

Policy Recommendations for Board Consideration – April 28, 2025

The Policy Committee met on April 3, 2025, to review the full 900 Series-Facilities & Sites, as well as several miscellaneous policies. Recommendations are being presented for updates for the second reading of the following policies:

- 102.1: Long-Range Needs Assessment
- 603.16-R2 (New): Student Guidance for Generative Artificial Intelligence
- 603.16-R3 (New): Staff Guidance for Generative Artificial Intelligence
- 803.4: Public Purpose and Use of Public Funds
- 803.4-R: Regulations Regarding Public Purpose and Use of Public Funds
- 901.2: Site Specifications
- 901.3: Facilities & Sites Long-Range Planning
- 901.4: Facilities Planning Advisors
- 901.8-R: Structure and Site Modifications Regulation
- 901.8-E: Structure and Site Modifications Application
- 902.6: Disposition of Obsolete Equipment
- 902.7: Emergency Repairs
- 902.8: Facilities and Sites Adaptation for Persons with Disabilities
- 902.11: Asbestos Containing Materials
- 902.12: District Operations During Public Emergencies

**Policy 102.1
Long-Range Needs Assessment**

Long-range needs assessment enables the district to analyze assessment data, get feedback from the community about its expectations of students, and determine how well students are meeting student learning goals. The board will conduct ongoing and in-depth needs assessments by soliciting information from business, labor, industry, higher education, and community members regarding their expectations for adequate student preparation ~~as responsible citizens and successful wage earners.~~

In conjunction with the in-depth needs assessment of the district, the board will authorize the appointment of a School Improvement Advisory Committee (SIAC) representing administrators, employees, parents, students, community members, and board members to make recommendations and assist the board in determining the priorities of the district, in addition to the basic skills areas of the education program.

Feedback from district patrons, staff, and students will be gathered on a regular basis. The School Improvement Advisory Committee, working with the superintendent, will gather input from the district's patrons, staff, and students on the district's long-range goals, student learning goals, and other areas as deemed appropriate by the committee. This input will be used in the committee's decision-making process and guidance in making recommendations to the board.

It is the responsibility of the superintendent [or designee] to ensure the community is informed of student progress on state and locally determined indicators. The superintendent [or designee] will report annually to the board about the means used to keep the community informed.

As a result of the board and committee's work, the board will determine major educational needs and rank them in priority order, develop long-range goals and plans to meet the needs, establish and implement short-range and intermediate-range plans to meet the goals and to attain the desired levels of student performance, evaluate progress toward meeting the goals and maintain a record of progress under the plan that includes reports of student performance and results of school improvement projects, and annually report the district's progress made under the plan to the committee, the community, and the Iowa Department of Education.

Policy 603.16-R2 Student Guidance for Generative Artificial Intelligence (GAI)

<p>DEFINITIONS</p>	<p>Generative Artificial Intelligence (GAI): Creates new content like text, images, audio, or code based data it's been trained on. It's like a creative machine (EX: ChatGPT, Gemini, CoPilot, etc.)</p> <p>Predictive Artificial Intelligence (PAI): Makes predictions based on patterns from historical data (EX: Grammarly, Google Doc word prediction, YouTube suggested videos, etc.)</p> <p>Algorithm: A set of instructions the AI follows to learn and generate content. Think of it as a recipe for creativity.</p> <p>Training Data: The information the AI learns from such as books, pictures, or code. It's like giving the AI building blocks for its creations.</p> <p>Responsible Use: Using GAI tools in a way that is ethical, legal, and respectful of others.</p> <p>Prompt/Prompting: User-generated instructions for a GAI tool to use when creating a response.</p>														
<p>POTENTIAL USES IN THE CLASSROOM FOR STUDENTS</p>	<p>Below are guidelines on how you might use AI for learning. Make sure to ask your teacher how much you are allowed to use AI, because it might be more than what has been outlined below. <i>Note: If AI use is permitted, you must always complete the "finalizing stage" below.</i></p> <table> <tr> <th data-bbox="506 1155 933 1192">CONTINUUM OF USE WITH AI</th><th data-bbox="933 1155 1520 1192">PERMITTED USE</th></tr> <tr> <td data-bbox="506 1192 933 1297">No Use</td><td data-bbox="933 1192 1520 1297">GAI may not be used for academic tasks in any form, and the use of such tools is strictly prohibited.</td></tr> <tr> <td data-bbox="506 1297 933 1371">Clarifying</td><td data-bbox="933 1297 1520 1371">GAI may be used to gain clarity on academic content.</td></tr> <tr> <td data-bbox="506 1371 933 1549">Planning</td><td data-bbox="933 1371 1520 1549">GAI may be used for the planning elements of academic tasks such as gaining inspiration, ideation, brainstorming, organizing, structuring, etc.</td></tr> <tr> <td data-bbox="506 1549 933 1623">Drafting</td><td data-bbox="933 1549 1520 1623">GAI may be used for drafting the first version of work for an academic task.</td></tr> <tr> <td data-bbox="506 1623 933 1770">Revising</td><td data-bbox="933 1623 1520 1770">GAI may be used to gain feedback for making improvements to the clarity or quality of work to improve the final product.</td></tr> <tr> <td data-bbox="506 1770 933 1946">Finalizing</td><td data-bbox="933 1770 1520 1946">All submitted work by a student must either be original work or properly attributed to external sources, as stated by the academic Code of Conduct. This includes students acknowledging</td></tr> </table>	CONTINUUM OF USE WITH AI	PERMITTED USE	No Use	GAI may not be used for academic tasks in any form, and the use of such tools is strictly prohibited.	Clarifying	GAI may be used to gain clarity on academic content.	Planning	GAI may be used for the planning elements of academic tasks such as gaining inspiration, ideation, brainstorming, organizing, structuring, etc.	Drafting	GAI may be used for drafting the first version of work for an academic task.	Revising	GAI may be used to gain feedback for making improvements to the clarity or quality of work to improve the final product.	Finalizing	All submitted work by a student must either be original work or properly attributed to external sources, as stated by the academic Code of Conduct. This includes students acknowledging
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		all instances in which GAI tools were used in an academic task.	
		Students should include the following language to attribute the use of AI:	
		"I acknowledge the use of [Insert AI system(s) and link(s)] to [Explain specific use of GAI]. The prompts used included [List of the prompts used]. The output from these prompts was used to [Explain use of output]."	
PROHIBITED USES	GAI tools may NOT be used in violation of terms of service, academic Code of Conduct, or board policy. Specific examples might include: *Academic Misconduct: Such as plagiarism and cheating. *Harm: Such as bullying, harassment, or other outputs that might be a detriment to the student's physical or mental health, including the use of "deep fakes" for images, voice, text, or other likenesses.		
STUDENT CONSEQUENCES	1 st Occurrence (No Definitive Proof)	1 st Violation (Definitive Proof)	2 nd and Subsequent Violations
	*Student is allowed to reassess or redo the assigned activity.	*Student is allowed to reassess or redo the assigned activity.	*Student is allowed to reassess or redo the assigned activity.
	*No penalty to the grade is applied.	*Student may earn no more than a score of "2" of their earned score on the reassessment/redo.	*Student may earn no more than a score of "1" of their earned score on the reassessment/redo.
	*Minor behavior referral is submitted to document the occurrence.	*Major behavior referral is submitted to document the occurrence.	*Major behavior referral is submitted to document the occurrence.
REVIEW	The student guidelines for GAI will be reviewed on an annual basis and updated as needed.		
SPECIAL CONSIDERATIONS	Data Privacy & Security: Students should not input any personally identifiable information into any GAI tools. Be Aware of Potential Bias: AI algorithms can reflect the biases present in the data they are trained on. Be critical of the outputs from GAI tools as they are prone to generating made up information.		

Adopted: _____

Policy 603.16-R3 Staff Guidance for Generative Artificial Intelligence (GAI)

<p>DEFINITIONS</p>	<p>Generative Artificial Intelligence (GAI): Creates new content like text, images, audio, or code based data it's been trained on. It's like a creative machine (EX: ChatGPT, Gemini, CoPilot, etc.)</p> <p>Predictive Artificial Intelligence (PAI): Makes predictions based on patterns from historical data (EX: Grammarly, Google Doc word prediction, YouTube suggested videos, etc.)</p> <p>Algorithm: A set of instructions the AI follows to learn and generate content. Think of it as a recipe for creativity.</p> <p>Training Data: The information the AI learns from such as books, pictures, or code. It's like giving the AI building blocks for its creations.</p> <p>Responsible Use: Using GAI tools in a way that is ethical, legal, and respectful of others.</p> <p>Prompt/Prompting: User-generated instructions for a GAI tool to use when creating a response.</p>														
<p>POTENTIAL RESPONSIBLE USES IN THE CLASSROOM FOR STAFF</p>	<p>The Linn-Mar Community School District acknowledges the importance of responsible AI use, which varies across different school sites, classroom settings, positions, and departments. Staff will inform students if, when, and how AI tools may be used in learning using the common district student guidelines outlined below as a reference. Staff should inform students in a course syllabus, or prior to a learning experience, what permitted use of AI is acceptable for the course/task.</p> <table border="1"> <thead> <tr> <th data-bbox="506 1297 930 1333">CONTINUUM OF USE WITH AI</th><th data-bbox="930 1297 1520 1333">PERMITTED USE</th></tr> </thead> <tbody> <tr> <td data-bbox="506 1333 930 1444">No Use</td><td data-bbox="930 1333 1520 1444">GAI may not be used for academic tasks in any form, and the use of such tools is strictly prohibited.</td></tr> <tr> <td data-bbox="506 1444 930 1518">Clarifying</td><td data-bbox="930 1444 1520 1518">GAI may be used to gain clarity on academic content.</td></tr> <tr> <td data-bbox="506 1518 930 1696">Planning</td><td data-bbox="930 1518 1520 1696">GAI may be used for the planning elements of academic tasks such as gaining inspiration, ideation, brainstorming, organizing, structuring, etc.</td></tr> <tr> <td data-bbox="506 1696 930 1770">Drafting</td><td data-bbox="930 1696 1520 1770">GAI may be used for drafting the first version of work for an academic task.</td></tr> <tr> <td data-bbox="506 1770 930 1917">Revising</td><td data-bbox="930 1770 1520 1917">GAI may be used to gain feedback for making improvements to the clarity or quality of work to improve the final product.</td></tr> <tr> <td data-bbox="506 1917 930 1980">Finalizing</td><td data-bbox="930 1917 1520 1980">All submitted work by a student must either be original work or properly</td></tr> </tbody> </table>	CONTINUUM OF USE WITH AI	PERMITTED USE	No Use	GAI may not be used for academic tasks in any form, and the use of such tools is strictly prohibited.	Clarifying	GAI may be used to gain clarity on academic content.	Planning	GAI may be used for the planning elements of academic tasks such as gaining inspiration, ideation, brainstorming, organizing, structuring, etc.	Drafting	GAI may be used for drafting the first version of work for an academic task.	Revising	GAI may be used to gain feedback for making improvements to the clarity or quality of work to improve the final product.	Finalizing	All submitted work by a student must either be original work or properly
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		<p>attributed to external sources, as stated by the academic Code of Conduct. This includes students acknowledging all instances in which GAI tools were used in an academic task.</p> <p>Students should include the following language to attribute the use of AI:</p> <p>"I acknowledge the use of <i>[Insert AI system(s) and link(s)]</i> to <i>[Explain specific use of GAI]</i>. The prompts used included <i>[List of the prompts used]</i>. The output from these prompts was used to <i>[Explain use of output]</i>."</p>
	<p>The Linn-Mar Community School District recognizes staff may leverage GAI to streamline workflows such as content development, assessment design, feedback, communications, etc. Staff are responsible for critically evaluating AI-generated content, acknowledging its use, and ensuring compliance with board policy; as well as local, state, and federal regulations related to GAI in education.</p>	
PROHIBITED USES	<p>GAI tools may NOT be used for the following purposes:</p> <p>*Supplant Core Curriculum: Staff should not use GAI to create content that supplants the adopted core curriculum.</p> <p>*Supplant Staff Agency and Accountability: Staff should not use GAI to supplant the role of human educators in instructing students.</p> <p>*Compromise Privacy/Security: Staff should not use GAI in ways that compromise staff and/or student privacy/security.</p> <p>*Vetted GAI: Staff should not use GAI applications that have not been vetted by the district.</p>	
REVIEW	<p>The staff guidelines for GAI will be reviewed on an annual basis and updated as needed.</p>	
SPECIAL CONSIDERATIONS	<p>Be Aware of Potential Bias: AI algorithms can reflect the biases present in the data they are trained on. Be critical of the outputs from GAI tools as they are prone to generating made up information.</p>	

Adopted: _____

Policy 803.4 Public Purpose and Use of Public Funds

The board acknowledges that expenditures and use of district resources may be needed to support the decision-making process in conducting district business, promoting more efficient time frames for conducting business, promulgating a productive working climate, improving personnel well-being and morale, and nurturing a positive learning environment. To serve these purposes, the board supports appropriate expenditures and use of district resources for attainment of the district mission and strategic goals for official district activities and business.

The district is committed to managing and spending public funds in a transparent and responsible manner. Prior to making a purchase with public funds, an individual should be comfortable defending the purchase/reimbursement to the taxpayers in the district. If the individual is uncomfortable doing so, the purchase may not fulfill a public purpose, and additional guidance should be sought before the purchase is made.

Individuals who have concerns about the public purpose of a purchase or reimbursement should utilize the district's internal controls policy and regulation as resources for questioning a purchase (Refer to policies [801.7](#) and [801.7-R](#)). Concerns should be reported to the superintendent and/or the board president.

The superintendent [or designee] shall develop a process for approving expenditures of public funds. The board will review expenditures and applicable reports, as necessary, to ensure proper oversight of the use of public funds. To the extent possible, expenditures shall be pre-approved by the district prior to expending the funds. Purchases of food and refreshments for district staff, even within district, should comply with the district's employee travel allowance policy and all other applicable policies (Refer to policies [803.10](#) and [803.10-R](#)). All purchases/reimbursements shall comply with applicable laws, board policies, and district accounting requirements.

Additional guidance regarding appropriate expenditures of school funds is provided in the regulation accompanying this policy.

Adopted: 2/00
Reviewed: 7/10; 5/15; 12/18
Revised: 10/12; 12/13; 1/22
Related Policy: 801.7; 801.7-R; 803.3; 803.3-R; 803.4-R; 803.10; 803.10-R
Legal Reference (Code of Iowa): §§ 68A.505; 279.8; 721.2; 281 IAC 98.70
Iowa Constitution, Art III, Sec 31
IASB Reference: 705.04

Policy 803.4-R Regulations Regarding Public Purpose and Use of Public Funds

The following is a list of examples organized by activity for what is allowable, or not allowable, as a purchase/reimbursement using public funds. This regulation is intended as guidance and there may be situations that are not listed here. Any questions regarding the appropriateness of an expenditure should be submitted **prior to** expending funds.

REIMBURSEMENT TO AN INDIVIDUAL

- a. Use of Credit/Procurement Card: All purchases through a district-owned credit or procurement card shall be pre-approved and comply with district policies [803.3](#) and [803.3-R](#).
- b. Mileage: Individuals who are required to travel (other than to and from work) as part of fulfilling their job duties to the district shall be reimbursed for mileage costs in accordance with the requirements stated in district policies [803.10](#) and [803.10-R](#) regarding travel allowances.
- c. Travel Accommodations: Employees who are required to travel and stay overnight as part of fulfilling their job duties to the district shall be reimbursed for costs in accordance with the requirements stated in district policies 803.10 and 803.10-R regarding travel allowances.
- d. Alcohol: Alcohol is a personal expense and is never allowable for purchase or reimbursement using public funds.
- e. Food/Refreshments: Food and refreshments are typically a personal expense. Meetings spanning mealtimes should be avoided when possible. When a district meeting is required to take place spanning a customary mealtime, the superintendent [or designee] shall determine whether food and/or refreshments will be provided to employees whose presence is required during the meeting. The cost of food and refreshments for employees shall be reasonable and, when possible, a separate itemized receipt for each employee is required. If an itemized receipt is not available, approval is required by the school business official prior to reimbursement. **In all cases, the names and number of employees shall be noted on the receipt.**
- f. Apparel/Personal Items: **Apparel and personal items including, but not limited to, items such as t-shirts, hats, mugs, etc., provide personal benefit to individuals and are a personal expense. These items shall not be purchased or reimbursed with public funds.**
- g. Gifts: **Gift cards or gifts given to individuals are personal expenses and public funds should not be used (except for recognition/staff retirement, listed below) for these purposes. Voluntary collections from staff would be an acceptable way of purchasing gifts.**
- h. Retirement, Retention, and Recognition Gifts: Recognizing an employee or volunteer's years of dedication to educating the community and commitment to the district serves a public purpose by honoring individuals with a token gift, or honorarium, in recognition of their service. The same is

true for individual awards, mementos, or items purchased in recognition of employee service to the district. These purchases may use public funds, provided the expenditures are modest and approved by the superintendent.

- i. Honoraria: District employees may, at times, receive an honorarium from an outside source as compensation for the employee's time devoted to preparing and delivering a presentation within the scope of their professional field. Honorariums may only be accepted by employees when they have used their personal time outside of their work for the district to prepare and deliver the presentation. If the employee uses district time or resources to prepare or deliver a presentation, any honorarium shall be given to the district.
- j. Breakroom Supplies: The purchase of perishable or disposable supplies for employee breakrooms is primarily designed for individual consumption and is a personal expense. This includes items such as coffee, coffee filters, plates, cups, spoons, napkins, etc.

SUPPLIES FOR PUBLIC AREAS

Limited refreshments such as water and coffee may be available in public reception areas of the district including, but not limited to, the central office, the building administrator's office, etc. These refreshments may be purchased with the use of public funds, as they provide light refreshment to members of the community.

STAFF PARTIES/RECEPTIONS

- a. Parties and receptions to benefit individual staff members are considered a personal expense and should not be purchased or reimbursed with public funds. This includes, but is not limited to, holiday parties.
- b. Hosting a group reception to honor all employees retiring from the district in a given school year is allowable as a public expense. Hosting a retirement reception provides a direct benefit to the community as an opportunity for the community to attend and honor the retiring employees' years of dedication and service to the district.

SCHOOL/STUDENT ACTIVITY BANQUETS

School/student activity banquets are typically a personal expense and will not be purchased or reimbursed with public funds unless the public purpose is submitted for review and pre-approved by the superintendent [or designee].

MEMORIAL GIFTS

- a. Memorial flowers to convey sympathy or congratulations are allowable as a public expense if they have been approved by the superintendent [or designee]. Memorial cards are always appropriate.
- b. Memorial gifts of any sort other than flowers and a card are a personal expense.

STUDENT INCENTIVES

- a. It is within the discretion of the building principal to authorize the purchase of awards holding a nominal value to commemorate the achievements of a student or group of students. These awards should be designed to reward behavior and values that exemplify the educational and community mission of the district. Awards should not be gift cards or other monetary awards.
- b. Flowers and decorations for school dances held as part of the district's student activity program are an allowable expense paid out of the student activity fund, provided the purchases are approved by the building principal.

MEETINGS

- a. To the extent possible, meetings which span normal mealtimes should be avoided.
- b. Meetings of the district's board of directors and board committees are made up of individuals who volunteer a large amount of their personal time to serve the needs of the school community. These meetings are also scheduled at times most convenient for the public, and often span normal meal hours. Food and refreshments purchased for board members is an acceptable use of public funds. The service of these unpaid volunteers directly benefits the entire school community. The superintendent has discretion to purchase/reimburse reasonable expenses for providing food and refreshments to these unpaid volunteers during these meetings.

Some expenditures will be considered personal expenses regardless of the context. These include purchase or reimbursement of alcohol and personal items not included as retirement or memorial gifts listed above.

The superintendent [or designee] may approve payment from the general fund in a reasonable amount for the following expenditures:

1. Expenditures for food items and refreshments for district staff for meetings held before normal start times, during the lunch hour, after normal work times, and anytime during the day when food and refreshments are served.
2. Expenditures for food items and refreshments for district staff meetings with outside organizations and associations.
- ~~3. Expenditures for food items and refreshments for board members and staff during board meetings or work sessions.~~
- ~~4. Expenditures for food items and refreshments for board committees or superintendent committees during meetings.~~
5. Expenditures for food items, refreshments, and recognition items for recognizing the services of employees, retirees, or volunteers.
- ~~6. Expenditures for food items, refreshments, and recognition/retention items given to staff for recognizing and promoting wellness program participation and initiatives.~~

~~7. Expenditures for food items, refreshments, and/or tokens supplied for service-related or recognition activities.~~

The superintendent [or designee] may also approve public money to be used for:

1. Volunteer service recognition items, not to exceed \$25 per volunteer.
2. Meals (food and drink) for student participants, coaches, and staff including end of season banquets. This pertains to meals at a Linn-Mar facility or offsite.
3. Recognition items paid for from student activity funds, not to exceed \$50 per student participant for trophies, plaques, awards, and other non-cash items.
4. Token items supplied to students for service-related or recognition activities paid for from the general fund not to exceed \$10 per student for similar items such as t-shirts, water bottles, awards, and other non-cash items. Items purchased for student Positive Behavioral Interventions and Supports (PBIS) incentives are allowable if the cost does not exceed \$10 per student.
5. Purposes clearly specified in approved fundraising activities and shared with patrons in fundraising materials.
6. One apparel item for coaches and sponsors to be worn for team competitions and/or performances not to exceed \$50 per season per coach. Such apparel must be clearly specified on fundraising forms and shared with patrons in fundraising materials. Apparel must adhere to district licensing agreements for registered marks and logos.

Public money may not be used for:

- a. All other apparel for coaches, sponsors, employees, and other individuals not listed above;
- b. Personalized apparel;
- c. Personal apparel: underwear, bras, socks, shoes, etc.;
- d. Gifts for coaches, sponsors, or their family members;
- e. Meals (food or drink) for family members of the coaches, sponsors, and/or the student participants;
- f. Individual camp or clinic fees for students;
- g. Gift cards/cash incentives given to students, employees, or other individuals; and
- h. Gifts, decorations, meals, or other costs for staff birthdays, holiday parties, or other occasions that are personal in nature.

Adopted: 1/13

Reviewed: 5/15; 12/18

Revised: 12/13; 1/22

Related Policy: 801.7; 801.7-R; 803.3; 803.3-R; 803.4; 803.10; 803.10-R

IASB Reference: 705.04-R(1)

Policy 901.2 Site ~~Specifications~~ Acquisition

~~The board shall accept as its minimum standards such site specifications as issued by the Iowa Department of Education. The board may adopt additional standards over and above the site specifications issued by the Iowa Department of Education as it deems necessary and beneficial to the district.~~

Sites acquired by the board will meet or, upon improvement, be able to meet the specifications set out by the board prior to using the site for the education program. The board may meet in closed session to discuss potential purchases of specific sites in compliance with applicable laws.

It is the responsibility of the superintendent to assist the board and to make recommendations concerning the acquisition of sites.

Adopted: 6/70
Reviewed: 11/12; 1/14; 2/19; 4/22
Revised: 11/10; 5/15
Related Policy: 212; 705.1; 801
Legal Reference (Code of Iowa): § 21.5(j); 297
IASB Reference: 801.04

Policy 901.3 Facilities & Sites Long Range Planning

As part of the board's long-range plan for the district's education program, the board will include the facilities and sites needs for the education program ~~and support services~~. The long-term needs for facilities and sites will be discussed and determined by the board.

It is the responsibility of the superintendent [or designee] to provide information including, but not limited to, enrollment projections and education program requirements to the board.

Adopted: 6/70
Reviewed: 1/14; 2/19; 4/22
Revised: 11/12; 5/15
Related Policy: 103
Legal Reference (Code of Iowa): §§ 280.3, .12, .14; 297
IASB Reference: 801.01

Policy 901.4 ~~Facilities Planning Advisors~~ Buildings & Sites Surveys

~~It shall be the policy of the board, upon the recommendation of the superintendent, to contract for~~ The board may engage the services of consultants and other ~~resource~~ personnel ~~for the~~ to study ~~of facility issues~~ the needs of the district's buildings and sites in providing the education program. ~~To the extent possible, the needs for such special studies shall be determined well in advance so that budgetary provisions can be made.~~ The results of these services will be considered in planning the education program and in making decisions about the improvement and acquisition of additional buildings and sites.

~~In determining consulting needs such as architect or architectural firms, construction management, engineering, appropriate facilities professional, etc., an interview process may be used which may include members of the board, the superintendent, and other personnel designated by them. The board may participate in interviews for the selection of an appropriate facilities professional for the specific project under consideration.~~

It is the responsibility of the superintendent [or designee] to make a recommendation to the board regarding the need for such services and who should perform such services for the board.

Adopted: 6/70
Reviewed: 11/12; 1/14; 2/19; 4/22
Revised: 5/15
Legal Reference (Code of Iowa): §§ 280.3, .14; 297
IASB Reference: 801.02

Policy 901.8-R Structure and Site Modifications Regulations

The board recognizes that the education of students depends on many factors including a physical environment that is safe, secure, clean, attractive, and functions efficiently. To that end, a facility and grounds master plan exists to maximize the available resources for the benefit of student learning. Modifications include changes or additions to facilities and grounds or structures that are not part of the master plan and shall follow a review process, whether proposed by employees or external individuals or groups.

Requests for modifications for all district property will at all times, except in cases of emergency, follow these administrative procedures. Based on the estimated cost of the proposed modification, either a competitive quote or competitive bid will be required for all projects.

A proposal for a modification or structure shall include the following:

1. External individuals or groups must first meet with the superintendent [or designee] to determine whether the proposed project meets the mission and strategic goals of the district. If a determination is made that the external proposal complies with the mission and strategic goals of the district, the individual or group may complete the Structure and Site Modifications Application ([Refer to Policy 901.8-E](#)).
2. Submission of the Structure and Site Modifications Application for the requested modification project should be submitted prior to January 1st. The project description shall include:
 - a. Explanation of project fit within the district's mission and strategic goals;
 - b. Benefits to students, including number of students and whether during school or outside the school day/year;
 - c. Need for the project;
 - d. Project budget inclusive of materials and labor;
 - e. Project funding source;
 - f. Description of district's technical, O&M, school, etc., support required for successful completion of the project;
 - g. Project labor, for example an external contractor, volunteers, students;
 - h. Project timeline including start and completion date;
 - i. Long-term maintenance or administrative requirements, costs, and responsible persons; and
 - j. Unique components of the project, if any.

3. Review of the completed application will be conducted by the district's ~~Construction~~ Facilities Advisory Committee and the Superintendent's Cabinet.
4. Review of the project funding source segment of the application will be conducted by the district's Finance/Audit Committee and Superintendent's Cabinet.
5. Applicant will be notified within 60 days of receipt of the application, or in February if received prior to the last day of school in December.
6. The board will receive report summaries of approved projects and will formally approve all donations per [Policy 802.7](#).
7. District equipment and facilities are not available for use by project workers because of liability issues.

Adopted: 1/14

Reviewed: 5/15; 2/19

Revised: 4/22

Related Policy: 802.7; 901.8; 901.8-E

Policy 901.8-E Structure and Sites Modifications Application

Schools or employees, PTOs, the Linn-Mar Booster Club, other non-profit organizations, or individuals who are making a proposal for buildings or sites modification, or a structure on district property, shall submit this application to the office of the Chief Financial/Operating Officer for review at least 60 days prior to the start of the proposed project. Submission prior to the last school day in December is optimum for the review process.

The following components of the application must be complete with appropriate detail before the district's review of the application. Please attach the appropriate documentation with the project application and affix this page to the project application.

- a. Person/group submitting proposal;
- b. Name of school/facility or organization;
- c. Project title;
- d. Description of alignment with district mission and strategic goals;
- e. Benefit to students;
- f. Need for the project;
- g. Project location;
- h. Total project budget with detail that includes materials and labor;
- i. Building permit, if required (municipality of project location);
- j. Project funding source;
- k. Description of district support (technical, O&M, etc.) required for successful completion;
- l. Projected district costs;
- m. Project labor (e.g., contractor, volunteers, students, etc.);
- n. Project timeline;
- o. Long-term maintenance or administrative requirements including costs and responsible persons;
- p. Unique project components if any;
- q. Documentation of insurance coverage for project; and
- r. All construction plans, drawings, and materials to application.

Project/Manager Approval: _____ Date: _____

~~Construction~~ Facilities Advisory Committee Review Date: _____

Finance/Audit Committee Review Date: _____ Cabinet Review Date: _____

Comments:

Chief Financial/Operating Officer Approval: _____ Date: _____

Board Summary Report Date: _____ Board Acceptance of Donation: _____

Adopted: 1/14
Reviewed: 5/15; 2/19; 4/22
Related Policy: 802.7; 901.8; 901.8-R

Policy 902.6 Disposition of Obsolete Equipment

School property such as equipment, furnishings, or supplies (hereinafter equipment) will be disposed of when it is determined to be of no further use to the district. It is the objective of the district in disposing of the equipment to achieve the best available price or most economical disposal.

Obsolete equipment or property other than real property having a value of no more than \$25,000 may be sold or disposed of in a manner determined by the ~~superintendent [or designee]~~ board which may include sealed bids, donation to a non-profit group, auction, garage sale, or via electronic means. However, the sale or disposition of equipment, furnishings, or supplies disposed of in this manner will be published in a newspaper of general circulation.

A public hearing will be held regarding the disposal of the equipment with a value of \$25,000 or more prior to the board's final decision. The board will adopt a resolution announcing the proposed sale or disposition and will publish notice of the time and place of the public hearing and the description of the property will be in the resolution. Notice of the public hearing will be published at least once, but not less than 10 days and not more than 20 days, prior to the hearing date unless otherwise required by law. Upon completion of the public hearing, the board may dispose of the equipment.

It is the responsibility of the superintendent in collaboration with the chief financial/operating officer to make a recommendation to the board regarding the method for disposing of equipment of no further use to the district.

Adopted: 6/70
Reviewed: 1/14; 4/16; 2/19; 4/22
Revised: 11/12; 5/15; 9/21
Related Policy: 704; 705.1; 803
Legal Reference (Code of Iowa): §§ 24.9; 297.22-25
IASB Reference: 803.01

Policy 902.7 Emergency Repairs

~~When emergency repairs in excess of the state limit are necessary to ensure the safety of students and staff and to prevent the closing of any school, the provisions of the law with reference to advertising for bids shall not apply. In the event of an emergency requiring repairs, in excess of the state limit, to a district facility are necessary to correct or control the situation and to prevent the closing of school, the provisions relating to bidding will not apply.~~

It is the responsibility of the superintendent [or designee] to obtain certification from the area education agency administrator stating such repairs in excess of the state limit were necessary to prevent the closing of school.

It is the responsibility of the superintendent and chief financial/operating officer to notify the board as soon as possible considering the circumstances of the emergency.

~~When an emergency arises in the maintenance and operation of any district property directly affecting the learning environment and/or safety and welfare of personnel and students, the following action shall supersede the official maintenance schedule:~~

- ~~1. The superintendent [and designee] shall be notified;~~
- ~~2. Taking necessary safety precautions, any staff member will do everything in their power to correct the emergency as need dictates; and~~
- ~~3. If unable to correct and/or control the emergency, staff members will report emergency situations to local emergency agencies and/or maintenance staff, immediately.~~

Adopted: 6/09

Reviewed: 5/15; 2/19

Revised: 11/12; 1/14; 4/22

Related Policy: 901.9

Legal Reference (Code of Iowa): §§ 26.3; 280.3, .14; 297.8

IASB Reference: 802.03

Policy 902.8 Facilities & Sites Adaptation for Persons with Disabilities

The board recognizes the need for access to its facilities and sites by persons with disabilities. District facilities and sites currently in use will be ~~modified~~ altered to be accessible to persons with disabilities unless the alteration would cause an undue hardship for the district. Renovated and new facilities and sites will be accessible to persons with disabilities.

It is the responsibility of the superintendent [or designee], ~~upon board approval~~, to take the necessary action to ensure district facilities and sites are accessible to persons with disabilities.

Adopted: 6/09

Reviewed: 11/12; 1/14; 2/19; 4/22

Revised: 5/15

Related Policy: 102; 603.3

Legal Reference (Code of Iowa): §§104A; 216

29 USC §§ 621-634; 42 USC §§ 12101 et seq

IASB Reference: 802.05

Policy 902.11 Asbestos Containing Material

Friable and non-friable asbestos containing materials will be maintained in good condition and appropriate precautions will be followed when the material is disturbed. If there is a need to replace asbestos, it will be replaced with non-asbestos materials. The district, **as well as each school building** will maintain a copy of the asbestos management plan.

The district will annually notify, appoint, and train appropriate employees, as necessary ~~for asbestos management and containment.~~

Adopted: 6/09

Reviewed: 11/12; 1/14; 2/19; 4/22

Revised: 5/15

Related Policy: 403.4; 802; 902.1

Legal Reference (Code of Iowa): §§279.52-.54; 20 USC §§ 3601 et seq; 40 CFT Pt 763.84

IASB Reference: 804.04

Policy 902.12 District Operations During Public Emergencies

~~The district believes that student learning is the heart of its core mission. While traditional in-person teaching continues to provide the greatest learning opportunity to all students, there may be rare and unusual circumstances that prevent the school community from convening in traditional in-person settings.~~

At times of a public emergency declared by federal, state, or local officials, the district will seek guidance and recommendations from federal, state, and local agencies to assist in determining the safety of convening traditional in-person learning. The superintendent will consult with and report to the board, as feasible and appropriate, regarding an emergency closure and efforts to implement written guidance from health and government agencies.

During a declared public emergency, the board delegates to the superintendent the authority to determine whether to close school buildings to traditional in-person learning without further action by the board. If the superintendent determines in-person learning would hinder the health ~~and~~ or safety of the school community, the district will instead utilize remote or hybrid learning opportunities permitted by law.

Following guidance and recommendations from federal, state, and local agencies when reasonably possible, the administration will create regulations related to district operations during a public emergency including, but not limited to, student, employee, and visitor safety and security; the use and safeguarding of district property; public meetings and events; and, when applicable, measures to prevent or slow the spread of infectious disease.

These measures will be enforced for the period of time of the public emergency, or until the superintendent and board, in consultation with federal, state, and local agencies determine it is appropriate for the safety measures to end.

Adopted: 9/20

Reviewed: 4/22

Related Policy: 602.1; 603.12; 603.12-R1-R2; 603.12-E1; 603.13; 603.13-R; 603.15; 902.12-R

Legal Reference (Code of Iowa): § 279.8; SF 2310

IASB Reference: 907