

## *Updates from the Cabinet*

### *November 23, 2020*

*Cabinet Members: Superintendent Bisgard, Assoc. Superintendent Wear, Mrs. Karla Christian (HR), Mr. JT Anderson (CFO), Mrs. Leisa Breifelder (Student Services), and Mrs. Jeri Ramos (Tech)*

**SBRC Application Fall 2020:** Based on the certified enrollment numbers for October 2020, the district qualifies for:

- \$0 in modified supplemental amount for one-time funding due to increased enrollment
- \$1,248,720 for open enrolled out students not on the October 2019 count
- \$21,708 for English Language Learner students that are served beyond five years

The November 23rd board agenda includes a motion to approve the School Budget Review Committee application for these modified supplemental amounts. This will give the district the increased spending authority for these dollars. When the budget is certified in the spring, the school board will determine whether or not to receive the funds through the district's cash reserve levy.

## Honors & Highlights



**Girls Cross Country Honors:** Congratulations to Emily Burmeister, LM Girls Cross Country Coach, for being named one of the 4A At-Large Coaches of the Year and to the team for placing 4th at State! Congrats also go out to Micah Poellet for being named to the Girls Elite All-State and 4A All-State teams.



**Girls Swim/Diving Honors:** Congratulations to the following student athletes for being chosen to compete at the State swim meet: Corrin Williams Reese Miller, and Maggie Schlamp (1 Mtr Diving), Lucy Haars (100 and 200 Yd Freestyle), Hayley Kimmel (200 Yd IM and 100 Yd Breaststroke), Ella Wagner (200 Yd IM and 100 Yd Butterfly), and Emily Brennom, Lilly Geelan, and Lilly Weber (500 Yd Freestyle). The girls will also be competing in the 200 Yd Medley Relay and the 200 and 400 Yd Freestyle Relays. Update...the girls took 8th place at State! Go Lions!

**Volleyball Honors:** Congratulations to the LM Volleyball team and their coaches for a great year! The following athletes were selected as part of the 2020 All-Conference Volleyball teams: Allison Feigenbaum (First Team MVC Mississippi Division and All-Metro), Emma Casebolt (Second Team MVC Mississippi Division and All-Metro), Riley Jonker and Leah Gorsich (Honorable Mention MVC Mississippi Division and All-Metro). [For information on the IGCA 5A East All-State and Elite All-State teams.](#)



**Letter of Intent Signees:** Congratulations to the following student athletes on their recent Letter of Intent signings: Tatum Depuydt (Golf for South Dakota State), Hallie Peak (Soccer for Drake Univ), Waverly Patterson (Soccer for Univ of South Dakota), Coy Sarsfield (Baseball for Univ of Iowa), Micah Poellet (Track & Field/Triathlon for Univ of South Dakota), and Colin Streff (Baseball for Southeastern Community College).



**Teacher Honor:** Congratulations to Patrick Lampe, Compass Teacher, for being named the Iowa Alternative Educator of the Year!

**POMs Honor:** Congratulations to Varsity POMs for taking Grand Champion at the DTU Regionals in Des Moines! They finished first in Jazz and POM and were awarded Most Entertaining for their routine! Go Lions!



**Athletic Department Recognition:** Congratulations to the Athletic Department for being the recipient of the National Athletic Trainers Association Safe Sports School Award! The award champions safety and recognizes secondary schools that have met the recommended standards to improve safety in sports.

# **Linn-Mar Board of Education Operations Manual**

*A Guide for Board  
Operations and Functions*



2999 N 10th Street  
Marion IA 52302

*Created: 1993  
Reviewed: 2020*

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# Introduction

In order to provide the necessary and appropriate leadership for the district, the Linn-Mar Community School District Board of Education, both collectively and individually, is committed to governing as a professional board of directors. This means a commitment to the principles and practices of professional governance; the sharing of a common understanding of board policies, practices, procedures and principles; a focus on continuous learning and improvement; and a willingness to serve as a model of effective, moral leadership for students, staff, and the community.

The *Board Operations Manual* explains the duties, structure, and responsibilities of the Linn-Mar Community School District Board of Education as per the Iowa Association of School Boards (IASB) recommendations and state of Iowa Code. This manual is a living document and is in no way meant to be the final word as to how the board will direct its business. Each iteration of the board will reflect the personality of that board and may result in additions or revisions.

## Board Authority

Board authority is derived from state of Iowa Code, which includes many different powers and duties of school boards. As a corporate body, the board may transact business only with a quorum of its membership present during a regular or special meeting.

According to *Dillon's Rule*, a local school board can only do what it is authorized to do per code, as opposed to home rule where action can be taken unless it is stated in code that the action is not allowed. The Linn-Mar Community School District Board of Education policy manual includes a listing of the school board's general powers and duties in *Policy Series 200 – Board of Directors*.

The following is a partial listing of the duties and powers the board has the authority to carry out and reflects the authority vested in local school boards:

1. Determine major educational needs and develop plans to meet those needs.
2. Fix time and place of regular and special meetings.
3. Fill, by appointment, any vacancies occurring between elections.
4. Employ a superintendent.
5. Approve the employment and salaries of administrators/managers, teachers, principals, other licensed personnel, and staff members.
6. Terminate the contract or immediately discharge any employee subject to the provisions of any applicable law and/or board policy.
7. Become members of the Iowa Association of School Boards and pay dues.
8. Utilize funds received through gifts, devises, and bequests in the general or schoolhouse funds, unless limited by the terms of the grant.

9. Employ legal counsel and bear the cost of litigation.
10. Allow all just claims against the school corporation.
11. Insure against loss of property.
12. Appoint a board secretary and treasurer.
13. Require bonds for individuals having custody of school corporation funds, funds from extra-curricular activities or other sources, and pay premiums from the general fund.
14. Determine district attendance centers and the particular school each student will attend.
15. Maintain attendance centers based upon the needs of school-age students and include in the educational program additional courses, subjects, or activities that fit the needs of the students.
16. Provide transportation services.
17. Acquire, hold, convey, lease, rent, and manage property; real and personal.
18. Incur indebtedness when authorized by the voters of the school corporation.
19. Make rules for its own government.
20. Maintain adequate administration, school staffing, personnel assignment policies, teacher qualifications and licensing requirements, facilities, equipment, grounds, graduation requirements, instructional requirements and materials, maintenance procedures, and policies on extra-curricular activities.
21. Expel students from school for violation of rules established by the board or when their presence is detrimental to the best interests of the school.

## Board Member Responsibilities

Board member responsibilities include attending board meetings; being prepared in advance by reading agendas, supporting documentation, presentation materials, and other informational documents; seeking information that is necessary; and suspending all judgement prior to the decision-making process at the board table. Effective board members also resist presenting surprises at board meetings by abiding by board policies and rules and holding off personal decisions until all evidence is in and all board discussion has occurred.

The board is made up of seven members of the Linn-Mar Community School District with each member assuming responsibility for the total board's effectiveness, functions, and efficiency. No individual can speak for or act on behalf of the board. The board acts only when a quorum is present and when a majority of that quorum reaches a decision. The Linn-Mar Community School District Board of Education strives to be unified and professional at all times. This does not mean, however, that board members cannot have disagreements or open discussions about district issues. Open discussions are encouraged in order to thoroughly examine each issue. Disagreements are to be handled in a respectful manner at all times with board members displaying courtesy for each other and for differing points of view.

# Board Ethics

Board member actions, verbal and nonverbal, reflect the attitudes and beliefs of the Linn-Mar Community School District. Therefore, board members must conduct themselves in accordance with the Iowa Association of School Board's Code of Ethics as outlined in *Policy Series 200*.

Board members must avoid conflicts of interest, either real or perceived, related to serving on the board. Both Iowa law and board policy describe limitations placed on board members in carrying out their duties, but these limitations cannot address every situation where a conflict of interest may arise. Therefore, board members must be vigilant in avoiding any actions that may be perceived as creating a conflict of interest. (*Example: Endorsing other board member candidates during school board elections.*)

Iowa law states that all actions of the board shall be conducted in public, while at the same time the law allows for specific situations and procedures wherein the board may meet in private to discuss confidential information. Board members are privy to confidential information in the course of their service to the district. It is imperative that each board member respect the confidentiality of information shared with them.

## Board Guiding Principles

1. Deliberate in many voices, but govern in one voice.
2. Cultivate a sense of group responsibility with the understanding that it is the board, not the staff or administration, which is responsible for excellence in governance.
3. Be an active part of the district's leadership team striving to lead the district through a clear mission statement, an articulated vision for the district, shared and commonly understood goals, broad and clearly written policies, and continual monitoring of the performance of the schools and students.
4. Be willing to hold itself to the highest standards of excellence in governance and professional responsibility, including a willingness to hold individual board members and the board as a whole accountable for its actions.
5. Continually monitor its own processes, performance, and progress.
6. Vigorously and intelligently advocate for the district and its students on the local, state, and national levels.
7. Commit both individually and collectively to being well-informed and educated on local, state, and national educational issues, initiatives, and practices.
8. Regularly communicate as one voice while exercising confidentiality, when appropriate, to all stakeholders about district performance, direction, initiatives, issues, and ideas.
9. Formally and informally recognize and celebrate school, staff, and student success.
10. Insist on the pursuit of excellence on the part of all with a role in the district; staff, students, and board members.

11. Always strive to act in the interest of what is best for all students, believing that all students can learn and succeed at a high level.
12. Serve as a model of positive, professional, and ethical conduct.

## Board Meetings

### Work Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200 Adoption and/or Revision of the Agenda
- 300: Informational Reports and Discussion
- 400: Adjournment

### Work sessions will have the following characteristics:

1. No formal board action or decisions will take place;
2. Discussions are informational or for data analysis;
3. Are for building board member awareness and learning; and
4. Are for board member team building.

### Regular Session Agenda Format:

- 100: Call to Order and Determination of a Quorum
- 200: Adoption and/or Revision of the Agenda
- 300: Audience Communications
- 400: Informational Reports and Discussion
- 500: Unfinished Business
- 600: New Business
- 700: Consent Agenda
- 800: Board Communications and Calendar
- 900: Adjournment

The board shall make rules for its own governance. The board may make and enforce reasonable rules for the conduct of its meetings to ensure they are orderly and free from interference or interruption by spectators. The Linn-Mar Board of Education has chosen to follow *Robert's Rules of Order, Revised* latest edition as a procedural model for operational purposes.

Board meetings shall be held at a place accessible to the public and at a time reasonably convenient to the public, unless such a place or time is impossible or impractical which shall be stated in the minutes. The public may use cameras or recording devices at any open meeting.

Board meetings are held IN the public, but not FOR the public. Meetings are to conduct district business in an open and transparent manner, not to engage in dialogue with the public. Public comments are allowed at the start of each open, regular meeting; but not during the order of business. Guidelines for addressing the board are outlined in the agenda and shared with the



public prior to the audience communications section of the meeting. *The guidelines for public participation in board meetings are also found in Policy Series 200.*

When participating in discussion, the board directs the superintendent and administration. The directive will be restated for clarity and conciseness by the board president to ensure there is common agreement and consensus from the entire board. Board meetings should allow business to be transacted efficiently, protect individual rights, and maintain the working relationship among members.

The role of the superintendent during board meetings will be that of advisor and facilitator in helping the board work through its business and reach decisions. As the chief executive officer of the district and the chief advisor to the board, the superintendent will provide timely information, materials, adequate time for deliberation, and recommendations given prior to board meetings and prior to board deliberations when making decisions. Reports, presentations, and documentation will follow a format developed by the superintendent and shared with the board.

Reports to the board during regular meetings will be concise and will not exceed 15 minutes, including questions. Written materials will be provided to the board in advance for their review and preparation for the presentations. All visual aids will be of a quality that the board and audience can view from their seats. The preferred format is electronic projection.

The board is to come prepared and ready to participate in the discussion and decision-making process. The board will also be given advance notice as to whether or not presentations or reports are for information only or if they are for deliberations and/or action.

## Board Committees and Advisories

The administration will inform all board advisory committees of requirements as stated in legislation regarding open meetings. The board will be aware that any committee that it appoints is under the open meetings law requirement. Care will be taken to assess whether a committee already functioning in the district may be used for the purposes of the board, rather than the creation of a new committee.

Board members are encouraged to be active on committees and other advisory groups that function within the district. Board member participation is to be advisory only, since it might be construed that a board member may have the potential to persuade others with their vote. Therefore, no board member will be a committee chairperson or a voting member of a committee or advisory group within the district.

# Schedules

It is important for board members to be actively involved in board events to not only learn about the district, but to also show support for Linn-Mar and advocate for the district. Therefore, board members are expected to attend board meetings, school and site visits, special meetings for community input, and other meetings and events throughout the district and community. A rotating schedule will allow board members to attend Marion City Council meetings in order to facilitate communication between the two entities.

Schedules for board meetings, school/site visits, and committee/advisory meetings are developed at the beginning of each school year. Ongoing calendars can be found at the end of each board meeting agenda and on the board/policy website (<http://.policy.linnmar.k12.ia.us/>).

## Policy

A school board fulfilling its policy-making duties fulfills the board's most important function. Written board policy represents that the school district is managed in a business-like manner and informs all stakeholders of the board's intent, goals, and objectives. Written policy fosters stability and continuity whenever board members or district personnel changes. Written policy also disarms critics by providing clear-cut, thoroughly researched, and planned solutions.

Written board policies have the same force and effect in a school district as Iowa laws have in the state, and as federal laws have in the country.

Iowa Code places the authority to develop and adopt policy for a school district in the hands of the school board. The Iowa State Department of Education Educational Standards, which set the requirements for an accredited education program, require the board to adopt and maintain a board policy manual. The district's board policy manual can be accessed via the district's school/policy website (<http://policy.linnmar.k12.ia.us/>).

If an issue or area of concern is one that only the board can change and determine, it is policy. If an issue or area of concern is one that the administration can change, it is administrative regulation.

### **Policy Development**

The policy development process has been designed so that several sources of input can be given to the board regarding review and development of its policies. By law, each board policy must be reviewed at least once every five years.

A policy committee made up of board members, the superintendent, and key administrators will be used to review board policies and make recommendations to the board. The policy committee will meet regularly during the school year to review the policies. It will be the duty of

this committee to review the policies for accuracy, content, appropriateness, timelines, and necessity. In order to accomplish this, each member of the committee will review current board policies and recommendations for changes that have been communicated to the district by the Iowa Association of School Boards (IASB), along with state and federal requirements and changes.

Policy Committee recommendations will be presented to the board during regular meetings for discussion, first and second readings, and adoption upon board approval.

## Relationships and Communications

There are two types of communications that board members will incur, internal (owner/district) and external (customer/patron). Board members should assess all communications and be aware of which type of communication they are being engaged in at all times.

*As board members engage in communication with various patrons, they should remember that patron concerns should be addressed from the lowest level of authority first and then, if not satisfied, patrons should work upward to the superintendent or board level. (Ex: teacher>building administrator>human resources>superintendent>board) Patrons should be directed to contact the superintendent regarding an issue only after exhausting the appropriate channels of communication.*

### **Internal Communications and Relationships**

Board members are encouraged to interact and communicate with staff members as a means of gathering information and knowledge of the workings of the district. If staff members want board members to solve managerial issues, or when a board member is not satisfied with staff performance, these situations should be directed to the superintendent for resolution, supervision, or evaluation.

Board members need to separate their role as a board member from their role as a parent/patron when dealing with staff and administrators and should clarify which role they are in when communicating with staff and administrators. Administrators or staff may be hesitant to speak openly with board members for fear of retribution, especially if the conversation includes a complaint about district operations.

Staff should reflect respect for the district and its employees when stating concerns or opinions, and their concerns and opinions should be based on factual information not rumors. When listening to and speaking with staff members, conversations should be mutually respectful of the district, board, and all employees. All board members and staff are governed by the board policies which prohibit retaliation, bullying, or discrimination.

The board needs to exercise caution in personnel issues. Board members must always keep in mind that they are the final hearing officers in any personnel dispute. If a board member

becomes involved in a personnel issue, they may need to recuse themselves from a hearing due to the possibility of being prejudiced. For that reason, personnel issues should be handled only by administrators hired for that purpose.

Any discussion by the board that could be interpreted as evaluative must be done in a meeting with the employee given the opportunity to be present to give their side of the issue, as well as the option of a closed session. Staff members may try to have board members solve problems outside board meetings, or a board member may not be satisfied with staff performance, but according to board procedure and policy these situations should be directed to the superintendent for resolution, supervision, or evaluation.

The board and staff members (certified and classified) will engage in a variety of communication strategies. Board retreats are one option that has been successfully used to further interaction and open communication.

### **Internal Board and Superintendent Relationship/Communications**

Because of the relationship the board and superintendent must have to conduct the work of the district, it is imperative that they keep each other informed of current issues. There should not be surprises at board meetings from either the board or superintendent. Board members will refrain from lobbying efforts with other board members outside of board meetings.

The superintendent will publicly support the Linn-Mar Board of Education and its decisions and the board will publicly support the superintendent and his/her decisions. Additionally, each board member is expected to publicly support decisions reached by the board as a whole, even if the board member voted with the minority on an issue.

Board members will be charged with maintaining relationships within the board in accordance with board standards per the Iowa Association of School Boards (IASB).

### **External (Public) Relationships and Communications**

*Reminder: There are two types of communications that board members will incur, internal (owner) and external (customer). Board members should assess and be aware of which type of communication they are being engaged in at all times. Patron concerns should be addressed from the lowest level of authority first and then, if not satisfied, patrons should work upward to the superintendent or board level. Patrons should be directed to contact the superintendent regarding an issue only after exhausting the appropriate channels of communication.*

On controversial issues, the board will have a public statement drafted by the superintendent that board members may utilize for any public comment that needs to be made. As individuals, board members should support the actions and statements of the board. It is board procedure that the entire board be polled by the president prior to any public statement being made on behalf of the board as a whole. The board president shall be the official spokesperson for the board. The superintendent may also speak publicly on behalf of the board. If any board member wishes to address a point of view before the public, it is imperative that each board member

communicates that they are speaking from their own personal viewpoint versus a board viewpoint.

The board’s strategic planning process will include a plan for district public relations and marketing developed by and implemented by the administration and relevant departments.

Board Member Signatures:

Date Signed: November 23, 2020

### **Finance/Audit Committee Commission**

#### **Statement of Purpose:**

The purpose of the committee is to assist the board in discharging its responsibilities relating to financial oversight, budget, internal controls, financial policies, capital structure, and other related matters while helping to achieve the mission and vision of the Linn-Mar District. The Finance/Audit Committee shall serve a dual purpose for the district.

1. Finance Role:
  - a. Oversee the financial affairs of the district
  - b. Review and make recommendations to the board regarding district financial affairs and policies.
2. Audit Role: Oversight of external and internal audit processes

#### **Committee Composition:**

The committee shall be made up of up to three members of the Board of Education, the chief financial officer/board treasurer, and the board secretary. Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge. Committee members must be capable of:

- Meeting on a quarterly basis (minimum);
- Demonstrating a willingness to learn about school finance;
- Broadly understanding the fiduciary responsibility as it relates to public funds;
- Objectively evaluating proposed finance related decisions;
- Asking questions that are representative of the understanding of the rest of the board;
- Bringing a positive, constructive attitude and well-developed emotional intelligence to work with the board; and
- Effectively communicating financial related matters to the broader constituency.

#### **Responsibilities:**

- Monitor the district budget: 1) ensure funds are spent to accomplish strategic initiatives as described within the Strategic Plan and 2) ensure the district is operating in a fiscally sustainable manner;
- Regularly review financial and operational metrics;
- As appropriate, provide reports and guidance to the full board;
- Review and recommend major district expenditures;
- Ensure compliance of existing policies and/or recommend new policies as it relates to the finance and business operations of the district;
- Provide analysis and guidance related to capital and debt issuances;
- Analyze financial implications of any proposed or enacted legislation by local, state, or federal governments; and
- Confer with the independent auditor to ensure the financial affairs of the district are in order.

## **Policy/Governance Committee Commission**

### **Statement of Purpose:**

The Board of Education for the Linn-Mar Community School District calls for the board to appoint a Policy/Governance Committee to review and enact board policy to provide broad rules and guidelines governing the school district operations, which are developed within the overall framework of state laws and regulations as well as help to achieve the mission and vision of the Linn-Mar District and to train board members in their work and the work of the district.

The expected outcome from the work of this committee will be to ensure an effective board and district by guaranteeing that the board:

- Has a current policy manual that is responsive to all federal and state laws and requirements;
- Has a policy manual that is responsive to local community needs;
- Has a three-year policy manual review cycle;
- Has a board learning agenda;
- Communicates policy changes to the broader constituency; and
- Systematically engages in policy setting, enforcement, and execution.

### **Committee Composition:**

The committee shall be made up of up to three members of the Board of Education (to be appointed at the annual organizational meeting): the board secretary, the superintendent, and staffed by a member of the executive office. Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge. Committee members must be capable of:

- Meeting on a quarterly basis (minimum);
- Objectively evaluating proposed policy changes;
- Identifying, cultivating, and brainstorming avenues of policy development;
- Bringing a positive, constructive attitude and well-developed emotional intelligence to work with the board;
- Demonstrating an eagerness to become an expert in high-impact governance; and
- Assuming responsibility for developing board policies.

### **Commission:**

The committee is commissioned to develop the board by focusing on:

- Policy:
  - Policy Setting (Governance):
    - Lead the board in regularly reviewing and updating the board policy manual
    - Help initiate policy design
  - Policy Management (Stewardship):
    - Help manage policy library
    - Maintain policy history
  - Policy Enforcement and Execution (Operational Implementation):
    - Conduct policy performance review and audit
- Board Learning:
  - Create and maintain board learning plan
  - Survey individual board member needs
  - Stay abreast of staff learning plan and district strategic efforts related to staff development

- Knowledge:
  - Design and oversee a process of board orientation to include providing information prior to election as a board member and, when needed, during the first cycle of board activity for new board members.
  - Design and implement an ongoing program of board information and education.
- Effectiveness:
  - Lead the periodic assessment of the board's performance. Propose, as appropriate, changes in board structure, roles, and responsibilities.
  - Provide ongoing counsel to the board president and other board members on steps to take to enhance board effectiveness.
  - Regularly review the board's practices regarding member participation, conflict of interest, confidentiality, etc., and suggest improvements as needed.
  - Periodically review and update the board's policies and practices.
  - Conduct meeting analysis on an as needed basis.



**Career and Technical Education Advisory Committee Commission**

**Statement of Purpose:**

The Board of Education for the Linn-Mar Community School District calls for the board to appoint a Career and Technical Education Advisory Committee to make recommendations to the board in the areas of career and technical education (CTE). The expected outcome of this committee will be to ensure that students are exposed to a well-rounded experience in the career and technical education fields as well as help to achieve the mission and vision of the Linn-Mar Community School District.

**Committee Composition:**

The committee shall consist of members representing parents, teachers, administrators, and representatives from the community, which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability.

**Commission:**

The committee is commissioned to:

1. Receive updates from administration and teaching staff in regard to the Linn-Mar Career and Technical Education programs;
2. Discuss and explore the current programs, as well as look at potential enhancements and changes to the curriculum and course offerings;
3. Align and implement initiatives from the state and federal levels;
4. Assess progress toward strategic initiatives as outlined in the district's *Strategic Plan*;
5. Assess progress at the department, programmatic, and student level and make recommendations for future growth opportunities;
6. Report areas of strength and continued areas of focus, as appropriate, to the board and community;
7. Utilize the expertise of the counseling department in order to better facilitate student Pathways to Success within the CTE framework; and
8. Work with community partners (MEDCO, Marion Chamber of Commerce, City of Marion, Kirkwood Community College, Marion Independent School District, Iowa BIG, etc.) to provide comprehensive and coordinated opportunities for Linn-Mar students to experience and pursue future Pathways to Success within the CTE framework.

**School Improvement Advisory Committee Commission**

**Statement of Purpose:**

The Code of Iowa (280.12) calls for the board to appoint a School Improvement Advisory Committee (SIAC) to make recommendations to the board. This committee is charged to make recommendations to the board in several areas based on analysis of the needs assessment data. The board will use these recommendations to adopt annual improvement goals that will help to achieve the mission and vision of the Linn-Mar District.

**Committee Composition:**

The advisory committee shall consist of members representing students, parents, teachers, administrators, and representatives from the community which may include representatives of business, industry, labor, community agencies, higher education, or other community constituents. To the extent possible, committee membership shall have balanced representation with regard to race, gender, national origin, and disability (280.12(1)). Ad hoc members shall be appointed on an as needed basis for matters of technical expertise or tacit knowledge.

**Commission:**

The committee is commissioned to make recommendations to the board to help determine the following:

1. Major educational needs;
2. Student learning goals;
3. Long-range and annual improvement goals that include, but are not limited to, the state indicators that address reading, mathematics, and science achievement;
4. Desired levels of student performance;
5. Progress toward meeting the goals set out in paragraphs “b” through “d” as referenced in the Iowa Code; and
6. Harassment or bullying prevention goals, programs, training, and other initiatives (280.12(2)).

In addition, the board shall consider recommendations from the School Improvement Advisory Committee to infuse character education into the educational program (280.12(3)).

At least annually, the School Improvement Advisory Committee shall also make recommendations to the board with regard to, but not limited to, the following:

1. Progress achieved with the annual improvement goals for the state indicators that address reading, mathematics, and science;
2. Progress achieved with other locally determined core indicators; and
3. Annual improvement goals for the state indicators that address reading, mathematics, and science achievement.



## Board of Directors

### Policy Title: Meetings of the School Board Code 204.1

The regular meeting time and dates will be set by the board at the organizational meeting in odd-numbered years or at the annual meeting in even-numbered years.

Board meetings are normally scheduled for the second and fourth Mondays of the month, when the school calendar allows. The board will adhere to the established meeting dates unless the additional meetings are required or, due to circumstances beyond the board's control, the meetings cannot be held on the regular meeting dates and the meetings will then be rescheduled in accordance with law and policy. ~~Work sessions will begin promptly at 5:00 PM followed by the regular meetings at 7:00 PM.~~ Public notice of the meetings will be given, and board meeting dates **and times** will be posted on the district website upon board approval.

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

Public notice will be given for meetings and work sessions held by the board. Public notice will indicate the time, place, date, and tentative agenda of board meetings. The official public notice will be posted on public display at the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion) at least three days before it is scheduled but, at the minimum, 24-hour notice needs to be given. A copy of the public notice, either electronic or print, will be provided to those who have filed a request for notice with the board secretary. A copy of the public notice will also be accessible electronically.

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

It is the responsibility of the board secretary [or designee] to give public notice of board meetings and work sessions. The district's website is used to inform the public of future meetings and agendas.

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Adopted: 9/85

Reviewed: 10/11; 9/16; 10/19

Revised: 4/13; 8/14; 3/17

Legal Reference (Code of Iowa): §§ 21.2-4; 279.1-2, 1952 Op Atty Gen 133; Dobrovlny v. Reinhardt, 173 NW 2d 837 (Iowa 1970)

IASB Reference: 210.5



## Students – Student Health & Safety

### Policy Title: Work Permits Code 504.6

Youth under the age of 16 in Iowa are required to have a work permit before starting work.

The superintendent [or designee] will issue work permits to students residing in the district when requested in accordance with the provisions of Iowa Code Chapter 92 and federal child labor laws.

For more information contact:

Iowa Division of Child Labor  
1000 E Grand Ave, Des Moines, IA 50319  
Phone: 515-242-5870 / Fax: 515-725-7957  
Email: [iachildlabor@iwd.iowa.gov](mailto:iachildlabor@iwd.iowa.gov)  
Website: [www.iowachildlabor.gov](http://www.iowachildlabor.gov)

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Adopted: 6/70

Reviewed: 4/12; 7/13; 10/14; 11/17

Revised: 7/07; 4/11

Legal Reference (Code of Iowa): § 92.1-92.16

Delete - District no longer processes work permits



## Students – Students Health & Safety

### ***Mandatory Policy*** **Policy Title: Wellness** **Code 504.12**

The school board promotes healthy students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of students. Improved health optimizes student performance potential.

The school district will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The district encourages healthy goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. **In accordance with law and this belief, the board commits to the following:**

- **Nutrition Education and Promotion:** Schools will provide nutrition education and engage in nutrition promotion that helps students develop lifelong healthy eating habits;
- **Physical Activity:** Schools will provide students with age and grade appropriate opportunities to engage in physical activity that meets the Iowa Health Kids Act; and
- **Other School Based Activities that Promote Wellness:** As appropriate, schools will support students, staff, and parents' efforts to maintain healthy lifestyles.

Foods offered by Linn-Mar Nutrition Services will meet or exceed the district's nutritional standards. Foods will be served with consideration toward nutritional integrity, variety, appeal, taste, safety, and packaging to ensure high-quality meals. The Linn-Mar Community School District recognizes that school meals will be available for all students in attendance.

The district will develop a local Wellness Committee comprised of representatives from the staff, parents, and community with appropriate expertise. The local Wellness Committee will develop a plan to implement and monitor the effectiveness of this policy, **set the district's wellness goals, and** provide a report on an annual basis.

The superintendent [or designee] will be responsible in developing administrative regulations and wellness goals.

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Adopted: 8/06

Reviewed: 4/12; 7/13; 10/14

Revised: 11/17; 11/20

Legal Reference (Code of Iowa): §§ 256.7(29); 256.11(6); 281 IAC 12.5; 58.11; 42 USC §§ 1751 et seq;

42 USC §§ 1771 et seq

IASB Reference: 507.9; 507.9R1



Inspire Learning.  
Unlock Potential.  
Empower Achievement.

## School Board Work Session Minutes November 9, 2020

### **100: Call to Order and Determination of a Quorum**

The Linn-Mar School Board work session was called to order at 5:00 PM in the boardroom of the Learning Resource Center (2999 N 10<sup>th</sup> St, Marion) and via ZOOM. Roll was taken to determine a quorum. Present: Buchholz, Isenberg, Morey, Nelson, Wall, and Weaver. Lausen attended virtually. Administration present: Bisgard, Anderson, Christian, and Ramos. Wear attended virtually. Administration absent: Breitsfelder.

### **200: Adoption of the Agenda *Motion 055-11-09***

**MOTION** by Weaver to adopt the agenda, as presented. Second by Buchholz. Voice vote, all ayes. Motion carried.

### **300: Work Session**

#### **301: Teaching & Learning Academic Update– Exhibit 301.1**

Associate Superintendent/Chief Academic Officer Nathan Wear shared an overview of student academics during COVID including instruction days, attendance numbers, prioritizing standards across all grade levels, the Family Choice Model (online learning only) enrollment information, and academic data for all grades. Wear also shared an overview of how the district is providing social and/or emotional screenings as check-ins for family wellness during these stressful times. Steve Goodall, LMHS Associate Principal and Compass/Atlas Director, was joined by the Compass/Atlas staff who shared highlights of both programs.

### **400: Adjournment *Motion 056-11-09***

**MOTION** by Buchholz to adjourn the work session at 6:26 PM. Second by Morey. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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JT Anderson, Board Secretary/Treasurer

**School Board Regular Meeting Minutes  
November 9, 2020**

**100: Call to Order and Determination of a Quorum**

The Linn-Mar School Board regular meeting was called to order at 7:00 PM in the boardroom of the Learning Resource Center (2999 N 10<sup>th</sup> Street, Marion) and via YouTube. Roll was taken to determine a quorum. Present: Buchholz, Isenberg, Morey, Nelson, and Weaver. Absent: Lausen and Wall. Administration present: Bisgard, Anderson, Christian, and Ramos. Wear attended virtually. Administration absent: Breitfelder.

**200: Adoption of the Agenda *Motion 057-11-09***

**MOTION** by Buchholz to adopt the agenda, as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

**300: Special Recognition**

Steve Goodall, LMHS Associate Principal and Director of Compass Alternative Center, shared a special recognition of Patrick Lampe, LM Compass Teacher, for being selected as the recipient of the Alternative School Teacher of the Year award.

**400: Audience Communications**

JT Anderson, Board Secretary/Treasurer, read aloud the following audience communications that were submitted electronically:

- John Gardner, spouse of LM employee, request to move to virtual learning
- Jill Ehltz, LM parent, request to move to hybrid or virtual learning for elementary students
- Jennifer Digmann, LM parent, Question asking if Family Choice Model families can rescind their requests to return to onsite learning for second quarter due to increasing COVID numbers
- Tiffany DeBow, LM parent, request to move to virtual learning
- Roisin Delaney, concerns over School Messenger system and returning to onsite learning
- Vanessa Renaud, LM parent, request to move to virtual learning

**500: Informational Reports/Discussions**

**501: Board Visit**

Board members enjoyed their October 29<sup>th</sup> visit to Hazel Point Intermediate and seeing the students and staff engaging in learning with the newest technology that Hazel Point offers.

**502: School Improvement Advisory Committee**

No report was given on the November 4<sup>th</sup> SIAC meeting.

**503: Marion City Council**

No report was given on the November 5<sup>th</sup> Marion City Council meeting.

#### 504: Cabinet Update – Exhibit 504.1

Superintendent Shannon Bisgard congratulated the staff for their hard work in adapting to our new learning environment and making the first quarter a success for the students.

#### 505: Review of Return to Learn Plan/COVID Metrics

Superintendent Bisgard reported that the COVID numbers within the district are changing just as fast as the community numbers. As of today, Linn County has a positivity rate of 21.8% and the district has a student absentee rate of 5% (not including the students in quarantine). Bisgard reported the challenge is having enough employees to staff the buildings and shared that Excelsior Middle School has been hit hard on staffing shortages.

The board discussed the following options regarding the Return to Learn Plan:

1. Stay with the current learning models of Onsite Learning for PreK-6 and Hybrid Learning for 7-12;
2. Transition PreK-6 back to the A/B Hybrid Learning model; and/or
3. File a waiver with the Department of Ed to go fully online for the maximum amount of time set by the State; which is two weeks.

After some discussion, Bisgard recommended the following to which the board was in agreement:

- Excelsior Middle School will transition to the Online Learning Model beginning Wednesday, November 11<sup>th</sup> through Monday, November 30<sup>th</sup>;
- PreK-6 grade students will transition back to the A/B Hybrid Model beginning Monday, November 16<sup>th</sup> through Tuesday, December 22<sup>nd</sup>;
- 7-12 grades will remain in their current Hybrid Model; and
- Students in the Family Choice Model will remain in their current model, unless they requested to return to onsite learning for the second quarter.

Superintendent Bisgard and the board will continue to closely monitor the COVID statistics to aid in their decisions regarding the Return to Learn Plan and adjustments will be made, when deemed necessary, to ensure a safe and healthy learning environment for the students and staff.

#### 600: Unfinished Business

#### 700: New Business:

##### 701: Early Graduation Request – Exhibit 701.1 **Motion 058-11-09**

**MOTION** by Buchholz to approve the early graduation request for Sophia Kepros Caballero, as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

##### 702: Open Enrollment Requests **Motion 059-11-09**

**MOTION** by Weaver to approve the open enrollment requests, as presented. Second by Morey. Voice vote, all ayes. Motion carried.

#### Approved OUT

Name	Grade	Requested District	Reason
Meeks, Alivia	2 <sup>nd</sup>	Cedar Rapids CSD	Good cause
Rose, Kashmira	1 <sup>st</sup>	Cedar Rapids CSD	Good cause



**Denied IN**

Name	Grade	Resident District	Reason
Gifford, Anthony	2 <sup>nd</sup>	Cedar Rapids CSD	Late
Gifford, Pierce	2 <sup>nd</sup>	Cedar Rapids CSD	Late
Gifford, Sebastien	4 <sup>th</sup>	Cedar Rapids CSD	Late

**703: Board Meeting Format**

Superintendent Bisgard recommended changing the board meeting format to one meeting twice a month starting at 5:30 PM instead of the current format of hosting a work session and regular meeting twice a month starting at 5:00 PM. The recommendation was made to address social distancing issues for work session presenters and in-person audience attendees as well as more efficient use of the board and patrons time. After some discussion the board agreed to support the recommendation, with a start time of 5:00 PM instead of 5:30 PM, and clarified that they would reassess returning to two meetings twice a month if it is determined they needed the work sessions for additional discussions.

**704: Board Operations Manual – Exhibit 704.1**

Superintendent Bisgard facilitated a review of the Board Operations Manual that will be approved at the November 23<sup>rd</sup> annual meeting. A suggestion was made to include the clarification that the district's Strategic Plan is considered when reviewing and/or creating policies. Additional suggestions were shared electronically and will be passed onto Superintendent Bisgard for consideration.

**800: Consent Agenda Motion 060-11-09**

**MOTION** by Weaver to approve the consent agenda, as presented. Second by Morey. Weaver congratulated Sin Cha Yi on her retirement. Voice vote, all ayes. Motion carried.

**801: Personnel****Certified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Beckler, Madeline	HS: Student Support Services Teacher	1/11/21	MA, Step 1

**Classified Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Brecht, Patti	NS: WF General Help	10/26/20	PTNS, Step 4
Cleveland, Stacy	WF: Student Support Associate	10/26/20	LMSEAA II, Step 10
Dietz, Cindy	NS: General Help – From 3.5 to 5.5 hours/day	10/26/20	Same
Eddins, Michael	WE: Student Support Associate	10/28/20	LMSEAA II, Step 11
Galbreath, Broc	TR: From Substitute to Regular Sub Driver	10/30/20	Step 1
Key, Valerie	NS: BW General Help	10/29/20	PTNS, Step 1
Knighton, Shawn	District: Family Resource Specialist	11/23/20	\$46,000/year
Knutsen, Lexi	BP: Student Support Associate	11/2/20	LMSEAA II, Step 6
McDonald, Emily	HS: Student Support Associate	11/4/20	LMSEAA II, Step 10
Ortiz, Sonia	NS: HP Cashier/General Help	10/29/20	PTNS, Step 7 +\$.25
Pata, Sara	IC: From Student Support Associate to Paraprofessional	11/9/20	LMSEAA V, Step 12
Philipp, Lisa	From WF PTNS to Full-Time LG General Help	10/26/20	SEIU A, Step 3
Rodriguez, Germania	NS: From HP to EH General Help	11/2/20	Same
Sikkema, Jerry	HS: Student Supervisor	11/9/20	\$15.00/hour
Stalin, Rosary	BP: Student Support Associate	11/4/20	LMSEAA II, Step 6
Whitson, Laura	From BP to NE Student Support Associate	11/9/20	Same
Young, Betty	NE: Student Support Associate	10/26/20	LMSEAA II, Step 10

**Classified Staff: Resignation**

Name	Assignment	Dept Action	Reason
Alaniva, Tracey	WF: General Ed Assistant	11/2/20	Personal
Jimenez, Ariel	BP: Student Support Associate	11/10/20	Personal
Key, Valerie	NS: BW General Help	11/3/20	Other Employment
Vawter, Carla	BP: Student Support Associate	11/6/20	Personal
Yi, Sin Cha	NS: EH General Help	12/22/20	Retirement

**Co/Extra-Curricular Staff: Assignment/Reassignment/Transfer**

Name	Assignment	Dept Action	Salary Placement
Geers, Michael	OR: Head 7 <sup>th</sup> Gr Wrestling Coach	2/8/21	\$3,279
Rowland, Nicole	HS: Assistant JV Girls Basketball Coach	11/9/20	\$3,279

**Co/Extra-Curricular: Resignation**

Name	Assignment	Dept Action	Reason
Tranel, Allison	HS: Assistant JV Girls Basketball Coach	11/2/20	Personal

802: Approval of October 26<sup>th</sup> Minutes – Exhibit 802.1

803: Approval of Bills – Exhibit 803.1

804: Approval of Contracts – Exhibits 804.1-4

1. Change order with Larson Construction for Boulder Peak Intermediate project
2. Change order with Knutson Construction for Hazel Point Intermediate project
3. Independent contractor agreement with April James
4. Independent contractor agreement with Lexi Robson
5. Interagency agreements for Special Education services with Cedar Rapids CSD (1), Johnston CSD (2), and Marion Independent (3). *For student confidentiality, exhibits not provided.*

805: Disposition of Obsolete Equipment

Per Iowa Code (§§ 297.22-25) and school board policy 902.6, the district will list for sale obsolete equipment and furnishings on GovDeals.com. *Items for sale: Ceiling tiles.*

**900: Board Calendar/Communications/Committees**

901: Board Communications

Morey recognized Amanda Potter, Wilkins Principal, for being named as the KCRG A+ Educator of the Week and Nelson reminded the board of the upcoming IASB annual conference.

902: Board Calendar

Date	Time	Event	Location/Comments
November 10	5:30 PM	IASB Pre-Conference Workshop	<a href="#">Virtual Event</a>
November 11	11:30 AM	Policy Committee	ZOOM Meeting
November 11	4:15 PM	CTE Committee	HS Lecture Hall
<i>November 12</i>		<i>End of First Quarter</i>	
<i>November 13</i>		<i>No School for All Students</i>	<i>Teacher Collaboration Day</i>
November 17	5:30 PM	IASB Delegate Assembly	<a href="#">Virtual Event</a>
November 18	1:00 PM	IASB Conference General Session	<a href="#">Virtual Event</a>
November 19	8:00 AM	IASB Conference General Session	<a href="#">Virtual Event</a>
November 19	5:30 PM	Marion City Council ( <i>Buchholz</i> )	<a href="#">Virtual</a>
November 23	5:00 PM	Board Annual Meeting ( <i>No Work Session</i> )	<a href="#">LRC Boardroom</a> & YouTube Live Stream
<i>November 25-27</i>		<i>No School for All Students</i>	<i>Thanksgiving Break</i>

## **Board Committees**

<b>Committee</b>	<b>Board Representatives</b>
Finance/Audit Committee	Lausen, Morey, and Nelson
Policy/Governance Committee	Isenberg, Wall, and Weaver
Career & Technical Education Advisory Committee (CTE)	Buchholz, Morey, and Nelson
School Improvement Advisory Committee (SIAC)	Isenberg and Morey
Facilities Advisory Committee	Nelson and Weaver
Iowa BIG Advisory Board	Lausen
Community Promise	Wall
Linn County Conference Board	Buchholz

### **1000: Adjournment** ***Motion 061-11-09***

**MOTION** by Morey to adjourn the regular meeting at 8:23 PM. Second by Isenberg. Voice vote, all ayes. Motion carried.

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Sondra Nelson, Board President

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JT Anderson, Board Secretary/Treasurer

## Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 11/06/2020 - 11/19/2020

Fiscal Year: 2020-2021

Vendor Name	Description	Check Total
<b>Fund: AQUATIC CENTER</b>		
DAKTRONICS, INC	GENERAL SUPPLIES	\$3,150.00
JOLYN CLOTHING COMPANY LLC	GENERAL SUPPLIES	\$1,357.20
USA SWIMMING/IOWA SWIMMING, INC	GENERAL SUPPLIES	\$493.00
<b>Fund Total:</b>		<b>\$5,000.20</b>
<b>Fund: DEBT SERVICE</b>		
UMB BANK, N.A.	OTHER PROFESSIONAL	\$600.00
<b>Fund Total:</b>		<b>\$600.00</b>
<b>Fund: GENERAL</b>		
ACDA	INSTRUCTIONAL SUPPLIES	\$128.00
ACME TOOLS	INSTRUCTIONAL SUPPLIES	\$79.22
ACUTRANS	INSTRUCTIONAL SUPPLIES	\$183.43
ACUTRANS	Professional Educational Services	\$322.50
ADVANCE AUTO PARTS	MAINTENANCE SUPPLIES	\$4.29
ADVANCE AUTO PARTS	TRANSP. PARTS	\$632.64
ADVANTAGE	GENERAL SUPPLIES	\$129.33
AGVANTAGE FS	PROPANE	\$6,384.74
AHLERS AND COONEY, P.C.	LEGAL SERVICES	\$4,543.50
ALLIANT ENERGY	ELECTRICITY	\$28,362.85
AREA AMBULANCE SERVICE	OTHER PROFESSIONAL	\$650.00
ASAVIE TECHNOLOGIES INC	COMPUTER SOFTWARE	\$645.00
ASIFLEX	OTHER PROFESSIONAL	\$653.25
ATLANTIC COCA-COLA	INSTRUCTIONAL SUPPLIES	\$483.28
AUTOMATIC DOOR GROUP INC	OTHER PROFESSIONAL	\$957.13
BAUER BUILT	TIRES AND TUBES	\$420.00
BROWN ROGER	TRAVEL	\$35.72
BURGESS GAYLA	TRAVEL	\$23.40
C.R. GLASS CO	REPAIR/MAINT SERVICE	\$374.50
C4 OPERATIONS BACKGROUND CHECK SERVICES	OTHER PROFESSIONAL	\$88.00
CALCARA MARILYN	TRAVEL	\$30.93
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$1,574.35
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$612.60
CEDAR RAPIDS COMM. SCHOOL/RW	PROF SERV: EDUCATION	\$11,072.10
CEDAR RAPIDS WATER DEPT	WATER/SEWER	\$790.10
CENTURYLINK	TELEPHONE	\$2,385.90
CITY LAUNDERING COMPANY	COVID CLEANING PRODUCTS	\$1,499.50
CITY LAUNDERING COMPANY	GENERAL SUPPLIES	\$18,640.74
CITY LAUNDERING COMPANY	INSTRUCTIONAL SUPPLIES	\$346.06
CITY LAUNDERING COMPANY	LAUNDRY SERVICE	\$143.70
CITY TREASURER'S OFFICE	OTHER PROFESSIONAL	\$250.00
COOKSLEY DAWN	TRAVEL	\$85.02
COTTON GALLERY LTD.	INSTRUCTIONAL SUPPLIES	\$1,473.00
CR/LC SOLID WASTE AGENCY	GARBAGE COLLECTION	\$9.00
CULLIGAN	GENERAL SUPPLIES	\$947.60

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 11/06/2020 - 11/19/2020

Fiscal Year: 2020-2021

Vendor Name	Description	Check Total
DEMCO	LIBRARY BOOKS	\$696.96
EDVOTEK	INSTRUCTIONAL SUPPLIES	\$209.00
FAREWAY STORES	INSTRUCTIONAL SUPPLIES	\$43.13
FASSELLUS CASEY	TRAVEL	\$5.07
FOLLETT SCHOOL SOLUTIONS, INC	COMPUTER SOFTWARE	\$1,184.05
FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	\$1,103.05
FUTURE LINE	MAINTENANCE SUPPLIES	\$1,194.18
GASWAY CO, J P	GENERAL SUPPLIES	\$1,258.51
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$386.40
GILCREST/JEWETT	GENERAL SUPPLIES	\$1,957.13
GOODWILL OF THE HEARTLAND	TUITION IN STATE	\$375.50
GRIGGS MUSIC INC	EQUIPMENT REPAIR	\$1,158.00
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$26,573.04
HANDS ON FIRE LLC	GENERAL SUPPLIES	\$935.00
HANDS UP COMMUNICATIONS	PROF SERV: EDUCATION	\$3,760.00
HARMS JON	TRAVEL	\$21.10
HAYES ELIZABETH	TRAVEL	\$60.02
HOUGHTON MIFFLIN HARCOURT	INSTRUCTIONAL SUPPLIES	\$958.07
HUK RUBBER STAMP CO.	GENERAL SUPPLIES	\$31.95
HY-VEE FOOD STORE-8556	INSTRUCTIONAL SUPPLIES	\$834.48
IASB	PROF SERV: EDUCATION	\$350.00
IMON COMMUNICATIONS LLC	INTERNET	\$100.00
IMON COMMUNICATIONS LLC	TELEPHONE	\$3,660.65
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$924.20
IOWA HIGH SCHOOL MUSIC ASSOC	INSTRUCTIONAL SUPPLIES	\$432.00
IPEVO INC.	INSTRUCTIONAL SUPPLIES	\$4,093.47
ISFIS	OTHER PROFESSIONAL	\$1,950.00
JOHN DEERE FINANCIAL	GENERAL SUPPLIES	\$1,097.22
KIRKWOOD COMM COLLEGE	TUITION-COMM COLLEGE	\$66,595.00
KNUTSON CONSTRUCTION SERVICES	ELECTRICITY	\$4,378.95
KOENEN KARLA	TRAVEL	\$17.36
LAKESHORE	INSTRUCTIONAL SUPPLIES	\$40.98
LEARNING A-Z	INSTRUCTIONAL SUPPLIES	\$115.45
LINN COUNTY REC	ELECTRICITY	\$38,756.40
LINN-MAR NUTRITION SERVICES	INSTRUCTIONAL SUPPLIES	\$89.65
MARCO TECHNOLOGIES, LLC	Copies	\$7,546.36
MARCO TECHNOLOGIES, LLC	GENERAL SUPPLIES	\$460.00
MARION WATER DEPT	WATER/SEWER	\$3,840.36
MEDCO SUPPLY	PROF SERV: EDUCATION	\$288.25
MEDIACOM	INTERNET	\$210.62
MENARDS -13127	GENERAL SUPPLIES	\$297.97
MERCY EAP SERVICES	PROF SERV: EDUCATION	\$525.00
MERCYCARE COMMUNITY PHYSICIANS	PHYSICALS	\$328.00
MEYER JOHN	MISC REVENUE	\$40.00
MH ADVERTISING SPECIALTIES	GENERAL SUPPLIES	\$90.00



# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 11/06/2020 - 11/19/2020

Fiscal Year: 2020-2021

Vendor Name	Description	Check Total
MID AMERICAN ENERGY	NATURAL GAS	\$152.28
MIDWEST WHEEL	TRANSP. PARTS	\$412.34
NIKEYA DIVERSITY CONSULTING LLC	OTHER PROFESSIONAL	\$9,900.00
OFFICE EXPRESS	INSTRUCTIONAL SUPPLIES	\$125.47
ORCHESTRA IOWA	Professional Educational Services	\$227.50
ORKIN PEST CONTROL	Pest Control	\$335.00
P & K MIDWEST	REPAIR PARTS	\$9.86
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$111.24
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$64.06
POOL TECH, A WGHK INC, COMPANY	GENERAL SUPPLIES	\$115.90
POWERSCHOOL GROUP LLC	COMPUTER SOFTWARE	\$29,470.05
PROJECT LEAD THE WAY	STAFF WORKSHOP/CONF	\$1,900.00
QUINN STORAGE	GENERAL SUPPLIES	\$170.00
RAMOS VINCENT	TRAVEL	\$60.80
RANBARGER ANNA	TRAVEL	\$38.57
REINHART INSTITUTIONAL FOODS INC	INSTRUCTIONAL SUPPLIES	\$42.10
RIFTON	INSTRUCTIONAL SUPPLIES	\$318.75
ROCHESTER ARMORED CAR CO INC	GENERAL SUPPLIES	\$856.16
ROTARY CLUB OF MARION-EAST CEDAR RAPIDS	DUES AND FEES	\$195.00
ROYAL IMAGING SUPPLIES	INSTRUCTIONAL SUPPLIES	\$130.00
SADLER POWER TRAIN	TRANSP. PARTS	\$775.30
SCHAEFFER MANUFACTURING COMPANY	GREASE,OIL,LUBE,COOL	\$145.25
SCHAEFFER MANUFACTURING COMPANY	VEHICLE REPAIR	\$2,812.13
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$44.84
SCHOOL SPECIALTY INC	INSTRUCTIONAL SUPPLIES	\$499.88
SCHOOL THREAT ASSESSMENT CONSULTANTS	OTHER PROFESSIONAL	\$3,690.00
SEESAW LEARNING, INC	INSTRUCTIONAL SUPPLIES	\$1,544.04
SPROUT SOCIAL, INC	COMPUTER SOFTWARE	\$4,800.00
STATE HYGIENIC LABORATORY	GENERAL SUPPLIES	\$13.50
SUN LIFE FINANCIAL EBG	EE LIAB-VOL/SUN LIFE INS	\$4,087.40
SWANK MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$519.00
SWANK MOVIE LICENSING USA	LIBRARY BOOKS	\$576.00
TEAM IOWA/IPROMOTEU	GENERAL SUPPLIES	\$495.58
TEXTHELP INC	COMPUTER SOFTWARE	\$13,500.00
THE PAPER CORPORATION	GENERAL SUPPLIES	\$159.60
THE SHREDDER	OTHER PROFESSIONAL	\$240.00
THINK SAFE INC	GENERAL SUPPLIES	\$2,035.00
TIMBERLINE BILLING SERVICE LLC	DATA PROCESSING AND	\$579.22
U.S. CELLULAR	TELEPHONE	\$196.10
VALUE INSPIRED PRODUCTS/SERVICES	INSTRUCTIONAL SUPPLIES	\$174.00
VAN METER CO	ELECTRICAL SUPPLY	\$806.06
VERIZON WIRELESS	INTERNET	\$645.15
VERIZON WIRELESS	TELEPHONE	\$412.64
VERNIER SOFTWARE & TECHNOLOGY	INSTRUCTIONAL SUPPLIES	\$980.00
VOYAGER SOPRIS LEARNING	INSTRUCTIONAL SUPPLIES	\$377.16

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 11/06/2020 - 11/19/2020

Fiscal Year: 2020-2021

Vendor Name	Description	Check Total
WELTER STORAGE EQUIPMENT CO INC	REPAIR PARTS	\$96.00
WENDLING QUARRIES	GROUNDS UPKEEP	\$68.82
WEST MUSIC CO	EQUIPMENT REPAIR	\$400.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$1,948.88
WOODWARD COMMUNITY MEDIA	ADVERTISING	\$985.11
ZIPPY' S SALT BARN LLC	GROUNDS UPKEEP	\$666.60
<b>Fund Total:</b>		<b>\$352,842.25</b>
<b>Fund: LOCAL OPT SALES TAX</b>		
CDW - GOVERNMENT	COMP/TECH HARDWARE	\$206,059.80
MIDWEST COMPUTER PRODUCTS	COMP/TECH HARDWARE	\$23,553.57
<b>Fund Total:</b>		<b>\$229,613.37</b>
<b>Fund: NUTRITION SERVICES</b>		
ANDERSON ERICKSON DAIRY CO	PURCHASE FOOD	\$16,874.52
BAIDE JENNIFER	UNEARNED REVENUE	\$298.40
CITY LAUNDERING COMPANY	PROFESSIONAL	\$2,013.12
DELANEY CHRIS	UNEARNED REVENUE	\$96.00
EMS DETERGENT SERVICES	GENERAL SUPPLIES	\$351.75
MARCO TECHNOLOGIES, LLC	Copies	\$8.50
MARTIN BROTHERS DISTRIBUTING CO., INC	GENERAL SUPPLIES	\$9,876.30
OFFICE EXPRESS	GENERAL SUPPLIES	\$138.71
PAN-O-GOLD BAKING CO.	PURCHASE FOOD	\$1,015.82
RAPIDS WHOLESALE EQUIP CO	GENERAL SUPPLIES	\$590.54
REINHART INSTITUTIONAL FOODS INC	GENERAL SUPPLIES	\$13,633.65
REINHART INSTITUTIONAL FOODS INC	PURCHASE FOOD	\$45,912.76
SULLIVAN CHRISTINE	UNEARNED REVENUE	\$161.75
<b>Fund Total:</b>		<b>\$90,971.82</b>
<b>Fund: PHY PLANT &amp; EQ LEVY</b>		
BOLAND RECREATION	CONSTRUCTION SERV	\$3,902.00
BRECKE	CONSTRUCTION SERV	\$29,907.27
CULLIGAN	CONSTRUCTION SERV	\$5,009.75
CULVER'S CORRIDOR STORAGE, LLC	COVID STORAGE LEASE	\$3,000.00
DE LAGE LANDEN PUBLIC FINANCE	COMPUTER/COPIER RENT	\$5,194.70
DRYSPACE INC	CONSTRUCTION SERV	\$3,441.54
FLR SANDERS, INC	CONSTRUCTION SERV	\$107,406.10
H2I GROUP	CONSTRUCTION SERV	\$147.00
H2I GROUP	EQUIPMENT >\$1999	\$5,960.00
INNOVATIVE MODULAR SOLUTIONS, INC.	OTHER PURCH PROP SER	\$3,354.00
LARSON CONSTRUCTION COMPANY, INC	CONSTRUCTION SERV	\$210,211.82
MIDWEST ALARM SERVICES	CONSTRUCTION SERV	\$4,054.90
SERVICEMASTER BY RICE	CONSTRUCTION SERV	\$2,835.19
SHIVE-HATTERY INC.	ARCHITECT	\$17,070.80
SHIVE-HATTERY INC.	CONSTRUCTION SERV	\$10,470.30
SIGNS & DESIGNS	BLDG. CONST SUPPLIES	\$1,600.00
TEGELER WRECKER & CRANE	CONSTRUCTION SERV	\$250.00

# Linn-Mar Community School District

## IA - Warrants Paid Listing

Criteria

Date Range: 11/06/2020 - 11/19/2020

Fiscal Year: 2020-2021

Vendor Name	Description	Check Total
TRI-CITY ELECTRIC COMPANY OF IOWA	CONSTRUCTION SERV	\$1,609.73
TRICON CONSTRUCTION GROUP 2245	CONSTRUCTION SERV	\$7,111.56
UNITED RENTALS	RENTALS EQUIPMENT	\$1,120.00
WALSH DOOR & HARDWARE	BLDG. CONST SUPPLIES	\$315.00
<b>Fund Total:</b>		<b>\$423,971.66</b>
<b>Fund: PUB ED &amp; REC LEVY</b>		
CROELL REDI-MIX INC	GROUNDS UPKEEP	\$406.88
L.L. PELLING CO	CONSTRUCTION SERV	\$48,295.25
MTI DISTRIBUTING INC	GROUNDS UPKEEP	\$92.54
<b>Fund Total:</b>		<b>\$48,794.67</b>
<b>Fund: SALES TAX REVENUE BOND CAP PROJECT</b>		
CONVERGE ONE	COMP/TECH HARDWARE	\$6,925.00
D.C. TAYLOR CO.	CONSTRUCTION SERV	\$31,341.91
EVER-GREEN LANDSCAPE & SUPPLY	EQUIPMENT >\$1999	\$638.00
IRONSIDE RICK	OTHER PROFESSIONAL	\$2,000.00
MACKIN EDUCATIONAL RESOURCES	FURNITURE & FIXTURES	\$4,905.22
MIDWEST COMPUTER PRODUCTS	FURNITURE & FIXTURES	\$2,241.39
OPN ARCHITECTS, INC.	ARCHITECT	\$28,414.94
RAPIDS WHOLESALE EQUIP CO	FURNITURE & FIXTURES	\$20.00
STOREY KENWORTHY	FURNITURE & FIXTURES	\$57,431.02
SYSTEMWORKS LLC	OTHER PROFESSIONAL	\$28,600.00
TALLGRASS BUSINESS RESOURCES	FURNITURE & FIXTURES	\$163,869.56
WELTER STORAGE EQUIPMENT CO INC	FURNITURE & FIXTURES	\$1,535.00
WEST MUSIC CO	FURNITURE & FIXTURES	\$1,992.04
<b>Fund Total:</b>		<b>\$329,914.08</b>
<b>Fund: STUDENT ACTIVITY</b>		
BROWN DAVID	TRAVEL	\$282.75
CRAWFORD GREG	OFFICIAL/JUDGE	\$100.00
HAARS COREY	OFFICIAL/JUDGE	\$100.00
HUYNH MIKE	INSTRUCTIONAL SUPPLIES	\$40.00
IOWA ACADEMY OF SCIENCE - UNI	DUES AND FEES	\$70.00
IOWA CITY COMMUNITY SCHOOLS	DUES AND FEES	\$125.00
IOWA FFA ASSOCIATION	DUES AND FEES	\$756.50
IOWA HIGH SCHOOL ATHLETIC ASSOC	INSTRUCTIONAL SUPPLIES	\$44.30
IOWA HIGH SCHOOL SPEECH ASSOC	DUES AND FEES	\$75.00
LANNING RONALD	OFFICIAL/JUDGE	\$62.00
LETTER PERFECT	INSTRUCTIONAL SUPPLIES	\$634.26
MCMASTER-CARR	INSTRUCTIONAL SUPPLIES	\$19.64
MH ADVERTISING SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$257.63
MOE TONYA	TRAVEL	\$217.62
PANERA, LLC	INSTRUCTIONAL SUPPLIES	\$69.96
SCHIEK CHYAN	INSTRUCTIONAL SUPPLIES	\$65.00
SPLASH MULTISPORT	INSTRUCTIONAL SUPPLIES	\$414.50
<b>Fund Total:</b>		<b>\$3,334.16</b>



## Linn-Mar Community School District

### IA - Warrants Paid Listing

Criteria

Date Range: 11/06/2020 - 11/19/2020

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Vendor Name	Description	Check Total
<b>Fund: STUDENT STORE</b>		
ECO LIPS, INC	GENERAL SUPPLIES	\$153.00
MANTERNACH DANIELLE	GENERAL SUPPLIES	\$420.00
SCHEELS ALL SPORTS, INC	GENERAL SUPPLIES	\$1,104.00
<b>Fund Total:</b>		<b>\$1,677.00</b>
<b>Grand Total:</b>		<b>\$1,486,719.21</b>

End of Report