costs. We also ask for donations from local businesses to help defray award and registration costs. We provide access to those businesses for the students to fundraise for "scholarship" or help for the entire cost of the conference. Many choose to fund the conference themselves. We have never turned down a student who could not afford the conference if they were interested.

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

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

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

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



# HOTEL RESERVATION FORM

2015 IOWA FBLA STATE LEADERSHIP CONFERENCE

# **RESERVATIONS BY ATTENDEES MUST BE RECEIVED ON OR BEFORE 5:00 PM, TUESDAY,**

**FEBRUARY 15, 2015**. At the Cutoff Date, Hotel will review the reservation pickup for the Event, release the unreserved rooms for general sale, and determine whether it can accept reservations based on a space- and rate-available basis at the Iowa Future Business Leaders of America group rate after this date.

#### Standard Room Rate \$89

\*Hotel room rates are subject to applicable state and local taxes (currently 12%) in effect at the time of check-out.

Return typed completed form to:

Marriott Coralville Hotel & Conference Center 300 East 9<sup>th</sup> Street Coralville, IA 52241 Attention: Group Rooms Coordinator Phone: (319)887-5004 FAX: (319)688-4040 Email: danielle.dyer@marriott.com Web address: www.coralvillemarriott.com

## METHOD OF RESERVATIONS

Reservations for the Event will be made by individual attendees directly with Marriott reservations at (319)887-5004, Attention: Group Rooms Coordinator.

# **GUARANTEED RESERVATIONS**

All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card. Hotel will not hold any reservations unless secured by one of the above methods. Hotel does not accept purchase orders. (No direct biling)

Method of Payment

🔀 Credit Card	Number	Туре
School Check	Contact hotel for check amou	nt. Bring at Check –In.

Send Reservation confirmation to adviser:

Name <u>Bill Hoefle</u>	Telephone <u>(319)651–</u> 4017
School <u>Linn Mar High School</u>	E-Mail bhoefle@linnmar.k12.ia.us
Address 3111 n. 10th St. Marion, IA 52302	

List below the adviser and chaperones attending this conference who are responsible for high school students listed on this reservation form.

Name <u>Bill Hoefle</u>	Name <u>Dana Lampe</u>
Name <u>Brent Henry</u>	Name Kathy Larson

Parking is complimentary. In order to let the Hotel reserve overnight Bus parking with the City, please indicate parking needs.

	$\leq$
Γ	

Bus/es will not need parking space during the Conference Overnight Thursday, March 12, 2015 Bus Parking needed Overnight Friday, March 13, 2015 Bus Parking needed



	Transportation Request
Requestor_Bill Hoe	Fle - FBLA Bldg./Dept. H.S Business
Date of Trip $3/12/15^{-1}$	- 3/14/15 Destination Coralville - Marriott Convention Center
Equip needed: Bus $X$	VanLift# Adults#Students_25 ats 84 Elem. Students or 56 MS/HS students, Vans: 7 students max)
Departure time $\frac{3}{12}$	AM _1:30PM From: Building/door H.S Gym Circle Drive Door 13
Return time (unloaded at y	your bldg.) $4M = \frac{Back 300}{Back 300}$ PM Date if not same day $\frac{3}{14}$
Bldg. Adm	Date
Trans. Dir	DateConfirmedDeniedReason
H O B	IS AthlHS ActivitiesHS Field TripsHS Vocal IS BandHS OrchFFATAGLRC bak RidgeExcelsiorExcel AthlOR AthlFood Serv bowman WoodsEcho HillIndian CreekLinn Grove lovakWestfieldWilkensElem BandLittle Lions
Reminder: Weekly Field	Trips are limited to 8:30AM to 2:00PM time period!

# REQUESTS MUST BE RECEIVED BY TRANSPORTATION AT LEAST 14 DAYS PRIOR TO TRIP DATE FOR DRIVER AND EQUIPMENT SCHEDULDING!

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# **Linn-Mar Community Schools**

Exhibit 1005.2

# **Overnight Field Trip Request Form**

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

Sponsor: Dan Niemitala Date of Request: 2/13/15
Purpose of the Trip: Compete in FTC-lowa (Robotics)
Championship.
Departure Date: 3/6/15 Return Date: 3/7/15
Destination: Coralville, 1A Marriott Hotel.
Chaperones: Dan Nienitalo
Chaperones: Dan Nienitalo Andy Marshall Steve Brooks
Steve Brooks
Please attach these required items:

• Itinerary

Overnight Accommodations

• Mode of Transportation

List of Participants

• Criteria Checklist—pg 2 of this form

For Office Use Only	11-
Building Approval: Principal or Assoc. Principal	Date: $2/(3/(5))$
District Approval: Rick A Jernice Executive Director-Support Services	Date: 2/17/15



#### ADMINISTRATIVE REGULATIONS REGARDING FIELD TRIPS AND EXCURSIONS

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

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

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

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

#### Field Trips Criteria:

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

Criteria		Description	Yes	No
Purpose	Required	The purpose of the field trip/work site visit is clearly defined and " is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	~	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this field trip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this field trip/work site visit or excursion is an initial common experience or a culminating experience.		
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this field trip/work site visit or excursion.		
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	~	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines Reference: Board Policy 603.3	1	
Common Experience	Recommended	This field tripAvork site visit is a common experience that all students at this grade level or activity group should have.	V	
Multi- disciplinary	Recommended	This field trip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.		
	strator Approval	Marty Hydeling	Date	- / -
	istrator Approval	Kick A. Shorman	Date	2/
Board Approva	11		Date	

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

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

### Linn-Mar Robotics – FTC Iowa State Championship

FIRST Tech Challenge (FTC) State Championship Event

#### **Event Venue:**

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

### When:

Depart Friday, 03/06/15 Event all day on Saturday, 03/07/15 Return on Saturday early evening

#### **Transportation:**

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

## Lodging (tentative):

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

#### Itinerary

Friday, 03/06/15:	Saturday, 03/07/15:
9:15 AM – Dismiss after 1st period class	6:30 AM Breakfast at hotel
9:30 AM – Depart from LMHS	7:00 AM Depart from hotel
10:20 AM - Arrive in Coralville	7:30 AM Team registration at event
11:00 AM – Inspections / Judging Interviews begin	8:00 AM Inspections / Interviews Begin
12:00 PM - Sack lunches	8:00 AM Robot maintenance/testing
1:00 PM - Continue preparations for Saturday	8:00 AM Networking with other teams
6:00 PM – Supper at hotel - order pizza	10:30 AM Qualifier Rounds Begin
8:00 PM – Team meetings / interview practice	12:30 PM Lunch
10:30 PM – In rooms	1:15 PM Resume Qualifier Rounds
11:00 PM – Lights Out	3:00 PM Alliance Selections
	3:30 PM Playoff Rounds
	5:30 PM Awards Ceremony
	6:30 PM Depart Event
	7:00 PM Supper at Culver's
	8:00 PM Arrive back at LMHS and unload

## Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

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

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

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

# **Overnight Field Trip Request** - Linn-Mar Robotics

Trip Date: 03/06/15-03/07/15 Submitted: 02/13/15

FTC-Iowa Championship, Coralville, IA

# Funding – Travel

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

Projected expenses are as follows:	
Hotel Rooms: \$100 x 8 rooms:	\$900
(tentatively 8 rooms at Marriott in Coralville, the event venue)	
Pizza (Friday night)	\$100
Lunch (Sack lunch Friday):	\$100
Breakfast (not provided at hotel, bring breakfast food Saturday)	\$100
Approximate Total:	\$1200

With approximately 25-30 students attending, this puts the cost per student at approximately \$50 per student. Students will pay for the costs before the trip. Students will also be responsible for bringing money along for two supper meals (approximately \$20-30). LM Robotics will submit a request to the LM Booster Club to pay for expenses at this state level tournament, and if the expense is approved, this amount would cover most of the costs listed above. Otherwise the costs are to be paid by students' families.

## **Funding – Other Expenses**

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

Registration Fees: \$250 per team (\$500 total) Additional robot parts: Approx. \$1500

Lost in Time is designing and building an entirely new robot for this competition. This expense is being paid for from the LM Robotics general budget. Dark Matter will incur some costs for replacement and upgrade parts.

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

- Donations from businesses and non-profit organizations
- Donations from families and mentors
- LM Booster Club support
- Fundraising through summer robotics and Lego camps
- Other fundraising, such as LED bulb sales

## **Common Experience**

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

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

## Multi-Disciplinary:

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

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## Pre-Planning and Follow-Up

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## <u>Assessment</u>

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

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

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

# School Finance Report January 31, 2014

	58% of the School Year Complete										
	Current Budget	Beginning Fund Balance	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)	% Exp (Rev)	Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$48,323,345			\$3,525,480	\$3,785,836	\$20,796,521	43.0%		\$27,526,824		
2) Support Services(2000-2999)	\$22,547,755			\$1,630,741	\$1,671,804	\$11,217,770			\$11,329,985		
3) Non-Instructional (3000-3999)	\$3,374,761			\$238,097	\$250,558	\$1,472,018	43.6%		\$1,902,743		
4) Other Expenditures((4000-5299)	\$26,080,760			\$1,882,651	\$1,546,963	\$21,547,260	53.1%	w/o transf	\$4,533,500		
									\$5,608,536		
Total	\$100,326,621			\$ 7,276,970	\$ 7,255,161	\$ 55,033,569	47.2%	w/o transf	\$50,901,588		
Interfund Transfers	\$5,608,536			\$ 693,111	\$ 492,461	\$ 7,697,212	137.2%				
Operating Fund	\$70,279,498	\$11,662,166	\$34,383,945	\$5,285,798	\$5,576,892	\$30,814,647	43.8%	90%	39,464,851	3,569,297	15,231,463
PPEL	\$3,210,000	\$2,122,307	\$1,651,451	\$66,880	\$26,647	\$1,873,180	58.4%	113%	1,336,820	(221,729)	1,900,578
Management	\$1,040,861	\$2,049,742	\$667,906	(\$10,334)	\$350	\$1,194,678	114.8%	179%	(153,817)	(526,772)	1,522,970
Activity	\$1,400,000	\$561,515	\$874,406	\$87,439	\$72,512	\$724,195	51.7%	83%	675,805	150,211	711,726
Nutrition	\$3,256,000	\$1,641,925	\$1,623,028	\$240,782	\$252,634	\$1,389,560	42.7%	86%	1,866,440	233,468	1,875,393
SAVE	\$3,685,000	\$16,986,244	\$2,775,666	\$715,293	\$520,023	\$8,065,753	218.9%	0%	(4,380,753)	(5,290,087)	11,696,156
Debt Service	\$9,081,262	\$3,207,666	\$5,469,147	\$877,420	\$157,096	\$5,277,697	58.1%	0%	3,803,565	191,450	3,399,116
Other Capitol Projects	\$8,000,000	\$2,367,149	\$4,208,475	\$9,592	\$637,946	\$5,641,221	70.5%	0%	2,358,779	(1,432,746)	934,403
PERL	\$374,000	\$274,803	\$127,580	\$4,101	\$11,061	\$52,637	14.1%	0%	321,363	74,943	349,746
Total	\$100,326,621	\$40,873,516	\$51,781,603	\$7,276,970	\$7,255,161	\$55,033,569	54.9%	106%	45,293,052	(3,251,965)	37,621,551
			-	-				· · ·			
Interfund Transfers	\$5,608,536		\$7,697,212	\$693,111	\$492,461	\$7,697,212	0.0%	0%	(2,088,676)		

# Linn-Mar Community School District

## Cash Balances

Fiscal Year: 2013-2014

iscal Year: 2013-2014	Date Range: 01/01	/2014 - 01/31/2014	Increases	Decreases	Cash Balance	
Account Number	Title	Beginning Balance	Debits	Credits		
10.0001.0000.000.0000.101000	CASH IN BANK	15,760,952.00	4,420,738.22	5,260,205.11	14,921,485.11	
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	5,382.11	5,382.11	0.00	
21.0002.0000.000.0000.101000	CASH IN BANK	683,559.59	134,616.70	110,609.88	707,566.41	
22.0006.0000.000.0000.101000	CASH IN BANK	1,502,685.21	20,922.05	637.58	1,522,969.68	
24.0001.0000.000.0000.101000	CASH IN BANK	0.00	2,400.65	2,400.65	0.00	
24.0003.0000.000.0000.101000	CASH IN BANK	351,899.83	1,947.14	4,100.65	349,746.32	
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	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	1.555 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	5,597,911.88	500,068.36	715,292.56	5,382,687.68	
35.0003.0000.000.0000.101000	CASH IN BANK	709,317.55	213,650.00	9,591.75	913,375.80	
36.0003.0000.000.0000.101000	CASH IN BANK	1,931,044.88	36,549.94	67,017.32	1,900,577.50	
40.0003.0000.000.0000.101000	CASH IN BANK	3,753,756.42	658,729.67	877,420.20	3,535,065.89	
61.0001.0000.000.0000.101000	CASH IN BANK	0.00	139,380.84	139,380.84	0.00	
61.0004.0000.000.0000.101000	CASH IN BANK	1,276,202.34	269,040.82	248,075.36	1,297,167.80	
		37,869,279.75	6,403,426.50	7,440,114.01	36,832,592.24	

End of Report

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# School Finance Report January 31, 2015

	58% of the School Year Complete										
	Current Budget	Beginning Fund Balance(est)	Y-T-D Revenue	Exp This Mon	Exp. Last Month	Exp Y-T-D	% Exp (Budget)		Balance (Budget)	Balance (Revenues)	Balance (Fund)
1) Instructional (1000-1999)	\$51,750,000			\$4,236,681	\$3,831,467	\$21,818,802	42.2%		\$29,931,198		
2) Support Services(2000-2999)	\$23,266,000			\$1,994,753	\$1,935,488	\$12,658,564	54.4%		\$10,607,436		
3) Non-Instructional (3000-3999)	\$3,483,000			\$272,694	\$307,105	\$1,622,937	46.6%		\$1,860,063		
4) Other Expenditures((4000-5299)	\$25,310,943			\$1,717,828	\$914,609	\$12,811,764	40.0%	w/o transf	\$12,499,179		
<b>—</b> .		-									
Total	\$103,809,943			\$ 8,221,956	. , ,	\$ 48,912,067	44.5%	w/o transf	\$54,897,876		
Interfund Transfers	\$14,058,094			\$ 376,261	\$ 376,261	\$ 2,691,921	19.1%		\$11,366,173		
Operating Fund-10	\$73,775,943	\$11,554,282	\$37,197,580	\$6,374,041	\$5,835,483	\$33,295,755	45.1%		40,480,188	3,901,826	15,456,108
PPEL-36	\$3,850,000	\$2,434,751	\$1,662,581	\$29,143	\$83,002	\$1,553,970	40.4%		2,296,030	108,612	2,543,363
Management-22	\$1,062,000	\$2,093,890	\$541,882	\$426	\$4	\$1,015,535	95.6%		46,465	(473,654)	1,620,236
Activity-21	\$1,400,000	\$573,221	\$820,282	\$87,252	\$86,213	\$655,038	46.8%		744,962	165,244	738,465
Nutrition-61	\$3,354,000	\$1,889,522	\$1,503,866	\$259,503	\$299,114	\$1,462,230	43.6%		1,891,770	41,636	1,931,158
SAVE-33	\$1,025,000	\$21,942,700	\$3,080,736	\$0	\$0	\$1,392,665	135.9%		(367,665)	1,688,072	23,630,772
Debt Service-40	\$9,360,000	\$3,477,311	\$4,827,043	\$713,473	\$154,597	\$5,276,655	56.4%		4,083,345	(449,612)	3,027,699
Other Capitol Projects-35	\$9,500,000	\$3,998,305	\$3,670,798	\$737,475	\$514,777	\$4,084,525	43.0%		5,415,475	(413,727)	3,584,578
PERL-24	\$433,000	\$417,428	\$129,798	\$4,678	\$2,638	\$93,959	21.7%		339,041	35,839	453,267
Aquatic Center-65	\$50,000	\$6,691	\$128,853	\$15,534	\$12,130	\$80,593	161.2%		(30,593)	48,261	54,952
Student Store-68		\$0	\$5,303	\$432	\$711	\$1,143				4,160	4,160
Total	\$103,809,943	\$48,388,101	\$53,568,724	\$8,221,956	\$6,988,670	\$48,912,067	47.1%		54,897,876	4,656,656	53,044,757
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Interfund Transfers	\$14,058,094		\$2,315,660	\$376,261	\$376,261	\$2,691,921	0.0%		11,366,173		

# Linn-Mar Community School District

## Cash Balances

Fiscal Year: 2014-2015

iscal Year: 2014-2015	Date Range: 01/01	/2015 - 01/31/2015	Increases	Decreases	Cash Balance	
Account Number	Title	Beginning Balance	Debits	Credits		
10.0001.0000.000.0000.101000	CASH IN BANK	16,365,508.96	4,934,870.38	6,252,232.14	15,048,147.20	
21.0001.0000.000.0000.101000	CASH IN BANK	0.00	4,798.63	4,798.63	0.00	
21.0002.0000.000.0000.101000	CASH IN BANK	730,458.68	249,523.43	233,892.87	746,089.24	
22.0006.0000.000.0000.101000	CASH IN BANK	1,596,641.12	24,021.48	426.00	1,620,236.60	
24.0001.0000.000.0000.101000	CASH IN BANK	(2,827.59)	5,655.18	2,827.59	0.00	
24.0003.0000.000.0000.101000	CASH IN BANK	454,572.86	6,201.57	7,505.18	453,269.25	
33.0000.0000.000.0000.111008	REV BOND RESERVE INVESTMENT	321,500.00	0.00	0.00	321,500.00	
33.0000.0000.000.0000.111010	1.885 REV BOND RESERVE CD	1,885,000.00	0.00	0.00	1,885,000.00	
33.0000.0000.000.0000.111011	1.555 RESERVE CD	694,000.00	0.00	0.00	694,000.00	
33.0000.0000.000.0000.111012	938,977 RESERVE CD	944,280.80	0.00	0.00	944,280.80	
33.0000.0000.000.0000.111013	2013 Reserve CD Ohnward	966,803.12	0.00	0.00	966,803.12	
33.0003.0000.000.0000.101000	CASH IN BANK	245,477.33	736,378.30	376,260.90	605,594.73	
35.0003.0000.000.0000.101000	CASH IN BANK	4,300,400.37	626.61	737,475.32	3,563,551.66	
36.0003.0000.000.0000.101000	CASH IN BANK	2,414,676.97	87,170.50	29,142.75	2,472,704.72	
40.0003.0000.000.0000.101000	CASH IN BANK	3,264,715.32	476,456.57	713,472.50	3,027,699.39	
61.0001.0000.000.0000.101000	CASH IN BANK	(9,353.82)	165,449.90	156,096.08	0.00	
61.0004.0000.000.0000.101000	CASH IN BANK	1,454,424.96	294,748.37	275,598.47	1,473,574.86	
65.0001.0000.000.0000.101000	CASH IN BANK	0.00	7,666.21	7,666.21	0.00	
65.0002.0000.000.0000.101000	CASH IN BANK	29,521.97	40,999.09	15,569.14	54,951.92	
68.0002.0000.000.0000.101000	CASH IN BANK	4,592.07	0.00	432.00	4,160.07	
		35,660,393.12	7,034,566.22	8,813,395.78	33,881,563.56	

End of Report

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Inspire Learning. Unlock Potential. Empower Achievement.

# **Date:** February 19, 2015 **RE:** Swearing in of Robert Crawford

# Oath of Office:

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 Board Member in Linn-Mar Community Schools as now or hereafter required by law?

Angie Morrison, Board Secretary

Robert Crawford, Board Member

Burgess, Notary

