



District Honors & Highlights

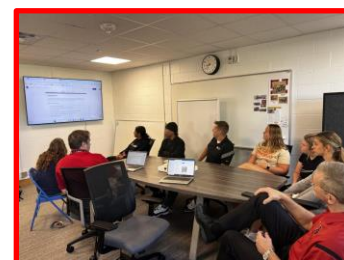
September 9, 2024

Linn-Mar School Foundation Highlight: Don't forget to support the LMSF on September 19th for Dine Out for Our Schools Day! *Be sure to mention the Dine Out Day when placing your order!*

[Click here for more information.](#)



Naming of Buildings Highlight: Renee Nelson, Executive Director of Communications, and Ryley Seymour, Communications Assistant, are spearheading a committee of six Linn-Mar High School students to help the district select names for the former Learning Resource Center (LRC) and the new administration building. Congratulations to LM High School Students Kiya Hinkel, Mehal Raghvani, Allie Katuin, Lily Spaete, Lexi Lawrence, and Prince Prens for being selected as part of the committee. The students are also joined by LM High School Associate Principal Joe Nietert and Mark Hutcheson, Director of High School Teaching & Learning. Students, staff, and community members are also invited to submit naming suggestions. [Click here for more information.](#)



Robotics Highlight: The LM High School Robotics program was excited to be the recipient of a donation from New Leader Manufacturing to cover parts and tools for the Robotics program. A huge thank you goes out to New Leader Manufacturing for their generosity and support of LMHS Robotics!

Policy Recommendations for First Reading – September 9, 2024

- 103.1-R Regulations Regarding Anti-Bullying & Anti-Harassment Investigations
- 103.1-E1 Anti-Bullying & Anti-Harassment Complaint Form
- 103.1-E2 Anti-Bullying & Anti-Harassment Witness Disclosure Form
- 104.1 Equal Educational Opportunity
- 104.1-R Regulations Regarding Equal Educational Opportunity Grievances
- 104.1-E1 Annual Notice of Non-Discrimination
- 104.1-E2 Continuous Notice of Non-Discrimination
- 104.1-E3 Discrimination Complaint Form
- 104.1-E4 Discrimination Witness Disclosure Form
- 104.2 Section 504 Compliance
- 104.2-E Notice of Section 504 Student/Parental Rights
- 104.3 Prohibition of Discrimination and/or Harassment Based on Sex Per Title IX
- 202.7-E Board of Directors Conflict of Interest Form
- 204.1 Meetings of the School Board
- 400.1 Educational and Employment Equity
- 403.7-E1 FMLA Leave Request and Employee Obligation/Requirement Form
- 403.7-E8 Medical Documentation of Absence Form
- 403.17-E Employee Conflict of Interest Disclosure Form
- 403.19 Drug and Alcohol Testing Program
- 403.19-E2 Drug and Alcohol Testing Program Acknowledgement Form
- 403.19-E3 Drug and Alcohol Program and Pre-Employment Testing Written Consent to Share Information Form
- 403.20 Jury Duty/Witness Service
- 403.33 Affirmative Action
- 403.38-E Modified Duty Program Form
- 504.14-E1 Report of Student Disclosure Identity
- 505.3-E Standard Fee Waiver Application
- 702.4-R Regulations Regarding Eligibility for Free or Reduced Cost Meals

**Policy 103.1-R
Regulations Regarding Anti-Bullying & Anti-Harassment Investigations**

Individuals who feel that they have been bullied or harassed should:

1. If the individual is comfortable doing so, communicate to the bully/harasser that the individual expects the behavior to stop. If the individual wants assistance communicating with the bully/harasser, the individual should ask a teacher, counselor, or principal for help.

2. If the harassment does not stop or the individual does not feel comfortable confronting the bully/harasser, the individual should:
 - a. Tell a teacher, counselor, or principal;
 - b. Write down exactly what happened, keep a copy, and give another copy to the teacher, counselor, or principal including the following information:
 - What, when, and where the incident occurred;
 - Who was involved in the incident;
 - Exactly what was said or what the bully/harasser did;
 - Names of witnesses to the harassment;
 - What the victim said or did either at the time or later;
 - How the victim felt;
 - How the bully/harasser responded; and
 - Any additional information deemed pertinent.

FILING A COMPLAINT

An individual who believes they have been bullied or harassed may file a complaint with the district's equity coordinators (hereinafter "investigators") who will investigate the complaint. ([Refer to Policy 103.1-E1](#)) If the complainant is a school employee, after filing the complaint with the investigators, the employee may separately notify the parent or guardian of the student alleged to have been harassed or bullied.

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Bob Read, Associate Superintendent (Elementary Level)
319-447-3016 / bread@linnmar.k12.ia.us

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
319-730-3663 / melissa.frick@Linnmar.k12.ia.us

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302
Fax: 319-~~377-9252~~ **403-8008**

An alternate investigator will be designated in the event it is claimed that the district's equity coordinator(s) committed the alleged bullying or harassment, or some other conflict of interest exists.

Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the complainant could reasonably become aware of such occurrence. The complainant will state the nature of the complaint and the remedy requested. The complainant shall receive assistance as needed.

INVESTIGATION

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The equity coordinators (hereinafter "investigators") will be responsible for handling all complaints alleging bullying or harassment or appoint a qualified person to undertake the investigation. The investigators, along with the building principal, have the authority to initiate an investigation in the absence of a written complaint. ([Refer to Policy 103.1-E2](#))

The investigation may include, but is not limited to the following:

1. Interviews with the complainant and the individual named in the complaint ("respondent");
2. A request for the complainant to provide a written statement regarding the nature of the complaint;
3. A request for the respondent to provide a written statement;
4. Interviews with witnesses identified during the course of the investigation;
5. A request for witnesses identified during the course of the investigation to provide a written statement; and
6. Review and collection of documentation or information deemed relevant to the investigation.

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings and provide a copy of the report to the appropriate building principal, or to the superintendent if the investigation involved the building principal.

Following receipt of the Investigator's report the building principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps, which may include discipline. Prior to the

determination of the appropriate remedial action the building principal may, at their discretion, interview the complainant and the respondent. At the conclusion of the additional investigation, the building principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the respondent, and the investigator shall receive notice as to the conclusion of the building principal's additional investigation. The building principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

The complaint and identity of the complainant, the respondent, or witnesses shall only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

DECISION

The investigators, building principal, or superintendent, depending on the individuals involved, shall inform the complainant and the accused about the outcome of the investigation. ([Refer to Policy 103.1-E3](#))

If, after an investigation, a student is found to be in violation of policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include removal from service and exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, removal of service and exclusion from school grounds.

Reports of false complaints, false statements, or retaliation should be submitted to the district's equity coordinators.

It is the responsibility of the superintendent, in conjunction with the equity coordinators and building principals, to develop district procedures regarding anti-bullying/harassment. The superintendent [or designee] will also be responsible for organizing training programs for students, school employees, and

volunteers regarding how to recognize bullying and harassing behavior and what do to if this behavior is witnessed.

The superintendent [or designee] is responsible for developing a process for evaluating the effectiveness of policy in reducing bullying and harassment and will report on the progress of reducing bullying and harassment to the school board.

Adopted: 6/00
Reviewed: 9/10; 10/11; 4/13; 5/14; 9/16; 3/23
Revised: 7/13; 6/20; 8/23; 10/23
Related Policy: 103.1; 103.1-E1-E3
IASB Reference: 104-R(1)

Names of Witnesses (if any): _____

Evidence of bullying/Harassment such as letters, photos, etc. (Attach evidence, if possible):

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

Complainant's Signature: _____ Date: _____

Please return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinators:

Nathan Wear, Associate Superintendent **(Secondary Level)**
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

~~Bob Read, Associate Superintendent (Elementary Level)~~

~~319-447-3016 / bread@Linnmar.k12.ia.us~~

Special Education/Student Services Equity Coordinator:

Melissa Frick, Executive Director of Student Services
319-730-3663 / melissa.frick@Linnmar.k12.ia.us

Address: **~~2999 N 10th Street~~ 3556 Winslow Road**, Marion, IA 52302
Fax: 319-**~~377-9252~~ 403-8008**

Reviewed: 5/14; 9/16; 3/23

Revised: 6/20; 10/23

Related Policy: 103.1; 103.1-R; 103.E2-E3

IASB Reference: 104-E(1)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1
Equal Educational Opportunity**

The following statement is to be published in written and electronic form in the district's official documents and on the district's website.

It is the goal of the board to develop a healthy social, intellectual, emotional, and physical self-concept in the students enrolled in the school district. Each student attending school will have the opportunity to use its education program and services as a means for self-improvement and individual growth. In so doing, the students are expected to conduct themselves in a manner that assures each student the same educational opportunity.

The Linn-Mar Community School District does not to discriminate on the basis of age (for employment), color, creed, national origin, race, religion, marital status (for programs), sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status (for programs), pregnancy, or familial status in its educational programs and its employment practices. The belief in equal educational opportunity serves as a guide for the board and employees in making decisions relating to school district facilities, employment, selection of educational materials, equipment, curriculum, and regulations affecting students.

Further, the school board affirms the right of all students, staff, and volunteers to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment. In the delivery of the educational program, students will treat the employees with respect and students will receive the same in return. Employees have the best interest of the students in mind and will assist them in school-related or personal matters if they are able to do so. Students should feel free to discuss problems, whether school-related or personal, with school counselors or other employees.

Board policies, rules, and regulations affect students while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated school or chartered vehicles, while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management, and welfare of the school district.

Board policy refers to the term "parents" in many policies. The term "parents" for purposes of the Linn-Mar Community School District means the legal parents, the legal guardians or custodians of a student, and students who have reached the age of majority or are otherwise considered an adult by law.

The school board also requires all persons, agencies, vendors, contractors, and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal, state, and local laws, executive orders,

rules, and regulations pertaining to bullying/harassment, compliance, and equal opportunity.

There is a grievance procedure related to this policy. If you have questions or a grievance related to this policy, please contact the district's equity coordinators. ([Refer to Policy 104.1-R](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@Linnmar.k12.ia.us

Equity Coordinators:

Nathan Wear, Associate Superintendent (**Secondary Level**)
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Fax: 319-~~377-9252~~ **403-8008**

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, are directed to the affirmative action coordinator listed above.

Inquiries regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VI Office of Civil Rights, US Department of Education, John C. Kluczynski Federal Building, 230 S Dearborn Street, 37th Floor, Chicago, IL 60604 / 312-730-1560 / Fax 312-730-1576 / OCR.Chicago@ed.gov / the Iowa Civil Rights Commissioner at <https://icrc.iowa.gov> or 515-281-4121; or the Iowa Department of Education, Grimes State Office Building, Des Moines, IA 50319 / 515-281-5294. This inquiry or complaint to the federal or state office may be done instead of, or in addition to, an inquiry or complaint to the local level.

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

Adopted: 11/08
Reviewed: 10/11; 5/14; 9/16; 3/23
Revised: 9/10; 4/13; 7/17; 10/17; 11/18; 6/20; 2/21; 10/23
Related Policy: 104.1-R; 104.1-E1-E5; 400.1
Legal Reference (Code of Iowa): §§ 216.6; 216.9; 256.11; 280.3
IASB Reference: 102
Mandatory Policy

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1-R
Regulations Regarding Equal Educational Opportunity Grievances**

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

Students, parents/guardians of students, employees, volunteers, and applicants for employment in the school district have the right to file a formal complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. This policy and procedures are to be used for complaints of discrimination, in lieu of any other general complaint policies or procedures that may be available. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the complainant and others.

A complainant may attempt to resolve the problem informally by discussing the matter with a building principal or a direct supervisor. However, the complainant has the right to end the informal process at any time and pursue the formal grievance procedures outlined below. Use of the informal or formal grievance procedures is not a prerequisite to the pursuit of other remedies. *Please note that informal processes and procedures are not to be used in certain circumstances (Example: sexual harassment and sexual assault).*

If you have questions or a grievance related to this policy, please contact the district's equity coordinators:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@Linmar.k12.ia.us

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Fax: 319-~~377-9252~~ **403-8008**

LEVEL ONE: (Informal and Optional – May be bypassed by the complainant)

Employees or volunteers with a complaint of discrimination based upon their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status are encouraged to first discuss it with their immediate supervisor with the objective of resolving the matter informally. *This paragraph is for employees and marital status isn't a protected class for employees.*

An applicant for employment with a complaint of discrimination based upon their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status are encouraged to first discuss it with the chief officer of human resources. *This paragraph is for employees and marital status isn't a protected class for employees.*

A student or a parent/guardian of a student with a complaint of discrimination based upon their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status are encouraged to discuss it with the instructor, counselor, supervisor, building administrator, program administrator, or personnel contact person directly involved.

LEVEL TWO: FILING A GRIEVANCE AND INVESTIGATION

Filing a Grievance: If the complaint is not resolved at Level One and the complainant wishes to pursue a grievance, they may formalize it by filing a complaint in writing with the district's equity coordinators. An alternate investigator will be designated in the event it is claimed that the equity coordinators committed the alleged discrimination, or some other conflict of interest exists. ([Refer to Policy 104.1-E3](#))

The complainant will provide a written statement of the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level Two must be within 15 working days from the date of the event giving rise to the grievance or from the date the complainant could reasonably become aware of such occurrence.

The complainant may request that a meeting concerning the grievance be held with the equity coordinators. The complainant will be given the opportunity to present witnesses and other relevant information. A minor student may be accompanied at the meeting by a parent or guardian. The equity coordinators shall assist the complainant as needed.

Investigation: Within 15 working days, the equity coordinators will begin the investigation of the complaint or appoint a qualified person to undertake the investigation and attempt to resolve it. The grievance and identity of the complainant, respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. ([Refer to Policy 104.1-E4](#))

This investigation may include but is not limited to the following:

- A request for the individual named in the grievance to provide a written statement;
- A request for the witnesses identified during the course of the investigation to provide a written statement;
- Interviews with the complainant, respondent, or witnesses;
- Opportunity to present witnesses or other relevant information; and
- Review and collection of documentation or information deemed relevant to the investigation.

Within 30 working days, the equity coordinators shall complete the investigation and issue a report with respect to the findings.

If any of the stated timeframes cannot be met by the district, the district will notify the parties and pursue completion as promptly as possible.

If, in cases of disability grievances at the elementary and secondary level, the issue is not resolved through the grievance process the parents/guardians have a right to an impartial hearing to resolve the issue.

Retaliation against any person, because the person filed a grievance or assisted and/or participated in an investigation is prohibited. Persons found to have engaged in retaliation shall be subject to discipline by appropriate measures.

LEVEL THREE: DECISION AND APPEAL TO THE SUPERINTENDENT

The equity coordinators shall notify the complainant and respondent of the decision within five working days of completing the written report. Notification shall be by USPS mail, first class. ([Refer to Policy 104.1-E5](#))

If the grievance is not resolved at Level Two, the complainant may appeal it to Level Three by presenting a written appeal detailing why they believe the decision should be reconsidered to the superintendent within 10 working days after the complainant receives the report from the equity coordinators.

The complainant may request a meeting with the superintendent. The superintendent may also request a meeting with the complainant to discuss the appeal.

Within 30 working days, the superintendent shall affirm, reverse, amend the decision, or direct the equity coordinators to gather additional information. The superintendent shall notify the complainant, respondent, and equity coordinators of the decision within five working days of the decision. Notification shall be by USPS mail, first class.

The decision of the superintendent in no way prejudices a party from seeking redress through state or federal agencies as provided by in law.

LEVEL FOUR: APPEAL TO THE SCHOOL BOARD

If the complainant is not satisfied with the superintendent's decision, they can file a written appeal with the school board president within five days of the superintendent's decision detailing why they believe the decision should be reconsidered. It is within the discretion of the school board to determine whether it will hear the appeal.

Adopted: 9/10
Reviewed: 10/11; 9/16; 3/23
Revised: 4/13; 5/14; 7/17; 10/17; 11/18; 6/20; 10/23
Related Policy: 104.1; 104.1-E1-E5
IASB Reference: 102-R(1)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1-E1
Annual Notice of Non-Discrimination**

The Linn-Mar Community School District offers career and technical education programs in the following areas of study:

- Agricultural-Science
- Business
- Design, Engineering, and Materials
- Family & Consumer Sciences

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity coordinators. (Refer to Policies [104.1-R](#) and [104.1-E3](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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

Equity Coordinators:

Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Bob Read, Associate Superintendent (Elementary Level)
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319-730-3663 / melissa.frick@linnmar.k12.ia.us

Address: **2999 N 10th Street 3556 Winslow Road**, Marion, IA 52302
Fax: 319-**377-9252 403-8008**

Adopted: 10/17
Reviewed: 5/14; 9/16; 3/23
Revised: 7/17; 10/17; 11/18; 6/20; 10/23
Related Policy: 104.1; 104.1-R; 104.1-E2-E5
IASB Reference: 102-EH(1)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.1-E2
Continuous Notice of Non-Discrimination**

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's equity coordinators. (Refer to Policies [104.1-R](#) and [104.1-E3](#))

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

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Equity Coordinators:

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Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302
Fax: 319-~~377-9252~~ **403-8008**

Adopted: 10/17
Reviewed: 3/23
Revised: 11/18; 6/20; 10/23
Related Policy: 104.1; 104.1-R; 104.1-E1, E3-E6
IASB Reference: 102-EH(2)

**Policy Series 100 – School District
 Equal Educational Opportunity, Non-Discrimination,
 and Section 504 Compliance**



**Policy 104.1-E3
 Discrimination Complaint Form**

Date of Complaint: _____

Name of Complainant: _____

Are you filling out this form for yourself or someone else? (Please identify the individual if you are submitting this form on behalf of someone else): _____

Who or what entity do you believe discriminated against you (or someone else)?

Date and Place of Alleged Incident: _____

Names of Witnesses: _____

Nature of alleged discrimination (Check all that apply):

<input type="checkbox"/>	Age	<input type="checkbox"/>	Marital Status	Other – Please specify below:
<input type="checkbox"/>	Color	<input type="checkbox"/>	Sex	
<input type="checkbox"/>	Creed	<input type="checkbox"/>	Sexual Orientation	
<input type="checkbox"/>	National Origin	<input type="checkbox"/>	Gender Identity	
<input type="checkbox"/>	Race	<input type="checkbox"/>	Political Party Preference	
<input type="checkbox"/>	Religion	<input type="checkbox"/>	Political Beliefs	
<input type="checkbox"/>	Ancestry	<input type="checkbox"/>	Socioeconomic Status	
<input type="checkbox"/>	Physical Attributes	<input type="checkbox"/>	Familial Status	
<input type="checkbox"/>	Genetic Information	<input type="checkbox"/>	Pregnancy	
<input type="checkbox"/>	Physical/Mental Ability or Disability	<input type="checkbox"/>	Military Status	

In the space below, please describe what happened and why you believe that you or someone else has been discriminated against. Please be as specific as possible and attach additional pages, if necessary.

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

Complainant's Signature: _____ Date: _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:

Karla Christian, Chief Human Resources Officer

319-447-3036 / kchristian@Linnmar.k12.ia.us

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Adopted: 10/17

Reviewed: 3/23

Revised: 6/20; 10/23

Related Policy: 104.1; 104.1-R; 104.1-E1-E2, E4-E5

IASB Reference: 102-E(4)

Additional Pertinent Information (Attach additional sheet, if needed):

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

Witness' Signature: _____ **Date:** _____

Return this completed form to:

Equity Coordinator/Title IX Coordinator/Affirmative Action Coordinator:
Karla Christian, Chief Human Resources Officer
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Adopted: 10/17
Reviewed: 3/23
Revised: 6/20; 10/23
Related Policy: 104.1; 104.1-R; 104.1-E1-E3; E5
IASB Reference: 102-E(5)

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.2
Section 504 Compliance**

It is the policy of the Board of Directors of the Linn-Mar Community School District not to discriminate against any otherwise qualified individual with a disability solely by reason of their disability in admission or access to, or treatment or employment in, any program or activity sponsored by this school district.

Inquiries regarding compliance with this policy should be directed to the district's Section 504 coordinator.

Linn-Mar CSD Section 504 Coordinator:

Megan Brunscheen

Associate Director of Student Services

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, Iowa 52302

Phone: 319-447-3359

Fax: 319-~~377-9252~~ **403-8002**

Email: megan.brunscheen@linnmar.k12.ia.us

Inquiries can also be directed to:

Office for Civil Rights - US Department of Education

John C. Kluczynski Federal Building

Address: 230 S Dearborn St, 37th Floor, Chicago, IL 60604

Phone: 312-730-1560

Adopted: 1973

Reviewed: 4/13; 5/14; 9/16; 6/20; 3/23

Revised: 9/10; 10/11; 10/23

Related Policy: 104.2-E

Legal Reference (Code of Iowa): 216.6; 216.9; 256.11; 280.3; 281 IAC 12

**Policy Series 100 – School District
Equal Educational Opportunity, Non-Discrimination,
and Section 504 Compliance**



**Policy 104.2-E
Notice of Section 504 Student/Parental Rights**

The following statement is to be published in written and electronic form in the district's official documents and on the district website.

The Linn-Mar Community School District does not discriminate in its educational programs and activities on the basis of a student's disability. It has been determined that your child has a qualifying disability for which accommodations may need to be made to meet their individual needs as adequately as the needs of other students.

As a parent you have the right to the following:

1. Participation of your child in district programs and activities including extra-curricular programs and activities, to the maximum extent appropriate, free of discrimination based upon the student's disability, and at the same level as students without disabilities;
2. Receipt of free educational services to the extent they are provided students without disabilities;
3. Receipt of information, either orally or written, about your child and your child's educational programs and activities in your native language;
4. Notice of identification of your child as having a qualifying disability for which accommodations may need to be made, notice prior to evaluation and placement of your child, and the right to periodically request a re-evaluation of your child;
5. Inspect and review your child's educational records including a right to copy those records for a reasonable fee; you also have a right to ask the school district to amend your child's educational records if you feel the information in the records is misleading or inaccurate; should the school district refuse to amend the records, you have a right to a hearing and to place an explanatory letter in your child's file explaining why you feel the records are misleading or inaccurate; and
6. A hearing before an impartial hearing officer if you disagree with your child's evaluation or placement; you have a right to counsel at the hearing and to have the decision of the impartial hearing officer reviewed.

It is the policy of the Linn-Mar Community School District not to discriminate on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Section 504 coordinator:

Section 504 Coordinator:

Megan Brunscheen

Associate Director of Student Services

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302

Phone: 319-447-3359

Fax: 319-~~377-9252~~ **403-8002**

Email: megan.brunscheen@Linnmar.k12.ia.us

Adopted: 11/08

Reviewed: 10/11; 4/13; 5/14; 9/16; 3/23

Revised: 6/20; 10/23

Related Policy: 104.1; 104.1-R; 104.1.E1-E5; 104.2

IASB Reference: 102-EH(3)

**Policy Series 100 – School District
Equal Opportunity, Non-Discrimination,
and Section 504 Compliance**



Policy 104.3

Prohibition of Discrimination and/or Harassment Based on Sex Per Title IX

In accordance with Title IX of the *Education Amendments Act of 1972*, the Linn-Mar Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 CFR § 106.30), against any individual participating in any education program or activity of the district. This prohibition on discrimination applies to students, employees, and applicants for employment.

The school board authorizes the superintendent to adopt procedures for any individual to report sexual harassment to the district's Title IX coordinator(s) for the provision of supportive measures to anyone who has been subjected to sexual harassment whether or not they proceed with a formal complaint under these procedures and for the investigation and resolution of such complaints as required by Title IX. The Title IX grievance process will be used to respond to all complaints of sexual harassment that fall within the scope of Title IX. For complaints of sexual harassment that do not fall within the scope of Title IX, the district may still offer supportive measures to the subject of such conduct and will apply any other policy or procedure applicable to the alleged conduct.

Any individual with questions about the district's Title IX policy and/or procedures or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the district's designated Title IX coordinator(s):

Title IX Coordinator:

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

Title IX Deputy Coordinator:

Nathan Wear, Associate Superintendent
319-447-3028 / nathan.wear@linnmar.k12.ia.us

Address: **2999 N 10th Street 3556 Winslow Road**, Marion, IA 52302
Fax: 319-**377-9252 403-8008**

Retaliation against a person who made a report or complaint of sexual harassment and/or assisted with or participated in an investigation or resolution of a sexual harassment report or complaint in any manner is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believes they have been retaliated against in violation of this policy should immediately contact the district's Title IX coordinator(s) listed above.

Adopted: 9/20
Reviewed: 3/23 / Revised: 10/23
Related Policy: 103 Series; 104 Series
IASB Reference: 106
Mandatory Policy

**Policy Series 200 – Board of Directors
Specific Duties of the Board**



**Policy 202.7-E
Board of Directors Conflict of Interest Disclosure Form**

I hereby certify that I have, or may have, a financial interest or conflicting interest as noted below. The potential conflict is with the following individual and/or organization with which the Linn-Mar CSD has, or might reasonably have in the future, a relationship with; or which Linn-Mar CSD may enter into a transaction with or compete with.

Name of conflicting or financial interest (individual or company, etc.):

Reason for potential conflict (e.g. family relationship, financial relationship, etc.):

All facts pertinent to the conflicting or financial interest:

_____ I have no conflict of interest to disclose.

_____ I hereby certify that I have read and understand [Policy 202.7 Board of Directors Conflict of Interest](#), which I received a copy of, and that the above information is true, correct, and complete to the best of my knowledge, information, and belief. I further certify that I will comply with the requirements of [Policy 202.7 Board of Directors Conflict of Interest](#).

Board Member's Signature: _____ **Date:** _____

Printed Name: _____ **Fiscal Year:** _____

Complete additional forms for multiple conflicts/financial interests, as needed.

Please return this form to:
LMCSD School Board Secretary/Treasurer
2999 N 10th Street 3556 Winslow Road, Marion, IA 52302

Adopted: 1/22
Revised: 10/22
Related Policy: 202.7
IASB Reference: 203

Policy Series 200 – Board of Directors Meetings of the Board



Policy 204.1 Meetings of the School Board

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. 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. ([Refer to Policy 204.3](#))

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 public notice will be posted on public display on an exterior facing door/window so that the community members may see the agenda when the building is physically closed at the Learning Resource Center (~~2999 N 10th St~~ **3556 Winslow Road**, 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.

Adopted: 9/85
Reviewed: 10/11; 9/16; 10/19; 10/22
Related Policy: 204.2-8; 204.16
Revised: 8/23
Legal Reference (Code of Iowa): §§ 21.2-4; 279.1-2
IASB Reference: 210.05

Policy 400.1
Educational and Employment Equity

The Linn-Mar Community School District will provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity (EEO) and affirmative action (AA) laws, directives, and regulations of federal, state, and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination.

The district will provide a workplace that fosters respect and appreciation for the cultural diversity found in our country; an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society; and reduce stereotyping and bias on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.

Individuals who file an application with the school district will be given consideration for employment if they meet or exceed the qualifications set by the board, administration, and Iowa Department of Education for the position for which they apply. In employing individuals, the board will consider the qualifications, credentials, and records of the applicants without regard to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.

The district will take affirmative action in major job categories where women, men, minorities, and persons with disabilities are underrepresented. Employees will support and comply with the district's established equal employment opportunity and affirmative action policies. Employees will be given notice of this policy on an annual basis.

The board will appoint an affirmative action coordinator. The affirmative action coordinator will have the responsibility of drafting the affirmative action plan. The affirmative action plan will be reviewed by the board at least every two years.

Prior to final offer of employment, the school district will perform the background checks required by law. Based upon the results of the background checks, the

school district will determine whether an offer will be extended. If the candidate is a teacher who has an initial license from the Board of Educational Examiners (BOEE), then the requirement for a background check is waived. The district will perform repeat background checks on the applicable employees as required by law.

Advertisements and notices for vacancies within the district will contain the following statement: "The Linn-Mar Community School District is an EEO/AA employer." The statement will also appear on application forms.

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, will be directed to the Linn-Mar Equity Coordinators and/or Affirmative Action Coordinator in writing to:

Linn-Mar Community School District Equity Coordinators

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@Linnmar.k12.ia.us

Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

~~Bob Read, Associate Superintendent (Elementary Level)~~
~~319-447-3016 / bread@Linnmar.k12.ia.us~~

Affirmative Action Coordinator

Karla Christian, Chief Human Resources Officer
319-447-3036 / kchristian@Linnmar.k12.ia.us

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion IA 52302
Fax: 319-~~377-9252~~ **403-8008**

Inquiries by employees or applicants for employment regarding compliance with equal employment opportunity and/or affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to either or both of the following:

Equal Employment Opportunity Commissions

Milwaukee Area Office - Reuss Federal Plaza
310 West Wisconsin Avenue, Suite 800
Milwaukee, WI 53203-2292
800-669-4000 or TTY 800-669-6820
Website: <http://www.eeoc.gov/field/milwaukee/index.cfm>

Iowa Civil Rights Commission

400 E 14th Street
Des Moines, IA 50319-1004
515-281-4121 or 800-457-4116
Website: <http://www.state.ia.us/government/crc/index.html>

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

Further information and copies of the procedures for filing a complaint are available in the district's Human Resources office.

Adopted: 7/81

Reviewed: 12/11; 2/14; 9/14; 12/16; 4/23

Revised: 1/11; 4/13; 11/18; 4/20; 10/23; 2/24

Related Policy: 400.1-E; 401.1; 403.11

Legal Reference (Code of Iowa): §§ 19B; 20; 35C; 73; 216; 279.8; 281 IAC 12.4; 95; HF672

IASB Reference: 401.01

Mandatory Policy

Policy 403.7-E1
FMLA Leave Request and Employee Obligation/Requirement Form

I, _____, request family and medical leave for the following reason(s): *(Check all that apply)*

- For the birth of my child. (Employees will be required to use the following leaves if available and applicable: personal illness, family illness, personal days, and paid vacation.)
- For the placement of a child for adoption or foster care. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation.)
- To care for my child who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- To care for my spouse who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- To care for my parent who has a serious health condition. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)
- Because I am seriously ill and unable to perform the essential functions of my position. (Employees will be required to use the following leaves if available and applicable: personal illness, personal days, and paid vacation.)
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation.)
- Because I am the ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation.)

I understand that when the required paid leave has been used the remainder of the 12 weeks under the Family Medical Leave Act shall be unpaid.

I acknowledge receipt of information regarding my obligations under the family and medical leave policy of the district.

I request that my family and medical leave begin on _____, and I request leave as follows: *(Check one)*

Continuous: I anticipate that I will be able to return to work on _____

Intermittent leave for the:

- Birth of my child or adoption or foster care placement subject to agreement by the district.
- Serious health condition of myself, child, spouse, or parent when medically necessary.
- Because of any qualifying exigency arising out of the fact that my spouse, son, daughter,

or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation. (Employees will be required to use the following leaves if available and applicable: personal days and paid vacation).

___ For the care of my ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness. (Employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of the needed intermittent leave:

I anticipate returning to work at my regular schedule on _____.

_____ **Reduced work schedule for the:**

___ Birth of my child or adoption or foster care placement subject to agreement by the district.

___ Serious health condition of myself, child, spouse, or parent when medically necessary.

___ Because of any qualifying exigency arising out of the fact that my spouse, son, daughter, or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation (employees will be required to use the following leaves if available and applicable: personal days and paid vacation).

___ For the care of my ___ spouse; ___ son or daughter; ___ parent; ___ next of kin of a covered service member with a serious injury or illness (employees will be required to use the following leaves if available and applicable: family illness, personal days, and paid vacation).

Details of needed reduction in work schedule as follows:

I anticipate returning to work at my regular schedule on _____.

I realize I may be moved to an alternative position during the period of the family and medical intermittent or reduced work schedule leave. I also realize that with foreseeable intermittent or reduced work schedule leave, subject to the requirements of my health care provider, I may be required to schedule the leave to minimize the impact on school operations.

While on family and medical leave I agree to pay my regular contributions to employer-sponsored benefit plans. My contributions shall be deducted from monies owed me during the leave period. If no monies are owed me, I shall reimburse the school district by personal check (cash) for my contributions. I understand that I may be dropped from employer-sponsored benefit plans for failure to pay my contribution.

I agree to reimburse the district for any payment of my contributions with deductions from future monies owed to me, or the district may seek reimbursement for payments of my contributions in court.

I acknowledge my obligation to provide medical certification within 15 days of filing this request for my serious health condition or that of a family member in order to be eligible for family and medical leave, and that I have received the appropriate medical form.

I acknowledge that if this request for leave qualifies as family and medical leave it will be deducted from my annual 12-week entitlement.

I acknowledge that the above information is true to the best of my knowledge.

Employee's Printed Name

Employee's Signature

Date

Please return this form to:
Linn-Mar Community School District
Human Resources Office
~~2999 North 10th Street~~
3556 Winslow Road
Marion IA 52302
Phone: 319-447-3053
Fax: 319-~~377-9252~~ **403-8008**

Reviewed: 3/17; 4/20; 4/23

Revised: 9/14; 8/23

Related Policy: 403.7; 403.7-R1-R2; 403.7-E2-E9

IASB Reference: 409.03-E(2); 414.03-E(2)



**Policy 403.7-E8
Medical Documentation of Absence Form**

It is the practice of the Linn-Mar Community School District to require a fitness-for-duty certificate from their physician if an employee has been absent for one calendar week or more due to the employee's personal injury or illness, prior to reporting back to work.

Please see the attached job description to determine return to full duties or restrictions as necessary.

_____ may return to full duties without restrictions on _____.
Employee Name Date

OR

Due to illness/injury on _____ (Date), this employee is not capable of performing the essential functions of their job.

Please indicate any restrictions below and the duration of the restrictions.

Comments: _____

Anticipated date employee can return to full, unrestricted duty: _____

Physician's Printed Name: _____ Date: _____

Physician's Signature: _____

Business Address: _____

Business Phone: _____

Please return form to:

Linn-Mar Community School District
Human Resources Office

2999 N-10th Street 3556 Winslow Road, Marion, IA 52302

Phone: 319-447-3053

Fax: 319-~~377-9252~~ **403-8008**



**Policy 403.17-E
Employee Conflict of Interest Disclosure Form**

I hereby certify that I have, or may have, a financial interest or conflicting interest as noted below. The potential conflict is with the following individual and/or organization with which the Linn-Mar CSD has, or might reasonably have in the future, a relationship with; or which Linn-Mar CSD may enter into a transaction with or compete with.

Name of conflicting or financial interest (individual or company, etc.):

Reason for potential conflict (e.g. family relationship, financial relationship, etc.):

All facts pertinent to the conflicting or financial interest:

_____ I have no conflict of interest to disclose.

_____ I hereby certify that I have read and understand [Policy 403.17 Employee Conflict of Interest](#), which I received a copy of, and that the above information is true, correct, and complete to the best of my knowledge, information, and belief. I further certify that I will comply with the requirements of [Policy 403.17 Employee Conflict of Interest](#).

Employee's Signature: _____ **Date:** _____

Printed Name: _____ **Fiscal Year:** _____

Complete additional forms for multiple conflicts/financial interests, as needed.

Please return this form to:
Human Resources Office
2999 N 10th Street 3556 Winslow Road, Marion, IA 52302

**Policy 403.19
Drug and Alcohol Testing Program**

Employees who operate school vehicles classified as commercial motor vehicles by the US Department of Transportation and are required to possess a commercial driver's license (CDL) to operate those vehicles are subject to drug and alcohol testing. A commercial motor vehicle is a vehicle that transports 16 or more people including the driver or has a gross vehicle weight rating (GVWR) of 26,001 pounds or more. For purposes of the drug and alcohol testing program, the term "employees" includes applicants who have been offered a position to operate a commercial motor vehicle owned by the school district.

Employees or applicants that will operate a school vehicle as described above are subject to pre-employment drug testing prior to being allowed to perform a safety-sensitive function using a school vehicle. In addition, employees will be subject to random, reasonable suspicion, and post-accident drug and alcohol testing. Employees with questions about the drug and alcohol testing program may contact the Human Resources office (~~2999 N 10th Street~~ **3556 Winslow Road**, Marion, IA 52302 / 319-447-3053).

Employees operating school vehicles will not perform a safety-sensitive function within four hours of using alcohol. Employees governed by this policy are subject to the drug and alcohol testing program beginning the first day they operate or are offered a position to operate school vehicles and continue to be subject to the drug and alcohol testing program as long as they may be required to perform a safety-sensitive function as it is defined in the administrative regulations.

Employees who violate the terms of this policy may be subject to discipline up to and including termination. The district is required to keep a record of all drug or alcohol violations by employees for a minimum of five years. Employees are put on notice that information related to drug or alcohol violations will be reported to the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Additionally, the district will conduct FMCSA Clearinghouse queries for employees annually. Employees must provide written consent for the district to conduct FMCSA Clearinghouse queries; however, employees who choose to withhold consent will be prohibited from performing any safety sensitive functions.

Employees who violate this policy bear the personal and financial responsibility, as a condition of continued employment, to successfully participate in a substance abuse evaluation and a substance abuse treatment program recommended by a substance abuse professional. Employees who fail to or refuse to successfully participate in a substance abuse evaluation or

recommended substance abuse treatment program will no longer be allowed to operate a commercial motor vehicle owned by the school district and, in addition, may be subject to discipline up to and including termination.

It is the responsibility of the superintendent [or designee] to develop administrative regulations to implement this policy in compliance with the law. The superintendent [or designee] will inform applicants of the requirement for drug and alcohol testing in notices or advertisements for employment.

The superintendent [or designee] will also be responsible for publication and dissemination of this policy and supporting administrative regulations and forms to employees operating school vehicles.

The superintendent [or designee] will also oversee a substance-free awareness program to educate employees about the dangers of substance abuse and notify them of available substance abuse treatment resources and programs.

Adopted: 12/95

Reviewed: 3/11; 12/11; 4/13; 9/14; 4/23

Revised: 1/07; 8/17; 6/20

Related Policy: 403.19-E1-E2

Legal Reference (Code of Iowa): §§ 124; 279.8; 321.375(2); 730.5

IASB Reference: 403.06

**Policy 403.19-E2
Drug and Alcohol Testing Program Acknowledgement Form**

I, _____, have received a copy, read, and understand the Drug and Alcohol Testing Program policy of the Linn-Mar Community School District and its supporting administrative regulations. I consent to submit to the drug and alcohol testing as required by the Drug and Alcohol Testing Program policy, the supporting documents, regulations, and the law.

I understand if I violate the Drug and Alcohol Testing Program policy, the supporting documents, regulations, or the law that I may be subject to discipline up to and including termination, or I may be required to successfully participate in a substance abuse evaluation and, if recommended, a substance abuse treatment program. If I am required to and fail to or refuse to successfully participate in a substance abuse evaluation or recommended substance abuse treatment program, I understand I may be subject to discipline up to and including termination.

I also understand that I must inform my supervisor of any prescription medication I use.

I further understand that drug and alcohol testing records are confidential and may be released in accordance with this policy, its supporting documents, regulations, or the law.

Signature of Employee/Applicant: _____

Date Signed: _____

Please return this signed form to:
Linn-Mar Community School District
Human Resources Office
2999 N 10th Street 3556 Winslow Road
Marion IA 52302

**Policy 403.19-E3
Drug and Alcohol Program and Pre-Employment Testing Written Consent to
Share Information Form**

I, _____, understand that as part of my employment in a position that requires a commercial driver's license in the Linn-Mar Community School District, I grant consent for the district to conduct queries of the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse to determine whether drug or alcohol violation information about me exists in the Clearinghouse. I further consent to the district sharing information related to my drug and alcohol testing results with prior, current and future employers, as well as the FMCSA Clearinghouse in accordance with state and federal laws.

I understand that the district will check and perform queries of my drug and alcohol testing results prior to my employment in any position which requires the use of a commercial driver's license. I further understand the district will check and perform queries of my testing results annually and is required to report any drug and alcohol violations of this policy to the FMCSA Clearinghouse.

I understand that I am not required to consent to the query of the FMCSA Clearinghouse or the district sharing of drug and alcohol testing information with past, present or future employers of the FMCSA Clearinghouse; but that without my consent I understand I will be prohibited from performing safety sensitive functions, including driving a commercial motor vehicle, as required by FMCSA's drug and alcohol program regulations.

I hereby give my consent to the district to perform queries of the FMCSA Clearinghouse and share my drug and alcohol testing results with past, present, and future employers, as well as the FMCSA Clearinghouse.

Signature of Employee: _____

Date Signed: _____

Please return this signed form to:
Linn-Mar Community School District
Human Resources Office
2999 N 10th Street 3556 Winslow Road
Marion IA 52302

**Policy 403.20
Jury Duty/Witness Service**

All employees called to serve on a jury or to testify as a voluntary witness at the request of the district (by subpoena or otherwise) will be paid for the days or hours which the court requires attendance. If employees are subpoenaed to appear in court as witnesses but not at the request of the district, they will be excused from work in order to comply with the subpoena but will not be paid for time off unless the employee requests to use their available paid personal or vacation leave.

Employees must present any summons to their supervisor on the first working day after receiving the notice. If an employee is not required to serve on a day they are normally scheduled to work or if the employee is excused before serving three hours of jury duty they are expected to report to work.

Employees will receive their regular salary as compensation for jury duty. Any payment for jury duty from the court will be paid to the district. Compensation for witness service will be paid only if the employee is summoned for witness service by the district.

Copies of vouchers received from the court showing compensation (excluding mileage) and dates served should be submitted to the LMCSO Business Office (~~2999 N 10th St~~ **3556 Winslow Road**, Marion, IA 52302).

Adopted: 6/70
Reviewed: 3/11; 12/11; 4/13; 9/14; 6/20; 4/23
Revised: 2/09; 8/17
Legal Reference (Code of Iowa): Chapters 607.2-3

**Policy 403.33
Affirmative Action**

The Linn-Mar Community School District is committed to identifying and eliminating past and present effects of discrimination in employment including policies and practices that pose barriers to equal employment opportunity.

To achieve equal opportunity the district recognizes the need to take affirmative action to identify classifications with under-representation of minorities, members of diverse racial/ethnic groups, females, and persons with disabilities; to set goals and timetables for increasing the employment of under-represented groups; and to develop an Affirmative Action Plan for implementing those reasonable goals through outreach, recruitment, training, and other special activities and commitments.

The Affirmative Action Plan helps enable the district to:

- Employ the most qualified person for the position;
- Fully utilize the available talent pool;
- Be fair and just;
- Provide diverse role models for students and better prepare students for living and working in diverse communities and for success in a global economy;
- Reduce stereotypes;
- Increase credibility with all stakeholders; and
- Encourage and support economic development and entice investment in Iowa.

The Linn-Mar Community School District Affirmative Action Plan will be distributed annually to each covered location. Staff will be provided periodic professional development regarding their responsibilities for implementation of the Affirmative Action Plan. A report shall be given to the Board of Directors annually.

Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action should be directed to the Linn-Mar Equity Coordinators and/or Affirmative Action Coordinator who have been designated by the district to coordinate the district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504, and Iowa Code § 280.3 (2007).

- **Equity, Affirmative Action, and Title IX Coordinator:**
 - Karla Christian, Chief Human Resources officer
319-447-3036 / kchristian@linnmar.k12.ia.us

- **Equity Coordinators:**

- Nathan Wear, Associate Superintendent (**Secondary Level**)
319-447-3028 / nathan.wear@Linnmar.k12.ia.us

- ~~○ Bob Read, Associate Superintendent (Elementary Level)
319-447-3016 / bread@Linnmar.k12.ia.us~~

Address: ~~2999 N 10th Street~~ **3556 Winslow Road**, Marion IA 52302

Fax: 319-~~377-9252~~ **403-8008**

Inquiries may also be directed in writing to the following:

- Equal Employment Opportunity Commissions
Milwaukee Area Office
Reuss Federal Plaza
310 W Wisconsin Avenue, Suite 800
Milwaukee WI 53203-2292
800-669-4400 or TTY 800-669-6820
<http://www.eeoc.gov/field/milwaukee/index.cfm>
- Iowa Civil Rights Commission
400 E 14th Street
Des Moines IA 50319-1004
515- 281-4121 or 800-457-4416
<http://www.state.ia.us/government/crc/index.html>

Adopted: 2/09

Reviewed: 1/11; 12/11; 4/13; 2/14; 9/14; 8/17; 6/20; 4/23

Revised: 10/23

**Policy Series 400 – Staff/Personnel
All Employees**



**Policy 403.38-E
Modified Duty Program Form**

To: _____

RE: Modified Duty Program

Returning injured employees to work through a Modified Duty Program is vital to an employee's earning power and critical to controlling the district's Workers' Compensation costs. The Linn-Mar Community School District is exploring every opportunity to ensure that our employees are returned quickly and smoothly to full earning capacity after a severe or serious work injury. We are also actively pursuing every option available to conserve our financial and human resources.

For these reasons we are committed to the viability of our Modified Duty Program. We have a number of modified or lighter duty jobs that would be suitable for injured employees and which can accommodate a variety of medical restrictions. Furthermore, we will abide in good faith to any medical restrictions you or other medical providers may establish. We consider our Modified Duty Program to be a practical and responsible practice and one which the medical community can support as beneficial to employees.

You are presently treating an employee of the Linn-Mar Community School District and if they could perform any restricted/limited duty activities until full recovery is achieved, I would appreciate your direction.

Thank you for your consideration of this matter.

Respectfully,

Karla Christian
Chief Human Resources Officer

2999 N 10th Street 3556 Winslow Road, Marion IA 52302

Telephone: 319-447-3036

Fax: 319-~~377-9252~~ **403-8008**

kchristian@linnmar.k12.ia.us

Adopted: 9/12
Reviewed: 4/13; 9/14; 8/17; 6/20; 4/23
Related Policy: 403.38

Policy 504.14-E1
Report of Student Disclosure of Identity

Dear _____,
(Parent/Guardian)

This letter is to inform you that your student _____
(Student's name listed on school registration form)
has made a request of a licensed employee to: (Check all that apply)

_____ Make an accommodation that is intended to affirm the student's gender identity as follows:

_____ Use a name, pronoun, or gender identity that is different from the name, pronoun, and/or gender identity listed on the student's school registration forms.

The name, pronoun, or gender identity requested is: _____

If you would like to amend the student's registration paperwork to permit the student's requested accommodation and/or include the use of the above-referenced name/pronoun/gender identity, please complete the attached form ([Refer to Policy 504.14-E2](#)) and return it to the Student Support Services office (**2999 N 10th Street 3556 Winslow Road**, Marion, IA 52302).

Sincerely,

Administrator's Signature

Building

Date

Adopted: 8/23
Related Policy: 504.14; 504.14-E2
Legal Reference (Code of Iowa): SF496
IASB Reference: 503.07-E(1)

Policy 505.3-E
Standard Fee Waiver Application

School Year: _____ Date: _____

All information provided in connection with this application will be kept confidential.

Name of Student: _____ Grade: _____

Building: _____

Name of Parent/Guardian: _____
(Or legal/actual custodian)

Address: _____

Please check type of waiver desired:

Full Waiver _____ Partial Waiver _____ Temporary Waiver _____

Please check if the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs:

Full Waiver:

- _____ Free meals offered under the Children Nutrition Program
- _____ Family Investment Program (FIP)
- _____ Supplemental Security Income (SSI)
- _____ Transportation assistance under open enrollment status
- _____ Foster care

Partial Waiver:

- _____ Reduced priced meals offered under the Children Nutrition Program

Temporary Waiver: If none of the above apply but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

Signature of Parent/Guardian: _____
(Or legal/actual custodian)

Note: Your signature is required for the release of information regarding the student or the family's financial eligibility for the programs checked above.

Administrative Action: Approved _____ Denied _____

By: _____ Date _____

Completed fee waiver forms shall be filed annually and will remain on file in the school office for five years.

Please return this form to:
Linn-Mar Community School District
Business Office
2999 N 10th Street 3556 Winslow Road
Marion IA 52302

Reviewed: 7/13; 10/14; 11/17; 12/20
Revised: 10/23
Related Policy: 505.3; 505.3-R

Policy 702.4-R
Regulations Regarding Eligibility for Free or Reduced Cost Meals

The Linn-Mar Community School District agrees to participate in the National School Breakfast/Lunch Program, to receive commodities donated by the USDA, and accepts responsibility for providing either free or reduced price meals to eligible children in the schools under its jurisdiction.

The School Food Authority assures the Child Nutrition Programs Division that the school system will uniformly implement the following policy to determine the children's eligibility for free and reduced price meals in all National School Breakfast/Lunch Program schools under its jurisdiction. In fulfilling its responsibilities, the School Nutrition Authority:

- A. Agrees to serve meals free to children from families whose income is at or below that qualifying them for free meals.
- B. Agrees to serve meals at a maximum reduced price at or below the maximum amount allowed by regulations to children from families whose income is at or below that qualifying them for reduced price meals.
- C. Agrees to provide these benefits to foster children and to children from families who are experiencing strikes, layoffs, and unemployment which cause the family's income to fall within qualifying limits.
- D. Agrees that there will be no physical segregation of, nor any other discrimination against, any child because of inability to pay the full price of meals. The names of the children eligible to receive either free or reduced price meals will not be published, posted, or announced in any manner and there will not be overt identification of any such children by use of special tokens, tickets, or any other means. Further assurance is given that children eligible for either free or reduced price meals shall not be required to:
 - o Work for meals
 - o Use a separate lunchroom
 - o Go through a separate serving line
 - o Enter the lunchroom through a separate entrance
 - o Eat meals at a different time
 - o Eat meals different from those sold to children paying full price
- E. Agrees that in the operation of child nutrition programs no child will be discriminated against because of age, color creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, genetic information, physical or mental ability or disability, ancestry, political party preference, political belief, military status, socioeconomic status, pregnancy, or familial status.

- F. Agrees to establish and use a fair hearing procedure for parental appeals of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to the continued eligibility of any child for either free or reduced price meals. During the appeal and hearing process, the child will continue to receive free or reduced price meals. A record of all appeals and challenges and their dispositions will be retained for three years.

Prior to initiating the hearing procedure, the parent or school official may request a conference to provide an opportunity to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference will not in any way prejudice or diminish the right to a fair hearing. The hearing procedure will provide the following:

1. A publicly announced, simple method for making an oral or written request for a hearing.
2. An opportunity to be assisted or represented by an attorney or other person.
3. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
4. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
5. An opportunity to present oral or documentary evidence and arguments supporting its position without undue influence.
6. An opportunity to question or refute any testimony, or other evidence, and to confront and cross examine any adverse witnesses.
7. The hearing be conducted, and the decision made, by a hearing official who did not participate in the decision under appeal or in any previous conference.
8. The parties concerned, and any designated representative thereof, be notified in writing of the decision of the hearing official.
9. For each hearing a written record be prepared; including the decision under appeal, any documentary evidence and summary of any oral testimony presented at the hearing, the decision of the hearing official and reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision.
10. Such written record be preserved for a period of three years and be available for examination by the parties concerned, or their representatives, at any reasonable time and place during such period.

- G. Agrees to designate the *Manager of Nutrition Services** for the Linn-Mar Community School District (~~2999 N 10th St~~ **3556 Winslow Road**, Marion, IA 52302) as the determining official who will review applications and make determinations of eligibility. The official will use the criteria outlined in this policy to determine which individual children are eligible for either free or reduced price meals.

H. Agrees to develop and send to each child's parent a letter as outlined herein, including an application for either free or reduced price meals, at the beginning of each school year and whenever there is a change in eligibility criteria.

On an annual basis, parents will need to complete the application and return it to the determining official (Nutrition Services Manager) for review. Such applications and documentation of action taken will be maintained for three years after the end of the fiscal year to which they pertain.

Applications may be filed at any time during the year. Any parent enrolling a child in a school for the first time at any time during the year will be supplied with such documents. If a child transfers from one school to another under the jurisdiction of the same School Food Authority, eligibility for either free or reduced price meals will be transferred to, and honored by, the receiving school. All children from a family will receive the same benefits. Within 10 working days of receipt of applications, parents/guardians will be notified individually, in writing, of the acceptance or denial of their applications. Children will be served meals immediately upon the establishment of their eligibility.

When an application is rejected, parents will be informed of the reason for denial and of the hearing procedure. The designated hearing official is the *Superintendent of Schools** (~~2999 N 10th St~~ **3556 Winslow Road**, Marion, IA 52302). **Must be different people.*

- I. Agrees to submit to the news media, local employment offices, and major employers contemplating or experiencing large layoffs the public release, which is attached.
- J. Agrees to collect racial and ethnic data on all applicants for free and reduced price benefits and keep this information on file for the processed applications.

The following attachments are adopted with and considered part of the preceding policies. Should the School Food Authority wish to develop its own format for any of these attachments, it must be certain that all essential elements are retained, and all meanings remain obvious and correctly presented in any such modifications.

- o Attachment A: Income guidelines for free and reduced price meals
- o Attachment B: Sample letter to parents/guardians
- o Attachment C: Application form
- o Attachment D: Sample notification form
- o Attachment E: Public release
- o Attachment F: Collection procedures

Attachments A through F are reviewed annually by the Chief Financial/Operating Officer of the Linn-Mar Community School District.

Attachments A, B, and C are published annually in the district's back to school booklet found on the district website: www.Linnmar.k12.ia.us.

Adopted: 6/70
Reviewed: 9/11; 10/12; 4/15; 8/17; 11/18; 9/21; 2/24
Revised: 10/10; 11/13; 4/16

Sponsoring Group	Activity	Contact	Start Date	End Date	Est. Profit	Purpose of Funds
10th Street Edition	Supernova	T. Buglewicz	1/17/2025	1/18/2025	\$30,000.00	clinicians, choreographers, travel costs, music, set construction
Jazz Band	Jazz-a-Thon	J. Tiede	11/18/2024	12/5/2024	\$10,000.00	music, clinicians, instruments, festival fees
FFA	Fruit, Cheese, Nut, Meat Sale	J. Mayes	10/1/2024	12/12/2024	\$500.00	program activities
HOSA	Food Sales	C. Lechner	1/6/2025	2/28/2025	\$500.00	conference fees
NHS	Lip Sync Battle	D. Patterson	11/8/2024	11/8/2024	\$1,000.00	Wildcat Closet supplies
Science Club	Apparel Sale	L. Azelborn	11/25/2024	12/18/2024	\$700.00	registration fees, supplies
Spectrum	Hy-Vee Cash 4 Students	K. Power	9/10/2024	5/30/2025	\$1,000.00	sensory/adaptive equipment, assistive tech, supplies
Speech	Bake Sale	L. Hofmeister	10/7/2024	10/11/2024	\$1,000.00	competition fees, travel fees, coach stipends
JV Poms	Halloween Hangout	R. Bradley	10/25/2024	10/25/2024	\$1,000.00	uniforms, competition expenses



INSPIRE LEARNING.
UNLOCK POTENTIAL.
EMPOWER ACHIEVEMENT.

BOARD OF DIRECTORS MINUTES
AUGUST 26, 2024
[YouTube livestream link](#)

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The meeting of the Linn-Mar Board of Directors was called to order at 5:00 PM at Marion City Hall (1225 6th Avenue, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Lowe Lancaster, Morey, and Walker. Absent: Thomas and Wall. Administration present: Kortemeyer, Galbraith, Christian, Ramos, Frick, Nelson, and Wear.

200: ADOPTION OF AGENDA – *Motion 20-08-26*

MOTION by Lowe Lancaster to approve the agenda as presented. Second by Morey. Voice vote, all ayes. Motion carried.

300: AUDIENCE COMMUNICATIONS

No comments were received.

400: MISSION MOMENT

The board congratulated the staff on a successful start of the 2024-25 school year; thanked the staff, students, families, and community for their support and excitement in kicking off the new school year; thanked the Communications Department for their behind the scenes work; and shared a positive story about the Cross Country team.

500: INFORMATIONAL REPORTS/DISCUSSIONS

501: Marion City Council Report

No report was received on the August 22nd Marion City Council meeting.

502: Open Enrollment In/Out Survey Report – Exhibits 502.1-3

Superintendent Kortemeyer and Renee Nelson, Executive Director of Communications, reviewed the open enrollment in/out survey data that included information on the distribution of the survey, stats on how many surveys were distributed and returned, key findings, and next steps.

503: Superintendent's Report – Exhibit 503.1

Superintendent Kortemeyer shared her excitement on kicking off the 2024-25 school year, reflected on the early dismissal today due to the heat and thanked the families for their patience and understanding, reported that enrollment was up 43 students compared to this time last year, commented on current class sizes due to budget cuts, outlined a new partnership with the City of Marion and Marion Independent for space in

the *Marion Messenger*, reviewed the new attendance guidelines required due to recent legislation, and shared an update on current construction projects.

600: UNFINISHED BUSINESS

601: Second Reading of Policy Recommendations – Motion 21-08-26

MOTION by Walker to approve the second reading of the policy recommendations as presented in Exhibit 601.1. Second by Lowe Lancaster. Voice vote, all ayes. Motion carried. **Exhibit 601.1**

700: NEW BUSINESS

701: Approval of Truck Purchase – Exhibit 701.1 – Motion 22-08-26

MOTION by Morey to approve the purchase of a 2024 super duty F250 pickup truck from Lynch Ford (Mt. Vernon, Iowa) for a total of \$46,743.00. Second by Lowe Lancaster. Voice vote, all ayes. Motion carried.

702: Approval of Open Enrollment Requests – Motion 23-08-26

MOTION by Lowe Lancaster to approve the open enrollment requests as presented. Second by Morey. Buchholz requested clarification on the reason for the denied out approvals. Kortemeyer clarified they were based on new State requirements and reflected requests that were received after the state-required deadline. Voice vote, all ayes. Motion carried.

	Student Name	Grade	Resident District
Approved IN	Bolsinger, Nora	K	Cedar Rapids CSD
	Finney, Aslyn	K	Cedar Rapids CSD
	Jones, Parker	1 st	Cedar Rapids CSD
	Middleton, Owen	K	Marion Independent
	Monlux, Parker	6 th	Cedar Rapids CSD

	Student Name	Grade	District Requested	Reason
Denied OUT	Harris, Aubrie	11 th	Cedar Rapids CSD	Late, no good cause
	Loftsgard, Brooklyn	8 th	Marion Independent	Late, no good cause
	Strong, Ka'Lea	9 th	Marion Independent	Late, no good cause
	Ungs, Mia	10 th	Iowa City CSD	Late, no good cause

	Student Name	Grade	District Requested	Reason
Approved OUT	Masingale, Araya	9 th	Marion Independent	Meets good cause

800: CONSENT AGENDA – Motion 24-08-26

MOTION by Walker to approve the consent agenda as presented. Second by Lowe Lancaster. Clarification was requested on potential solutions for the loss of student support associates. Kortemeyer clarified several avenues that are being pursued including advertising, hiring/referral bonuses, job fairs, etc. Morey requested additional information on the plan to cover the duties of the needed student support associates. Voice vote, all ayes. Motion carried.

801: Personnel

Certified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Clinkinbeard, Kristin	EH: Student Support Services Teacher	8/19/24	MA+15, Step 17
Wingert, Courtney	WF: Student Services Teacher	8/13/24	BA, Step 3

Classified Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Achenbach, Troy	From IC to LRC Custodian	9/26/24	Same
Andersen, Jacob	LMHS: Student Supervisor	8/19/24	\$15.80/hour
Beckett, Brenton	WF: Student Support Associate	8/19/24	LMSEAA A, Step 1
Brandt, Lauren	EH: Student Support Associate	8/19/24	LMSEAA A, Step 1
Bryant, Judy	WE: Student Support Associate	8/19/24	LMSEAA A, Step 1
Day, Nicole	WE: Student Support Associate	8/26/24	LMSEAA A, Step 1
DeBrower, Kelsi	LMHS: Student Supervisor	8/20/24	\$15.80/hour
Ferencak, Fae	EH: Student Support Associate	8/19/24	LMSEAA A, Step 1
Garcia, Joanna	From LG SSA to TR Van Driver	8/12/24	\$18.09
Graves, Heather	NS: WE Part-Time General Help	8/14/24	PTNS, Step 1
Holmes, Jenna	BW: Student Support Associate	8/19/24	LMSEAA A, Step 1
Ketels, Gretchen	LMHS: Student Support Associate	8/19/24	LMSEAA A, Step 1
Kramer, Alison	IC: Student Support Associate	8/19/24	LMSEAA A, Step 1
Lange, Megan	BW: Health Assistant	8/21/24	LMSEAA A, Step 1
Lukan, Kallie	BW: Early Childhood Paraprofessional	8/26/24	LMSEAA B, Step 1
Mandal, Shiuli	WF: Student Support Associate	8/19/24	LMSEAA A, Step 1
Marotz, Zach	NS: LMHS General Help	8/23/24	PTNS, Step 4
Nanke, Jennifer	From BP Gen Ed Asst to BW Paraprofessional	8/19/24	LMSEAA B, Step 12
Prasanna, Suvarna	EH: Student Support Associate	8/19/24	LMSEAA A, Step 1
Ryan, Robin	WE: Part-Time Custodian	8/21/24	LMSA C, Step 1
Shah, Trupti	IC: Student Support Associate	8/19/24	LMSEAA A, Step 1
Taylor, Chris	WE: Student Support Associate	8/26/24	LMSEAA A, Step 1
Tooson, Briana	EH: Student Support Associate	8/21/24	LMSEAA A, Step 1

Classified Staff: Resignation

Name	Assignment	Dept Action	Reason
Bures, Jessica	LMHS: Student Support Associate	8/14/24	Other employment
Dancey, Carolyn	OR: Student Support Associate	8/14/24	Other employment
DeBow, Tiffany	LG: Student Support Associate	8/20/24	Personal
Gudenkauf, Cayce	LG: Student Support Associate	8/19/24	Personal
Hasan, Afraa	WE: Student Support Associate	8/9/24	Other employment
Huff, Carol	WE: Student Support Associate	8/1/24	Personal
Inabathuni, Nagashanti	OR: Student Support Associate	8/19/24	Personal
Johnson, Aimee	EX: School Counselor's Secretary	9/6/24	Other employment
McCloe, Cari	NS: LMHS Lead Cook	8/1/24	Personal
Navarro, Gleidi	NS: LMHS General Help	8/15/24	Personal
Oberbroeckling, Andrea	OR: Student Support Associate	8/19/24	Personal
Richards, Tamara	WE: Student Support Associate	8/14/24	Other employment
Schmieder, Elizabeth	WE: Student Support Associate	8/7/24	Relocation
Schwartzhoff, Kristi	LG: Paraprofessional	8/12/24	Other employment
Stoneman, Julie	BP: Student Support Associate	8/19/24	Personal
Wheeler, Hannah	NE: Student Support Associate	7/25/24	Personal

Co/Extracurricular Staff: Assignments/Reassignments/Transfers

Name	Assignment	Dept Action	Salary Placement
Barry, Debra	Summer TQSA Instructor	7/30/24	\$1,805.63

Bowman, Amy	Summer TQSA Instructor	7/30/24	\$1,625.06
Davies, Michael	LMHS: Camp Drumline Instructor	8/5/24	\$548
Foster, Madison	LMHS: Assistant Winter Cheer Coach	11/11/24	\$3,514
Kelley, Tyler	EX: Assistant 7 th Gr Football Coach	8/20/24	\$3,123
Lenton, Becky	LMHS: Asst Varsity Girls Soccer Coach	8/9/24	\$3,514
Polniak, Alan	OR: Assistant 8 th Gr Football Coach	8/19/24	\$3,123
Rickels, Jennie	OR: Assistant Boys Swim Coach	8/9/24	\$3,123
Stone, Sherry	LMHS: Camp Color Guard Instructor	8/5/24	\$1,113
Terell, Vanessa	LMHS: Camp Color Guard Instructor	8/5/24	\$1,915

Co/Extracurricular Staff: Resignation

Name	Assignment	Dept Action	Reason
Patterson, Danielle	LMHS: 9 th Gr Speech Coach	8/15/24	Personal
Patterson, Danielle	LMHS: Spring Musical Director	8/15/24	Personal

802: Approval of August 12th Board Minutes – Exhibit 802.1

803: Approval of Bills/Warrants – Exhibits 803.1-2

804: Approval of Contracts/Agreements – Exhibits 804.1-9

1. Challenge to Change-Mindful Education in Schools service agreement
2. Non-commercial licensing agreement with LM Black 5th/7th Gr Girls Basketball
3. Non-commercial licensing agreement with LM Heat Basketball
4. Non-commercial licensing agreement with LM 7th Gr Basketball
5. Non-commercial licensing agreement with LM Sparks 6th Gr Girls Basketball
6. Katie Kenny independent contractor agreement for cheerleading choreography
7. OPN Architects amendment #1 for the LMHS extension renovation project
8. University of Iowa professional services agreement for Iowa Blueprint for Change
9. McComas-Lacina Construction change order #2 for the new performance venue

805: Approval of Fundraising Requests – Exhibits 805.1-6

1. Girls Swimming/Diving swim-a-thon to raise funds for equipment and consultants' fees
2. Girls Swimming/Diving to host the Iowa State Masters Meet to raise funds for equipment and consultants' fees
3. Bowling Team poster advertising for training tools and annual banquet expenses
4. LMHS Student Council Socktoberfest/Octoberfest to raise donations for the local food pantry and homeless shelter
5. 5th-8th Gr Band apparel sales for instruments, music, and fees
6. 5th-12th Gr Band LMSF fundraising website for instruments, music, and fees

900: BOARD CALENDAR & COMMUNICATIONS

901: Board Calendar & Communications

Date	Time	Event	Location
<i>September 2</i>	--	<i>No School-District Closed (Labor Day Holiday)</i>	--
September 5	5:30 PM	Marion City Council (<i>Morey</i>)	Marion City Hall
September 9	3:45 PM	Policy Committee Meeting	Marion City Hall
September 9	5:00 PM	LMCSD Board of Directors Meeting	Marion City Hall

September 12	8:30 AM	Board Visit	Hazel Point
September 16	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	Boulder Peak
September 19	8:30 AM	Finance/Audit Committee (F/AC)	TBD
<i>September 19</i>	--	<i>LMSF Dine Out for Our Schools Day</i>	--
<i>September 19</i>	--	<i>High School Conferences</i>	--
September 19	5:30 PM	Marion City Council (<i>Thomas</i>)	Marion City Hall
September 23	5:00 PM	LMCSD Board of Directors Meeting	Marion City Hall
<i>September 25</i>	<i>5:00 PM</i>	<i>Homecoming Parade</i>	<i>LM High School</i>
September 26	8:30 AM	Board Visit	Excelsior
September 26	4:00 PM	School Improvement Advisory Committee (SIAC)	Boulder Peak
<i>September 30</i>	--	<i>No School (Professional Day)</i>	--
Date	Time	Event	Location
October 3	5:30 PM	Marion City Council	City Hall
October 10	8:30 AM	Finance/Audit Committee (F/AC)	TBD
October 14	5:00 PM	LMCSD Board of Directors Meeting	TBD
October 17	8:30 AM	Board Visit	Linn Grove Elementary
October 17	5:30 PM	Marion City Council	City Hall
<i>October 18</i>	--	<i>America Reads Day</i>	--
October 21	5:00 PM	Diversity/Equity/Inclusion Committee (DEI)	TBD
<i>October 22</i>	--	<i>Elem/Int/MS Conferences</i>	<i>2-Hr Early Dismissal PK-12</i>
<i>October 24</i>	--	<i>Elem/Int/MS Conferences (End of 1st Quarter)</i>	<i>2-Hr Early Dismissal PK-12</i>
<i>October 25</i>	--	<i>No School (Professional/Workday)</i>	--
October 28	5:00 PM	LMCSD Board of Directors Meeting	TBD
October 31	11:30 AM	Board Visit	Echo Hill Elementary

902: Board Committees/Advisories

Required Board Committees/Advisories

Committee/Advisory	Board Representatives
Finance/Audit Committee (F/AC)	Buchholz, Foss, Morey
Policy Committee	Buchholz, Walker, Wall
Career & Technical Education Advisory (CTE)	Foss, Thomas
School Improvement Advisory Committee (SIAC)	Lowé Lancaster, Morey, Wall

Additional District Committees/Advisories

Committee/Advisory	Board Representatives
Diversity/Equity/Inclusion Committee (DEI)	Lowé Lancaster, Thomas
Venture Academics Advisory (VAA)	Morey, Walker
LMHS School Counselors Advisory	Lowé Lancaster, Walker
MEDCO Community Promise Advisory	Wall
Linn County Conference Board	Buchholz
Legislative Liaisons	Morey, Walker

1000: ADJOURNMENT – Motion 25-08-26

MOTION by Foss to adjourn the meeting at 5:49 PM. Second by Lowé Lancaster. Voice vote, all eyes. Motion carried.

Barry Buchholz, Board President

Jonathan Galbraith, Board Secretary/Treasurer

**BOARD OF DIRECTORS
CLOSED SESSION
AUGUST 26, 2024**

100: CALL TO ORDER & DETERMINATION OF A QUORUM

The closed session of the Linn-Mar Board of Directors was called to order at 6:01 PM at Marion City Hall (1225 6th Avenue, Marion). Roll was taken to determine a quorum. Present: Buchholz, Foss, Morey, Lowe Lancaster, and Walker. Absent: Thomas and Wall. Administration present: Kortemeyer and Galbraith.

200: ADOPTION OF AGENDA – *Motion 26-08-26*

MOTION by Morey to approve the agenda as presented. Second by Walker. Voice vote, all ayes. Motion carried.

300: CLOSED SESSION

301: Move into Closed Session – *Motion 27-08-26*

MOTION by Morey to move into closed session at 6:02 PM per Iowa Code 21.5(1)(i), *"to evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when a closed session is necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session."* Second by Walker. Roll call vote, all ayes. Motion carried.

302: Return to Open Session – *Motion 28-08-26*

MOTION by Morey to return to open session at 7:11 PM. Second by Walker. Roll call vote, all ayes. Motion carried.

400: ADJOURNMENT – *Motion 29-08-26*

MOTION by Morey to adjourn the session at 7:12 PM. Second by Walker. Voice vote, all ayes. Motion carried.

Barry Buchholz, Board President

Jonathan Galbraith, Board Secretary/Treasurer

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/22/2024 - 09/04/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
Fund: AQUATIC CENTER		
BMO MASTERCARD	DUES AND FEES	\$200.00
BMO MASTERCARD	GENERAL SUPPLIES	\$992.00
BMO MASTERCARD	STAFF TRAVEL	\$3,434.21
		Fund Total: \$4,626.21
Fund: GENERAL		
A-1 RENTAL, INC	RENTALS EQUIPMENT	\$243.60
ACCURATE TRANSLATION BUREAU	INSTRUCTIONAL SUPPLIES	\$9.45
ALLIANT ENERGY	ELECTRICITY	\$31,678.51
ALTHOFF ABIGAIL	TXTBK RENTAL PS	\$55.00
AMERICAN FLAGPOLE & FLAG CO.	GENERAL SUPPLIES	\$488.00
AMERICAN SPECIALTIES	GENERAL SUPPLIES	\$63.25
AMERICAN SPECIALTIES	INSTRUCTIONAL SUPPLIES	\$155.25
APPLEBY & HORN	GENERAL SUPPLIES	\$626.44
AQUAPHOENIX SCIENTIFIC LLC	INSTRUCTIONAL SUPPLIES	\$63.78
ASIFLEX	EE LIAB-FLEX DEP CARE	\$2,711.62
ASIFLEX	EE LIAB-FLEX HEALTH	\$39,117.80
ASSET MAINTENANCE GROUP, INC	REPAIR PARTS	\$410.67
ATLANTIC COCA-COLA	GENERAL SUPPLIES	\$367.46
BARANOWSKI SHANNON	TXTBK RENTAL PS	\$55.00
BARNARD INSTRUMENT REPAIR, INC	INSTRUCTIONAL SUPPLIES	\$3,606.44
BIECHLER KIM	TXTBK RENTAL PS	\$55.00
BINDERT GRACE	TXTBK RENTAL PS	\$55.00
BMO MASTERCARD	ADVERTISING	\$1,834.20
BMO MASTERCARD	COMP/TECH HARDWARE	\$269.00
BMO MASTERCARD	COMPUTER SOFTWARE	\$1,214.63
BMO MASTERCARD	DUES AND FEES	\$3,840.88
BMO MASTERCARD	GENERAL SUPPLIES	\$2,860.44
BMO MASTERCARD	GROUNDS UPKEEP	\$1,675.52
BMO MASTERCARD	INSTRUCTIONAL SUPPLIES	\$16,690.69
BMO MASTERCARD	MAINTENANCE SUPPLIES	\$989.32
BMO MASTERCARD	OTHER PROFESSIONAL SERVICES	\$68.70
BMO MASTERCARD	STAFF TRAVEL	\$4.50
BROWN EMILY	TXTBK RENTAL PS	\$55.00
BYTESPEED LLC	COMPUTER SOFTWARE	\$7,500.00
CAPITAL ONE	GENERAL SUPPLIES	\$2,256.35
CAPITAL SANITARY	MAINTENANCE SUPPLIES	\$29,713.54
CAROLINA BIOLOGICAL SUPPLY	INSTRUCTIONAL SUPPLIES	\$1,158.41
CEDAR RAPIDS COMM SCH DIST	DUES AND FEES	\$150.00
CEDAR RAPIDS WINSUPPLY PLUMBING CO	HEAT/PLUMBING SUPPLY	\$293.54
CENTURYLINK	TELEPHONE	\$998.75
CESA # 5	INSTRUCTIONAL SUPPLIES	\$5,800.00
COTTON GALLERY LTD.	GENERAL SUPPLIES	\$1,993.00
CR SIGNS, INC	REPAIR/MAINT SERVICE	\$150.00
CR/LC SOLID WASTE AGENCY	GROUNDS UPKEEP	\$139.52

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/22/2024 - 09/04/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
CRESCENT PARTS & EQUIPMENT CO., INC	MAINTENANCE SUPPLIES	\$196.19
CULLIGAN	GENERAL SUPPLIES	\$372.54
CYR SARAH	TXTBK RENTAL PS	\$55.00
DELTA DENTAL OF IOWA	ER LIAB-DENTAL INS	\$63,483.74
DEMOULIN BROTHERS & COMPNAY	INSTRUCTIONAL SUPPLIES	\$497.50
EDVOTEK	INSTRUCTIONAL SUPPLIES	\$652.68
ELECTRONIC ENGINEERING CO	GENERAL SUPPLIES	\$6,194.00
EMSLRC	INSTRUCTIONAL SUPPLIES	\$59.50
EWALT ALIX	TXTBK RENTAL PS	\$55.00
FISHER SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$104.13
FLINN SCIENTIFIC	INSTRUCTIONAL SUPPLIES	\$1,865.49
GASWAY CO, J P	GENERAL SUPPLIES	\$2,018.18
GAZETTE COMMUNICATIONS INC	ADVERTISING	\$1,816.58
GOPHER SPORT	INSTRUCTIONAL SUPPLIES	\$838.82
GRAINGER	GENERAL SUPPLIES	\$436.08
GRANT WOOD AEA	PROF SERV: EDUCATION	\$1,560.00
GREAT MINDS PBC	INSTRUCTIONAL SUPPLIES	\$19,398.35
GREENWOOD CLEANING SYSTEMS	MAINTENANCE SUPPLIES	\$46.42
HAND-IN-HAND PRESCHOOL	PROF SERV: EDUCATION	\$28,700.70
HANDKE ELISE	TXTBK RENTAL PS	\$55.00
HARGERS ACCOUSTICS INC	GENERAL SUPPLIES	\$1,027.00
HAWKEYE FIRE & SAFETY COMPANY	OTHER PROFESSIONAL SERVICES	\$2,357.25
HENSCHEL ZENAB	TXTBK RENTAL PS	\$55.00
IBEA	DUES AND FEES	\$25.00
IBEA	PROF SERV: EDUCATION	\$100.00
IMAGINE LEARNING LLC	PROF SERV: EDUCATION	\$10,500.00
INTERSTATE ALL BATTERY CENTER	MAINTENANCE SUPPLIES	\$105.60
IOWA DIVISION OF CRIMINAL INVEST	OTHER PROFESSIONAL SERVICES	\$950.00
IOWA HIGH SCHOOL MUSIC ASSOC	DUES AND FEES	\$959.00
JOHNSON CONTROLS	REPAIR/MAINT SERVICE	\$3,940.00
JOHNSTONE SUPPLY	HEAT/PLUMBING SUPPLY	\$217.87
JOSTENS, INC	INSTRUCTIONAL SUPPLIES	\$3,049.50
KONE INC	GENERAL SUPPLIES	\$431.90
KONE INC	REPAIR/MAINT SERVICE	\$1,969.49
LABELS EAST INC	INSTRUCTIONAL SUPPLIES	\$61.00
LIM KARYL MAE	TXTBK RENTAL PS	\$55.00
LOUGH HEATHER	TXTBK RENTAL PS	\$55.00
LYNCH FORD	VEHICLE REPAIR	\$439.83
MARION IRON CO.	GENERAL SUPPLIES	\$50.70
MARION JANITORIAL SUPPLY CO	MAINTENANCE SUPPLIES	\$704.94
MARION WATER DEPT	WATER/SEWER	\$6,393.93
MARZANO RESOURCES LLC	PROF SERV: EDUCATION	\$8,160.00
MCMMASTER-CARR	GENERAL SUPPLIES	\$57.09
MEDCO	DUES AND FEES	\$1,750.00
MEDIACOM	TELEPHONE	\$296.90

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/22/2024 - 09/04/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
MENARDS -13127	GENERAL SUPPLIES	\$3,168.86
MID AMERICAN ENERGY	NATURAL GAS	\$2,021.88
MIDAMERICAN ENERGY SERVICES, LLC	NATURAL GAS	\$1,953.89
MOSTROM HEATHER	TXTBK RENTAL PS	\$55.00
MPS	INSTRUCTIONAL SUPPLIES	\$19,480.35
NEIBA	DUES AND FEES	\$140.00
ORKIN PEST CONTROL	OTHER PROFESSIONAL SERVICES	\$500.00
PARNOW KASEY	TXTBK RENTAL PS	\$55.00
PEPPER J.W. & SON, INC	INSTRUCTIONAL SUPPLIES	\$60.49
PITNEY BOWES	DUES AND FEES	\$1,678.80
PITTSBURGH PAINTS	GENERAL SUPPLIES	\$414.20
PLUMB SUPPLY CO.	HEAT/PLUMBING SUPPLY	\$860.79
PODS ENTERPRISES, LLC	RENTALS EQUIPMENT	\$184.12
PRAIRIE MUSIC ASSOCIATION	DUES AND FEES	\$160.00
PROFESSIONAL PLUMBING SERVICE, INC	OTHER PROFESSIONAL SERVICES	\$2,185.30
QUILL CORPORATION	INSTRUCTIONAL SUPPLIES	\$1,632.45
ROBERT HALF	OTHER PROFESSIONAL SERVICES	\$3,432.00
ROTO-ROOTER	REPAIR/MAINT SERVICE	\$260.00
SAVE OUR SINK INC	REPAIR/MAINT SERVICE	\$2,309.20
SCHOOL HEALTH CORP	GENERAL SUPPLIES	\$310.97
SCHULTZ STRINGS INC	EQUIPMENT REPAIR	\$317.05
SHAFFER NATALIE	TXTBK RENTAL PS	\$110.00
STANDARD BEARINGS	MAINTENANCE SUPPLIES	\$106.74
STEFFEN HALEY	TXTBK RENTAL PS	\$55.00
SWANK MOVIE LICENSING USA	INSTRUCTIONAL SUPPLIES	\$537.00
TEAM IOWA/IPROMOTEU	GENERAL SUPPLIES	\$2,070.14
TEXTHELP INC	COMPUTER SOFTWARE	\$21,068.77
THE FILTER SHOP, INC	OTHER PROFESSIONAL SERVICES	\$6,363.40
THORNBURG ABBY	TXTBK RENTAL PS	\$55.00
TRANE U.S. INC.	REPAIR/MAINT SERVICE	\$6,375.00
TRI-CITY ELECTRIC COMPANY OF IOWA	COMPUTER SOFTWARE	\$48,605.00
TRI-CITY ELECTRIC COMPANY OF IOWA	EQUIPMENT >\$5,000	\$12,000.00
VALLEY BAND BOOSTERS, INC	DUES AND FEES	\$175.00
VAN METER CO	ELECTRICAL SUPPLY	\$44.56
VERIZON WIRELESS	TELEPHONE	\$257.70
WEBER COMMUNICATIONS INC	OTHER PROFESSIONAL SERVICES	\$600.00
WEST MUSIC CO	INSTRUCTIONAL SUPPLIES	\$49.90
WHITMAN KATIE	TXTBK RENTAL PS	\$55.00
ZANER BLOSER	INSTRUCTIONAL SUPPLIES	\$9,823.00
		Fund Total: \$481,067.72
Fund: LOCAL OPT SALES TAX		
B&M CONSTRUCTION LLC	CONSTRUCTION SERV	\$12,882.00
		Fund Total: \$12,882.00
Fund: NUTRITION SERVICES		
BMO MASTERCARD	PURCHASE FOOD	\$367.88

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/22/2024 - 09/04/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
BMO MASTERCARD	STAFF TRAVEL	\$390.74
Fund Total:		\$758.62
Fund: PHY PLANT & EQ LEVY		
CULVER'S CORRIDOR STORAGE, LLC	FACILITY RENTAL	\$1,187.50
EMPOWERED PROPERTIES, LLC	FACILITY RENTAL	\$3,675.00
FOR SURE ROOFING LLC	CONSTRUCTION SERV	\$108,082.93
H2I GROUP	MAINTENANCE SUPPLIES	\$13,049.17
H2I GROUP	REPAIR/MAINT SERVICE	\$1,685.83
IOWA APPLIANCE CENTER, INC	MAINTENANCE SUPPLIES	\$899.00
MAKA BLIND COMPANY	FURNITURE & FIXTURES	\$14,328.00
METEOR EDUCATION, LLC	FURNITURE & FIXTURES	\$15,405.11
WALSH DOOR & HARDWARE	CONSTRUCTION SERV	\$13,645.00
WILBER MASONRY INC	CONSTRUCTION SERV	\$22,261.36
Fund Total:		\$194,218.90
Fund: PUB ED & REC LEVY		
B&M CONSTRUCTION LLC	CONSTRUCTION SERV	\$9,718.00
EVER-GREEN LANDSCAPE & SUPPLY	GROUNDS UPKEEP	\$4,860.00
Fund Total:		\$14,578.00
Fund: SALES TAX REVENUE BOND CAP PROJECT		
TERRACON CONSULTANTS INC	ARCHITECT	\$2,592.50
Fund Total:		\$2,592.50
Fund: STUDENT ACTIVITY		
ANKENY SCHOOLS	DUES AND FEES	\$150.00
APRIL JAMES	PROF SERV: EDUCATION	\$7,500.00
BMO MASTERCARD	DUES AND FEES	\$7,267.92
BMO MASTERCARD	GENERAL SUPPLIES	\$6,530.51
BMO MASTERCARD	STAFF TRAVEL	\$2,338.80
BSN SPORTS	GENERAL SUPPLIES	\$400.00
CAPITAL ONE	GENERAL SUPPLIES	\$125.92
CEDAR FALLS HIGH SCHOOL	DUES AND FEES	\$75.00
CEDAR RAPIDS WASHINGTON HIGH SCHOOL	DUES AND FEES	\$140.00
ELITE SPORTS	GENERAL SUPPLIES	\$213.00
IAHSSC	DUES AND FEES	\$40.00
INTENSITY	PROF SERV: EDUCATION	\$1,462.09
INTERNATIONAL E-Z UP INC	GENERAL SUPPLIES	\$2,908.55
JOHNSON HANNAH	GENERAL SUPPLIES	\$400.00
JOSTENS, INC	GENERAL SUPPLIES	\$2,968.98
KISCH GRACE	GENERAL SUPPLIES	\$27.55
MISSISSIPPI VALLEY CONFERENCE	DUES AND FEES	\$1,600.00
MONTICELLO SPORTS	GENERAL SUPPLIES	\$1,368.00
PEPPER J.W. & SON, INC	GENERAL SUPPLIES	\$184.60
PETERSON MORGAN	GENERAL SUPPLIES	\$116.89
PRAIRIE HIGH SCHOOL	DUES AND FEES	\$265.00
PRINT TRANSFORMATIONS	DUES AND FEES	\$90.00

Linn-Mar Community School District

IA- Warrants Paid Listing

Criteria

Date Range: 08/22/2024 - 09/04/2024

Fiscal Year: 2024-2025

Vendor Name	Description	Check Total
READ PHOTOGRAPHY	GENERAL SUPPLIES	\$325.00
ROBSON ALEXIS	PROF SERV: EDUCATION	\$5,000.00
VARSITY SPIRIT	GENERAL SUPPLIES	\$5,383.74
WILLIAMSBURG HIGH SCHOOL	DUES AND FEES	\$100.00

Fund Total: \$46,981.55

Grand Total: \$757,705.50

End of Report

28E MEMORANDUM OF AGREEMENT
For the
COMPASS ALTERNATIVE PROGRAM
Between
Linn-Mar Community School District
Marion Independent School District

WHEREAS, the Linn-Mar Community School District and the Marion Independent School District here in referred to as the DISTRICTS, wish to provide students an alternate setting to receive instruction for high school completion and or (GED) preparation.

WHEREAS, pursuant to Chapter 28E of the Code of Iowa, the parties for mutual consideration and benefit agree to provide joint services on the terms and conditions here is set forth:

1. The Purpose of this Agreement is to:
 - a. Provide instructional and student support services to DISTRICTS' specified high school aged (14-21) students in order to complete high school or prepare to take the GED examination.

2. LINN-MAR COMMUNITY SCHOOL DISTRICT agrees to:
 - a. Secure an appropriate amount of space to house the COMPASS program;
 - b. Serve as the fiscal agent to establish the program budget including the costs of instruction, student support services, instruction materials and equipment, site costs, and other program improvements;
 - c. Provide Marion Independent School District access to the COMPASS alternative school for up to twenty (20) students at any one time. Cost of each full-time slot will be equal to one hundred percent (100%) of Linn-Mar's district cost per pupil for the applicable budget year including any categorical weightings;
 - d. On a quarterly basis, bill Marion Independent School District for its share of cost. The billing dates will align with the Title quarterly dates of Nov. 30, Jan. 31, April 30, and July 15.
 - e. Provide appropriately licensed instructional staff for the program, including a special education teacher certified to provide level 1 special education programming;
 - f. Provide a student a computer for instructional use;

- g. Provide supervision and evaluation of instructional staff;
- h. Provide leadership in the development and maintenance of the programs curriculum;
- i. Provide staff development for program staff;
- j. Evaluate student transcripts to determine course of study;
- k. Provide student information regarding grades and credits, and assist where possible in entering data in the DISTRICTS' record keeping system;
- l. Provide timely progress data to individual student and resident district;
- m. Provide textbooks, study guides, supporting media, and other instructional materials for the program;
- n. Administer required state-wide and district level assessments;
- o. Assist students with career and academic assessment opportunities in the greater Cedar Rapids area;

3. OTHER PARTICIPATING DISTRICTS:

- a. As part of this agreement, students open enrolled from local education agencies (other than Linn-Mar) into the Marion Independent School District cannot be allowed to attend the COMPASS program unless an approved tuition agreement from the applicable student's resident district is on file with Linn-Mar CSD. Such agreement from the resident district is necessary to comply with the Iowa Department of Education certified enrollment count processes and procedures.
- b. Linn-Mar Community School District reserves the right to allow or disallow other local education agencies to participate in the COMPASS program. Determination of participation may be based on, but not limited to, such factors as staffing, site capacity, financial considerations, availability of services, etc.
- c. Upon approval from Linn-Mar to participate in the COMPASS program, a separate 28E agreement will be issued to the applicable individual district.

4. AGREEMENT DURATION:

- a. The duration of this agreement shall be effective for two years following approval from both districts.
- b. On or before Jan.1 of the first year of the agreement, one party may notify the other in writing of its intent to modify or terminate this agreement allowing both districts 18 months to prepare for any necessary changes in programming.

- c. This agreement shall automatically renew for successive like periods of time from one year to the next unless proper notice is given.

For Linn-Mar Community School District

For Marion Independent School District

By: _____

Barry Buchholz, Board President

By: _____

Board President

Date: _____

Date: _____

Independent Contractor Agreement



Please provide all information requested and sign page two.

WHEREAS, Linn-Mar Community School District ("District"), a school corporation, intends to contract with Lynn Block, Latitude Yoga + Fitness, Independent Contractor ("IC"), for the performance of certain services,

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

1. **SERVICES TO BE PERFORMED:** Yoga
2. **GROUP/DEPARTMENT WORKING WITH:** Giels Swim Team
3. **AMOUNT OF PAYMENT:** \$1150.00

Total fees for services performed under this agreement will be paid by the district within 30 days after receipt of invoice from the IC upon completion of all services on 11/09/24, which is the date of completion. *An invoice for services should be sent to: Linn-Mar Community School District, Attn: Accounts Payable, 2999 N 10th Street, Marion, IA 52302.*

4. **INDEPENDENT CONTRACTOR RELATIONSHIP:** The parties intend that this independent contractor agreement create an IC relationship between them. The district is interested only in the end results achieved by the services of the IC and that they conform to the requirements specified in this agreement. The manner of achieving these results and the right to exercise control or direction as to the details, means, and methods by which the services are completed is the responsibility of the IC. The IC is not an agent or employee of the district for any purpose. Neither party shall be considered to be an agent, master, or servant of the other party for any purpose whatsoever and neither has any authority to enter into any contract, assume any obligations, or make any warranties or representations on behalf of the other. The district is not responsible for deducting from payments to the IC any amounts for taxes, insurance, or other similar items relating to the IC. Accordingly, the IC shall be responsible for payment of all taxes arising out of the IC's activities in accordance with this independent contractor agreement, including by way of illustration but not limitation: federal and state income tax, social security tax (FICA), unemployment insurance taxes (FUTA), and any other taxes or business license fees, as required. The IC shall further assume exclusive responsibility for the filing of all tax returns due in connection with all amounts paid to the IC under the terms of this independent contractor agreement.
5. **PAYROLL OR EMPLOYMENT TAXES:** No payroll or employment taxes of any kind shall be withheld or paid with respect to payments to the IC. The payroll or employment taxes that are subject to this paragraph include but are not limited to: FICA (social security tax), FUTA (federal unemployment tax), federal income tax, state income tax, and state unemployment insurance tax.
6. **FRINGE BENEFITS:** The IC is not eligible for and shall not participate in any employee pension, health, disability, or other fringe benefit plan of the district.

7. **INSURANCE:** No workers' compensation insurance or any other type of insurance (including but not limited to professional liability insurance) has been or will be obtained by the district on account of the IC. The IC shall comply with the workers' compensation laws (and all other applicable laws) with respect to the IC's employment.
8. **INDEMNIFICATION:** The IC shall indemnify and hold the district harmless from and against all liabilities, claims, debts, taxes, obligations, costs, and expenses (including reasonable attorney's fees, court costs, and costs of appeals) that the district may incur or sustain as a result of any breach of this independent contractor agreement or negligent or other wrongful conduct in the performance of this independent contractor agreement by the IC, or as a result of failure to pay any employment or income taxes arising out of the IC's performance of services for the district. If a suit, action, arbitration, or other proceeding is instituted in connection with any controversy arising out of this agreement or to interpret or enforce any rights under this agreement, the prevailing party shall be entitled to recover from the non-prevailing party all attorney's fees, costs, expert witness fees, and litigation expenses incurred by the prevailing party, including those incurred on appeal.
9. **TERM:** This agreement shall begin on September 10, 2024 and shall continue in effect until November 7, 2024, unless earlier terminated by either party in accordance with Section 11.
10. **TERMINATION:** This agreement may be terminated by either party without cause upon seven (7) days written notice. Upon termination, the IC shall be compensated for all work performed prior to the date of termination.
11. **ASSIGNMENT:** The IC acknowledges their services are unique and personal. Accordingly, the IC may not assign IC rights or delegate IC duties or obligations under this independent contractor agreement without the prior written consent of the district.
12. **AMENDMENTS:** This independent contractor agreement may be supplemented, amended, or revised only in writing by mutual agreement of the parties.
13. **GOVERNING LAW:** This independent contractor agreement shall be governed by and construed pursuant to the laws of the State of Iowa.
14. **ENTIRE AGREEMENT:** This is the entire agreement of the parties and no other representations, promises, or agreements (oral or otherwise) shall be of any force or effect.

This agreement is signed and dated this 22 day of August, 2024.

Independent Contractor Signature:

Lynn Block
 Title: owner latitude yoga + fitness

Linn-Mar CSD Representative Signature:

 Title: School Board President

Please return this form to the Linn-Mar CSD Business Office – 2999 N 10th St, Marion IA 52302

Internal Use Only

Account Code:

Business Office: 8.27.24

Date

CA

Initial

Board Meeting

9.9.24

Date

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 2 PAGES

TO OWNER: PROJECT: **Linn-Mar Tennis Courts** APPLICATION NO: 11 Final Retainage Release
Linn-Mar Community School District
 3111 N 10th Street
 Marion, IA 52302
 FROM CONTRACTOR: VIA ARCHITECT: **OPN Architects**
B&M Construction, L.L.C.
 1508 Rainbow Drive
 Belle Plaine, Iowa 52208

PERIOD TO: 6/14/2023
 B&M Job # 22035
 OPN Job # 22213000
 CONTRACT DATE: 12/12/22

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 1,624,100.00
 2. Net change by Change Orders \$ 10,266.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,634,366.00
 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 1,634,366.00
 5. RETAINAGE:
 a. 0 % of Completed Work \$ 0.00
 (Column D + E on G703)
 b. 5 % of Stored Material \$
 (Column F on G703)
 Total Retainage (Lines 5a + 5b)
 Total in Column I of G703) \$ 0.00
 6. TOTAL EARNED LESS RETAINAGE \$ 1,634,366.00
 (Line 4 Less Line 5 Total)
 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 1,611,766.00
 8. CURRENT PAYMENT DUE \$ 22,600.00
 9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 0.00
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 6/14/24

State of: IOWA County of: Johnson
 Subscribed and sworn to before me this 14th day of June
 Notary Public: Meredith Casse
 My Commission expires: 9/14/25



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 22,600.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: Elisha Horsfall Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$3,974.00	\$0.00
Total approved this Month	\$6,292.00	
TOTALS	\$10,266.00	\$0.00
NET CHANGES by Change Order	\$10,266.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

APPLICATION NO: 11 Final Retainage
 APPLICATION DATE: 06/14/23
 PERIOD TO: 06/14/23
 B&M Project #: 22035

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G ÷ C)		
	Mobilization	\$7,500.00	\$7,500.00			\$7,500.00	100%	\$0.00	\$375.00
	Bond/Insurance	\$26,185.00	\$26,185.00			\$26,185.00	100%	\$0.00	\$1,309.25
	Supervision	\$18,000.00	\$18,000.00			\$18,000.00	100%	\$0.00	\$900.00
	Clean up	\$10,500.00	\$10,500.00			\$10,500.00	100%	\$0.00	\$525.00
	Layout - sub	\$9,300.00	\$9,300.00			\$9,300.00	100%	\$0.00	\$465.00
	Layout - lbr	\$7,500.00	\$7,500.00			\$7,500.00	100%	\$0.00	\$375.00
	Demobilization	\$3,750.00	\$3,750.00			\$3,750.00	100%	\$0.00	\$187.50
	Submittal Exchange	\$4,732.00	\$4,732.00			\$4,732.00	100%	\$0.00	\$236.60
	Equipment, new & rented	\$25,000.00	\$25,000.00			\$25,000.00	100%	\$0.00	\$1,250.00
	Underslab vapor barrier - lbr	\$10,000.00	\$10,000.00			\$10,000.00	100%	\$0.00	\$500.00
	Underslab vapor barrier - mat	\$18,500.00	\$18,500.00			\$18,500.00	100%	\$0.00	\$925.00
	Fencing - lbr	\$81,375.00	\$81,375.00			\$81,375.00	100%	\$0.00	\$4,068.75
	Fencing - mat	\$91,975.00	\$91,975.00			\$91,975.00	100%	\$0.00	\$4,598.75
	Court SOG - lbr	\$162,589.00	\$162,589.00			\$162,589.00	100%	\$0.00	\$8,129.45
	Court SOG - mat	\$154,444.00	\$154,444.00			\$154,444.00	100%	\$0.00	\$7,722.20
	Misc SOG - lbr	\$85,500.00	\$85,500.00			\$85,500.00	100%	\$0.00	\$4,275.00
	Misc SOG - mat	\$83,750.00	\$83,750.00			\$83,750.00	100%	\$0.00	\$4,187.50
	Reinforcing - lbr	\$87,300.00	\$87,300.00			\$87,300.00	100%	\$0.00	\$4,365.00
	Reinforcing - mat	\$58,200.00	\$58,200.00			\$58,200.00	100%	\$0.00	\$2,910.00
	Grout ends - lbr	\$6,750.00	\$6,750.00			\$6,750.00	100%	\$0.00	\$337.50
	Grout ends - mat	\$1,650.00	\$1,650.00			\$1,650.00	100%	\$0.00	\$82.50
	Tennis equipment - lbr	\$7,500.00	\$7,500.00			\$7,500.00	100%	\$0.00	\$375.00
	Tennis equipment - mat	\$11,392.00	\$11,392.00			\$11,392.00	100%	\$0.00	\$569.60
	Surfacing/stripping - lbr	\$38,675.00	\$38,675.00			\$38,675.00	100%	\$0.00	\$1,933.75
	Surfacing/stripping - mat	\$20,825.00	\$20,825.00			\$20,825.00	100%	\$0.00	\$1,041.25
	Electrical - lbr	\$104,382.00	\$104,382.00			\$104,382.00	100%	\$0.00	\$5,219.10
	Electrical - mat	\$85,404.00	\$85,404.00			\$85,404.00	100%	\$0.00	\$4,270.20
	Erosion control/seeding - lbr	\$16,633.00	\$16,633.00			\$16,633.00	100%	\$0.00	\$831.65
	Erosion control/seeding - mat	\$11,089.00	\$11,089.00			\$11,089.00	100%	\$0.00	\$554.45
	Earthwork/Utilities - lbr	\$210,925.00	\$210,925.00			\$210,925.00	100%	\$0.00	\$10,546.25
	Earthwork/Utilities - mat	\$113,575.00	\$113,575.00			\$113,575.00	100%	\$0.00	\$5,678.75
	Alternate 1	\$49,200.00	\$49,200.00			\$49,200.00	100%	\$0.00	\$2,460.00
	Remove Alternate 1	(\$49,200.00)	(\$49,200.00)			(\$49,200.00)	100%	\$0.00	(\$2,460.00)
	CO #1	\$25,915.00	\$25,915.00			\$25,915.00	100%	\$0.00	\$1,295.75
	CO #2	\$27,259.00	\$27,259.00			\$27,259.00	100%	\$0.00	\$1,362.95
	CO #3	\$6,292.00	\$6,292.00			\$6,292.00	100%	\$0.00	\$314.60
	Final Retainage Release	\$0.00	\$0.00			\$0.00		\$0.00	(\$81,718.30)
	GRAND TOTALS	\$1,634,366.00	\$1,634,366.00	\$0.00	\$0.00	\$1,634,366.00	100%	\$0.00	\$0.00



ADMINISTRATIVE REGULATIONS REGARDING
FIELDTRIPS AND EXCURSIONS – REQUEST FORM

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

- Overnight trips involving high school students will require the prior approval of a high school administrator and the superintendent, or designee.
- Overnight trips for the middle and elementary school students will require the prior approval of the Board of Directors.

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

*West Des Moines off-season
9/27/24 - 9/28/24*

Fieldtrip Criteria:

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

Fieldtrip Group: LM Robotics **Submitted by:** Dan Niemitalo
(Examples: Robotics, FBLA, etc.) *(Name)*

Criteria		Description	Yes	No
Purpose	Required	The purpose of the fieldtrip/work site visit is clearly defined and "... is a vital part of the curriculum or current activity." Reference: Board Policy 603.3	✓	
Pre-Planning	Required	There is evidence of pre-planning that will maximize the learning experiences of students on this fieldtrip/work site visit. This should include a prior visit by the teachers in charge. This could include evidence that a conscious decision has been made as to whether this fieldtrip/work site visit or excursion is an initial common experience or a culminating experience.	✓	
Follow-up	Required	There is evidence of planning for follow-up in order to maximize the learning experiences of students on this fieldtrip/work site visit or excursion.	✓	
Assessment	Required	There is evidence that students will be required to demonstrate their understanding of the learning/s expected from this experience.	✓	
Funding	Required	A source of funding has been determined that meets Department of Education and District guidelines. Reference: Board Policy 603.3	✓	
Common Experience	Recommended	This fieldtrip/work site visit is a common experience that all students at this grade level or activity group should have.	✓	
Multi-disciplinary	Recommended	This fieldtrip/work site visit, excursion addresses more than one curricular area and offers the opportunity for curriculum integration.	✓	
School Administrator Approval		<i>Zach M...</i> Date <u>8/22/24</u>		
District Administrator Approval		<i>[Signature]</i> Date <u>8/30/24</u>		
Board Approval		Date		

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

Purpose of Field Trip

Linn-Mar Robotics Mission Statement:

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

We are excited to provide our team members, especially the rookies, opportunities to experience a FIRST Robotics Competition event early in the year. Normally we compete for the first time in March, and that makes for a long wait until our new team members learn what the competitions are like.

As an off-season event, this event is much less expensive to register for than an additional event during the season (\$400 instead of \$3000).

Our trip's goals will include educating our new students about the ways of FRC competitions ahead of our 2025 competition season, starting in January. The trip will also help them be motivated to learn new skills in the fall so they can be as effective as possible. It's difficult to know what the target is when the students haven't seen a competition before, so we are excited to have this opportunity.

Returning students will also have opportunities to drive a robot or play other key roles within the competition drive team. In the official season, only 4-5 team members will get the opportunity to be on the drive team. During this offseason event, we can spread that opportunity around and give everybody a chance to drive who has completed the necessary training beforehand to learn how to drive the robot. This will be exciting and motivating for the students, and it provides a nice reward for sticking with the team. Developing our driving talent in this way will help us be more successful during the season.

Another goal is to interact with other teams and learn about their team organization, mechanical and software ideas, and scouting systems. Bringing new members in to talk to veteran teams helps them learn the ethos of the program, which includes the idea of working together with the other teams to raise the overall level of competition.

Pre-Planning and Follow-Up

Every student will be assigned one or more roles prior to the trip. These role descriptions include preparation that is to be done prior to the trip. All of the roles include a follow-up component, such as reporting to the team on best practices learned from other teams.

Roles have been provisionally assigned (attached), but in the coming weeks we will refine these roles as the competition approaches. We do not yet have our new members, so some of these roles are generic until we get our new people onto the team.

Assessment

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

After we return from the event, we will have a significant debriefing meeting with the team. Students in the various roles will discuss their findings, and we will create a list of resulting tasks to be done. This information will create jobs for students to work on in future meetings, and that work will help the team get better at accomplishing our mission.

One of the benefits of this event is that it can inform our future work. We will use what we learn on this trip to direct our FRC team's workload in the coming weeks and months.

Funding – Travel

Travel expenses are paid for by students’ families. The trip is optional, and we will explore scholarship possibilities if students have a financial need and want to attend.

Projected expenses are as follows:

Hotel Rooms: 4 rooms for one night	\$660
Rental Vans (2 vans x 2 days):	\$260
Van gas:	\$140
Approximate Total:	\$1060

With adult mentors paying their hotels separately and approximately 10 students attending, this puts the cost per student at approximately \$100 per student. Cost will be adjusted according to the number of students on the trip.. Students’ families will pay for the costs before the trip. Students will also be responsible for bringing money along for three concession meals at the venue and one supper meal on the road on the way back (approximately \$50). Saturday breakfast is included with the hotel.

Funding – Other Expenses

The registration fees (\$400) and parts/tools costs for this event are covered by the LM Robotics general budget.

The robot is already built, but we continue to work on upgraded mechanisms to improve our performance at the event.

LM Robotics’ general budget (HS clubs account 21.0109.1900.950.7426) is funded as follows:

- Donations from businesses and non-profit organizations
- Donations from families and mentors
- LM Booster Club support
- Fundraising through summer robotics and Lego camps

Common Experience

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

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

Multi-Disciplinary:

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

2024 Clash in the Corn Trip Itinerary
FIRST Robotics Offseason Competition
West Des Moines, IA

<p>Friday, 09/27/24</p> <p>9:45 AM Students dismissed after Period 1 10:00 AM Load vans and depart 12:30 AM Arrive at Valley HS Unload / setup pit Team check-in Robot Inspection</p> <p>1:00 PM Eat lunch at concessions 2:00 PM Practice matches begin 4:00 PM Practice matches end 5:30 PM Qualification matches begin Supper at concessions</p> <p>8:00 PM Qualification matches end for the day 9:00 PM Venue closes, drive to hotel 10:30 PM In rooms 11:00 PM Lights Out</p>	<p>Saturday, 09/28/24</p> <p>6:00 AM Breakfast at hotel and check out 6:45 AM Leave hotel, head to venue 7:00 AM Doors open at venue Pits Open</p> <p>8:00 AM Opening Ceremonies 8:30 AM Qualifier matches resume 12:00 PM Qualifiers done Alliance selection Lunch after alliance selection</p> <p>1:30 PM Elimination Rounds 3:30 PM Mentor matches Awards after mentor matches</p> <p>4:30 PM Pack up and get on the road Supper on the road 7:15 PM Arrive back at LMHS</p>
<p>Hotel Sleep Inn & Suites West Des Moines Near Jordan Creek 885 South 51st Street West Des Moines, Iowa Telephone: (515) 978-4012</p>	<p>Arena Valley High School 3650 Woodland Ave West Des Moines, IA (515) 633-4000</p>
<p>Transportation Travel via rental vans</p>	<p>Coach Contact Info Dan Niemitalo: 319-400-2730</p>

Clash in the Corn Public Schedule

DRAFT SCHEDULE AS OF 7/30/2024

Thursday, September 26th

3:30-8:00 Early Load-In is **required** to help with field setup. Please do NOT show up early to unload!

Friday, September 27th

<u>Field Schedule</u>	<u>Conference/Judging Schedule</u>
9:00-12:00 Final Venue Setup (Event Team Only)	~1:00-6:00 Conference Sessions (Push start back later depending on # of sessions)
12:00 Doors Open for Team Load-In/Volunteer Check-In	~4:45-7:00 Practice Judging
12:30-4:00 Team Check-In - ALL TEAMS MUST BE CHECKED IN BY 4:00PM!	
2:00-4:00 Practice Matches - All teams must attend at least 1 practice match to connect to the field.	
4:00-4:30 Coaches/Drivers Meeting	
4:30 Match schedules generated with teams that have been checked in and distributed to pits	
4:30-6:00 Volunteer Dinner Open	
5:30-8:00 Qualification Matches 2.5 hrs	
9:00 Venue Closes	

Saturday, September 28th

7:00 Doors Open to the Public
8:00 Opening Ceremony
8:30-12:00 Qualification Matches 3.5 hrs
12:00-1:30 Alliance Selection/Lunch
1:30-3:30 Eliminations
Mentor match(es) immediately following awards
Awards immediately following mentor matches
Field teardown immediately after awards

Notes

~3.75 Practice Matches per team
~11 Qualification Matches per team