

## 2021-2022 Professional Learning District Goals and Calendar

### District Goals- Student Performance Annual Goal

1. By the year 2022, 85% of students in grades K-4 will be at or above benchmark on the FAST Assessments
2. By the year 2022, 85% of students in grades 5-12 will be at or above proficiency on the Iowa Statewide Assessment of Student Progress (ISASP)

### District Strategic Plan- Student Success

1. Adults will enhance their awareness of social-emotional learning through professional development
2. All learning will be aligned with rigorous academic standards
3. Every student will experience high quality instructional practices (Marzano New Art and Science of Teaching and HRS)

### Priority Areas for 2021-2022

- Bias, Title IX, Equity, and Safety
- Re-engage PLC work
- K-4 ELA, Social Studies, Math, and Reading standards alignment
- Social Emotional Learning- (see attached)
- Instructional strategies ie. blended learning, 1:1 strategies, tech implementation, etc. (Building directed, TQSA workshops)

### Building Leadership Team Responsibilities

- PBIS monitoring and implementation
- Threat assessment and restorative practices
- SDI- State pilot
- Theme schools work (Bowman and Wilkins)

### Individual teams of teacher's responsibilities

- Monitor and implement effective PLC's
- Special Education- standards IEPs, new IEP system

## 2021-2022 Professional Learning District Goals and Calendar

Date	Topic	Level/Building
Wednesday, August 11, 2021	TQSA Workshops	All levels- Sign-up will be through Microsoft Bookings
Wednesday, August 11, 2021 (New teachers only)	New Teacher Orientation <ul style="list-style-type: none"> <li>- New yearly requirements</li> <li>- Chpt. 103</li> </ul>	HR, Teaching and Learning, Tech, Instructional Coaches
Thursday, August 12, 2021 (New teachers only)	<ul style="list-style-type: none"> <li>- ALICE</li> <li>- Title IX/Equity</li> <li>- Crisis Go</li> <li>- ELL modules</li> </ul>	
Friday, August 13, 2021 Teacher Collaboration Day  <i>A collaboration day will consist of 2 hours of building/district level PD work.</i>  <i>The rest of the day will be for teachers to collaborate in PLC teams, departments, etc.</i>	2 hours of district level PD work  District Kick-off <ul style="list-style-type: none"> <li>- Shannon opening</li> </ul>  <hr/> Teacher Collaboration activities may include <ul style="list-style-type: none"> <li>- Monitor and implement effective PLC's</li> <li>- ALICE Training/School Safety</li> </ul>	K-4 Classroom Teachers, Reading teacher, Instr. Coaches- LETRS  5-8 Content Facilitators/Instructional Coaches/Technology Integration Coaches  9-12 Priority Standards and proficiency scales, Assessments, Content PLC's, Standards based learning, RTI  K-12 Spec. Ed.- Web IEP Overview
Monday, August 16, 2021 Professional Development		<u>Morning</u> K-4 PD- 2 hours LETRS, 2 hours K-2 ELA Implementation  5-8 Review new Social Studies Units, LETRS, ELA-Pilot  9-12 PD High School culture and climate



## 2021-2022 Professional Learning District Goals and Calendar

		<u>Afternoon</u> <b>K-8 PBIS Training</b>  <b>9-12 PD</b> High School culture and climate
<b>Tuesday, August 17, 2021</b> Professional Development	Professional Development	<u>Morning</u> <b>K-4-</b> 2 hours LETRS, 2 hours K-2 ELA Implementation  <b>5-8</b> Power Teacher Pro LETRS Data Review (Lexia, NWEA, ISASP, FAST, Student Success)  <b>9-12</b> Priority Standards and proficiency scales, Assessments, Content PLC's, Standards based learning, RTI  <u>Afternoon</u> District equity training
<b>Wednesday, August 18, 2021</b> Teacher Collaboration Day  <i>A collaboration day will consist of 2 hours of building/district level PD work.</i>  <i>The rest of the day will be for teachers to collaborate in PLC teams, departments, etc.</i>	2 hours of district level PD work  <hr/> Teacher Collaboration activities may include <ul style="list-style-type: none"> <li>- Monitor and implement effective PLC's</li> <li>- ALICE Training/School Safety- Scheduled by buildings</li> </ul>	<b>K-4</b> Classroom Teachers, Reading teacher, Instr. Coaches- LETRS  <b>5-8</b> Building work as assigned not to exceed 2 hours  <b>9-12</b> Building work as assigned not to exceed 2 hours
<b>Thursday, August 19, 2021</b>	Professional Development	<b>Solution Tree- PLC Focus</b> <u>Morning</u> <b>K-4-</b> 2 hours LETRS, 2 hours K-2 ELA Implementation



## 2021-2022 Professional Learning District Goals and Calendar

		<b>5-8 LETRS Math Cross-Building PLC's</b>  <b>9-12</b> Priority Standards and proficiency scales, Assessments, Content PLC's, Standards based learning, RTI  <b>Afternoon</b> Building Determined Professional Learning
<b>Friday, August 20, 2021</b>	TEACHER WORKDAY	No meetings
<b>Monday, October 25, 2021</b> Teacher Collaboration Day  <i>A collaboration day will consist of 2 hours of building/district level PD work.</i>  <i>The rest of the day will be for teachers to collaborate in PLC teams, departments, etc.</i>	2 hours of district level PD work  <b>K-8</b> PBIS Tier 2 <a href="#">Review</a> 1 hours PD Classified and Certified Staff PBIS Tier 3 <a href="#">Review</a> -could be during a staff meeting- 30 minutes Certified Staff  <b>K-12</b> Spec. Ed.- New web IEP training (Tech)  Teacher Collaboration activities may include <ul style="list-style-type: none"> <li>- Monitor and implement effective PLC's</li> <li>- ALICE Training/School Safety</li> </ul>	<b>K-4</b> Classroom Teachers, Reading teacher, Instr. Coaches- LETRS  <b>5-8</b> Content Facilitators/Instructional Coaches/Technology Integration Coaches  <b>9-12</b> Building work as assigned not to exceed 2 hours
<b>Monday, November 15, 2021</b>	Professional Development	<b>Morning</b> <b>K-4</b> - 4 hours LETRS  <b>5-8</b> LETRS, ELA-Pilot, Cross-Building PLC's, Math (5 <sup>th</sup> /6 <sup>th</sup> ) Reading (7 <sup>th</sup> /8 <sup>th</sup> )  <b>9-12</b> Priority Standards and proficiency scales, Assessments, Content PLC's, Standards based learning, RTI



## 2021-2022 Professional Learning District Goals and Calendar

		<b>K-12 Spec. Ed.- Web IEP Implementation</b>  <u><b>Afternoon</b></u> PLC/Standards work District Equity Training
<b>Monday, January 17, 2022</b> Teacher Collaboration Day  <i>A collaboration day will consist of 2 hours of building/district level PD work.</i>  <i>The rest of the day will be for teachers to collaborate in PLC teams, departments, etc.</i>	2 hours of district level PD work          <hr/> Teacher Collaboration activities may include <ul style="list-style-type: none"> <li>- Monitor and implement effective PLC's</li> <li>- ALICE Training/School Safety</li> </ul>	<b>K-4 Classroom Teachers, Reading teacher, Instr. Coaches- LETRS</b>  <b>5-8 Content Facilitators/Instructional Coaches/Technology Integration Coaches</b>  <b>9-12 Building work as assigned not to exceed 2 hours</b>  <u><b>K-12 Spec. Ed.- Transitions</b></u>
<b>Monday, January 24, 2022</b>	Professional Development	<u><b>Solution Tree- PLC Focus</b></u> <u><b>Morning</b></u> <b>K-4 PD</b>  <b>5-8 LETRS, ELA-Pilot, Cross-Building PLC's, Math (5<sup>th</sup>/6<sup>th</sup>) Reading (7<sup>th</sup>/8<sup>th</sup>)</b>  <b>9-12 Priority Standards and proficiency scales, Assessments, Content PLC's, Standards based learning, RTI</b>  <u><b>Afternoon</b></u>



## 2021-2022 Professional Learning District Goals and Calendar

		K-8 PBIS Tier 1 <a href="#">Review</a> 2.5 hours- Classified and Certified Staff
		K-8 PBIS Tier 1 <a href="#">Review</a> -January Staff Meeting Review
<b>Monday, March 28, 2022</b> Teacher Collaboration Day  <i>A collaboration day will consist of 2 hours of building/district level PD work.</i>  <i>The rest of the day will be for teachers to collaborate in PLC teams, departments, etc.</i>	2 hours of district level PD work  ISASP training for teachers  <hr/> Teacher Collaboration activities may include <ul style="list-style-type: none"> <li>- Monitor and implement effective PLC's</li> <li>- ALICE Training/School Safety</li> </ul>	K-4 Classroom Teachers, Reading teacher, Instr. Coaches- LETRS 5-8 Content Facilitators/Instructional Coaches/Technology Integration Coaches  9-12 Building work as assigned not to exceed 2 hours  <hr/>
<b>Monday, April 25, 2022</b>	Professional Development	<b>K-4-</b> 4 hours LETRS  <b>5-8-</b> LETRS, ELA-Pilot, Cross-Building PLC's, Math (5 <sup>th</sup> /6 <sup>th</sup> ) Reading (7 <sup>th</sup> /8 <sup>th</sup> )  <b>9-12</b> Priority Standards and proficiency scales, Assessments, Content PLC's, Standards based learning, RTI  District Equity Training
<b>Friday, May 27, 2022</b>	TEACHER WORKDAY	No Meetings



		Suicide Pre/Postvention	Trauma Informed Care
Year 1 2021-2022		<p>#1 Online suicide pre/postvention training from AEA Online Learning</p> <p><b>OR</b></p> <p>#2 Youth Mental Health First Aid and Postvention Training</p> <p>#1 Making Educators Partners in Youth Suicide Prevention: ACT on FACTS (60 minutes online course)  <a href="https://sptsuniversity.org/home">https://sptsuniversity.org/home</a></p>	<p>Recorded Lisa Cushatt TIC presentation 20-21 Revision: SAT department create new ACEs presentation to share virtually  Reflection worksheet to share at staff meeting</p> <p><b>OR</b></p> <p>Adverse Childhood Experiences: From Toxic Environmental Stresses to Success (AEA Online Learning System)</p> <p><b>OR</b></p> <p>Video on Impacts on Trauma  <a href="#">The Impact of Trauma on Learning Part 1: Academic Performance</a></p> <p>Read Chapter 1 The Impact of Trauma on Learning  <a href="https://traumasensitiveschools.org/wp-content/uploads/2013/06/Helping-Traumatized-Children-Learn.pdf">https://traumasensitiveschools.org/wp-content/uploads/2013/06/Helping-Traumatized-Children-Learn.pdf</a></p>
Year 2 2022-2023		<p>#1 Online suicide pre/postvention training from GWAEA</p> <p><b>OR</b></p> <p>#2 Youth Mental Health First Aid and Postvention Training</p>	<p>PLC/Book Study Options:</p> <p>#1A The book, "Help For Billy", by Heather Forbes is used as a supplement Sporeleder's book.</p> <p>#1B "Fostering Resilient Learners" by Kristin Souers with Pete Hall</p> <p>#1C "The Boy Who Was Raised As A</p>

	<p>#2 Plan, Prepare, Prevent: The SOS Signs of Suicide Online Gatekeeper Training Presentation Training provided by School Counselors, SP Task Force Members, SOS Facilitators</p> <p>Requires a scheduled time</p>	<p>Dog" by Bruce D. Perry</p> <p>Create a book study group with 5-10 individuals to meet 4 times throughout the school year to discuss key points throughout the book. A facilitator and recorder will be identified. List of discussion questions/prompts will be given to be used or to assist with discussions.</p> <p><b>OR</b></p> <p>#2 Provide lessons for educators on the neuroscience of the brain. You could watch "Resilience" and discuss in teams. There is also a movie called "Broken Promises" that is very good and teaches about mitigating toxic stress and ACE's. Create a team with 5-10 individuals to meet 4 times throughout the school year to discuss key points of the movie with the use of suggested guidance questions/prompts.</p> <p><b>OR</b></p> <p>#3 There is a free training framework and roadmap called "Trauma Sensitive Schools Training Package."</p> <p>PowerPoint and activity packet is included.  <a href="https://safesupportivelearning.ed.gov/understanding-trauma-and-its-impact">https://safesupportivelearning.ed.gov/understanding-trauma-and-its-impact</a>  Create a study group with 5-10 individuals</p>
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			to meet 4 times throughout the school year to discuss each manual and the questions.
Year 3 2023-2024		<p>#1 Making Educators Partners in Youth Suicide Prevention: ACT on FACTS (60 minutes online course)  <a href="https://sptsuniversity.org/home">https://sptsuniversity.org/home</a></p> <p><b>OR</b></p> <p>#2 Plan, Prepare, Prevent: The SOS Signs of Suicide Online Gatekeeper Training Presentation  Training provided by School Counselors, SP Task Force Members, SOS Facilitators</p> <p>Requires a scheduled time</p> <p><b>OR</b></p> <p>#3 Youth Mental Health First Aid and Postvention Training  <b><i>All are listed as approved in the Iowa DE and are free. There are other options with a cost. Option #1 and #2 would need the additional 15 min postvention training added.</i></b></p>	<p>New teacher may choose from year 1 or 2, LM teacher from 2019 or older may choose option Year 2</p> <p>Other options may be added as new information and research is provided</p>

## *Updates from the Cabinet*

### **May 24, 2021**

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

**Policy Committee:** The committee reviewed the 600 series (Education Program) during their May 12th meeting and recommend changes to the following policies:

- 603.12-R1 – Administrative Regulations Regarding the Internet
- 603.12-R2 – Administrative Regulations Regarding Internet Acceptable Use
- 603.12-E1 – Parent/Guardian Internet Access Student Permissions
- 604.5 – Program for Students At-Risk
- 605.1 – Student Progress Reports and Conferences
- Changes are also recommended for the following policies:
- 100.1 – Legal Status of the School District
- 501.2 – Entrance Admissions
- 601.1 – School Organization
- 602.1 – Basic Instruction Program
- 801.6 – Inventory and Fixed Assets

**Facilities Advisory Committee:** The Facilities Advisory Committee met for the first time on May 17th to begin reviewing the district's potential facility needs. The meeting was held at Hazel Point Intermediate and facilitated by Superintendent Bisgard and representatives from OPN Architects. With approximately 30 people on the committee from students, parents, community members, staff, and administrators many voices were represented. The committee reviewed the 10-Year Capital Plan, enrollment projections, current enrollment, and various district funds.



**Finance/Audit Committee:** The committee reviewed the following items during their May 20th meeting:

- Board bills and April 2021 monthly financial reports
- The funding portion of the presentation given at the Facilities Advisory Committee meeting on May 17
- The 2021-22 school lunch program, which will be part of the Seamless Summer Option (SSO). This means that all meals for students will be free for the 2021-22 school year.
- The proposed student fee schedule for the 2021-22 school year, which reflects no changes from the current school year.
- The negotiation status for all groups.
- Reviewed the 2021-22 insurance renewal for property, liability, auto, workers comp, etc. A 16% increase overall was noted. Other changes include:
  - Property deductible from \$2,500 to \$5,000
  - Auto deductible from \$100 to \$1,000
  - Implementation of multi-factor authentication in order to continue cyber coverage
- Transfer of funds as follows:
  - ESSER general funds to the Nutrition and Aquatic funds for COVID-related expenditures
  - Per House file 602, general fund to the activity fund for lost revenues due to COVID
  - From general fund to activity fund for purchase of safety equipment
- The status and schedule of the pending revenue bond refinance.
- The tentative audit schedule for the FY2021 audit.



# Honors & Highlights

**Success Center Community Outreach:** Kudos are extended to the students and staff of the Success Center for helping to end hunger! Every week the group packages 300 backpacks filled with food through HACAP's Backpack Program. This year the HACAP Food Reservoir distributed more than 10 million pounds of food with the help of 2,450 volunteers.



**Boys Tennis Honors:** Congrats to Boys Tennis for winning the Class 2A District Championship for the ninth year in a row! Congrats also go out to Arwind Sivakumar, Sudeep Gadde, and Ayush Kalia for qualifying for the State Individual Championship



**Girls' Golf Honors:** Congratulations to the following student athletes for their wins during All-Conference: Tatum Depuydt (First Team) and Abby Hoefle (Second Team)!

## Track Honors:

Congratulations to the following student athletes for moving onto the State competition:

**Girls Track:** Mary Gustason, Lauren Gorsich, Leah Gorsich, Lilly Geelan, Micah Poellet, Sarah Murphy, Sydney Carsello, Tera Thompson, Erika Wagner, Allison Kriegel, Petra Sherman, Rachel Adamson, Jada Simmons, Emily Schmidt, Lily Haars, Ameriz Nielsen, Breka Trapp, Chloe Skidmore, Ally Buck, Joyce Toingar, Katy Hand, Haley Hartshorne, Kaylee Bunn, Gwen Gaffney, Kennedy Evans, and Rachel Hamling

**Boys Track:** Christopher Baker, Gabriel Cechura, Ethan Cozine, Jacob Derr, Tayden Ferguson, Luke Gaffney, Greg Gerst, Nicholas Gorsich, William Grant, Isaac Guerrero, Carter Henderson, Tristin Jackson, McKade Jelinek, Abass Kemokai, Hayden Kuhn, Gavyn Lamb, Luke Meike, Devin Miell, Chris O'Toole, Shourya Singh, Luke Steffen, Tyler Tiefel, and Bricen White



# **AIA® Document G704™ – 2017**


## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> 2020 Linn-Mar Roof Improvements Bowman Woods Elementary School, 151 Boyson Road NE, Cedar Rapids, IA 52402	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: March 10, 2020	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 001 Date: December 4, 2020
<b>OWNER:</b> <i>(name and address)</i> Linn-Mar Community School District 2999 North 10th Street Marion, IA 52302	<b>ARCHITECT:</b> <i>(name and address)</i> Shive-Hattery, Inc. 222 3rd Ave SE Suite 300 Cedar Rapids, IA 52401	<b>CONTRACTOR:</b> <i>(name and address)</i> DC Taylor Co. 312 29th Street NE Cedar Rapids, IA 52402

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

Shive-Hattery, Inc.  
ARCHITECT *(Firm Name)*

  
SIGNATURE

Stephen Stewart, Roofing  
Consultant  
PRINTED NAME AND TITLE

November 24, 2020  
DATE OF SUBSTANTIAL COMPLETION

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within NA ( ) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$ NA

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

DC Taylor Co.  
CONTRACTOR *(Firm Name)*

SIGNATURE

 TIM HAEFFNER  
PRINTED NAME AND TITLE

DATE

Linn-Mar Community  
School District

OWNER *(Firm Name)*

SIGNATURE

PRINTED NAME AND TITLE

DATE



# APPLICATION AND CERTIFICATE FOR PAYMENT

Invoice #: 2010056807

To Owner: Linn-Mar Community School District  
2999 N 10th StProject: 20100568IA Linn-Mar Community School  
District - Cedar Rapids

Application No. : 7

Distribution to :

☐ Owner  
☐ Architect  
☐ Contractor

Period To: 1-14-2021

Marion, IA 52302

From Contractor: D. C. Taylor Co.  
PO Box 97

Via Architect: Shive-Hattery, Inc.

Cedar Rapids, IA 52406-0097

Project Nos: 2192710

Contract For: 2020 Linn-Mar Roof Improvement

Contract Date: 5/26/2020

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. Original Contract Sum .....	\$988,576.00
2. Net Change By Change Order .....	\$18,300.50
3. Contract Sum To Date .....	\$1,006,876.50
4. Total Completed and Stored To Date .....	\$1,006,876.50
5. Retainage:	
a. 0.00% of Completed Work	\$0.00
b. 0.00% of Stored Material	\$0.00
Total Retainage .....	\$0.00
6. Total Earned Less Retainage .....	\$1,006,876.50
7. Less Previous Certificates For Payments .....	\$956,532.64
8. Current Payment Due .....	\$50,343.86
9. Balance To Finish, Plus Retainage .....	\$0.00

CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$28,151.50	\$9,851.00
Total Approved this Month	\$0.00	\$0.00
TOTALS	\$28,151.50	\$9,851.00
Net Changes By Change Order	\$18,300.50	

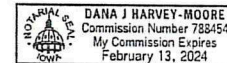
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR: D. C. Taylor Co.

By: Bret Taylor Date: 1-14-2021

State of: Iowa

Subscribed and sworn to before me this 14th

Notary Public: Dana Harvey-Moore  
My Commission expires: 2-13-2024County of: Linn  
day of January

## ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above 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 \$50,343.86

(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.)

By: [Signature] Date: 5/11/21

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.

# CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.

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

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

Application No. : 7

Application Date : 01/14/21

To:

Architect's Project No.: 2192710

Invoice # : 2010056807

Contract : 201005681A Linn-Mar Community School District - Cedar Rapids

A Item No.	B Description of Work	C Scheduled Value	D		F Materials Presently Stored  (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	J Retainage
			From Previous Application (D+E)	This Period In Place					
1	2020 Linn-Mar Roof Improvements - Bowman Woods	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
2	06 1000 Rough Carpentry	22,748.00	22,748.00	0.00	0.00	22,748.00	100.00%	0.00	
3	07 2500 Weather Barriers	50,181.00	50,181.00	0.00	0.00	50,181.00	100.00%	0.00	
4	07 4646 Fiber-Cement Siding	225,479.00	225,479.00	0.00	0.00	225,479.00	100.00%	0.00	
5	07 5400 Thermoplastic Membrane Roofing	571,337.00	571,337.00	0.00	0.00	571,337.00	100.00%	0.00	
6	07 6200 Sheet Metal Flashing and Trim	86,886.00	86,886.00	0.00	0.00	86,886.00	100.00%	0.00	
7	00 5350 Insurance and Bonds	5,945.00	5,945.00	0.00	0.00	5,945.00	100.00%	0.00	
8	Mobilization - Staging	26,000.00	26,000.00	0.00	0.00	26,000.00	100.00%	0.00	
9	CO 1 - Commencement Date Change	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	
10	CO 2 - Cut and install trim board on soffit by Pro Exterior	1,780.00	1,780.00	0.00	0.00	1,780.00	100.00%	0.00	
11	Deck Replacement	23,234.50	23,234.50	0.00	0.00	23,234.50	100.00%	0.00	
12	Metal Clip - Labor	2,375.00	2,375.00	0.00	0.00	2,375.00	100.00%	0.00	
13	Metal Clip - Material	762.00	762.00	0.00	0.00	762.00	100.00%	0.00	
14	Metal Clip - Deduct for Labor	-2,375.00	-2,375.00	0.00	0.00	-2,375.00	100.00%	0.00	
15	Metal Price Deduct	-762.00	-762.00	0.00	0.00	-762.00	100.00%	0.00	
16	Deduct - Labor on Gutter R and S	-4,500.00	-4,500.00	0.00	0.00	-4,500.00	100.00%	0.00	
17	Section A and C Gutter - Materials	-650.00	-650.00	0.00	0.00	-650.00	100.00%	0.00	
18	Section A and C Gutter - Labor	-901.00	-901.00	0.00	0.00	-901.00	100.00%	0.00	
19	Section A and C Downspout - Materials	-185.00	-185.00	0.00	0.00	-185.00	100.00%	0.00	
20	Section A and C Downspout - Labor	-255.00	-255.00	0.00	0.00	-255.00	100.00%	0.00	
21	Metal Cap N and H - Materials	-125.00	-125.00	0.00	0.00	-125.00	100.00%	0.00	
22	Metal Cap N and H - Labor	-98.00	-98.00	0.00	0.00	-98.00	100.00%	0.00	
Grand Totals		1,006,876.50	1,006,876.50	0.00	0.00	1,006,876.50	100.00%	0.00	0.00



## 2021-22 Student Fee Schedule

STUDENT FEES	2020-21	2021-22
<b>Textbook/Supply Fee</b>		
AK-4	\$50.00	\$50.00
AK-4 Reduced	\$25.00	\$25.00
5-8	\$60.00	\$60.00
5-8 Reduced	\$30.00	\$30.00
9-12	\$90.00	\$90.00
9-12 Reduced	\$45.00	\$45.00
9-12 Towel Fee	\$1.00	\$1.00
<b>Kirkwood Class Drop Fee</b>	\$250.00	\$250.00
<b>Instrumental Rentals</b>		
HS/MS/Intermediate:		
School Owned	\$50.00	\$50.00
Percussion	\$50.00	\$50.00
Reduced	\$25.00	\$25.00
<b>Band Tuxedo Rental</b>	\$10.00	\$10.00
<b>Orchestra Uniform Rental</b>	\$10.00	\$10.00
<b>Choir Concert Apparel Fee</b>	\$10.00	\$10.00
<b>Show Choir</b>		
10th Street	\$500.00	\$500.00
10th Street Reduced	\$250.00	\$250.00
In Step	\$475.00	\$475.00
In Step Reduced	\$237.50	\$237.50
Hi-Style	\$450.00	\$450.00
Hi-Style Reduced	\$225.00	\$225.00

HIGH SCHOOL	2020-21	2021-22
<b>Activity Ticket</b>	\$50.00	\$50.00
<b>Varsity Athletic Admissions</b>		
K-12 Football	\$5.00	\$5.00
Adult Football	\$7.00	\$7.00
Sr. Citizen Football	\$5.00	\$5.00
K-12 (Other Sports)	\$4.00	\$4.00
Adult (Other Sports)	\$5.00	\$5.00
Sr. Citizen (Other Sports)	\$4.00	\$4.00
<b>Fresh/Soph/JV Athletic Admissions</b>		
K-12 (All Sports)	\$2.00	\$2.00
Adult (All Sports)	\$3.00	\$3.00
<b>Music Events</b>		
K-12 Students	\$2.00	\$2.00
Adults	\$3.00	\$3.00
Senior Citizens	\$2.00	\$2.00
<b>Musicals</b>		
Single Ticket	\$10.00	\$10.00
<b>Drama Events</b>		
K-12 Students	\$5.00	\$5.00
Adults	\$5.00	\$5.00
<b>Parking Pass</b>	\$25.00	\$25.00
<b>Parking Fines (per occurrence)</b>	\$25.00	\$25.00

Middle School	2020-21	2021-22
<b>Fine Arts</b>	\$1.00 or GWD	\$1.00 or GWD
<b>Athletics</b>	\$1.00 or GWD	\$1.00 or GWD

Yearbook	2020-21	2021-22
5-8	\$25.00	\$25.00
9-12	\$70.00	\$70.00

Cap & Gown	2020-21	2021-22
Graduates	\$40.00	\$40.00

Summer Programs	2021-22
Kirkwood Drivers Education Full Tuition	\$400.00
Kirkwood Drivers Education Reduced Tuition	\$200.00

MEALS	2020-21	2021-22
<b>Lunch</b>		
K-4	Free	Free
5-8	Free	Free
9-12	Free	Free
K-12 Reduced	Free	Free
<b>Adult or Add'l Student Meal</b>	<b>\$3.85</b>	<b>\$3.95</b>
<b>Breakfast</b>		
K-5	Free	Free
6-8	Free	Free
9-12	Free	Free
K-12 Reduced	Free	Free
<b>Adult or Add'l Student Meal</b>	<b>\$2.10</b>	<b>\$2.20</b>
<b>Milk</b>	\$0.50	\$0.50



## Administrative Regulations Regarding the Internet

### Mandatory Policy

#### Code 603.12-R1

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

The district provides an electronic mail address to students for academic purposes. The students are required to follow the guidelines for appropriate use (Refer to Policy 603.12-R2).

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

The district will monitor the online activities of students and will educate students about appropriate online behavior, including interacting on social networking sites and chat rooms. Students will also be educated on cyberbullying, including awareness and response. Employees will provide age appropriate training for students who use the Internet. The training provided will be designed to promote the district's commitment to:

- The standards and acceptable use of Internet services as set for in district policy
- Student safety with regard to:
  - Safety on the internet,
  - Appropriate behavior while online, social networking websites, and in chat rooms, and
  - Cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act



- Unauthorized access including hacking and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors

Employees and students will be instructed on the appropriate use of the Internet. Parents will be required to give permission to allow their students to access the Internet via the PowerSchool eRegistration process.

In compliance with federal law, this policy will be maintained at least five years beyond the termination of funding under the Children's Internet Protection Act (CIPA) or E-rate.

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Adopted: 7/03

Reviewed: 12/09; 7/11; 4/18

Revised: 11/7; 9/12; 10/13; 2/15

Related Policy (Code#): 603.12; 603.12-R2; 603.12-E1

Legal Reference (Code of Iowa): § 279.8; 47 CFR 54.520

IASB Reference: 605.6



## **Administrative Regulations Regarding Internet Acceptable Use**

**Code: 603.12-R2**

### **Responsibility for Internet Acceptable Use:**

1. The authority for appropriate use of electronic internet resources is delegated to licensed employees. For the purpose of this policy, internet is defined as: A collection of thousands of inter-connected computer networks involving millions of computers and users around the world. It is a collaboration of private, public, educational, governmental, and industrial sponsored networks whose operators cooperate to maintain the network infrastructure.
2. Instruction in the proper use of the internet will be available to employees who will then provide similar instruction to their students.
3. Employees are expected to practice appropriate use of the internet and violations may result in discipline up to and including discharge.

### **Internet Access:**

1. Access to the internet is available to employees and students as a source of information and a vehicle of communication.
2. Students will be able to access the internet with the permission of their teachers.
  - a. Making internet access available to students carries with it the potential that some students might encounter information that may not be appropriate for students. On a global network it is impossible to control all materials because information on the internet appears, disappears, and changes so it is not possible to predict or control what students may locate.
  - b. It is a goal to allow teachers and students access to rich opportunities on the internet while protecting the rights of students and parents who choose not to risk exposure to questionable materials.
  - c. The smooth operation of the network relies on the proper conduct of the end users who must adhere to strict guidelines which require efficient, ethical, and legal utilization of network resources.
  - d. To reduce unnecessary system traffic, users may use real-time conference features such as video/chat/internet relay chat only as approved by the supervising teacher.
  - e. Transmission of material, information, or software in violation of any school board policy or regulation is prohibited.
  - f. The district makes no guarantee as to the accuracy of information received on the internet.

**Permission to Use Internet:** Parents/guardians will grant annual permission for their student to use the internet.

### **Student/Staff Use of the Internet:**

1. Equal Opportunity: The internet is available to all students/staff within the district. ~~The amount of time available for each student may be limited by the number of available terminals and the demands for each terminal.~~



2. Online Etiquette:

- a. The use of the network is a privilege and may be taken away for violation of board policy or regulations. As a user of the internet, students/staff may be allowed access to other networks. Each network may have its own set of policies and procedures. It is the user's responsibility to abide by the policies and procedures of these other networks.
  - b. Student access for electronic mail (email) will be through their student account supervised by their teacher. Students should adhere to the following guidelines:
    - Respect all copyright and license agreements
    - Cite all quotes, references, and sources
    - Remain on the system only long enough to get needed information
    - Apply the same privacy, ethical, and educational considerations utilized in other forms of communication
  - c. Students/staff should adhere to the following guidelines:
    - Others may be able to read or access emails so private messages should not be sent
    - Delete unwanted messages immediately
    - Use of objectionable language is prohibited
    - Always sign messages
    - Always acknowledge receipt of a document or file
3. Restricted Materials: Students/staff will not intentionally access or download any text files or pictures or engage in any conference that includes materials which are:
- Obscene, libelous, indecent, vulgar, profane or lewd
  - Advertises any product or service not permitted to minors by law
  - Constitutes insulting or fighting words, the very expression of which injures or harasses others
  - Presents a clear and present likelihood that either because of its content or the manner of distribution it will cause a material and/or substantial disruption of the proper and orderly operation and discipline of the school, district, or school activities
  - Will cause the commission of unlawful acts or the violation of lawful school regulations
4. Unauthorized Costs/Damages: If a student or district employee gains access to any services via the internet which have a cost involved or if a they incur any other type of cost due to physical damage, the student or district employee incurring such services or necessary repairs will be responsible for the cost.
5. Students/staff should never download or install any unauthorized software **including Virtual Private Networks (VPNs) to bypass content filters, browser extensions, games, etc.**

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Adopted: 7/03

Reviewed: 7/11; 4/18

Revised: 9/12; 10/13; 2/15; 8/17

Related Policy (Code#): 603.12; 603.12-R1-R2; 603.12-E1

Legal Reference (Code of Iowa): § 279.8; 47 CFR 54.520

IASB Reference: 605.6R1

**Policy Title: Parent/Guardian Internet Access Student Permissions  
Code 603.12-E1**

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

Students may be permitted to use a school electronic mail (email) address to send and receive email at school under teacher supervision. Students will be expected to abide by the following network etiquette:

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

Parent/guardian permission are submitted annually via the PowerSchool eRegistration process. For questions or issues with accessing PowerSchool, please contact your student's attendance center.

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Adopted: 7/03

Reviewed: 12/09; 7/11; 4/18

Revised: 11/7; 9/12; 10/13; 2/15

Related Policy (Code#): 603.12; 603.12-R1-R2

IASB Reference: 605.6E1





## Education Program – Student Services

### **Policy Title: Program for Students At-Risk Code 604.5**

The board recognizes some students require additional assistance in order to graduate from the regular education program. The board will provide a program which encourages and provides appropriate opportunities for students at-risk to succeed in the education program and obtain their high school diploma.

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

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Adopted: 8/89

Reviewed: 7/11; 9/12; 10/13; 2/15; 4/18

Revised: 11/07

Legal Reference (Code of Iowa): §§ 257.38-41; 280.19, .19A; 281 IAC 12.5(13); 33; 65

IASB Reference: 604.4



#### **Policy Title: Student Progress Reports and Conferences Code 605.1**

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

- a. To inform parents/guardians of their student's progress
- b. To clarify the expectations of the instructional program
- c. To record for students their growth or achievement
- d. To assist students in evaluating their growth or achievement
- e. To assist the students, parents/guardians, and schools in working cooperatively for the welfare of the students

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

The elementary schools, middle schools, **intermediate schools**, and high school will hold conferences at a minimum of once per year. Parents/guardians, teachers, or principals may request conferences for students in addition to these required conferences.

Parents/guardians and students are encouraged to discuss student progress or other matters with the student's teacher.

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Adopted: 6/70

Reviewed: 9/12; 4/18

Revised: 6/11; 10/13; 2/15

Legal Reference (Code of Iowa): §§ 256.11, .41; 280; 284.12; 281 IAC 12.3(4), 12.3(6); .5(16)

IASB Reference: 505.1





**Policy Title: Legal Status of the School District  
Code 100.1**

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

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

Linn-Mar schools are presently organized in a pattern which consists of:

- Preschool classes for children ages three and four;
- ~~Early Childhood Blended Program~~ Junior Kindergarten;
- Elementary school grade levels kindergarten through fourth;
- Intermediate school grade levels fifth and sixth;
- Middle school grade levels seventh and eighth; and
- High school grade levels ninth through twelfth.

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Adopted: 6/00

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

Revised: 10/19; 9/20

Legal Reference (Code of Iowa): §§ 274.1-2, .6-7; 279.8; 594A

IASB Reference: 100



### Policy Title: Entrance Admissions Code 501.2

Children in the school district community will be allowed to enroll in the district's regular education program beginning at age five. The child must be age five on or prior to September 15th to participate in the district's kindergarten/~~early childhood blended~~ junior kindergarten program. The child must be age six on or prior to September 15th to begin the first grade of the education program.

Before the student may enroll in the district's education program, the board will require evidence of age and residency in the form of a birth certificate or other evidence of age. It is within the discretion of the superintendent to determine what is satisfactory evidence for proof of age and residency.

Prior to enrollment, the parent must provide the administration with their child's health and immunization certificate. Failure to provide this information within the time period set by the superintendent is reason for suspension, expulsion, or denying admission to the student.

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Adopted: 6/70

Reviewed 5/11; 4/12; 10/14; 1/15; 10/17; 9/20

Revised: 7/13; 2/21

Related Policy (Code #): 500.1; 501.1

Legal Reference (Code of Iowa): §§ 139A.8; 144.45(5); 282.1, .3, .6

IASB Reference; 501.4



## Education Program – General Organization

### Policy Title: School Organization Code 601.1

The Linn-Mar Community School District will be organized into levels of instruction as follows:

#### **Early Childhood**

Early childhood will consist of two program options:

1. Four-year old voluntary preschool program; and
2. Five-year old ~~early childhood blended~~ junior kindergarten program.

#### **Elementary**

The elementary schools will consist of kindergarten and grades one through four.

#### **Intermediate**

The intermediate schools will consist of grades five and six.

#### **Middle School**

The middle schools will consist of grades seven and eight.

#### **High School**

The high school will consist of grades 9 through 12.

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Adopted: 6/70

Reviewed: 6/1; 6/12; 4/15; 1/18

Revised: 9/13; 2/21

Related Policy (Code#): 100.1; 101.1; 102.1



### Policy Title: Basic Instruction Program Code 602.1

The basic instruction program will include but not be limited to the curriculum required for each grade level by the Iowa Department of Education and reflect educational standards. The instructional approach will be gender-fair and multicultural.

The basic instruction program of students enrolled in early childhood programming will include curricula and instruction designed to develop and extend literacy skills in expressive and receptive language, numeracy, social and interaction skills, and fine and gross motor skill acquisition.

The basic instruction program of students enrolled in **junior kindergarten or** kindergarten is designed to develop healthy emotional and social habits, literacy and communications skills, numeracy, the capacity to complete individual tasks, character education, and the ability to protect and increase physical well-being with attention given to experiences relating to the development of life skills and human growth and development.

The basic instruction program of students enrolled in grades one through six will include English-language arts, social studies, mathematics, science, health, human growth and development, physical education, traffic safety, music, and visual arts. Beginning July 1, 2023; computer science will also be offered during at least one grade level.

The basic instruction program of students enrolled in grades seven and eight will include English-language arts, social studies, mathematics, science, health, human growth and development, family/consumer/career, technology education, physical education, music, visual arts, and world languages. Beginning July 1, 2023; computer science will also be offered during at least one grade level.

The basic instruction program of students enrolled in grades 9 through 12 will include but not be limited to: English-language arts (6 units), social studies (5 units), mathematics (6 units), science (5 units), health (1 unit), physical education (1 unit), fine arts (3 units), foreign language (4 units), financial literacy (1/2 unit), and vocational education (12 units). Beginning July 1, 2022; computer science (1/2 unit) will also be offered.

The board may, in its discretion, offer additional courses in the instruction program for any grade level.

Each instruction program is carefully planned for optimal benefit taking into consideration the financial condition of the school district and other factors deemed relevant by the board or superintendent. Each instruction program's plan should

describe the program, its goals, the effective materials, the activities, and the method for student evaluation.

An individual student may advance through the academic sequence offered in the instruction program at an accelerated pace provided the age, appropriateness, and affordability can be reasonably accommodated.

It is the responsibility of the superintendent [or designee] to develop administrative regulations stating the required courses and optional courses for early childhood, **junior kindergarten**, kindergarten, grades one through six, grades seven and eight, and grades nine through 12; including program descriptions, goals, and methods for student assessment/evaluation.

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Adopted: 6/70

Reviewed: 6/11; 1/18

Revised: 7/12; 9/13; 4/15; 9/19; 2/21

Legal Reference (Code of Iowa): §§ 216.9; 256.11; 279.8; 280.3-14; 281 IAC 12.5, 20 USC § 1232h; 34 CFR Pt 98

IASB Reference: 603.1



## Business Procedures - Fiscal Management

### Policy Title: Inventory and Fixed Assets Code 801.6

For insurance purposes, an inventory of the furniture, equipment, and other non-consumable items other than real property of the school district shall be conducted annually under the supervision of the superintendent [or designee]. This report shall be filed with the board secretary.

In addition, a separate fixed asset listing will be maintained for all governmental funds, in accordance with GASB 34. All fixed assets, both tangible and intangible, shall be accounted for at cost, or if cost is not determinable at estimated cost. Donated fixed assets shall be recorded at estimated fair market value at the time received. Tangible fixed assets will include buildings, land, land improvements, artwork, construction in progress, and machinery and equipment. Machinery and equipment with a historical cost equal to or greater than ~~\$2,500~~ \$5,000, will be capitalized. All listed fixed assets will be depreciated over the useful life of each fixed asset per the schedule listed below.

Class Description	Useful Life
Buildings	50 years
Site Improvements	20 years
Outdoor Equipment	20 years
Roof Replacements	20 years
Audiovisual Equipment	10 years
Machinery and Tools	15 years
Computers	5 years
Communications Equipment	10 years
Furniture and Accessories	20 years
Licensed Vehicles	8 years
Athletic Equipment	10 years
Custodial Equipment and Appliances	15 years
Musical Instruments	10 years

Intangible fixed assets shall be defined as assets that are identifiable, lack a physical substance, have an initial useful life extending beyond a single reporting period, and cost more than \$175,000. Examples include easements, patents, trademarks, copyrights, and computer software that is purchased, licensed, or internally generated. If the asset is generated internally, cost shall include efforts of staff members or independent contractors to plan, develop, and implement the asset. Intangible fixed assets will be considered capital assets for financial reporting purposes and depreciated over the estimated useful life of the asset using the straight-line method.



All equipment used by employees or students to meet the educational mission of the district must be tagged in a manner to identify them as permanent property of the Linn-Mar Community School District.

Nutrition fund fixed assets with a historical cost equal to or greater than \$500 will be capitalized and depreciated over 12 years. Computer and technology assets purchased by the nutrition fund will be depreciated over five years. A straight-line depreciation method will be used, and assets will be depreciated for a full year in the year of acquisition. An annual inventory shall be maintained on consumable property within the Nutrition Services program.

It is the responsibility of the superintendent [or designee] to develop a process for implementation of this policy.

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Adopted: 7/03

Reviewed: 7/10; 5/15; 12/18

Revised: 10/12; 12/13; 12/19

Legal Reference (Code of Iowa): 7A.30



# Excursions and Trips Request Form

**Code 603.3-R2**

 Date Request Received by CFO/COO: 5.12.21 (SD)

A written request for overnight excursions/trips must be submitted to the Chief Financial/Operating Officer not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized.

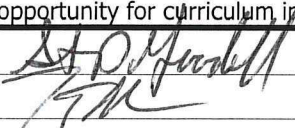
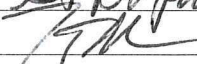
Overnight excursions/trips require prior approval of the building administrator, the superintendent or designee, and the Board of Directors. In authorizing excursions/trips, the building principal shall consider the financial condition of the school district, the educational benefit of the activity, 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 excursions/trips unless the event is sanctioned by the state athletic associations.

The request will include:

- ✓ Rationale for the excursion/trip including the purpose and objectives
  - ✓ Clarification if request is dependent upon pre-qualifying for event
  - ✓ Detailed plans for student supervision
  - ✓ Proposed itinerary
  - ✓ Cost and source of funding
  - ✓ Number of student participants
  - ✓ Copy of required participation paperwork
1. Within three weeks of the completion of the excursion/trip the sponsor shall submit a written summary of the event to the building principal.
  2. The building will be responsible for obtaining a substitute teacher if one is needed.
  3. Students eligible for a fee waiver will be covered through contingency/discretionary funds as appropriate.

**Excursion/Trip Criteria:** The following checklist **must be** signed and submitted to the Chief Financial/Operating Officer with required documentation not less than four weeks prior to the proposed excursion/trip and prior to any travel arrangements being finalized:

Group: Iowa HOSA Submitted by: Chad Lechner  
 (Examples: Robotics, FBLA, etc.) (Name)

Criteria		Description	Provided
Purpose	<b>Required</b>	Purpose of excursion/trip is clearly defined and " . . . is a vital part of the curriculum or current activity." Reference Board Policy 603.3.	
Pre-Planning	<b>Required</b>	Evidence of pre-planning that will maximize the learning experiences of students on this excursion/trip. (Dates, location, number of student participants, plan for supervision, proposed itinerary, hotel, cost/budget source, required participation paperwork, clarification if request is dependent upon pre-qualifying for an event, etc.)	
Follow-Up	<b>Required</b>	Evidence of planning for follow-up in order to maximize the learning experiences of students on this excursion/trip.	
Assessment	<b>Required</b>	Evidence that students will be required to demonstrate their understanding of the learning expected from this experience.	
Funding	<b>Required</b>	Source of funding has been determined that meets Department of Education and district guidelines. Reference Board Policy 603.3.	
Common Experience	<b>Recommended</b>	This excursion/trip is a common experience that all students at this grade level or activity group should have.	
Multi-disciplinary	<b>Recommended</b>	This excursion/trip addresses more than one curricular area and offers the opportunity for curriculum integration.	
Building Principal Approval			Date <u>5/13/2021</u>
Chief Financial/Operating Officer Approval			Date <u>5/14/21</u>
Board of Directors Approval			Date

# HOSA State Officer Training Field Trip Request Form

## Purpose and Objective

Attend the Iowa HOSA (Future Health Professionals) State Officer Training. Janet Weng has been elected to be the Reporter, Nick Rueben the Parliamentarian and Shrey Kapoor the VP of fundraising for the Iowa HOSA Chapter.. It is required for state officers to attend the State Officer Training in order to be prepared for their role for the upcoming year.

June 11-12

FFA Enrichment Center

1055 SW Praire Trail Pkwy

Ankeny, IA 50023

Hotel

Fairfield Inn and Suites

Altoona

460 Bass Pro Drive NW, Altoona, IA 50009

## Pre-Qualifying

Janet, Nick, and Shrey were voted by the state delegation during the Iowa HOSA Virtual Conference. In order to run for office, students first had to complete the State Officer application and have the approval of both his parents and adviser, Chad Lechner. Pass the State Officer Test with a 75% or higher. Record his campaign message and submit for all members to listen to and vote on.

## Detailed plans of Supervision

Chad Lechner will drive Janet, Nick, and Shrey and stay overnight. Students will have both the State Officer Chair from Iowa HOSA and Chad Lechner supervising.

## Itinerary

### **Friday, June 11**

6:50 am depart Linn-Mar High School from Door #4

8:50 am arrive at FFA Enrichment Center

9:00 am – 3:00 pm Iowa HOSA State Officer Training Day 1

3:15 pm depart FFA Enrichment Center

3:45 pm arrive at Fairfield Inn & Suites

3:45-6:00 pm Check in & State Officer bonding/free time

6:00-8:30 pm Dinner as team

8:30- 10:00 pm State officer bonding/free time

11:00 pm Curfew

*Chad's wife is accompanying as a chaperone*



## **Saturday, June 12**

9:00 am-2:00 pm Iowa HOSA State Officer Training Day 2 at Fairfield Inn & Suites

2:30 pm depart Ankeny

5:00 pm arrive back at Linn-Mar

### **Follow-up**

Officer's follow up will be the work they do with the State Officer Team. They will meet monthly via video conference, face to face at the State Fall Leadership Conference, Regional Leadership Conference, National Fall Leadership Conference, and State Leadership Conference.

### **Assessment**

They will not be taking a test per say, but will have to follow through with duties of the State Officer position.

### **Funding**

Iowa HOSA will pay for the lodging and all of meals for Students. Chad's lodging will be covered by Perkins funds. School vehicle will be requested, or mileage will be paid from the FBLA account. Meals for Chad will be covered from personal funds.

### **Common Experience**

No. It is for elected officers only.

### **Multi-disciplinary**

Day one of the training will be with other Career and Technical Student Organizations; like FBLA, FFA, FCCLA, DECA and TSA. The leadership skills they learn are transferrable to many facets of their life.



Inspire Learning.  
Unlock Potential.  
Empower Achievement.

## School Board Minutes May 10, 2021

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

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

### **200: Adoption of the Agenda Motion 142-05-10**

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

### **300: Public Hearings**

#### **301: Public Hearing on Sanitary Sewer Easement** – Refer to Exhibit 701.1

A public hearing was held regarding the proposed sanitary sewer easement on Oak Ridge grounds. No comments were received.

#### **302: Public Hearing on FY2021 Amended Certified Budget** – Refer to Exhibit 702.1

A public hearing was held on the fiscal year 2021 amended, certified budget. No comments were received.

### **400: Special Recognitions**

#### **401: Recognition of State Champions**

Dr. Jeff Gustason, Linn-Mar High School Principal, and Associate Athletic Director Tonya Moe recognized the following State Champion individuals, teams, and their coaches:

- **Wrestling:** Tate Naaktgeboren
- **Swimming:** Aiden Carstensen
- **Esports Overwatch Team:** Jacob Yearous, Reece Howell, Richard Phan, Jack Larson, Jacob Kluetz, and Caiden Abbott
- **Varsity POMs:** Alexandra Curry, Grace DeWitt, Jaycee Frantz, Katy Hand, Emma Havlik, Camryn Heying, Lauren Lensch, Sarah Liang, Natalie Loecher, Sophia McDonald, Izzy Mentzer, Grace Nicholson, Bennett Papendick, Darby Russell, Emma Schminke, Sara Schmitt, Natalie Severson, Devyn Shock, Celia Smith, Melania Stapley, Kendall Sturtz, and Sophia Yerke

### **500: Audience Communications**

Board Secretary/Treasurer JT Anderson read three audience communications that were submitted electronically by the noon deadline:

1. Kara Larson, LM Parent, thanking the staff and administration for their service
2. Carynn Smith, LM Parent, requesting updated COVID-19 procedures and regulations
3. Geralyn Jones, LM Parent, regarding discontinuation of face mask mandate and petition

## **600: Informational Reports, Discussions, and Presentations**

### **601: Teaching & Learning Update** – Exhibits 601.1 thru 601.3

Kristi Hicks, Associate Director of Student Services, and Tamara DeVries, Student Assistance Counselor, shared updates on the Suicide Prevention Taskforce, social/emotional professional development for staff, and Positive Behavioral Interventions and Supports (PBIS).

### **602: Marion City Council**

Board Member Tim Isenberg reported there were no topics related to the district presented during the May 6<sup>th</sup> Marion City Council meeting.

### **603: Legislative Update**

Superintendent Bisgard reported that it was a quiet week in Des Moines for legislation and reviewed some items regarding House File 868, the education appropriations bill.

### **604: ESSER Update**

Superintendent Bisgard stated the district has received three rounds of the Elementary and Secondary School Emergency Relief (ESSER) funding, which has covered COVID-related expenses such as additional technology needs and substitutes due to staff absences. The district will receive a fourth round with the goal of using the funds to hire additional teachers, school counselors, and support staff.

### **605: Facilities Planning**

Superintendent Bisgard reviewed a list of what he would be presenting to the Facilities Advisory Committee during their first meeting on May 17<sup>th</sup>. The board was in agreement with the potential list of focus areas.

### **606: Cabinet Update** – Exhibit 606.1

Superintendent Bisgard drew attention to the long list of summer capital improvement projects included in the Cabinet Update and the many honors and achievements listed. Bisgard also reiterated that the district's face mask mandate will remain in place through the end of the 2020-21 school year and clarified that it and the full Return-to-Learn Plan would be reviewed over the summer regarding the 2021-22 school year.

## **700: Unfinished Business**

### **701: Approval of Sanitary Sewer Easement** – Exhibit 701.1 **Motion 143-05-10**

**MOTION** by Lausen to approve the resolution regarding the sanitary sewer easement on Oak Ridge grounds with the City of Marion, as presented. Second by Buchholz. Roll call vote, all ayes. Motion carried.

### **702: Approval of FY21 Amended Certified Budget** – Exhibit 702.1 **Motion 144-05-10**

**MOTION** by Wall to approve the fiscal year 2021 amended, certified budget, as presented. Second by Weaver. Voice vote, all ayes. Motion carried.

### **703: Acceptance and Completion of Project** – Exhibit 703.1 **Motion 145-05-10**

**MOTION** by Buchholz to accept the 35<sup>th</sup> Avenue road project as completed and approve final payment of \$52,927.33 to Rathje Construction. Second by Lausen. Voice vote, all ayes. Motion carried.



## **800: New Business**

### **801: Establishment of Public Hearing – Exhibit 801.1 Motion 146-05-10**

**MOTION** by Wall to approve the resolution fixing the date for a public hearing on the proposed refinance of approximately \$29,000,000.00 school infrastructure sales, services, and use tax revenue bonds for 5:00 PM on Monday, June 14<sup>th</sup> in the boardroom of the Learning Resource Center. Second by Morey. Anderson clarified that by refinancing, the district will have a savings of between 1.5 and 2.2 million. Roll call vote, all ayes. Motion carried.

### **802: Fieldtrip Request – Exhibit 802.1 Motion 147-05-10**

**MOTION** by Lausen to approve the fieldtrip request for FBLA Member Shanmukh Boggarapu to attend the required FBLA Officers Training in Ankeny in June along with Advisors Barb Schult and Dana Lampe. Second by Isenberg. Voice vote, all ayes. Motion carried.

### **803: Approval of Part-Time Nutrition Services Agreement Motion 148-05-10**

**MOTION** by Buchholz to approve a 2.22% total package increase for the part-time Nutrition Services staff for the 2021-22 school year. Second by Lausen. Voice vote, all ayes. Motion carried.

### **804: Open Enrollment Requests Motion 149-05-10**

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

### ***Approved IN***

Name	Grade	Resident District	Reason
Anthony, Karris	K	College CSD	On time
Jacobson, Aiden	6 <sup>th</sup>	Central City CSD	Good cause
Jacobson, Marcus	6 <sup>th</sup>	Central City CSD	Good cause
LeGrand-Leverett, Hazel	K	Cedar Rapids CSD	On time
LeGrand-Leverett, Maely	4 <sup>th</sup>	Cedar Rapids CSD	Good cause
Mochal, Emma	6 <sup>th</sup>	Cedar Rapids CSD	Good cause
Seeman, Wesley	K	Cedar Rapids CSD	On time

### **900: Consent Agenda Motion 150-05-10**

**MOTION** by Wall to approve the consent agenda, as presented. Second by Buchholz. Congratulations were shared with Jacqueline Brown on her retirement and service to the district. Nelson recognized several of the new hires for the Aquatic Center as former students. Voice vote, all ayes. Motion carried.

### **901: Personnel**

#### ***Certified Staff: Resignation***

Name	Assignment	Dept Action	Reason
Brown, Jacqueline	WF: 3 <sup>rd</sup> Gr Teacher	6/11/21	Retirement

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

Name	Assignment	Dept Action	Salary Placement
Carny, Jenna	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Carstensen, Maura	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Craw, Parker	AC: From .5 to 1.0 Aquatic Assistance Manager	6/1/21	Same-recall from furlough
Egan, Tiffany	NS: EX General Help Cashier from 4.25 to 5.25 hours/day	5/3/21	Same
Elliott, Maddox	AC: Aquatic Instructor	5/24/21	\$11.00/hour

Name	Assignment	Dept Action	Salary Placement
Hoekstra, Eric	TR: From Shop Helper to Mechanic	5/10/21	SEIU E, \$20.81/hour
Hofer, Avari	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Jackson, Laura	NS: NE Baker	5/5/21	PTNS Step 2
Kmetz, Adam	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Nordine, Anna	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Oli, Sanya	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Pospisil, Jessica	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Raghwani, Mehal	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Ramos, Vince	O&M: From District Sub Custodian to Athletic Grounds/Facilities Coordinator	5/17/21	SEIU D, Step 2
Richard, Elizabeth	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Sieren, Own	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Thomasson, Evan	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Ton, Annalise	AC: Aquatic Instructor	5/24/21	\$11.00/hour
Weldon, Jaime	EX: Student Support Associate	5/10/21	LMSEAA II, Step 8
Woodcock, Jenna	EX: From Student Support Associate to General Ed Asst	5/10/21	LMSEAA I, Step 7

### ***Classified Staff: Resignation***

Name	Assignment	Dept Action	Reason
Beil, Nicole	EX: General Ed Assistant	4/23/21	Personal
Bolger, Mike	HS: Student Support Associate	5/7/21	Other Employment
Dreyer, Kelly	EH: Media Assistant	6/11/21	Personal
Helmrichs, Meri	HS: Student Support Associate	6/11/21	Personal
Luth, Tabitha	NS: NE General Help	5/5/21	Other Employment
McCurren, Jean	NS: BP Baker/General Help	4/8/21	Personal
Taylor Marin, Shawn	NS: EX General Help/Cashier	5/3/21	Personal
Williams, Doug	O&M: HVAC Technician	5/14/21	Other Employment

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

Name	Assignment	Dept Action	Salary Placement
Jenatscheck, Matt	HS: Assistant Varsity Girls Soccer Coach	4/22/21	\$3,279

902: Approval of April 26<sup>th</sup> Minutes – Exhibit 902.1

903: Approval of Bills – Exhibit 903.1

904: Approval of Contracts – Exhibits 904.1-13

1. Change order with Rathje Construction regarding the 35<sup>th</sup> Avenue paving project
2. Change order with Tricon for the Wilkins Elementary renovation project
3. Agreement with PlayOn! Sports for use of NFHS Network School Broadcast Program
4. PBIS Rewards service proposal for Excelsior Middle School
5. Bond counsel and disclosure counsel engagement agreement with Ahlers & Cooney, PC
6. Financial services agreement with Piper Sandler & Company
7. Amendment to agreement to Serve as Dissemination Agent for Secondary Market Disclosure with Piper Sandler & Company
8. Agreement with School Administrators of Iowa for the Administrator Mentoring and Induction Program
9. Independent contractor agreement with Ryan Hoagland
10. Independent contractor agreement with Sherry Stone
11. Independent contractor agreement with Vanessa Terrell
12. Independent contractor agreement with Michelle Colton
13. Agreement with Grant Wood AEA for VAST Center Science Program for 2021-22

## **1000: Board Communications, Calendar, and Committees**

### **1001: Board Communications**

### **1002: Board Calendar**

<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location/Comments</b>
May 10	7:00 PM	Senior & SODA/TRY Recognitions	High School Auditorium
May 12	11:30 AM	Policy Committee	Virtual
May 14	10:00 AM	Success Center Graduation	Parade Celebration
May 17	6:00 PM	Facility Advisory Committee	Hazel Point Cafeteria
May 19	4:00 PM	School Improvement Advisory (SIAC)	LRC Conference Room 6
May 20	7:30 AM	Finance/Audit Committee	LRC Conference Room 203
May 20	5:30 PM	Marion City Council (Nelson)	Virtual
May 24	5:00 PM	Board Meeting	Boardroom/YouTube
May 27	4:00 PM	COMPASS Celebration Picnic	Thomas Park
May 27	5:30 PM	Competition Speech Recognitions	HS Little Theatre
May 30	1:00 PM	LM High School Graduation	Alliant Energy Powerhouse
<b>Date</b>	<b>Time</b>	<b>Event</b>	<b>Location/Comments</b>
June 2	5-7 PM	BP Ribbon Cutting & Open House	Ribbon Cutting at 5:30 PM
June 2	5-7 PM	HP Ribbon Cutting & Open House	Ribbon Cutting at 6:00 PM
June 3	5:30 PM	Marion City Council (Wall)	Virtual
June 10	7:30 AM	Finance/Audit Committee	LRC Conference Room 203
June 14	5:00 PM	Board Meeting	Boardroom/YouTube
June 17	5:30 PM	Marion City Council	Virtual
June 21	10:00 AM	LM Foundation Lion Open	Hunters Ridge Golf Course

### **1003: Committees and Advisories**

<b>Committee</b>	<b>2020-21 Representatives</b>
Finance/Audit Committee	Buchholz, Isenberg, and Morey
Policy/Governance Committee	Lausen, Wall, and Weaver
Career & Technical Education Advisory (CTE)	Buchholz, Morey, and Nelson
School Improvement Advisory Committee (SIAC)	Buchholz, Isenberg, and Wall
Facilities Advisory Committee	Morey, Nelson, and Weaver
Community Promise	Nelson
Linn County Conference Board	Buchholz

## **1100: Adjournment Motion 151-05-10**

**MOTION** by Wall to adjourn the meeting at 6:57 PM. Second by Buchholz. Voice vote, all ayes.  
Motion carried.

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Sondra Nelson, School Board President

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JT Anderson, Board Secretary/Treasurer